

These guidelines are provided to aid authors and potential authors of *AI Magazine* articles with the preparation of their submission or accepted author. A careful reading of this document will ensure timely publication of accepted articles, and may be a factor in acceptance of submitted papers.

Regular Features

Regular features in *AI Magazine* include the following:

- Feature articles
- Workshop, symposium, and conference summaries
- Book reviews
- Editorials
- AAAI news
- Letters to the editor
- Forum discussions
- Calendar of events
- New product announcements
- Recently published books
- Recruitment and product advertising

Magazine Topics

AI Magazine publishes original articles that are reasonably self-contained and aimed at a broad spectrum of the AI community. Please do not submit articles that have been published elsewhere in whole or in part.

The magazine welcomes the contribution of articles on the theory and practice of AI as well as general survey articles, conference or symposia or workshop reports, and reviews of books.

Submission of Articles for Publication

Initial submission of articles should be hard copy on paper of uniform size (8-1/2 x 11 inches), using only one side of the paper and numbering each page. Electronic submissions are also acceptable in the following formats:

- Postscript files (use the [Magazine Submission Form](#))
- PDF files (use the [Magazine Submission Form](#))

Electronic submissions should be checked before submission to ensure that they print, and that the files are free of computer viruses. **Files containing viruses will be deleted without being opened; no files will be accepted via e-mail;** use the [Magazine Submission Form](#).

If you have trouble submitting your materials electronically, submit via hardcopy instead. All materials submitted for publication become the property of AAAI and are not returned, unless such return is requested at the time of submission, and a stamped and addressed return envelope is included.

Although *AI Magazine* has no special requirements for the format of articles submitted for review (other than legibility and appropriate length), there are such requirements after an article has been accepted conditionally for publication. For example, if you submitted your article for consideration electronically, you will be required to submit a new electronic version of your article, either in ASCII (no LaTeX codes) or RTF format. It thus saves time for the author later if the initial version of the article conforms reasonably to the *AI Magazine* organization and style as described in this booklet.

Before submitting an article, carefully proofread for spelling errors, especially in scientific terminology, proper names, and foreign words. Make certain that every footnote, table, figure, and reference is cited in the text and that for every citation in the text, there is an appropriate and accurate entry in a footnote, table, figure, or reference. Name of author and year of reference, if used in the text, must exactly match the listing in the reference section.

Send hard copy of submissions to

AI Magazine Editor
AAAI
445 Burgess Drive
Menlo Park, CA 94025
Telephone: (650) 328-3123

Selection Criteria

In selecting articles for publication, the editor gives preference to those of general significance that are well written, well organized, and intelligible to the *AI Magazine* audience. Membership in AAAI is not a factor in selection. Articles that are consistently rejected include those that are overly commercial in tone, poorly written or organized, too specialized or esoteric, too elementary, or too long or that cover material already dealt with in *AI Magazine*. If an article is rejected for publication, the author is promptly notified.

Before an article is approved for publication, it is usually reviewed by at least two technical editors. After approval, such an article is considered conditionally accepted, meaning that the article will be prepared for publication when the author makes the recommended changes in organization, style, and content. Compliance with *AI Magazine* organization and style is the responsibility of the author. In particular, the author should adhere strictly to *AI Magazine* reference list conventions as described in this booklet.

Some Suggestions

As you prepare your article for publication, keep in mind that, like a storyteller, you must keep your audience interested in your story. Tell your reader why, for instance, you are moving from one paragraph to the next, and explain connections between ideas. If your reader loses your chain of thought, he or she will likely stop reading.

In the beginning of your article, tell the reader--in a captivating way--what your article is all about. Remember, our audience is multidisciplinary. Readers must first learn the context of your subject before they can understand how your work changes the field.

Anecdotes are entirely appropriate. They provide a human context to your scientific research and provide a vehicle that holds the reader's interest. Telling your reader why you chose to pursue a particular avenue of research, for instance, is entirely appropriate.

Finally, be sure to place your article into a broader context. Emphasize the implications of your research and the new issues that might arise from your research.

Requirements for Publication

When your article is accepted for publication, you will be asked to submit hard copy of your final version on paper of uniform size (8-1/2 x 11 inches), using only one side of the paper and numbering each page. At this time, submission of electronic copy is also required. The electronic version of the article should be submitted, either in RTF format, or in ascii with no special text-processing codes. Production of the magazine requires either RTF or a "vanilla" ascii file. Please do not indent or format online copies in any way. Electronic text can be sent through Internet or on ZIP, floppy, or CR-ROM disks.

All illustrations, photographs, charts, and graphs should be on separate sheets and should be included with the hard copy of the article. (The author must submit camera-ready or electronic files of illustrations, photographs, or other illustrative material once the article is put into production.) If any of the illustrations are from other publications, it is the author's responsibility to obtain written permission from the copyright holder to reprint such illustrations in *AI Magazine*. Include your full name, title, and academic or professional affiliation and the complete address of the contact author to whom proofs and correspondence are to be sent. Provide both business and home addresses and telephone numbers (and internet addresses as well if applicable). In the case of coauthors, respective addresses should clearly be indicated. Also indicate information about upcoming vacations and sabbaticals as well as addresses and telephone numbers where you can be reached. You can select someone as an alternate to contact during the production of your article if you will be unavailable.

A [copyright form](#) will be mailed to the contact author. The production process will begin after the copyright form has been signed and returned to AAI.

Copyediting

To reach a broad readership and ensure high standards of accuracy, quality, and consistency, every article accepted for publication in *AI Magazine* is professionally copyedited. Articles are edited for format; organization; correct spelling, grammar, and punctuation; textual clarity; appropriate use of figures and tables; and correct use of abbreviations, acronyms, and symbols. References are reviewed for appropriate format and completeness. Incomplete references are deleted. Some specific elements of *AI Magazine* organization and style that you should be aware of when you write your article and that the copyeditor looks for are described later in this booklet.

Reviewing Your Article

Before publication is scheduled, the copyedited article is sent to the contact author for review. Instructions to the author are included. You must read through the changes carefully and respond to any queries from the production editor. This review is your only opportunity to correct or change your article. No new material can be inserted into the text at this time. Corrections cannot be sent through internet. Return the page proofs (even if no changes are required) to the production editor by overnight service within three days. Failure to return the materials within the allotted time can result in unintended errors in your article or a delay in publication.

Scheduling Publication

An article is scheduled for publication in a specific issue of the magazine only after the copyedited article is returned, and all requirements for publication have been met. The process usually takes four months. It can take considerably longer, however, if the author has not conformed to these style guidelines and electronic formatting instructions.

Other Magazine Elements

In addition to feature articles, *AI Magazine* regularly carries an events calendar; letters to the editor; book reviews; workshop, symposium, and conference summaries; and dissertation abstracts. For information about a specific department, refer to the appropriate subsection.

Events Calendar

Events appropriate for listing in the Calendar include calls for papers, conference announcements (for conferences and workshops on AI-related topics), and announcements about new academic journals. Announcements are included free of charge on a space-available basis.

To submit an item to the *AI Magazine* events calendar, please use the [calendar submission form](#).

Published announcements include the following information:

- Inclusive dates of event
- Exact name of event
- Name of sponsoring organization
- Place the event will be held
- Abstract and paper deadlines
- Contact person, including as many as possible of the following details:
 - Name
 - Address
 - Telephone Number
 - Fax Number
 - E-mail address

If you are interested in publishing a more extended announcement in *AI Magazine*, contact AAAI at (650) 328-3123 for advertising information.

Letters to the Editor

Letters to the editor are welcome. Where possible, all letters should be submitted through internet to the [article submission form](#). Hard copy, including the author's full mailing address and telephone number, should also be mailed to the editor at AAAI. Letters accepted for publication might be edited or shortened.

Book Reviews

Book reviews are a welcome addition to *AI Magazine*. If you are interested in reviewing a book, contact the book review editor.

Workshop, Symposium, and Conference Summaries

Organizers of AAAI-sponsored events agree to send brief (250-500 words) summaries of the events to *AI Magazine*. The editor also welcomes similar summaries of events not sponsored by AAAI but of interest to the membership. These summaries should be [submitted](#) as soon as possible after the event takes place. Include the word "Summary" in the subject header. If the author writes, in addition to the summary, a longer text based on the results of the event, hard copy of the article should be submitted to *AI Magazine*.

Dissertation Abstracts

Dissertation abstracts should include information about how copies of the dissertation can be acquired. Submit abstracts via the [submission form](#).

How to Organize Your Article

This section provides general information about the individual elements of an article: title and author names; abstract; keywords; introduction; headings; illustrations; tables; lists; extracts; cross-references; footnotes; acknowledgments; biographical sketch and photograph; symbols, abbreviations, and mathematical equations; and references. Refer to the appropriate subsection for information about a specific article element.

Title and Author Names

The title of the article should be concise and informative. If the main title exceeds 50 characters (including spaces between words), include an abbreviated title on the first page of the article for use in the table of contents. The complete names of all authors should follow the article title.

Abstract

Include a concise one-paragraph abstract of no more than 150 words describing the general thesis and conclusion of the article. A reader should be able to learn the purpose of the article and the reason for its importance from the abstract.

Keywords

Immediately after the abstract, include three to eight keywords for use in indexing.

Introduction

A brief introduction should portray the broad significance of the article. The whole text should be intelligible to readers in various disciplines. Technical terms should be defined the first time they are used.

Headings

Use headings to separate major sections of your article. Resist the temptation to use too many headings. Avoid the use of successive headings: Insert at least two lines of text between two headings to separate them. Note that fourth-level headings and beyond typically indicate poor organization.

Illustrations

All illustrations should be submitted in a form suitable for reproduction, preferably of such a size that the same degree of reduction (for example, 75 percent of the original size) can be applied to all of them. Illustrations must not exceed 8 x 10 inches. Have complicated figures professionally rendered by a graphic artist. We prefer illustrations that have been rendered in a Macintosh drawing program such as MacDraw, Illustrator, Freehand, or Canvas. Please send such illustrations in their *native* format. If you don't use this software, please send us PostScript. Number the illustrations according to the sequence of their appearance in the text; in text, the illustrations should be referred to as "figure 1," "figure 2," and so on. Each illustration must be referenced in the text and have a short caption. All captions should begin with the figure number (for example, "Figure 1. Engineering Workstation"). Incorporate legends into the body of the article.

Illustrations from Other Publications

Illustrations reprinted from other publications must be credited. It is the author's responsibility to obtain written permission from the copyright holder to reprint such illustrations in *AI Magazine*. Articles will not be scheduled for publication until the author guarantees that the necessary permissions were obtained.

Figures

Figures should be submitted with the hard copy either as original line drawings (completed as professionally as possible); Macintosh-readable electronic files; or glossy black-and-white photostats of such originals, complete and ready for photo-reproduction. Lettering and data points should be large enough and clear enough to withstand any necessary reduction to the size of the

column or page. For further information about figures, consult the [File Formats](#) and [Frequently Asked Questions](#) pages.

Photographs

Photographs should be (preferably) black-and-white glossy prints, no smaller than 3 x 5 inches, with medium-high contrast. The author's name and the figure number should be indicated on the back of each photograph. For further information about photographs, consult the [File Formats](#) and [Frequently Asked Questions](#) pages.

Tables

Tables should supplement, not duplicate, the text. They should be numbered consecutively with respect to their citation in the text. Each table should be typed on a separate page and numbered according to its sequence in the text. Column headings should be short and self-explanatory. A brief title should be given below each table.

Lists

In all instances, bulleted or other lists are converted into nonbulleted paragraphs containing complete sentences. Confine lists to illustrations, and do not include them in the text.

Extracts

Long quotations and extracts should be identified as such and indented slightly at both margins on hard-copy submissions. All extracts must be cited appropriately with a reference in author-year format that includes the page number(s) on which the extract appears.

Extensive text reprinted from other publications must be credited. It is the author's responsibility to obtain written permission from the copyright holder to reprint such material in *AI Magazine*. If you are unsure whether you need to obtain copyright permission, contact the *AI Magazine* publications director.

Cross-References

Cross-references are discouraged. However, if necessary, title the section of the article, and cite cross-references by section (or abbreviated section) title; for example, "see The Programmer's Apprentice." Do not number sections or cross-reference by citing page numbers.

Footnotes

Avoid footnotes as much as possible; they interrupt the reading of the text. If you are unable to incorporate the information into the body of the text, number the notes consecutively throughout with superscript Arabic numbers. In tables, footnotes are preferred to long explanations in the headings or the body of the table; place the footnotes under the table, and begin them with superscript lowercase letters.

Acknowledgments

This section includes acknowledgments of help from associates, financial support, and permission to publish. Please limit acknowledgments to no more than three sentences.

Biographical Sketch and Photograph

This sketch is a two- or three-sentence autobiographical statement about yourself, your current place of employment, your current job title, and any information relevant to your article. A biographical sketch should be provided for each author. A black-and-white (or color), preferably professionally taken "head shot," to appear with each biography, is required before publication is scheduled.

Symbols, Abbreviations, and Mathematical Equations

For necessary mathematical notation, please use widely accepted symbols and forms of abbreviation. If you have any doubt about a particular symbol or abbreviation, give the full expression followed by the abbreviation (in parentheses) the first time it appears in the text. Note that complex or extended mathematical formulae or proofs are not appropriate for *AI Magazine*.

References

Reference citations in the text should appear in author-year format, for example (Smith 1975). References of the same year by the same author(s) should be distinguished by small letters following the year, for example (Smith 1977c).

Incomplete references are deleted. Generally, references include the name of the author (last name first, initials only) and the date, followed by a period, then the title, with initials capitalized. The place of publication is followed by a colon, with the name of the publisher following. For journal articles, conference papers, and book chapters, also give inclusive page numbers. References should be listed alphabetically (by surname of the primary author or main entry) at the end of the article. Multiple references by the same author(s) should be listed with the most current reference first (for example, Matthews 1989 precedes Matthews 1986). Information for each reference should be in the sequence illustrated by the following examples.

Dissertation or Thesis

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

Forthcoming Book

Clancey, W. J. 1986a. The Engineering of Qualitative Models. Redwood City, Calif.: Addison-Wesley Publishing Co. Forthcoming.

Published Book

Petroski, H. 1985. *To Engineer Is Human: The Role of Failure in Successful Design*. New York: St. Martin's Press.

Chapter in Published Book

Brown, J. S. 1977. Artificial Intelligence and Learning Strategies. In *Learning Strategies*, ed. J. O'Neil, 345-378. New York: Academic Press.

Forthcoming Journal Article

O'Connor, J. L. 1995. Artificial Intelligence and Commonsense Reasoning. *AI Magazine* 16(3). Forthcoming.

Published Journal or Magazine Article

Hasling, D. W.; Clancey, W. J.; and Rennels, G. R. 1983. Strategic Explanations in Consultation. *International Journal of Man-Machine Studies* 20(4): 3-19.

Paper Presented at Meeting

(NOTE: Use this format only if no published proceedings appeared): Schoenfeld, A. H. 1981. Episodes and Executive Decisions in Mathematical Problem Solving. Paper presented at 1981 AERA Annual Meeting, Boston, Massachusetts, 24-30 September.

Paper Presented at Meeting and Published in Proceedings

Clancey, W. J. 1983b. 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.

Company Report

Carbonell, J. R. 1970. Mixed-Initiative Man-Computer Instructional Dialogues, Technical Report 1971, USC/Information Sciences Institute, Marina del Rey, California.

University Report

Clancey, W., and Buchanan, B. G. 1982. Exploration of Problem Solving and Tutoring Strategies: 1979-1982, Technical Report, STAN-CS-82-910, Dept. of Computer Science, Stanford Univ.

Article Style

Although text published in the magazine is copyedited, time can be saved in the publication process if the initially submitted article conforms reasonably with *AI Magazine* style. The author should, at least, be aware of the elements of style listed here:

Acronyms

Acronyms do not take articles. For example, refer to AAAI, not "the AAAI." Do not use more than three acronyms in any one article.

Active versus Passive

Active voice replaces passive voice whenever possible.

Boldface

Use of boldface to emphasize a term should rarely be necessary; the text should already read with the appropriate emphasis.

Capital Letters

Use all capital letters only with acronyms (for example, ICP for interactive control panel). Systems, programs, commands, routines, and so on, however, appear in small capital letters.

Down Style

AI Magazine follows a down style. All words appear lowercase except a title preceding a name (President George Washington or George Washington, the president); acronyms (ICP or GPS); a person's name; or the official title of a program, conference, article section, or department or group.

He/She

Use he/she, not he or she alone.

I versus We

Use the singular pronoun I (not we) for a singular author.

Italics

Use italics when you introduce and define a term and when you use mathematical terms and equations.

Jargon

Jargon is eliminated and the text rewritten. Articles in *AI Magazine* must be readable by a wide range of individuals, including those not familiar with the jargon of a particular subfield. If no other term or phrase can be found to replace the jargon, use of the term or phrase must be approved by the AI Magazine editor, and a definition must be given.

Latin Terms

Avoid the use of Latin terms; when their use is unavoidable, they appear in roman text type.

Numbers

Spell out numbers 1 through 9; use numerals for numbers 10 and over. In a series or sentence containing both, use numerals for all. Spell out numbers when they begin a sentence. Use numerals with units of measure or as values. Write four-digit numerals without commas; write numerals of five digits or more with commas. In a table or sentence containing both, use commas with all.

Postal Abbreviations

Use postal abbreviations for state names only in conjunction with zip codes; otherwise, spell out the state name within text.

Serial Commas

Use commas in all sentence groups of three elements or more (one, two, and three).

Split Infinitives

Split infinitives only if doing so makes the text easier to read.

Since versus Because

Use since to indicate time and because to indicate reason.

That versus Which

Use that in restrictive clauses (those without a comma) and which in nonrestrictive clauses (those with a comma).

This

The antecedent of this or these must always be clear. Referents should always be defined.

While versus Although

Use while to mean "at the same time" and although to mean "in spite of the fact."

Trademarks

Do not include (TM), reg., or (c) symbols within your article. Following standard publishing practice, trademarked terms throughout AI Magazine are used for editorial purposes only.

Spelling and Hyphenation

Use American English spelling. Follow *Webster's Third New International Dictionary*, *Webster's New Collegiate Dictionary*, or *American Heritage Dictionary* for spelling and division of words. *AI Magazine* uses the preferred term, given first in dictionary entries, if more than one spelling is provided. For those words not cited in these dictionaries, the copyeditor maintains a word list. This list contains many of the terms commonly used in articles appearing in *AI Magazine*. A copy of this list is available on request.

Reference Materials

For those style questions not answered here, refer to *The Chicago Manual of Style* (14th ed., University of Chicago Press, 1993) or *Words into Type* (3d ed., Prentice Hall, 1974), or contact the *AI Magazine* production editor.

The Publication Process (for Authors of Accepted Ms.)

Once your article has been accepted, you will receive a formal acceptance letter explaining the publication process. To begin production, you will be required to send an unaltered version of the AAAI copyright form. Once you have signed the copyright form, you will then need to send the production staff a new electronic version of your file and figures. **You must do this even if you previously submitted your file electronically.**

File Format

The very best format to send it to the staff is in rich text format (RTF) for the text (RTF seems to travel better over the Internet than its binary cousins), and separate PostScript files (numbered sequentially as they appear in the article, e.g. Name-Fig01, Name-Fig02, and so forth, where Name is your last or surname.) If you used LaTeX to create your article, you should submit your file in ascii format, using DeTeX to eliminate the coding. Pay attention to the DeTeX settings, however. If you aren't careful, you will remove all the symbols in math mode and all the citations. You will then have to check the ascii file to ensure that the text is correction (i.e. citations are complete, and mathematical variables aren't missing.) For Greek letters, keep the LaTeX codes in place (i.e. σ) but eliminate all the braces. Do not worry about including coding for fractions and mathematics in display. The production staff will obtain formatting guidance from your original hard copy. It is only important that your ascii version includes *all* the characters!

Figures

For line drawings and line art, *AI Magazine* uses Adobe Illustrator 7.0. Consequently, the best way to provide us with electronic versions of your line drawings and related graphics would be to supply us with Adobe Illustrator files. However, Claris Draw, MacDraw, Canvas, or any other vector-based drawing program will suffice, provided that we have a translator for it. PostScript files will often do in a pinch. In any event, be sure that you use Type 1 PostScript fonts. To ensure consistency and eliminate potential font problems, please use Times Roman or Helvetica for your

fonts. Do *not* use Computer Modern, and *avoid Truetype!*. If you're using LaTeX or TeX to generate your drawings, you *must* use Type 1 fonts. We *strongly* encourage LaTeX users to read and follow Kendall Whitehouse's detailed instructions on "Creating Quality Adobe PDF Files from TeX with DVIPS." (Available from Adobe's Web Site)

Photographs

AI Magazine uses Adobe PhotoShop for all photographs. Photos should be approximately 4-5 inches in width (the height is unimportant, unless it exceeds 8 inches). For the "headshots" at the back of *AI Magazine* articles, the photograph should be approximately 2 inches in width. The resolution *must* be 300 dpi or greater. We generally don't work in color, so grayscale images are best (they aren't as large). The file format should either be PhotoShop or TIFF.

Gif Images

Images and illustrations that have been tailored for use on the World Wide Web are unacceptable because they don't contain enough information for high-resolution output. The resolution of GIF (and JPEG) images designed for web use is generally only 72 dpi, and such images generally contain very few pixels. They may look fine on the screen, but when they are printed on high-resolution image setters, edges become jagged and the images lose focus. There simply isn't enough information in the image. Please do not resample the GIF image up to 300 dpi. If you do so, the interpolated image will be fuzzy and out of focus. When we print it out at 2400 dpi, it will look even worse.

Abstract, Biography(ies), and Author Photograph(s)

All articles in *AI Magazine* must contain an abstract. If yours doesn't, you should attend to that chore before final submission.

It is the custom in *AI Magazine* that articles include short (three to six sentence) author and (when applicable) coauthor autobiographical statements, contact e-mail addresses, and photographs of the contributors. The biographies should be included at the end of the article

To accompany the autobiographies *AI Magazine* would like to publish each coauthor's picture. Consequently, please send a photograph of every author to the *AI Magazine* address. Photos should be no smaller than 2 inches by 4 inches. Black and white is best, although color is acceptable. We'd be happy to return your photo to you if need be. Just enclose a self-addressed envelope with the photo. Please also identify the author on the back of the photo! (Because we publish in high-resolution, gif and jpeg files as well as the output from most digital cameras aren't acceptable because they don't contain enough pixels.)

Readers often ask us how to contact authors in *AI Magazine*. Consequently, we'd like to publish each contributor's e-mail address. To that end, each coauthor should send us an e-mail from his or her account that says "I give AI Magazine permission to publish my e-mail address, which is xxx@xxx.xxx." We want to protect every author's privacy (some don't want their e-mail published), so we can't make the assumption that it's ok to publish this information -- hence the need for explicit permission from every coauthor before publishing his or her e-mail address.

Complimentary Contributor Copies

We also want to send every coauthor some complimentary copies of the complete *AI Magazine* in which their article appears. To do that, however, we need every coauthor's complete surface address! You can e-mail the information to the Managing Editor. Finally, we need, from the "contact" author who will be responsible for reading proof, a complete street address, e-mail, telephone, and fax number, as well as any time during the next three months when he or she wouldn't be able to read proof or quickly answer questions.

Checklist

1. Signed copyright form.
2. Abstract of article.
3. Electronic version of article (preferably in RTF) and separately mailed figures (in EPS or tiff depending on type).
4. Short biography of every coauthor
5. Photograph of every coauthor
6. Permission from every coauthor to publish their e-mail address
7. Mailing address of every coauthor
8. Contact author information

FTP and File-Naming Instructions for AI Magazine Articles

The ftp site for AAAI is: ftp.aaai.org (all transactions at this site are logged.) The user login name should be: "anonymous" Enter your e-mail address if prompted for a password Once you log in, go to the Magazine directory. You should put your file in that directory. Do **not** put it in any other directory.

The filename is extremely important. To avoid inevitable erasure of your file on our site, you should name it with the first initial and last name of the primary author, along with the extension .pdf or .ps (depending upon the file type). Thus, a paper by John Doe would be called JDoe.pdf or JDoe.ps. A figure would be called JDoe-Fig01.ps or JDoe-Fig01.pdf Please use capital letters for the first initial and the first letter of the last name of the primary author, as is shown in the above example. Do not name your file aimagazine or magazine or aai or fig1 etc.! (files submitted these generic descriptors will be lost, overwritten, or discarded; it is also important that you follow the above-mentioned naming convention for your figures, so that we can put the figures and the text together again).

The Publication Process

Every *AI Magazine* article receives a professional editorial review. Text is edited for format; organization; correct spelling, grammar, and punctuation; textual clarity; appropriate use of figures and tables; and correct use of abbreviations, acronyms, and symbols. We do this to maintain a high standard of accuracy, quality, and consistency from article to article, and issue to issue. We also do this so that your article will be made accessible to the broadest readership

possible within not only the scientific and academic communities, but also the business and government communities who also subscribe to the magazine.

Because problems in reference styles often require significant copyediting, and some of the common LaTeX styles don't match our style, please be careful about following the AAAI Press reference style. These guidelines may seem rather overwhelming, particularly the details of style and format--but much of that information is included to indicate to the authors that the copy edited text may include changes made to conform to *AI Magazine* style--not just the personal whims of the copy editor.

The AI Magazine Staff

AI Magazine's staff is really quite small--only five people work on the magazine regularly. The publication is headed by volunteer editor-in-chief. Under the editor-in-chief, we have two volunteer associate editors, who select book reviews and conference and workshop reports. The production of the magazine is completed by paid staff: a part-time managing editor, a part-time copyeditor, and a part-time publications assistant. Because all of the staff are part-time, and the editors are volunteer, AI Magazine depends on the cooperation and assistance of its authors to ensure timely production and publication.

Copyright

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AAAI distributes its publications throughout the world, allowing translation and abstraction of its material in various compendia and similar publications. Acceptance of articles submitted for publication by AAAI implies that AAAI has the right to do all of the things it normally does with such an article. To facilitate these activities, AAAI's policy is to own the copyrights in its publications, and the contributions contained therein, in order to deal with future requests for reprints, translations, anthologies, and excerpts, and to protect the interests of its authors and itself, the American Association for Artificial Intelligence. Authors will therefore be required to transfer copyright of their articles to AAAI by signing a copyright transfer form before the articles will be scheduled for publication in *AI Magazine*.

AAAI authors are granted the right to orally present the submitted or similar material in any form; the right to make minor reuse, with credit, in publications (and major reuse in the works of the author's own with notice and credit to AAAI); the right to republish, with notice and credit to AAAI, in works published by the employer or for the employer's internal purposes; the right to reproduce for peer review in reasonable quantities; and all proprietary rights other than copyright. In addition, AAAI will seek the approval of its authors as a matter of personal professional courtesy when approving permissions for republishing by third parties.

Reprints

Reprints of articles are not provided as a matter of course. However, reprints can be ordered if desired. Upon publication, coauthors will often receive a sample copy of their article, along with

an estimate of the cost of providing reprints in quantity. If you do not receive such a letter and would like reprints made, please contact AAAI for an estimate of the cost.

Advertising

Advertising is not a factor in selection of articles for publication in *AI Magazine*. However, the publication does welcome advertisements that are of interest to its readership. [Rate cards](#), media kits, and other advertising information are available to bona fide potential advertisers on request. For more information, contact the Advertising Department at AAAI at (650) 328-3123.