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To: All Authors of Accepted Papers

Re: Instructions for Preparation and Submission of Papers

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Your final paper must be delivered to Professional Book Center in Colorado, *not* to AAAI, the conference organizers, or the publisher. ***Contributors are required, if at all possible, to deliver their papers in electronic form.***

Detailed instructions are provided below. The deadline for receipt of your final paper via ftp and the appropriate accompanying forms (see below) via FAX is **Wednesday, April 7, 1999. This is an absolute deadline;** the ftp space will be closed immediately after the deadline, and late papers can *not* be included in the proceedings. No corrections, updates, or replacement papers can be accepted electronically. If you miss the deadline or discover major errors in your paper following electronic submission, contact us via e-mail (probook@sni.net) for permission to send a hardcopy replacement, for which the hardcopy submission fee of \$200 will be required. Although we cannot guarantee it, we will make our best effort to accept the substitution, schedule permitting.

We **highly** recommend that you transmit your file at least 48-to-72 hours in advance of the deadline. Past users of this method have experienced a variety of transient conditions that delayed successful uploading of their files (such as network downtime, inability to maintain a good connection, etc.)—so if at all possible, please beat the deadline by a couple of days to allow yourself a margin of error in case there is a problem.

If you cannot submit your paper electronically or if you must send a hardcopy replacement for an electronic submission, a hardcopy submission fee to cover additional production costs associated with handling the hardcopy of \$200 (U.S. dollars) must be paid at the time the paper is submitted. The deadline for hardcopy papers is also Wednesday, April 7, 1999. If you must send a hardcopy paper, use a stiffened envelope and ***guaranteed express delivery method*** addressed to:

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- Indexing and Author Contact Information Sheet (send or FAX to ProBook).**
- Register one author for conference (send registration form and payment to AAAI).**

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If you have any questions regarding formatting, deadlines, or electronic submission of your paper, please contact Jennifer Ballentine at Professional Book Center: 303-756-5222; FAX: 303-756-5374. (Note that Professional Book Center is located in Colorado in the Mountain Standard Time Zone—two hours earlier than New York and one hour later than California.) **NOTE:** Due to the volume of proceedings papers processed by Professional Book Center, we cannot individually confirm receipt of your materials. Please **DO NOT CALL or e-mail** to inquire if your paper has been received. We will contact you by April 16 if your materials are not received or are incomplete.

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(2) Once your paper is finalized, use your formatting software to make a single PostScript file for the entire paper. **Embed all fonts** you use in the PostScript file (especially any math or special symbol font information). Do not compress, zip, or encode your file in any way. Make sure your file size is less than 3 megabytes. When preparing graphics, you may wish to downgrade scans or greyscale images to result in a final file size under 3 megabytes. **IMPORTANT:** If, after PostScripting, your file is larger than 3 megabytes, you must contact ProBook by e-mail (probook@sni.net) for further instructions before you ftp your file. We strongly recommend that you print and proofread your paper in its electronic form prior to submission. Professional Book Center cannot be responsible for errors occurring as a result of your preparation of the paper, and your printed-out version will be your master should there be any questions. **Do not e-mail the PostScript file:** attachments frequently fail with files of this size.

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(6) If possible, please ftp your contribution early—we can begin accepting papers on March 15. Early submission will also help avoid overburdening our server with large amounts of incoming data arriving all at once on the deadline.

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