Instructions for Formatting JAIR Articles

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Overview

To ensure that all articles published in the journal have a uniform appearance, authors must produce a PostScript document that meets the formatting specifications outlined here. The PostScript document will be used for both the hardcopy and electronic versions of the journal.

Enclosed you will find a sample article that illustrates the JAIR format. Your article *should look as similar as possible* to the sample article. Below we outline the basic specifications, including font sizes, margins, etc. However, the point is to have your articles look similar to the sample, and when in doubt you should use the sample as your guide. Please feel free to contact the editor or production managers at jair-ed@ptolemy.arc.nasa.gov if you have any questions.

To ready your work for publication, please typeset it using software such Latex or Framemaker that produces PostScript output. (LaTex is preferred.) A LaTex style file is available from the editor. We also have a FrameMaker sample, and eventually will have macros/samples for other document preparation systems as well. If you must use a document preparation system other than LaTex or FrameMaker, please discuss this with the editor prior to submitting your final document. If you do not have the software necessary to produce acceptable PostScript files, the editor will recommend a professional service for formatting your article. (Authors will be responsible for paying for this service).

Style and Format

Papers must be printed in the single column format as shown in the enclosed sample. Margins should be 1 1/4 inch left and right. Headers should be 1/2 inch from top and footer should be 1 inch from bottom of page. Title should start 1 1/2 inches from the top of the page.

Fonts

You should use Times Roman style fonts. Please be very careful not to use nonstandard or unusual fonts in the paper. Including such fonts will cause problems for many printers.

Headers and Footers should be in 9pt type. The title of the paper should be in 14pt bold type. The abstract title should be in 11pt bold type, and the abstract itself should be in 10pt type. First headings should be in 12 point bold type and second headings should be in 11 point bold type. The text and body of the paper should be in 11 point type.

Title

The title appears near the top of the first page, centered. Authors' names should appear in designated areas below the title of the paper in twelve point bold type. Authors' affiliations and complete addresses should be in italics, and their electronic addresses should be in small capitals (see sample article).

Abstract

The abstract appears at the beginning of the paper, indented 1/4 of an inch from the left and right margins. The title "Abstract" should appear in bold face 11 point type, centered above the body of the abstract. The abstract body should be in 10 point type.

Text

The text and body of the paper should be in 11 point type.

Citations

Citations within the text should include the author's last name and year, for example (Cheeseman, 1992). Append lower-case letters to the year in cases of ambiguity, as in (Cheeseman, 1993a). Multiple authors should be treated as follows: (Cheeseman & Englemore 1988) or (Englemore, Cheeseman & Buchanan, 1992). In the case of three or more authors, the citation can be shortened by referring only the first author, followed by "et al.", as in (Clancey et al. 1991). Multiple citations should be separated by a semi-colon, as in (Cheeseman, 1993a; Buntine, 1992).

Headings and Sections

When necessary, headings should be used to separate major sections of your paper. First-level headings should be in 12 point bold type and second-level headings should be in 11 point bold type. Do not skip a line between paragraphs. Third-level headings should also be in 11 point bold type. After a heading, the first sentence should *not* be intended.

The acknowledgments section, if included, appears after the main body of the text and is headed "Acknowledgments." The section should not be numbered. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish.

Appendices, if included, follow the acknowledgments. Each appendix should be lettered, e.g., "Appendix A". If online-appendices are submitted, they should not be in the postscript manuscript (see below), although they may be referred to in the manuscript. They will be published online in separate files. The online appendices should be numbered and referred to in the text as Online Appendix 1, Online Appendix 2, etc.

The reference section should be labeled "References" and should appear at the end of the paper in APA format. A sample list of references is given at the end of these instructions. Poorly prepared, incomplete or sloppy references reflect badly on the quality of your paperwork and your research. Please prepare complete and accurate citations.

Figures and Tables

Figures and tables should be inserted in proper places throughout the text. Do not group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

The figure or table number and the caption should appear under the illustration. Leave a margin of one-quarter inch around the area covered by the figure and caption. Captions, labels, and other text in illustrations must be at least nine-point type.

Unfortunately, at the present time, including illustrations in your manuscript may cause problems for some printers/previewers. Although this is gradually becoming less and less of an issue, we encourage authors to use "reliable" programs for producing PostScript figures. We ask you to check with the editors before including any figures in your paper, so that we can perform various tests. At the very least, we must verify that your figures print successfully on our printers.

Page Numbering and Publication Date

Upon completion of your article and final approval of the editor, you will be assigned a page number that should be the first page of your article. You should number the remainder of your article accordingly. Page numbers should appear at the bottom of the page in the center. You will also be assigned a volume number and publication date that you will use in the header.

Headers and Footers

The first page of your article should include the journal name, volume number, year and page numbers in the upper left corner, the submission date and publication date in the upper right corner, and the copyright notice in the lower left corner. The editor will let you know the volume number, year, pages, submission date and publication date.

On the even numbered pages, the header of the page should be the authors names. On the odd pages, starting with page 3, the header should be the title of the paper (shortened if necessary, as in the sample).

Footnotes

We encourage authors to use footnotes sparingly, especially since they may be difficult to read online. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown in the sample article.

Style files

We have created a LaTex style file that takes care of the formatting requirements for the paper (jair.sty, theapa.sty, theapa.bst). With help from Jeff Schlimmer and Alberto Segre, we've also created files that will enable you to use Framemaker or Gnu's GROFF. (Latex is preferred, however.) Information on formatting can be obtained by anonymous FTP from `p.gp.cs.cmu.edu` in the directory /usr/jair/pub/information/format or from `ftp.mrg.dist.unige.it` in the directory pub/jair/pub/information/format. Each of these also contains subdirectories for Latex, Framemaker and GROFF.

The following command can be used in the LaTex version of your paper to set the first page header:

`\jairheading{1}{1993}{1-15}{6/91}{9/91}` *ask the editor*

To set your title and authors for headings:
`\ShortHeadings{short title}{authors}`

For example:
`\ShortHeadings{Minimizing Conflicts}{Minton et al.}`

To set your page numbers:
`\firstpageno{?}` *the pagenumber you are assigned to start with by the editor.*

Examples of the APA format for References:

Book

Cormen, T. H., Leiserson, C. E., & Rivest, R. L. (1990). *Introduction to Algorithms.* Cambridge, MA: MIT Press.

Edited Book

Fisher, D. H., Pazzani, M. J., & Langley, P. (Eds.) (1991). *Concept Formation: Knowledge and Experience in Unsupervised Learning.* San Mateo, CA: Morgan Kaufmann.

Journal Article

Smith, R.C., & Cheeseman, P., (1987). On the representation and estimation of spatial uncertainty. *The International Journal of Robotics Research, 5,* 56-68.

Proceedings Paper

Cardie, C., & Lehnert, W. (1991). A cognitively plausible approach to understanding complex syntax. *In Proceedings of AAAI-91.*

or

Allen, J. A., & Langley, P. (1990). Integrating memory and search in planning. *In Proceedings of the 1990* DARPA *Workshop on Innovative Approaches to Planning, Scheduling, and Control*. San Diego, CA: Morgan Kaufmann.

Univeristy Technical Report

Rice, J. (1986). Poligon: A system for parallel problem solving. Tech. rep. KSL-86-19, Department of Computer Science, Stanford University.

Dissertation or Thesis

Clancey, W. J. (1979). *Transfer of rule-based expertise through a tutorial dialogue.* Ph.D. thesis, Department of Computer Science, Stanford University.

Forthcoming Publication

Doe, W. J. (1993). The engineering of qualitative models. Submitted for publication.

or

Schlimmer, J. C., & Langley, P. (in press). Machine learning. In S. Shapiro (Ed.), *Encyclopedia of artificial intelligence* (2nd ed.). New York: John Wiley & Sons.