

# PPIG 2008: Author Instructions and Template File

Alan F. Blackwell<sup>1</sup> and Luke Church<sup>2</sup>

<sup>1</sup> Computer Laboratory 1, Cambridge University  
`Alan.Blackwell@cl.cam.ac.uk`

<sup>2</sup> Computer Laboratory 2, Cambridge University  
`luke@church.name`

**Abstract.** This file both describes and exemplifies the required format for papers submitted to PPIG 2008. Knowledgeable users of Microsoft Word should be able to use this file as a template, inserting their own text. If you are not confident about how to achieve this, the rest of this file describes how to use the styles defined in this document.

## 1 Word Paragraph Styles

Microsoft Word associates a paragraph "style" with every paragraph in a document. The paragraph style defines the default font, character size, character style, line width and line spacing of the text in the paragraph. Many users of Word change these things manually by using the commands on the Format:Character and Format:Paragraph menus. Please don't do that with this document!

Instead of changing the paragraph format or the character format, decide what kind of paragraph you are creating, and select that paragraph style from the toolbar, or from the Format:Style menu. In Word 2007, many of the PPIG styles should be available in the 'Quick Styles Gallery', or they can be located by clicking the 'Show Styles Window button' or pressing Alt + Ctrl + Shift + S. The paragraph styles used in this document include: PPIG Normal, PPIG Heading Level 1, PPIG Heading Level 2, PPIG Keywords, PPIG Abstract, PPIG Reference, PPIG Title, PPIG Author, PPIG Affiliation. It should be clear from the names how we intend these to be used. All paragraphs in this template document have been defined as the appropriate style. This paragraph that you are reading, for example, is defined in the style PPIG Normal.

### 1.1 Style Definition

Most of the paper will use paragraphs in the style PPIG Normal. There are only two levels of heading - PPIG Heading Level 1 and PPIG Heading Level 2. We have provided styles for a few other normal types of text:

- Bulleted lists (PPIG Bullet) look just like this. In some versions of Word, bullets seem to get interpreted as numbers. I think I have fixed this, but don't worry too much - just use the correct style, I'll fix the appearance later if necessary.
- Numbered lists (PPIG Numbered) look as expected. I've tried not to use the Word auto-numbering facility, but you may find that Word puts auto-numbers in your document anyway. To add your own numbers (which I prefer) type a number followed by a tab at the start of each paragraph. If they get turned into auto-numbers, don't worry. I'll fix that too.
- Indent paragraphs (PPIG Indent) are indented (use them for definitions etc).

Authors should be listed in separate columns which can be setup using the 'columns icon' (under Page Layout in Word 2007).

## 1.2 References

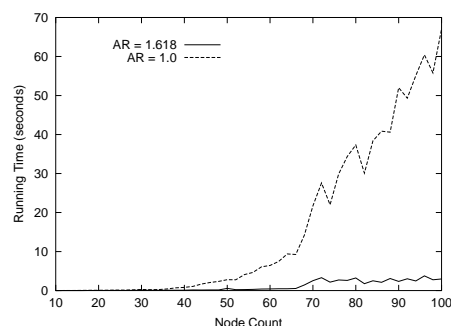
The references section at the end of this template shows the style that should be used for references (PPIG Reference)[1]. The references themselves should preferably follow the format of the APA (American Psychological Association) style guide, although we won't be too strict about the details. Citations should be in APA format: Blackwell (1999) says the year should be in parentheses after mention of the author's name. In cases where the author's name is not in the sentence, the citation gives name and year in parentheses (Blackwell 1999).

## 1.3 Figures and Tables

More complicated formatting (Tables and Figures) should fit within the boundaries of the text on this template file, and should be centred on the page. Use your own judgement to create suitable tables. We have provided a paragraph style - PPIG Table Entry - that you might find useful. Figures are always a problem. Try to include them in the Word file if possible, but we are happy for you to email them to us if you have trouble (please use JPEG, PNG or Postscript as appropriate). Captions for both figures and tables should use the PPIG Caption style, as follows:

**Table 1.** A simple table, with caption.

Column A	Column M
Row 1A	Row 1B
Row 2A	Row 2B



**Fig. 1.** A sample figure, with caption

## 2 Things Not To Do

Please do not use the built-in heading levels of Word (Heading 1, Heading 2), or the built-in Normal style, even though these appear on your menu. Most importantly - please do not change the Page Setup, the Margins, or anything else in this document that might result in your paper not conforming to the page boundaries set in this template.

## 3 Submission Procedure

### 3.1 Keywords

Please choose keywords for your paper, following the instructions on the PPIG web site (<http://www.ppig.org/keywords>). Include these at the start of the paper, as has been done at the beginning of this template.

### **3.2 Saving the file**

Once you have edited this template file to create your paper, please save the document as Word 97-2003 format (select the "File:Save As " dialog (Alt + f + a) and choose "Word 97-2003 Document" in the "Save As Type" field of the dialog. By default Word 2007 may create a '.docx' file and list the file type as "Word Document", however "Word 97-2003 Document" is preferred over '.docx') If you are using an old version of Word which doesn't offer the choice of saving in the format of earlier versions, just save normally. Identify yourself in the name of the file in some sensible way.

### **3.3 Submission**

Attach the saved file to an email message, and send it by email to jim.buckley@ul.ie. Please make the subject of the email 'PPIG08 Paper Submission: [Title of paper]'.

### **Deadline**

The submission deadline for final copy of accepted papers is 1st May 2008.

## **4 Acknowledgements**

Thank you to Eleonora Bilotta, Thomas Green and Paola Kathuria for their help in defining and testing this template.

## **References**

1. E. G. Coffman and R. L. Graham. Optimal scheduling for two processor systems. *Acta Informatica*, 1:200–213, 1972.