

# AAAI Press Formatting Instructions for Authors Using L<sup>A</sup>T<sub>E</sub>X — A Guide

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## Abstract

AAAI creates proceedings, working notes, and technical reports directly from electronic source furnished by the authors. To ensure that all papers in the publication have a uniform appearance, authors must adhere to the following instructions.

Congratulations on having a paper selected for inclusion in an AAI Press proceedings or technical report! This document details the requirements necessary to get your accepted paper published using PDFL<sup>A</sup>T<sub>E</sub>X. If you are using Microsoft Word, instructions are provided in a different document. AAI Press does not support any other formatting software.

The instructions herein are provided as a general guide for experienced L<sup>A</sup>T<sub>E</sub>X users. If you do not know how to use L<sup>A</sup>T<sub>E</sub>X, do not use it to format your paper. AAI cannot provide you with support and the accompanying style files are **not** guaranteed to work. If the results you obtain are not in accordance with the specifications you received, you must correct your source file to achieve the correct result.

These instructions are generic. Consequently, they do not include specific dates, page charges, and so forth. Please consult your specific written conference instructions for details regarding your submission. Please review the entire document for specific instructions that might apply to your particular situation. All authors must comply with the following:

- You must use the 2019 AAI Press L<sup>A</sup>T<sub>E</sub>X style file and bib file, which are located in the 2019 AAI Author Kit.
- You must complete, sign, and return by the deadline the AAI copyright form (unless directed by AAI Press to use the AAI Distribution License instead).
- You must read and format your paper source and PDF according to the formatting instructions for authors.
- You must submit your electronic files and abstract using our electronic submission form **on time**.

\*Primarily Mike Hamilton of the Live Oak Press, LLC, with help from the AAI Publications Committee  
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- You must pay any required page or formatting charges to AAI Press so that they are received by the deadline.
- You must check your paper before submitting it, ensuring that it complies without error, and complies with the guidelines found in the AAI Author Kit.

## Copyright

All papers submitted for publication by AAI Press must be accompanied by a valid signed copyright form. There are no exceptions to this requirement. You must send us the original version of this form. However, to meet the deadline, you may fax (1-650-321-4457) or scan and e-mail the form (pubforms19@aaai.org) to AAI by the submission deadline, and then mail the original via postal mail to the AAI office. If you fail to send in a signed copyright or permission form, we will be unable to publish your paper. There are **no exceptions** to this policy. You will find PDF versions of the AAI copyright and permission to distribute forms in the AAI AuthorKit.

## Formatting Requirements in Brief

We need source and PDF files that can be used in a variety of ways and can be output on a variety of devices. The design and appearance of the paper is strictly governed by the aai style file (aai19.sty). **You must not make any changes to the aai style file, nor use any commands, packages, style files, or macros within your own paper that alter that design, including, but not limited to spacing, floats, margins, fonts, font size, and appearance.** AAI imposes requirements on your source and PDF files that must be followed. Most of these requirements are based on our efforts to standardize conference manuscript properties and layout. All papers submitted to AAI for publication will be recompiled for standardization purposes. Consequently, every paper submission must comply with the following requirements:

- Your .tex file must compile in PDFL<sup>A</sup>T<sub>E</sub>X — ( you may not include .ps or .eps figure files.)
- All fonts must be embedded in the PDF file — including includes your figures.

- Modifications to the style file, whether directly or via commands in your document may not ever be made, most especially when made in an effort to avoid extra page charges or make your paper fit in a specific number of pages.
- No type 3 fonts may be used (even in illustrations).
- You may not alter the spacing above and below captions, figures, headings, and subheadings.
- You may not alter the font sizes of text elements, footnotes, heading elements, captions, or title information (for references and tables and mathematics, please see the limited exceptions provided herein).
- You may not alter the line spacing of text.
- Your title must follow Title Case capitalization rules (not sentence case).
- Your .tex file must include completed metadata to pass-through to the PDF (see PDFINFO below)
- L<sup>A</sup>T<sub>E</sub>X documents must use the Times or Nimbus font package (you may not use Computer Modern for the text of your paper).
- No L<sup>A</sup>T<sub>E</sub>X 209 documents may be used or submitted.
- Your source must not require use of fonts for non-Roman alphabets within the text itself. If your paper includes symbols in other languages (such as, but not limited to, Arabic, Chinese, Hebrew, Japanese, Thai, Russian and other Cyrillic languages), you must restrict their use to bit-mapped figures. Fonts that require non-English language support (CID and Identity-H) must be converted to outlines or 300 dpi bitmap or removed from the document (even if they are in a graphics file embedded in the document).
- Two-column format in AAI style is required for all papers.
- The paper size for final submission must be US letter without exception.
- The source file must exactly match the PDF.
- The document margins must be as specified in the formatting instructions.
- The number of pages and the file size must be as specified for your event.
- No document may be password protected.
- Neither the PDFs nor the source may contain any embedded links or bookmarks (no hyperref or navigator packages).
- Your source and PDF must not have any page numbers, footers, or headers (no pagestyle commands).
- Your PDF must be compatible with Acrobat 5 or higher.
- Your L<sup>A</sup>T<sub>E</sub>X source file (excluding references) must consist of a **single** file (use of the “input” command is not allowed).
- Your graphics must be sized appropriately outside of L<sup>A</sup>T<sub>E</sub>X (do not use the “clip” or “trim” command) .

If you do not follow these requirements, your paper will be subject to expensive reformatting and special handling fees that can easily exceed the extra page fee.

## What Files to Submit

You must submit the following items to ensure that your paper is published:

- A fully-compliant PDF file that includes PDF metadata.
- Your L<sup>A</sup>T<sub>E</sub>X source file submitted as a **single** .tex file (do not use the “input” command to include sections of your paper — every section must be in the single source file). The only allowable exception is the reference list, which you may include separately. Your source must compile on our system, which includes only standard L<sup>A</sup>T<sub>E</sub>X TeXLive support files.
- Only the graphics files used in compiling paper.
- The L<sup>A</sup>T<sub>E</sub>X-generated files (e.g. .aux and .bbl file, etc.) if they are needed to compile your source (generally, the .aux and bbl file can be omitted; the bib file might be necessary, however).

Your L<sup>A</sup>T<sub>E</sub>X source will be reviewed and recompiled on our system (if it does not compile, you may incur fees). **Do not submit your source in multiple text files.** Your single L<sup>A</sup>T<sub>E</sub>X source file must include all your text, your bibliography (formatted using aaai.bst), and any custom macros.

Your files should work without any supporting files (other than the program itself) on any computer with a standard L<sup>A</sup>T<sub>E</sub>X distribution. Place your PDF and source files in a single tar, zipped, gzipped, stuffed, or compressed archive. Name your source file with your last (family) name.

**Do not send files that are not actually used in the paper.** We don’t want you to send us any files not needed for compiling your paper, including, for example, this instructions file, unused graphics files, style files, additional material sent for the purpose of the paper review, and so forth.

**Obsolete style files.** The commands for some common packages (such as some used for algorithms), may have changed. Please be certain that you are not compiling your paper using old or obsolete style files.

## Using L<sup>A</sup>T<sub>E</sub>X to Format Your Paper

The latest version of the AAI style file is available on AAI’s website. Download this file and place it in the T<sub>E</sub>X search path. Placing it in the same directory as the paper should also work. You must download the latest version of the complete AAI Author Kit so that you will have the latest instruction set and style file.

## Document Preamble

In the L<sup>A</sup>T<sub>E</sub>X source for your paper, you **must** place the following lines as shown in the example in this subsection. This command set-up is for three authors. Add or subtract author and address lines as necessary, and uncomment the portions that apply to you. In most instances, this is all you need to do to format your paper in the Times font. The helvet package will cause Helvetica to be used for sans serif. These files are part of the PSNFSS2e package, which is freely available from many Internet sites (and is often part of a standard installation).

Leave the setcounter for section number depth commented out and set at 0 unless you want to add section numbers to your paper. If you do add section numbers, you must uncomment this line and change the number to 1 (for section numbers), or 2 (for section and subsection numbers). The style file will not work properly with numbering of subsections, so do not use a number higher than 2.

If (and only if) your author title information will not fit within the specified height allowed, put `\setlength\titlebox2.5in` in your preamble. Increase the height until the height error disappears from your log. You may not use the `\setlength` command elsewhere in your paper, and it may not be used to reduce the height of the author-title box.

### The Following Must Appear in Your Preamble

```
\documentclass[letterpaper]{article}
\usepackage{aaai19}
\usepackage{times}
\usepackage{helvet}
\usepackage{courier}
\usepackage[hyphens]{url}
\usepackage{graphicx}
\urlstyle{rm}
\def\UrlFont{\rm}
\usepackage{graphicx}
\frenchspacing
\setlength{\pdfpagewidth}{8.5in}
\setlength{\pdfpageheight}{11in}
% Add additional packages here.
%
% The following
% packages may NEVER be used (this list
% is not exhaustive:
% authblk, caption, CJK, float, fullpage, geometry,
% hyperref, layout, nameref, natbib, savetrees,
% setspace, titlesec, tocbibind, ulem
%
%
% PDFINFO
% You are required to complete the following
% for pass-through to the PDF.
% No LaTeX commands of any kind may be
% entered. The parentheses and spaces
% are an integral part of the
% pdfinfo script and must not be removed.
%
\pdfinfo{
/Title (Type Your Paper Title Here in Mixed Case)
/Author (John Doe, Jane Doe)
/Keywords (Input your keywords in this optional area)
}
%
% Section Numbers
% Uncomment if you want to use section numbers
% and change the 0 to a 1 or 2
% \setcounter{secnumdepth}{0}

% Title and Author Information Must Immediately Follow
% the pdfinfo within the preamble
%
\title{Title}\
\author{\Author 1 \ and Author 2}\
Address line\
Address line\
```

```
\ And\
Author 3\
Address line\
Address line
}\
```

### Preparing Your Paper

After the preamble above, you should prepare your paper as follows:

```
%
\begin{document}
\maketitle
\begin{abstract}
%...
\end{abstract}
```

### The Following Must Conclude Your Document

```
% References and End of Paper
% These lines must be placed at the end of your paper
\bibliography{Bibliography-File}
\bibliographystyle{aaai}
\end{document}
```

### Inserting Document Metadata with L<sup>A</sup>T<sub>E</sub>X

PDF files contain document summary information that enables us to create an Acrobat index (pdx) file, and also allows search engines to locate and present your paper more accurately. *Document metadata for author and title are REQUIRED.* You may not apply any script or macro to implementation of the title, author, and metadata information in your paper.

*Important:* Do not include *any* L<sup>A</sup>T<sub>E</sub>X code or nonascii characters (including accented characters) in the metadata. The data in the metadata must be completely plain ascii. It may not include slashes, accents, linebreaks, unicode, or any L<sup>A</sup>T<sub>E</sub>X commands. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma. You may also include keywords in the optional Keywords field.

```
\begin{document}\
\maketitle\
...\
\bibliography{Bibliography-File}\
\bibliographystyle{aaai}\
\end{document}\
```

### Commands and Packages That May Not Be Used

There are a number of packages, commands, scripts, and macros that are incompatible with aaai19.sty. The common ones are listed in tables 1 and 2. Generally, if a command, package, script, or macro alters floats, margins, fonts, sizing, linespacing, or the presentation of the references and citations, it is unacceptable. Note that negative vskip and vspace may not be used except in certain rare occurrences, and may never be used around tables, figures, captions, sections, subsections, subsections, or references.

Table 1: Commands that must not be used.

<code>\abovecaption</code>	<code>\abovedisplay</code>	<code>\addevensidemargin</code>	<code>\addsidemargin</code>
<code>\addtolength</code>	<code>\baselinestretch</code>	<code>\belowcaption</code>	<code>\belowdisplay</code>
<code>\break</code>	<code>\clearpage</code>	<code>\clip</code>	<code>\columnsep</code>
<code>\float</code>	<code>\input</code>	<code>\input</code>	<code>\linespread</code>
<code>\newpage</code>	<code>\pagebreak</code>	<code>\renewcommand</code>	<code>\setlength</code>
<code>\text height</code>	<code>\tiny</code>	<code>\top margin</code>	<code>\trim</code>
<code>\vskip{-</code>	<code>\vspace{-</code>		

Table 2: LaTeX style packages that must not be used.

<code>authblk</code>	<code>babel</code>	<code>caption</code>	<code>cjk</code>
<code>dvips</code>	<code>epsf</code>	<code>epsfig</code>	<code>euler</code>
<code>float</code>	<code>fullpage</code>	<code>geometry</code>	<code>graphics</code>
<code>hyperref</code>	<code>layout</code>	<code>linespread</code>	<code>lmodern</code>
<code>maltepaper</code>	<code>natbib</code>	<code>navigator</code>	<code>pdfcomment</code>
<code>psfig</code>	<code>pstricks</code>	<code>tlenc</code>	<code>titlesec</code>
<code>tocbind</code>	<code>ulem</code>		

### Page Breaks

For your final camera ready copy, you must not use any page break commands. References must flow directly after the text without breaks. Note that some conferences require references to be on a separate page during the review process. AAAI Press, however, does not require this condition for the final paper.

### Paper Size, Margins, and Column Width

Papers must be formatted to print in two-column format on 8.5 x 11 inch US letter-sized paper. The margins must be exactly as follows:

- Top margin: .75 inches
- Left margin: .75 inches
- Right margin: .75 inches
- Bottom margin: 1.25 inches

The default paper size in most installations of LaTeX is A4. However, because we require that your electronic paper be formatted in US letter size, the preamble we have provided includes commands that alter the default to US letter size. Please note that using any other package to alter page size (such as, but not limited to the Geometry package) will result in your final paper being rejected.

**Column Width and Margins.** To ensure maximum readability, your paper must include two columns. Each column should be 3.3 inches wide (slightly more than 3.25 inches), with a .375 inch (.952 cm) gutter of white space between the two columns. The `aaai19.sty` file will automatically create these columns for you.

### Overlength Papers

If your paper is too long, turn on `\frenchspacing`, which will reduce the space after periods. Next, shrink the size of your graphics. Use `\centering` instead of `\begin{center}` in



if there are no `\showbox` and the sum to their turn total. At each decision point, a player may continue to roll or stop. If they decide to stop, they add their turn total to their total score and then it becomes the opponent's turn. Otherwise, they roll dice again `\showbox` continue adding to their turn total. If a single `\showbox` turn `\showbox` and the turn ended (no points gained); if a `\showbox` then the players

Figure 1: Using the `trim` and `clip` commands produces fragile layers that can result in disasters (like this one from an actual paper) when the color space is corrected or the PDF combined with others for the final proceedings. Crop your figures properly in a graphics program – not in LaTeX

your figure environment. For mathematical environments, you may reduce fontsize **but not below 6.5 point**. You may also alter the size of your bibliography by inserting `\fontsize{9.5pt}{10.5pt} \selectfont` right before the bibliography (the minimum size is `\fontsize{9.0pt}{10.0pt}`).

Commands that alter page layout are forbidden. These include `\columnsep`, `\topmargin`, `\topskip`, `\textheight`, `\textwidth`, `\oddsidemargin`, and `\evensidemargin` (this list is not exhaustive). If you alter page layout, you will be required to pay the page fee *plus* a reformatting fee. Other commands that are questionable and may cause your paper to be rejected include `\parindent`, and `\parskip`. Commands that alter the space between sections are forbidden. The `titlesec` package is not allowed. Regardless of the above, if your paper is obviously “squeezed” it is not going to be accepted. Options for reducing the length of a paper include reducing the size of your graphics, cutting text, or paying the extra page charge (if it is offered).

### Figures

Your paper must compile in PDFLaTeX. Consequently, all your figures must be .jpg, .png, or .pdf. You may not use the .gif (the resolution is too low), .ps, or .eps file format for your figures.

When you include your figures, you must crop them **outside** of LaTeX. The command `\includegraphics*[clip=true, viewport 0 0 10 10]...` might result in a PDF that looks great, but the image is **not really cropped**. The full image can reappear (and obscure whatever it is overlapping) when page numbers are applied or color space is standardized. Figures 1, and 2 display some unwanted results that often occur.

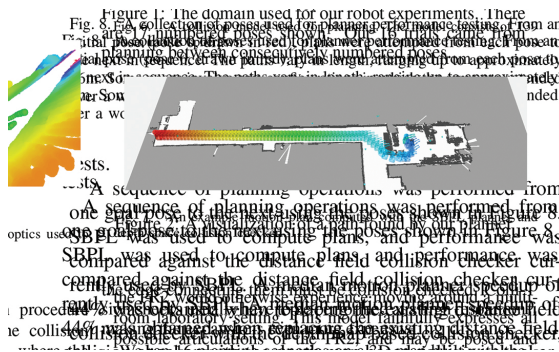


Figure 1: The domain used for our robot experiments. There are 1000 point cloud scans of the environment, each with a bounding box. The search domain is a volume spanning  $40m \times 21m \times 2m$ .

Figure 2: Adjusting the bounding box instead of actually removing the unwanted data resulted multiple layers in this paper. It also needlessly increased the PDF size. In this case, the size of the unwanted layer doubled the paper's size, and produced the following surprising results in final production. Crop your figures properly in a graphics program. Don't just alter the bounding box.

## Type Font and Size

Your paper must be formatted in Times Roman or Nimbus. We will not accept papers formatted using Computer Modern or Palatino or some other font as the text or heading typeface. Sans serif, when used, should be Courier. Use Symbol or Lucida or Computer Modern for *mathematics only*.

Do not use type 3 fonts for any portion of your paper, including graphics. Type 3 bitmapped fonts are designed for fixed resolution printers. Most print at 300 dpi even if the printer resolution is 1200 dpi or higher. They also often cause high resolution imagesetter devices and our PDF indexing software to crash. Consequently, AAAI will not accept electronic files containing obsolete type 3 fonts. Files containing those fonts (even in graphics) will be rejected.

Fortunately, there are effective workarounds that will prevent your file from embedding type 3 bitmapped fonts. The easiest workaround is to use the required times, helvet, and courier packages with L<sup>A</sup>T<sub>E</sub>X2<sub>ε</sub>. (Note that papers formatted in this way will still use Computer Modern for the mathematics. To make the math look good, you'll either have to use Symbol or Lucida, or you will need to install type 1 Computer Modern fonts — for more on these fonts, see the section “Obtaining Type 1 Computer Modern.”)

If you are unsure if your paper contains type 3 fonts, view the PDF in Acrobat Reader. The Properties/Fonts window will display the font name, font type, and encoding properties of all the fonts in the document. If you are unsure if your graphics contain type 3 fonts (and they are PostScript or encapsulated PostScript documents), create PDF versions of them, and consult the properties window in Acrobat Reader.

The default size for your type should be ten-point with twelve-point leading (line spacing). Start all pages (except the first) directly under the top margin. (See the next section for instructions on formatting the title page.) Indent ten points when beginning a new paragraph, unless the paragraph begins directly below a heading or subheading.

**Obtaining Type 1 Computer Modern for L<sup>A</sup>T<sub>E</sub>X.** If you use Computer Modern for the mathematics in your paper (you cannot use it for the text) you may need to download type 1 Computer fonts. They are available

without charge from the American Mathematical Society: <http://www.ams.org/tex/type1-fonts.html>.

**Nonroman Fonts** If your paper includes symbols in other languages (such as, but not limited to, Arabic, Chinese, Hebrew, Japanese, Thai, Russian and other Cyrillic languages), you must restrict their use to bit-mapped figures.

**Title and Authors**

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page, centered over both columns in sixteen-point bold type (twenty-four point leading). This style is called “mixed case,” which means that means all verbs (including short verbs like be, is, using, and go), nouns, adverbs, adjectives, and pronouns should be capitalized, (including both words in hyphenated terms), while articles, conjunctions, and prepositions are lower case unless they directly follow a colon or long dash. Author's names should appear below the title of the paper, centered in twelve-point type (with fifteen point leading), along with affiliation(s) and complete address(es) (including electronic mail address if available) in nine-point roman type (the twelve point leading). (If the title is long, or you have many authors, you may reduce the specified point sizes by up to two points.) You should begin the two-column format when you come to the abstract.

**Formatting Author Information** Author information can be set in a number of different styles, depending on the number of authors and the number of affiliations you need to display. In formatting your author information, however, you may not use a table nor may you employ the `\authorblk.sty` package. For several authors from the same institution, please just separate with commas:

```
\author{Author 1, ... Author n\
Address line \ \ ... \ \ Address line}
```

If the names do not fit well on one line use:

```
\author{Author 1} ... \ \
{\bf \Large Author ... Author}\ \
Address line \ \ ... \ \ Address line
}
```

For two (or three) authors from different institutions, use `\And`:

```
\author{Author 1\ Address line \ \ ... \ Address line
\And ... \And Author n\
Address line\ \ ... \ Address line}
```

To start a separate “row” of authors, use `\AND`:

If the title and author information does not fit in the area allocated, place `\setlength\titlebox{height}` after the `\documentclass` line where `{height}` is 2.5in or greater.

### Formatting Author Information — Alternative Method

If your paper has a large number of authors from different institutions, you may use the following alternative method for displaying the author information.

```
\author{AuthorOne},\textsuperscript{\rm 1}
\author{AuthorTwo},\textsuperscript{\rm 2}
\author{AuthorThree},\textsuperscript{\rm 3}
\author{AuthorFour},\textsuperscript{\rm 4}
\author{AuthorFive}, \textsuperscript{\rm 5}\
\textsuperscript{1}AffiliationOne\
\textsuperscript{2}AffiliationTwo\
\textsuperscript{3}AffiliationThree\
\textsuperscript{4}AffiliationFour\
\textsuperscript{5}AffiliationFive\
\{email, email\}@affiliation.com,
email@affiliation.com,
email@affiliation.com,
email@affiliation.com
```

### LaTeX Copyright Notice

The copyright notice automatically appears if you use `aaai19.sty`. Do not disable it. If you do disable or change the copyright line, your paper cannot be published by AAAI Press.

### Credits

Any credits to a sponsoring agency should appear in the acknowledgments section, unless the agency requires different placement. If it is necessary to include this information on the front page, use `\thanks` in either the `\author` or `\title` commands. For example:

```
\title{Very Important Results in AI}\thanks{This work is sup-
ported by everybody.}}
```

Multiple `\thanks` commands can be given. Each will result in a separate footnote indication in the author or title with the corresponding text at the bottom of the first column of the document. Note that the `\thanks` command is fragile. You will need to use `\protect`.

Please do not include `\pubnote` commands in your document.

### Abstract

Follow the example commands in this document for creation of your abstract. The command `\begin{abstract}` will automatically indent the text block. Please do not indent it further. Do not include references in your abstract!

### Page Numbers

Do not **ever** print any page numbers on your paper. The use of `\pagestyle` is forbidden.

### Text

The main body of the paper must be formatted in black, ten-point Times Roman with twelve-point leading (line spacing). You may not reduce font size or the linespacing. Commands that alter font size or line spacing (including, but not limited to `baselinestretch`, `baselineshift`, `linespread`, and others) are expressly forbidden. In addition, you may not use color in the text.

### Citations

Citations within the text should include the author’s last name and year, for example (Newell 1980). Append lowercase letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Feigenbaum and Englemore 1988) or (Ford, Hayes, and Glymour 1992). In the case of four or more authors, list only the first author, followed by et al. (Ford et al. 1997).

### Extracts

Long quotations and extracts should be indented ten points from the left and right margins.

This is an example of an extract or quotation. Note the indent on both sides. Quotation marks are not necessary if you offset the text in a block like this, and properly identify and cite the quotation in the text.

### Footnotes

Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers. Footnotes should appear at the bottom of the page, separated from the text by a blank line space and a thin, half-point rule.

### Headings and Sections

When necessary, headings should be used to separate major sections of your paper. Remember, you are writing a short paper, not a lengthy book! An overabundance of headings will tend to make your paper look more like an outline than a paper. The `aaai.sty` package will create headings for you. Do not alter their size nor their spacing above or below.

**Section Numbers** The use of section numbers in AAAI Press papers is optional. To use section numbers in LaTeX, uncomment the `setcounter` line in your document preamble and change the 0 to a 1 or 2. Section numbers should not be used in short poster papers.

**Section Headings.** Sections should be arranged and headed as follows:



**Acknowledgments.** The acknowledgments section, if included, appears after the main body of text and is headed “Acknowledgments.” This section includes acknowledgments of help from associates and colleagues, credits to sponsoring agencies, financial support, and permission to publish. Please acknowledge other contributors, grant support, and so forth, in this section. Do not put acknowledgments in a footnote on the first page. If your grant agency requires acknowledgment of the grant on page 1, limit the footnote to the required statement, and put the remaining acknowledgments at the back. Please try to limit acknowledgments to no more than three sentences.

**Appendices.** Any appendices follow the acknowledgments, if included, or after the main body of text if no acknowledgments appear.

**References** The references section should be labeled “References” and should appear at the very end of the paper (don’t end the paper with references, and then put a figure by itself on the last page). A sample list of references is given later on in these instructions. Please use a consistent format for references. Poorly prepared or sloppy references reflect badly on the quality of your paper and your research. Please prepare complete and accurate citations.

## Illustrations and Figures

Figures, drawings, tables, and photographs should be placed throughout the paper near the place where they are first discussed. Do not group them together at the end of the paper. If placed at the top or bottom of the paper, illustrations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using the `\usepackage{graphicx}`. Number figures sequentially, for example, figure 1, and so on.

The illustration number and caption should appear under the illustration. Labels, and other text with the actual illustration must be at least nine-point type.

If your paper includes illustrations that are not compatible with PDF<sub>TEX</sub> (such as .eps or .ps documents), you will need to convert them. The `epstopdf` package will usually work for eps files. You will need to convert your ps files to PDF however.

**Low-Resolution Bitmaps.** You may not use low-resolution (such as 72 dpi) screen-dumps and GIF files—these files contain so few pixels that they are always blurry, and illegible when printed. If they are color, they will become an indecipherable mess when converted to black and white. This is always the case with gif files, which should never be used. The resolution of screen dumps can be increased by reducing the print size of the original file while retaining the same number of pixels. You can also enlarge files by manipulating them in software such as PhotoShop. Your figures should be 300 dpi when incorporated into your document.

**L<sub>A</sub>T<sub>E</sub>X Overflow.** L<sub>A</sub>T<sub>E</sub>X users please beware: L<sub>A</sub>T<sub>E</sub>X will sometimes put portions of the figure or table or an equation in the margin. If this happens, you need to scale the figure or table down, or reformat the equation. **Check your log file!**

You must fix any overflow into the margin (that means no overfull boxes in L<sub>A</sub>T<sub>E</sub>X). **Nothing is permitted to intrude into the margin or gutter.**

The most efficient and trouble-free way to fix overfull boxes in graphics is with the following command:

```
\resizebox{.9\columnwidth}!{ }
```

**Using Color.** Use of color is restricted to figures only. It must be WACG 2.0 compliant. (That is, the contrast ratio must be greater than 4.5:1 no matter the font size.) It must be CMYK, NOT RGB. It may never be used for any portion of the text of your paper. The archival version of your paper will be printed in black and white and grayscale. The web version must be readable by persons with disabilities. Consequently, because conversion to grayscale can cause undesirable effects (red changes to black, yellow can disappear, and so forth), we strongly suggest you avoid placing color figures in your document. If you do include color figures, you must (1) use the CMYK (not RGB) colorspace and (2) be mindful of readers who may happen to have trouble distinguishing colors. Your paper must be decipherable without using color for distinction.

**Drawings.** We suggest you use computer drawing software (such as Adobe Illustrator or, (if unavoidable), the drawing tools in Microsoft Word) to create your illustrations. Do not use Microsoft Publisher. These illustrations will look best if all line widths are uniform (half- to two-point in size), and you do not create labels over shaded areas. Shading should be 133 lines per inch if possible. Use Times Roman or Helvetica for all figure call-outs. **Do not use hairline width lines** — be sure that the stroke width of all lines is at least .5 pt. Zero point lines will print on a laser printer, but will completely disappear on the high-resolution devices used by our printers.

**Photographs and Images.** Photographs and other images should be in grayscale (color photographs will not reproduce well; for example, red tones will reproduce as black, yellow may turn to white, and so forth) and set to a minimum of 300 dpi. Do not prescreen images.

**Resizing Graphics.** Resize your graphics **before** you include them with L<sub>A</sub>T<sub>E</sub>X. You may **not** use trim or clip options as part of your `\includegraphics` command. Resize the media box of your PDF using a graphics program instead.

**Fonts in Your Illustrations** You must embed all fonts in your graphics before including them in your L<sub>A</sub>T<sub>E</sub>X document.

## References

The AAI style includes a set of definitions for use in formatting references with Bib<sub>TEX</sub>. These definitions make the bibliography style fairly close to the one specified below. To use these definitions, you also need the Bib<sub>TEX</sub> style file “`aaai.bst`,” available in the AAI Author Kit on the AAI web site. Then, at the end of your paper but before `\enddocument`, you need to put the following lines:

```
\bibliographystyle{aaai} \bibliography{bibfile1,bibfile2,...}
```

Please note that you are required to use `\bibliographystyle{aaai}` for your references. You may not use named, plain, apalike, acm, ieeetr, siam, chicago, or any other style. Use of `natbib` is also not acceptable. (In addition to `natbib`, the `aaai19.sty` file is also incompatible with the `hyperref` and `navigator` packages. If you use either, your references will be garbled and your paper cannot be published.) If you used `natbib` commands, you may put the following in your preamble (after removing `\usepackage{natbib}`)

```
\newcommand{\citel}[1]{\citeauthor{#1} \shortcite{#1}}
\newcommand{\citep}{\cite}
\newcommand{\citealp}[1]{\citeauthor{#1} \citeyear{#1}}
```

References may be the same size as surrounding text. However, in this section (only), you may reduce the size to `\small` if your paper exceeds the allowable number of pages. Making it any smaller than 9 point with 10 point linespacing, however, is not allowed. A more precise method of reducing the size of your references is by means of the following command:

```
\fontsize{9.8pt}{10.8pt} \selectfont
```

You must reduce the size equally for both font size and line spacing, and may not reduce the size beyond `{9.0pt}{10.0pt}`.

The list of files in the `\bibliography` command should be the names of your BibTeX source files (that is, the `.bib` files referenced in your paper).

The following commands are available for your use in citing references:

`\cite`: Cites the given reference(s) with a full citation. This appears as “(Author Year)” for one reference, or “(Author Year; Author Year)” for multiple references.

`\shortcite`: Cites the given reference(s) with just the year. This appears as “(Year)” for one reference, or “(Year; Year)” for multiple references.

`\citeauthor`: Cites the given reference(s) with just the author name(s) and no parentheses.

`\citeyear`: Cites the given reference(s) with just the date(s) and no parentheses.

Formatted bibliographies should look like the following examples.

#### *Book with Multiple Authors*

Engelmore, R., and Morgan, A. eds. 1986. *Blackboard Systems*. Reading, Mass.: Addison-Wesley.

#### *Journal Article*

Robinson, A. L. 1980a. New Ways to Make Microcircuits Smaller. *Science* 208: 1019–1026.

#### *Magazine Article*

Hasling, D. W.; Clancey, W. J.; and Rennels, G. R. 1983. Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies* 20(1): 3–19.

#### *Proceedings Paper Published by a Society*

Clancey, W. J. 1983. Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines

for Medical Education. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 556–560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

#### *Proceedings Paper Published by a Press or Publisher*

Clancey, W. J. 1984. Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49–54. Menlo Park, Calif.: AAAI Press.

#### *University Technical Report*

Rice, J. 1986. Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Dept. of Computer Science, Stanford Univ.

#### *Dissertation or Thesis*

Clancey, W. J. 1979. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Dept. of Computer Science, Stanford Univ., Stanford, Calif.

#### *Forthcoming Publication*

Clancey, W. J. 2020. The Engineering of Qualitative Models. Forthcoming.

## Producing Reliable PDF Documents with L<sup>A</sup>T<sub>E</sub>X

Generally speaking, PDF files are platform independent and accessible to everyone. When creating a paper for a proceedings or publication in which many PDF documents must be merged and then printed on high-resolution PostScript RIPs, several requirements must be met that are not normally of concern. Thus to ensure that your paper will look like it does when printed on your own machine, you must take several precautions:

- Use type 1 fonts (not type 3 fonts)
- Use only standard Times, Nimbus, and CMR font packages (not fonts like F3 or fonts with tildes in the names or fonts—other than Computer Modern—that are created for specific point sizes, like Times<sup>19</sup>) or fonts with strange combinations of numbers and letters
- Embed all fonts when producing the PDF
- Do not use the [T1]fontenc package (install the CM super fonts package instead)

## Creating Output Using PDFL<sup>A</sup>T<sub>E</sub>X Is Required

By using the PDFL<sup>A</sup>T<sub>E</sub>X program instead of straight L<sup>A</sup>T<sub>E</sub>X or T<sub>E</sub>X, you will probably avoid the type 3 font problem altogether (unless you use a package that calls for metafont). PDFL<sup>A</sup>T<sub>E</sub>X enables you to create a PDF document directly from L<sup>A</sup>T<sub>E</sub>X source. The one requirement of this software is that all your graphics and images must be available in a format that PDFL<sup>A</sup>T<sub>E</sub>X understands (normally PDF, jpg, or png).

PDFL<sup>A</sup>T<sub>E</sub>X's default is to create documents with type 1 fonts. If you find that it is not doing so in your case, it is likely that one or more fonts are missing from your system or are not in a path that is known to PDFL<sup>A</sup>T<sub>E</sub>X.

**dvipdf Script** Scripts such as `dvipdf` which ostensibly bypass the Postscript intermediary should not be used since they generally do not instruct `dvips` to use the `config.pdf` file.



**dvipdfm** Do not use this dvi-PDF conversion package.

### **Ghostscript**

L<sup>A</sup>T<sub>E</sub>X users should not use GhostScript to create their PDFs.

### **Graphics**

If you are still finding type 3 fonts in your PDF file, look at your graphics! L<sup>A</sup>T<sub>E</sub>X users should check all their imported graphics files as well for font problems.

### **Proofreading Your PDF**

Please check all the pages of your PDF file. Is the page size A4? Are there any type 3, Identity-H, or CID fonts? Are all the fonts embedded? Are there any areas where equations or figures run into the margins? Did you include all your figures? Did you follow mixed case capitalization rules for your title? Did you include a copyright notice? Do any of the pages scroll slowly (because the graphics draw slowly on the page)? Are URLs underlined and in color? You will need to fix these common errors before submitting your file.

### **Improperly Formatted Files**

In the past, AAAI has corrected improperly formatted files submitted by the authors. Unfortunately, this has become an increasingly burdensome expense that we can no longer absorb. Consequently, if your file is improperly formatted, it will not be included in the publication. If time allows, however, you will be notified via e-mail of the problems with your file and given the option of correcting the file yourself. A resubmission fee (which can easily exceed \$75.00) will be required for this service). If you opt to correct the file yourself, please note that we cannot provide you with any additional advice beyond that given in your packet. Files that are not corrected after a second attempt will not be included in the publication.

### **L<sup>A</sup>T<sub>E</sub>X 209 Warning**

If you use L<sup>A</sup>T<sub>E</sub>X 209 we will not be able to publish your paper. Convert your paper to L<sup>A</sup>T<sub>E</sub>X 2e.

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If you have any questions about the preparation or submission of your paper as instructed in this document, please contact AAAI Press at the address given below. If you have technical questions about implementation of the aaai style file, please contact an expert at your site. We do not provide technical support for L<sup>A</sup>T<sub>E</sub>X or any other software package. To avoid problems, please keep your paper simple, and do not incorporate complicated macros and style files.

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### **Additional Resources**

L<sup>A</sup>T<sub>E</sub>X is a difficult program to master. If you’ve used that software, and this document didn’t help or some items were not explained clearly, we recommend you read Michael Shell’s excellent document (testflow doc.txt V1.0a 2002/08/13) about obtaining correct PS/PDF output on L<sup>A</sup>T<sub>E</sub>X systems. (It was written for another purpose, but it has general application as well). It is available at [www.ctan.org](http://www.ctan.org) in the tex-archive.

### **Acknowledgments**

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The preparation of the L<sup>A</sup>T<sub>E</sub>X and BibT<sub>E</sub>X files that implement these instructions was supported by Schlumberger Palo Alto Research, AT&T Bell Laboratories, Morgan Kaufmann Publishers, The Live Oak Press, LLC, and AAAI Press. Bibliography style changes were added by Sunil Issar. \pubnote was added by J. Scott Penberthy. George Ferguson added support for printing the AAAI copyright slug. Additional changes to aaai.sty and aaai.bst have been made by the AAAI staff.

Thank you for reading these instructions carefully. We look forward to receiving your electronic files!