Welcome to the SST98 Student Day Author Kit. The SST98 Student Day has been incorporated into ICSLP’98 and will be referred to henceforth as SST98. The Author Kit contains the information you need to prepare your full paper and final abstract for SST98. The Author Kit consists of this document and a separate document entitled “Sample Paper: Paper formatting instructions for SST98 Student Day authors” (see section 1).

You submitted a “summary” of the paper by the 1 May 1998 for review and will have been notified of its acceptance soon after 26 June 1998. You will need to submit paper and electronic versions of the full paper along with a final abstract and bibliographical material by the due date. Your camera-ready paper and its machine-readable counterpart MUST NOT EXCEED 6 PAGES. It should comply with the instructions provided herein and should be RECEIVED (not just postmarked) by the ICSLP’98 Secretariat AND through electronic submission no later than 21 August 1998.

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE PROCEEDING WITH YOUR PAPER PREPARATION

If the layout instructions are not followed, or if your material is not received by 21 August 1998, your paper may not be included in the proceedings.

No papers will be accepted by fax.

There are absolutely no exceptions to these requirements.

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1. GENERAL INSTRUCTIONS

The SST98 conference proceedings will be published in two formats:-
• A hard-copy paper proceedings
• A CD-ROM proceedings (SST98 proceedings will be included on the ICSLP’98 CD-ROM)

As a consequence, you will need to submit both hard copy (see section 2) and machine readable (see section 4) versions of your full paper. In addition a final abstract and bibliographic data (see section 3) will need to be submitted for the conference programme book.

Two hard copies of the full paper (see section 2) must be transmitted to the ICSLP’98 Secretariat (see section 6) by 21 August 1998, by either:-
• Post
• Courier

A machine-readable version of the full paper must be transmitted (see section 4d) by 21 August 1998 by either:-
• Electronic transfer. That is e-mail (binary attachment, or UUENCODE), or by FTP
• Physical media, via post or courier (with hard copy) on a defined range of physical media.

A separate machine readable ASCII version of your final abstract along with accompanying Bibliographic data and information on additional files must also be submitted by 21 August 1998 (see section 3).

Please note the following conditions.

• No papers will be accepted by fax.
• No papers will be accepted after 21 August 1998
• Papers exceeding 6 pages will be rejected.

You can obtain all of the Author Kit, including the Sample Paper, via WWW at:-

Authors should read the following sections in sequential order, as they indicate step-by-step the procedure required.
2. **INSTRUCTIONS FOR FULL PAPER PREPARATION**

1. All manuscripts must be in ENGLISH.

2. Your paper must be no longer than six (6) pages. It may be shorter, but papers with pages in excess of six will be rejected. There will be ABSOLUTELY NO EXCEPTION to this rule.

3. Please use Helvetica font for your paper because this will contribute to giving the proceedings a more uniform look.

4. Master hard copies of the full paper need to be of high enough quality that they will not degrade under reproduction. In particular, please avoid the use of dot matrix printing.

5. To be included in the Proceedings, your paper must be in the following format:
   - Single-spaced
   - Single column format
   - Printed or typed in BLACK ink
   - No smaller than ten (10) point type throughout the paper, including figure captions. The pages will be reduced to 50% of their initial area so it is extremely important that the font size is not smaller than 10 point.

6. Should have the assigned paper number and page sequence (eg #1234 page 1 of 6) written LIGHTLY IN PENCIL on the BLANK BACK SIDE of each sheet.

7. Do not write notes on the printed side of the paper.

8. Do not use staples, do not use paper clips, since both result in damage when the paper is sent by post or courier.

9. Print the paper on A4 (21 x 29.7 cm, 8.27 x 11.69 inches) WHITE paper or US−letter (21.6 x 27.9 cm, 8.5 x 11 inches) WHITE paper, following the exact margins described in this document. These margins are the same as on the enclosed sample paper. The sample paper provides an example of how your paper should look.

10. All printed and electronic text should be within the following margins:
    - All text and figures must be contained in a 17 cm x 23.2 cm (6.67 inch x 9.13 inch) image area.
    - The left margin for A4 is to be 2.5 cm (1.0 inch).
    - The right margin for A4 is to be 2.5 cm (1.0 inch)
    - The top margin for A4 is to be 2.5 cm (1.0 inch).
    - The bottom margin for A4 is to be 2.5 cm (1.0 inch)
    - The left margin for US letter is to be 2.5 cm (1.0 inch).
    - The right margin for US letter is to be 3.1 cm (1.23 inch)
    - The top margin for US letter is to be 2.5 cm (1.0 inch).
    - The bottom margin for US letter is to be 0.7 cm (0.31 inch)
• Centre each page within this image area in a single column format.

• Follow the style of the Sample Paper with regard to title, authors, addresses, abstract, heading, and subheadings. Page numbers, session numbers, and conference identification will be inserted by the printer.

11. Your first or title page should have the paper title, author(s), and affiliation(s) centered on the page. The remainder of the text must be in the single column format, staying within the indicated image area.

12. Additional image, movie and sound files may also be submitted for inclusion in the CD-ROM version of the proceedings (see section 4b, below). You may indicate in the paper where you would like the link points for these additional files using the following link notation in square brackets [SOUND 1234.WAV] or [IMAGE 1234.GIF].

13. Place the loose pages between two stiff pieces of cardboard which are at least as big as the pages, tape the cardboard closed, and place in an envelope for shipment.

14. Ship the manuscript to the address provided in section 6.

15. See the “Sample Paper: Paper Formatting Instructions for SST98 Student Day Authors” for more detailed instructions on paper formatting.

3. INSTRUCTIONS FOR PREPARATION AND TRANSMISSION OF FINAL ABSTRACT AND BIBLIOGRAPHIC MATERIAL

As well as the full paper, you are required to submit a final abstract which will be included in the conference programme book, which will be linked to the contents and index sections of the CD-ROM proceedings and which will also appear in a conference Web page.

This final abstract is not the same as the summary that you submitted originally for review. The final abstract need not necessarily be exactly the same as the abstract that will appear in your full paper.

Your final abstract is due at the same time your paper is due – 21 August 1998.

ABSTRACTS RECEIVED AFTER THIS DEADLINE OR NOT FOLLOWING THE FORMAT BELOW MAY RESULT IN THE PAPER NOT BEING INCLUDED IN THE PROCEEDINGS.

Authors submitting papers are required to supply an abstract and bibliographic information for each paper submitted. Included with the bibliographic data will be details of all accompanying files. You will find instructions as well as links to the online submission form at:-

http://www.causal.on.net/manuscript/

You are strongly encouraged to use this method of abstract and bibliographic data submission.
If you are unable to complete the submission of the abstract and bibliographic material using the Web-based form then you will need to contact Causal Productions (the CD-ROM producer) by e-mail at:-

manuscripts@causal.on.net

for further instructions on alternative final abstract and bibliographic data formats that are acceptable to the publishers of our CD-ROM proceedings. (Make it clear that you are submitting to the SST98 Student Day and not to ICSLP’98)

The final abstract must be accompanied by author bibliographic information as well as information on any additional files.

1. Abstracts must be no longer than 150 WORDS.
2. The abstract should be sent in standard ASCII (range: 32-127) – PLEASE do NOT use any non-ASCII or extended ASCII characters. This constraint will greatly facilitate the production of the conference programme book, which will include the abstract.
3. Avoid bibliographic references within the final abstract.
4. You can include an accompanying WWW URL address in your abstract to refer to any online information related to your paper, like accompanying audio/video files, links of relevant publications and demos.

4. TRANSMISSION OF MACHINE-READABLE FULL PAPER AND ANY ACCOMPANYING FILES

As explained in section 1, the proceedings of SST98 will be published as both a hard copy paper proceedings and as a machine readable CD-ROM proceedings. This section deals with file formats of the machine readable full paper and any accompanying files. This section also deals with the transmission of those files to the ICSLP’98 Secretariat or its CD-ROM publisher Causal.

a) Machine Readable Version of the Full Paper

All authors are expected to submit a machine-readable version of their full paper. We strongly urge all authors to submit a postscript version of their full paper as this format will greatly reduce the workload and cost of producing the CD-ROM proceedings.

If you are unable to provide a postscript version of your paper, please contact:-

manuscripts@causal.on.net

for advice on alternative acceptable machine readable formats. Make it clear that you are submitting your paper to the SST98 Student Day and not to ICSLP’98.

A postscript version of your paper, conforming to the format prescribed for the printed paper, and accompanying files may be submitted either by electronic transfer or by approved physical media (eg. floppy disk). We expect that the majority of authors will submit by electronic transfer and strongly encourage this wherever it is possible as this will also greatly reduce our workload. The files included in the CD-ROM will be in the Adobe Acrobat (PDF) format. PDF files generated from a postscript file allow keyword searches and will also offer better quality for both screen
viewing and printing. Most attendees now rely on the Conference CD-ROM to access the papers, so it is important to obtain postscript files from as many authors as possible.

To submit a postscript version of your manuscript for SST98, we suggest that you take the following steps:

1. Create a Machine-Readable Version of your Full Paper:
   - Follow the instructions in "Instructions for Paper Preparation".
   - The file must be in postscript format. To create a postscript file when using a typical word processing program you must first ensure that you have a postscript printer driver installed and selected. Then you must select “Print to file” (or something similar) and then print the file. The output file should be a standard postscript file. (Note that recent versions of MS Word will produce a file with a "prn" extension. As long as you are using a postscript printer driver, it will actually be a postscript file and you should rename it to have a "PS" extension when you have finished.)
   - Check that the pages are in the correct order (NOT reverse order).
   - After generating the file, test it by sending it to your printer, and proofreading the output.
   - Follow the naming conventions outlined below for your paper and any associated files.
   - Name the file according to the file naming conventions outlined in the next section (4b).

2. Submit your files either by electronic transfer or by physical media (eg. floppy disk) as outlined in sections 4c and 4d, below.

b) Additional Accompanying Files and File Naming Conventions

The CDROM proceedings will contain Acrobat PDF versions of the technical papers and indexing material. However, additional files may be stored on the CDROM. Examples of suitable files are:

1) graphic image files
2) sound files
3) video files
4) source file collections

IMPORTANT NOTE: We expect the ICSLP’98 proceedings to contain about 750 papers and the SST98 proceedings to contain about 30 papers. We also intend to restrict the machine-readable conference proceedings to a single CD-ROM. Please only include additional files when they are essential to the reader’s understanding of your paper. If you wish to include a large number of sound files or anything more than a single, short movie file then please consider supplying instead a URL reference within your paper that points to these files on your Web-site.

These additional files are related to particular papers. Authors may submit additional files with suitable descriptions (such files must be referred to along with the bibliographic data described in section 3). Causal Productions, the CDROM publisher, will link the additional files to the relevant indexes on the CDROM, allowing them to be easily activated for playback (in the case of sound and video) or accessed for the user’s purposes (in the case of source files).

When authors submit files to Causal for inclusion on the CDROM, the file names must conform to the 8.3 rule: 8 characters of basename, and 3 characters of extension. All characters must be
alphanumeric or underscore. Spaces in file names are not acceptable. The base of each filename should be the paper number, proceeded by “S” (for SST). Each paper accepted for publication has been assigned a unique number by the conference organiser. This number is indicated clearly in your acceptance letter and is identical to the number allocated to your original summary. This number is used in all correspondence with the authors. For the purposes of generating the filenames outlined below, please ignore the numerals to the right of the decimal point in your file number (ie. regard paper number “1234.00” as being paper number “1234”). Filenames based on paper numbers less than 1000 should contain one or more leading zeros to maintain the “NNNN” format. eg. “S0023.ps” for paper number 23.

The file name extension determines the content of the file.

If several files of similar content are submitted for the same paper, they should be differentiated by appending the strings “_01”, “_02”, “_03” and so on, to the base name. For instance, if 3 sound files are to be submitted for paper number 1243 then the files should be called:

S1234_01.WAV, S1234_02.WAV, S1234_03.WAV

The different types of files and their extensions are listed below:

SNNNN.PS  postscript of the manuscript for paper NNNN

SNNNN.GIF accompanying image files. Any standard image format is acceptable. Each image file must have a description submitted over the Web with the abstract and bibliographic data, as described in section 4.

SNNNN.TIF
SNNNN.PCX
SNNNN.BMP
SNNNN.JPG

SNNNN.WAV accompanying sound file. Each sound file must have a description submitted over the Web with the abstract and bibliographic data, as described in section 4. The sound files will usually be placed on the CDROM without conversion. Authors are encouraged to use standard formats. The preferred format is Microsoft’s WAV file format.

SNNNN.MOV accompanying video file. Each video file must have a description submitted over the Web with the abstract and bibliographic data, as described in section 4. QuickTime video files (*.MOV) can be played by the software in the Adobe Acrobat distribution. Other formats will require the end-user to find a suitable playback program.

SNNNN.MPG

c) Compression of Machine-Readable Full Paper and Accompanying Files

Compress the machine readable full paper and any accompanying electronic files (see section 4b, above, for acceptable additional file formats) into a single compressed file using PKZIP, GNU-ZIP
(GZIP), or Macintosh SEA compressor. This will usually reduce the file size considerably, and will provide a file integrity check at the receiving end.

All submitted files should be compressed even if compression does not reduce the file size. The reason is that compression places an envelope around the files which makes corruption of any file easy to detect. Corruption can occur due to read-write errors on floppy disks, or due to truncation when sent by email. Recommended compression schemes are:

a) PC: PKZIP: call the resulting file *ZIP
   LHA: call the resulting file *.LHA
   GNU GZIP: call the resulting file *.GZ
b) Macintosh: Self extracting archive: call the resulting file *.SEA
c) Unix: Compress: call the resulting file *.Z
   GNU GZIP: call the resulting file *.GZ

The filename of the compressed file should be based upon your paper number as described in section 4b. For example, “S1234.ZIP”.

d) Transmission of Compressed Machine-Readable Full Paper and Accompanying Files

Send the compressed manuscript and additional files using any one of the following means:

- On magnetic media: either MSDOS 3.5inch 1.4MB format, or MSDOS ZIP-DISK format, or Macintosh 3.5inch floppy
- On CDR optical disk
- by email to manuscripts@causal.on.net with a cover note describing the file. You may send the compressed file as a binary attachment to your email. Use UUENCODE encoding if your mailer does not support binary file attachment.
- by FTP to ftp://ftp.dreamlabs.com/incoming/causal. Following the upload, send email to manuscripts@causal.on.net stating the name of the file.
- by making the file available on your own FTP or WWW server, and emailing the URL to manuscripts@causal.on.net

5. FINAL CHECKLIST FOR SUBMISSION

1. Have you sent two (2) printed camera-ready copies of your paper?
2. Have you submitted your final abstract and bibliographic information utilising the Web-based forms? (Or, have you been able to submit this information successfully by other means?)
3. Have you sent a postscript copy of your paper plus any extra files either by electronic means or on an approved storage medium?
4. Have you registered for the conference? Papers will not be accepted without the registration of the presenter.
5. Did you make it clear in all submissions that you are presenting your paper at the SST98 Student Day rather than at ICSLP’98?
6. MAILING INSTRUCTIONS

Your paper, abstract and bibliographic data and additional files must be received on or before 21 August 1998. This does not mean postmarked, it means by the ICSLP’98 Secretariat. Please mail your paper in a large envelope with an enclosed cardboard sheet to prevent bending. Do not fold your paper to fit a standard envelope. Print “DO NOT BEND” (in your own language as well as in English) clearly on the envelope. Make it clear that your paper is for presentation at the SST98 Student Day and not at ICSLP’98.

The following materials have to be sent to the ICSLP’98 Secretariat:

1. Two (2) COPIES of your camera-ready paper
2. Floppy disk (or similar medium) containing a single compressed archive file, which in turn contains the machine readable copy of your full paper and any additional files. THIS DISK NEED ONLY BE SENT IF YOU WERE UNABLE TO COMPLETE ELECTRONIC SUBMISSION OF THIS MATERIAL TO CAUSAL PRODUCTIONS.
3. A completed registration form and payment (or evidence that the presenter has already registered).
4. Details regarding Audio-Visual requirements for paper presentation.

Send this material altogether contained in a single envelope BY POST to:

ICSLP’98 Secretariat
Tour Hosts Conference & Exhibition Organisers
GPO Box 128
Sydney, NSW 2000, Australia

OR Send this material altogether contained in a single envelope BY COURIER to:

ICSLP’98 Secretariat
Tour Hosts Pty. Ltd.
Level 4, 66 King Street
Sydney, NSW 2000, Australia

In case of problems with the above instructions, contact the conference secretariat at Tourhosts (making it clear that this is an SST98 Student Day inquiry):-
Tel: +61 2 9262 2277
Fax: +61 2 9262 3135
Email: icslp98@tourhosts.com.au

If your problems relate specifically to the electronic submission of computer readable files or of Web-based submission of Abstract and Bibliographic data then contact the CDROM producer Causal Productions (making it clear that this is an SST98 Student Day inquiry):-
Email: manuscripts@causal.on.net