

17TH ANNUAL
**COMPUTERS
IN LIBRARIES 2002**

March 13-15, 2002
Washington Hilton & Towers
Washington, D.C.

To: All Computers in Libraries 2002 Speakers

Following are instructions for preparing your Computers in Libraries presentation to go into the CIL 2002 Proceedings. We hope you can participate and become part of the permanent record of Computers in Libraries 2002.

We prefer camera-ready copy printed on a laser printer with at least 300 dpi. You may also submit a disk. Be sure to send hard copy with your disk.

The following options are available for you to consider:

- The full text of your presentation. We are happy to include up to 10 pages (8 1/2" X 11") of your presentation if you can supply it to us in camera-ready form. Specifications for such a submission are attached.
- An abstract, summary, or digest of the presentation. Any length is acceptable, but we recommend a minimum of 300 words in order to make the submission worthwhile. This summary may or may not be accompanied by copies of PowerPoint images used during the presentation. You may submit a summary on disk in Microsoft Word or WordPerfect.
- PowerPoint images alone.
- A simple list of facts or data points, such as URLs, to which you will be referring during your presentation. Again, this information may be supplied on disk in Microsoft Word or in WordPerfect.

Deadline for receipt of material for publication is **January 14, 2002.**

The specifications for submission are as follows:

If submitting camera-ready full papers

- Use a word processor, preferably with Times font and 12 point type, single spaced. Use 1" margins all around. Fully justify if you can.
- The first page should contain, at the top of the page, the full title of the paper (in bold), your name, your affiliation, and e-mail. Include co-authors and their affiliations if there are any.
- Print your paper in camera-ready form on 8 1/2 X 11 white paper. Be sure the print is dark and clear.

If submitting a summary or fact list on disk

- Use Microsoft Word or WordPerfect, IBM or Mac. Clearly label the disk with your name, the file name and the software used. Do not save these files in ASCII format.
- Follow general formatting guidelines described above for full paper submissions.
- Enclose a hard copy version of the summary for reference.

If submitting PowerPoint presentations

- Always enclose a hard copy printout for our reference if submitting your presentation on disk.
- Put the name of the paper or presentation, along with the speaker's name, affiliation, and e-mail on an opening slide on its own.
- Put two or three slides per page, if possible, if submitting camera-ready copy.
- Remember that the printed version will be in black and white, so do not rely on colors alone to illustrate points or to differentiate items. If using a dark colored background please set the type to white.

If submitting material by e-mail

- **IMPORTANT: Always fax hard copy for verification of text and graphics. We will not accept your files without hard copy.**
- Make sure your preferences in Web browser are set up as Mime attachment* or Binary file (*Netscape: composition/Mime compliant).
- Send file to **jburmood@infotoday.com**. Send your document as an attached file. Files larger than 200k should be sent to FTP site. Call for instructions.
- Mark RE: CILProc02 for paper identification.
- Make sure to include your name on your document.
- Do not send your files in ASCII format.
- Do not send multiple versions. Check your files carefully before submitting.

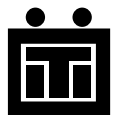
General requirements for electronic format

- Screen shots should be saved in the largest size possible. Remember, screen shots are 72 dpi—we need 300 dpi to print. If you use FullShot or any of the other capture programs, set the screen size to max/full. If necessary, crop to the part of the image most important to illustrate your point. The most efficient and universal way to save a screen shot is the JPEG format. **Remember, you should save your image approximately four times larger in size than you'd like it to print.**
- We can also accept files created in Quark. Please make sure you include all fonts (no TrueType fonts) and art. Art must be created in Photoshop or Illustrator for Mac.

Any questions, please call Jennifer Burmood, 609-654-6266, ext. 149 or Heide Dengler, ext 123.

Send all material to:

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