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# ABSTRACT

Place your abstract here. In this paper, we describe the formatting requirements for DiGRA Conference Proceedings, and offer recommendations on writing for the worldwide DiGRA readership.

## Keywords

keywords, help, identifying, suitable, reviewers, readers

# INTRODUCTION

Place your text here. This format is to be used for submissions that are published in the electronic conference proceedings for DiGRA conferences[[1]](#endnote-1). The same format will be used for conference articles uploaded to the DiGRA digital library.

In essence, you should format your paper exactly like this document. The easiest way to do this is simply to download this template from the conference web site, and replace the content with your own material. The template file contains specially formatted styles (e.g. Normal, HEADING levels 1 – 3, Reference and Index) that will reduce your work in formatting your submission.

# PAGE SIZE and columns

The maximum length of full papers for DIGRA 2019 is 7,000 words plus bibliographic references. Extended abstracts should be up to 1,000 words excluding references.

The DiGRA proceedings are formatted for a single column page. On each page, your material should be centered with 2.54 cm (1 in.) margins. Right margins should be justified, not ragged. Beware that Word can change these dimensions in unexpected ways.

Although this template has been developed for Word, you can use any word processor or text system to prepare your submission. Your article should be submitted as a PDF file.

# SECTIONS

Section headings should be typeset in 12-point Arial bold. Section headers should be set in all capitals. Leave space corresponding to approximately one line above each heading.

## Subsections

Headings of subsections should be in 12-point Arial bold with initial letters capitalized. (Note: For sub-sections, a word like *the* or *of* is not capitalized unless it is the first word of the heading. For further information on how to capitalize, see for example <http://grammar.yourdictionary.com/capitalization/rules-for-capitalization-in-titles.html>)

### Sub-subsections

Headings of sub-subsections should be in 12-point Arial italic, with the first letter capitalized. Do not use more than three levels of headings.

# Body Text

For body text, please use an 11-point Times Roman font or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times Roman 11-point. The Press 10-point font available to users of Script is a good substitute for Times Roman. If Times Roman is not available, try the font named Computer Modern Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text. Note that Body Bulletpointlist, Reference are pre-defined styles in this template.

# TITLE AND AUTHORS

Your paper’s authors and affiliations should be included in the final version of the paper only, and the paper should be fully anonymized when submitted for the first time. In the final version, author information should run across the full width of the page and centered. The title should be in Arial 18-point bold; use Helvetica if Arial is not available. Authors’ names should be in Times Roman 14-point bold, and affiliations in Times Roman 11-point (note that AuthorName, AuthorAddress and FirstAuthorEmail as well as LastAuthorEmail are defined Styles in this template file).

To position names and addresses; use a centered tab stop to center all name and address text on the page. Place author names and addresses below each other. For multiple authors with the same affiliation, place the names at the same line with the address below both. For more than three authors, you may have to place some address information in a footnote, or in a named section at the end of your paper. Please use full international addresses and telephone dialing prefixes.

As the template has been primarily developed for online readability, it is allowed to include active links to web pages and email addresses.

**Figure 1:** This is the caption for my figure and it is in Times New Roman 11 point. The figure is centered. However, the caption is indented 1 cm on both sides.

# FIGURES AND TABLES

Place figures and tables at the top or bottom of the appropriate column or columns, on the same page as the relevant text (see Figure 1). A figure or table may extend to a maximum width of 14 cm (5.5 in.). If possible, the Figure should appear on the same page in which it is first referenced.

Captions should be Times New Roman 11-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

You may use color figures. The paper may be accompanied by various media files, such as videos, sound clips, and even demonstrator games. However, the paper should stand on its own without such media, as they may not be available to everyone who reads the paper.

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|  | **Male** | **Female** | **Other** | **No response** |
| Digital | 43 | 36 | 15 | 21 |
| Non-Digital | 42 | 53 | 33 | 5 |

**Table 1:** This is the title for my table, it is justified both left and right, and it is in 11 points. Try to centre the text of the table as shown. Table content may be set in smaller font if necessary.

# ENDNOTES and BIBLIOGRAPHY

## Endnotes

DiGRA recommends the use of endnotes[[2]](#endnote-2) rather than footnotes. These should be placed after the body text, but before the Bibliography section and numbered 1, 2, 3 etc. Endnotes are also in 11 point Times New Roman.

## Citations and References

DiGRA uses a simplified, slightly revised version of the Chicago citation system (see publication year placement, for example). In running text and endnotes, use a verbose parenthesis format (Author last names Publication-year) or (Author last names Publication year, Page/Chapter) to indicate your reference. If the authors’ name is mentioned in running text, use only the publication year in parenthesis. Anderson (1992, 453) may or may not think this is a good idea, but it does not matter since this sentence is only included as an example. If a reference has more than two authors (Schwartz et al. 1995), use the name of the first author “et al.” in the reference. When citing several sources at once, authors’ names should be presented alphabetically, and each reference is separated by a semicolon. Organize the bibliography alphabetically by last name of the first author. See the bibliography towards the end of the template for example formatting of references.

## Game references

For games, set the game’s name in italics with initial capitals. On first occurrence in the text, use the full game name and include developer and publication year in parenthesis, e.g. *World of Warcraft* (Blizzard 2004). Depending on the use of the game in the context of the article, you may also choose to refer to the principal designer(s), creator(s), and so on. Follow this format as closely as possible:

Developer/designer. Year. *Title*. Platform, Version. Release City, State, Country: Publisher.

For including game references in the bibliography, see the Bibliography section towards the end of this template for examples.

# LANGUAGE AND STYLE

The written and spoken language of the DiGRA conference is English. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward style. Try to avoid long or complex sentence structures.
* Briefly define or explain all technical terms that may be unfamiliar to readers.
* Explain all acronyms the first time they are used in your text – e.g., “Alternate Reality Game (ARG)”.
* Explain local references (e.g., not everyone knows that a child in the first grade of school in the US is 6-7 years old).
* Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning you do not describe (and do not assume that everyone has read a particular article).
* Avoid or explain colloquial language and puns. Humor and irony are difficult to translate.
* Use unambiguous forms for culturally localized concepts, such as times, dates, currencies and numbers (e.g., “1-5- 97” or “5/1/97” may mean 5 January or 1 May, and “seven o’clock” may mean 7:00 am or 19:00). For small currencies, indicate equivalences in Euro or Dollar – e.g., “Participants were paid 10,000 lire, or roughly $5.”
* Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months). Use inclusive language that is gender-neutral (e.g., she or he, they, s/he, chair, staff, staff-hours, person-years).
* If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). Avoid using non-latin alphabets for concepts and names. Make sure to include latin transcriptions if this is necessary.
* Clarify your context. Do not expect that the reader knows which region/country you are writing about or where a specific city might locate. Tell, for example, where your fieldwork was done (e.g. “This study focuses on players in the United States.”)

# Producing and testing PDF files

We recommend that you produce a PDF version of your submission well before the final deadline. Besides making sure that you are able to produce a PDF, you will need to check that (a) the length of the file remains within the submission category’s page limit, if applicable, (b) the PDF file size is 4 megabytes or less, and (c) the file can be read and printed using Adobe Acrobat Reader.

Note that most reviewers will use a North American/European version of Acrobat reader, which cannot handle documents containing non-North American or non-European fonts (e.g. Asian fonts). Please therefore do not use Asian fonts, and verify this by testing with a North American/European Acrobat reader (freely available from Adobe). Something as minor as including a space or punctuation character in a two-byte font can render a file unreadable.

# Blind Review

Most DiGRA submission categories require blind review. To prepare your submission for blind review, remove author and institutional identities in the title and header areas of the paper. To preserve formatting, we recommend replacing identifying information with generic values (e.g. Anonymous Author at Anonymous Institution). You may also need to remove part or all of the Acknowledgments text. Further suppression of identity in the body of the paper and references is left to the authors’ discretion. For more details, see the submission guidelines for your submission category. Note that your paper may not be considered, if it has not been properly anonymized.

# Conclusion

It is important that you write for the DiGRA audience. Please read previous years’ *Proceedings* (available from the DiGRA library, <http://www.digra.org/dl>) to understand the writing style and conventions that successful authors have used. It is particularly important that you state clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., what is the unique contribution that your work makes to the field. Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

# ACKNOWLEDGMENTS

This template (used originally in DiGRA 2011 conference) was developed based on a similar template for the CHI conference (Doe and Smith 2011) and the template from DiGRA 2005. Some of the references cited in this paper are included for illustrative purposes only. Special thanks to Annika Waern and José Zagal.

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Make sure all references in your bibliography are actually cited in the text. Also check that all references are included in the bibliography. In this template, we have included several references for example only.

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1. The format was developed for DiGRA 2011, modified slightly for DiGRA Nordic 2012 and then again for DiGRA 2014, DiGRA 2017, DiGRA 2018, and DiGRA 2019. [↑](#endnote-ref-1)
2. This is another example of an endnote. [↑](#endnote-ref-2)