Common Formatting Errors

Illegal Commands and Packages

There are a number of packages, commands, scripts, and macros that are incompatable with aaai19.sty. The common ones are provided later on in this document. Generally, if a command, package, script, or macro alters floats, margins, fonts, sizing, linespacing, or the presentation of the references and citations, it is unacceptable. In addition, your paper must compile with LaTeX. If you are using packages that require XeTeX or LuaTeX, or require non-Roman font installs, you must remove them. The following commands are some of the more common unacceptable ones that may not be used in your paper (this list is not exhaustive — there are others):

- \addtolength
- \baselinestretch
- \columnsep
- \input
- \renewcommand (in almost all instances)
- \setlength (except for titlebox)
- \top margin (or text height or addsidemargin or even side margin)
- \vspace or vskip (when used before or after a section or subsection or figure or table) any command that globally alters floats, space above and below figures and tables trim or clip (used to crop figures)

- authblk
- balance
- caption
- color (if used in text)
- CJK
- float
- flushend
- fontenc
- fullpage
- geometry
- grffile
- hyperref (or any other package that embeds links such as navigator)
- indentfirst
- layout

- multicol
- nameref
- natbib (see workaround)
- savetrees
- setspace
- stfloats
- tabu
- titlesec
- tocbibind
- ulem
- wrapfig
- Any bibliography style other than aaai.bst (e.g. you may NOT use named.bst)

Removing Certain Commands in Your Final Paper

For your final camera ready copy, you must not use any page break commands, including, but not limited to:
- \newpage
- \break
- \clearpage
- \pagebreak

Common LaTeX Formatting Problems

1. PDFINFO

The following required elements are missing from the preamble to your LaTeX source (or are malformed):
\pdfinfo{
/Title ()
/Author ()
}

To properly include the required PDFinfo fields, you must

- Leave the forwardslash before Title
- Insert your Title in between the parentheses (do not remove the parentheses)
- Insert the the complete names of all your authors, separated by a comma and space.

When you add the author and title information, **do not** include any LaTeX codes. This information is passed through directly and embedded in the PDF. Since Acrobat cannot parse TeX,

you will have to ensure that there are **no accents, LaTeX codes, or defined terms** included in the title and author fields. Failure to adhere to this will result in an invalid PDF.

Here's an example of properly coded pdfinfo (note that there is no accent mark in Bessière, there are no LaTex codes, and the names are separated only by commas):

```
\pdfinfo{
/Title (Arc-Consistency and Arc-Consistency Again)
/Author (Christian Bessiere, Marie-Odile Cordier)
}
```

2. aaai.sty Used Instead of aaai19.sty

You are required to use aaai19.sty. There are no exceptions.

3. aaai.bst Not Used for References

aaai.bst is the only bibliography style allowed. If you've used apalike or named, or chicago or some other bibliography style, you must change it. Your paper will not be published unless it conforms to this requirement.

4. A4

The PDF you submitted is A4. All PDFs must be US Letter sized. Submissions that do not conform to this requirement cannot be published. Please upload a new PDF as another supplementary file. Your new source should also be uploaded as an additional supplementary file.

5. Abovedisplay Used

You've used \abovedisplay, \belowdisplay, \above caption, and \belowcaption to alter aaai.sty. Please strip it from your source and recompile.

6. Abstract Indentation

Remove the \begin{quote} and \end{quote} around your abstract. The additional indentation should be removed.

7. Aspect Ratio of Figures Changed

You may scale the height OR the width of your figures, but not both.

8. Author List Malformed (Authblk)

You've used authblk.sty, which is incompatible with aaai.sty. It must be removed. You need to follow the formatting instructions for authors using LaTeX. These instructions are included in the AAAI19 AuthorKit.

9. Author List Malformed

You did not use aaai19.sty to format your authors. You need to follow the formatting instructions for authors using LaTeX. These instructions are included in the AAAI19 AuthorKit.

10. Author List Too Wide

Your author list goes beyond the accepted page width. Please break the line and insert {\bf \Large } around the authors on the second line. The author and title information must be presented as specified in the author instructions.

11. Author Affliations Too Wide

 Your authors' affiliations go beyond the accepted page width. Please break the line.

12. Baselinestretch

\baselinestretch is specifically prohibited in the author formatting instructions. Please remove it.

13. Caption Style Altered

The font and style of captions must not be altered. Captions must be rendered as specified by aaai19sty. They cannot be altered by changing the font, fontsize, or position. The specification in aaai.sty must not be altered by use of other packages (or manually). Please remove the revisions.

14. Column Width

Unfortunately, your paper contains material (tables, figures, and mathematics are commonly involved) that exceeds the column width. Please review your LaTeX log file and correct all the overfull boxes.

15. Computer Modern Is Used for Text

LaTeX documents must use Times or Nimbus fonts (i.e., the times package) (do not use other fonts (e.g. Computer Modern) for the text of your paper)

16. LaTeX 209 Used

Documents requiring LaTeX 209 are unacceptable.

17. Compile Errors

Unfortunately, the source file you submitted will not compile. We are getting undefined control sequence errors. There are either missing packages in your preamble, or missing definitions, or perhaps you are using an old or modified style. For your information, we are using a complete 2018 install of TeXLive, complete with all updates as of November 1, 2018. If you are using a style file that is not in that package, you will need to remove it. Whatever the reason, we need

you to correct your LaTeX and resubmit your source files. (If your paper contains graphics, be certain that the fonts are embedded.)

18. Copyright Notice Missing

The AAAI copyright notice has been removed. Please remove \nocopyright from your source.

19. Custom Coding in Document Preamble Altering aaai19.sty

As a general rule, do not use any other package or command that materially alters aaai.sty style (such as, but not limited to, packages that change the way the captions look or use of \vspace to squeeze your paper into a certain number of pages). Altering the page size or standard space between elements with \setlength is also not allowed.

20. Figures Have Been Cropped with Latex

You have used trim and clip commands in your \includegraphics statement. Please crop your graphics appropriately using a standard graphics program (not Preview). The masks created by LaTeX are fragile, and disappear when PDFs are combined together. This will result in text in your paper becoming obscured by the fully restored graphic you have imported. This often happens when multiple colorspaces are used in the document, or the PDF colorspace is corrected.

21. Figure Captions Have Been Altered Using caption.sty

If you've used caption.sty so that you can use subcaption, you may not use any options.

22. Figures Missing

Unfortunately, the source file you submitted is incomplete. You did not include the graphics files. As a result, your paper will not compile. You need to upload a new compressed archive that contains all the files required to compile your paper on a different computer and network. (If your paper contains graphics, be certain that the fonts are embedded.)

23. Floats Altered

You've altered floats. \renewcommand cannot be used. Please remove it.

24. Footnote Style Altered

Footnotes must follow the built-in style.

25. Fonts

Unfortunately, one or more of the fonts in your paper (most likely the figures) were not embedded in your PDF. This can cause hidden and silent changes to characters once the paper is published, especially when it is combined with other PDFs in the proceedings. If you need to know how to verify the fonts in your figures, please search for "font embedding pdf." You will find a number of methods, one or more of which may be suitable for your operating system and

available software. We recommend using Acrobat Reader to check document properties in your PDF, as it is standards-based software. Consequently, you must embed all the fonts in all your graphics files. If you do not know how to do this, change them to png or jpg.

26. Fonts Are Type 3

Unfortunately, one or more of the fonts in your paper (most likely the figures) are type 3 PDF. If in your figures, you must either change them to type 1 embedded fonts or change them to png or jpg. If the problem is in your text, you will need to switch the package you are using that is calling type 3 fonts to one that uses type 1 fonts. (Blackboard fonts are often the problem in these cases.)

27. The Font Size in the PDF Is Smaller than 6 Point

 Do not use \tiny for any portion of your paper. It is unreadable when printed.

28. Full Page Used

You used \usepackage{full page}, which is a package specifically disallowed. You must remove it.

29. Geometry Used

You used \usepackage{geometry}, which is a package specifically disallowed. You must remove it.

30. Hyperref / Navigator

You used hyperref or navigator, which are packages that are specifically disallowed. You must remove both entirely. Use url.sty instead.

31. \input

The input command cannot be used. Please remove it.

32. Linespread

\linespread alters aaai.sty. This command (along with \baselineshift and others that alter aaai.sty) cannot be used. You must remove it.

33. Lmodern

You used \usepackage{lmodern}, which is a package specifically disallowed. You must remove it.

34. Layout Used

You used \usepackage{layout}, which is a package specifically disallowed. You must remove it.

35. Maltepaper Used

Custom macros that automatically populate pdf info and the title/author sections of the paper cannot be used. Please remove this style file and format the paper preamble as called for in the instructions.

36. MiniPage

Minipage is often used to crowd figures together improperly. Use subcaption (or subfig) instead to properly align figures.

37. Multiple Source Files in Compressed Archive

We require a *single* .tex source file. You may not use \input to combine multiple .tex files. In addition, if you have submitted several versions of your paper in the same compressed archive, we cannot publish your paper.

38. Natbib

Natbib is not compatible with aaai.bst. See the workaround under "References Malformed."

39. Page Breaks

You've included pagebreaks. They must be removed. (They are not required before your references for the final paper).

40. Page Numbers

Your paper contains page numbers. You need to remove them.

41. PdfLatex Not Used

Your source will not compile in PDFLaTeX. You must convert your eps graphics to PDF.

42. Pdfcomment

You used pdfcomment, which is a disallowed package. You must remove it.

43. Pstricks

You used pstricks, which is a package specifically disallowed. You must remove it. (Use Tikz instead). If you are simply adding labels, use pinlabel.sty.

44. References Are Indented

You've indented your references. Remove the \begin{quote} and \end{quote}

45. References Malformed

You've used natbib, which is incompatible with aaai.bst, except as follows:
\newcommand{\citet}[1]{\citeauthor{#1}~\shortcite{#1}}
\newcommand{\citep}{\cite}
\newcommand{\citealp}[1]{\citeauthor{#1}~\citeyear{#1}}

46. References Too Small

Your references are too small. They cannot be any smaller than 9 pt (\small). Please correct this.

47. \renewcommand

\renewcommand is almost always a signal that aaai19.sty has been improperly altered. You are advised to avoid it.

48. Savetrees Used

You used \usepackage{savetrees}, which is a package specifically disallowed. You must remove it.

49. Setlength (except for titlebox)

You've used \setlength to alter textfloats. This command is specifically disallowed. Please strip it from your source and recompile.

50. Space Above and Below Elements Altered

You've adjusted the space above or below tables, figures, captions, floats, and/or section/subsection/subsubsections. These changes alter aaai19.sty and are not allowed. Please remove them and either edit your text or resize figures or both.

51. Source Files Missing

Your compressed archive does not contain *ALL* your source files (a stand-alone archive containing all the files necessary to recompile your paper in LaTeX). Consequently, your LaTeX file will not compile. You must create another compressed archive in which you have included all the files necessary to compile your paper on a separate computer. We cannot publish your paper without these files.

52. Space Altered Above and Below Floats and Sections

You've adjusted the space above or below tables, figures, captions, and/or section/subsection/subsubsections. These changes alter aaai.sty and have resulted in a paper that is more difficult to read. Please remove them and either edit your text or resize figures or both.

53. Style File of Bibliography Is Incorrect

You did not use aaai.bst (you used named.bst instead). This is not an IJCAI conference. You need to recompile your bibliography using the correct style for AAAI-18.

54. Style File Is Incorrect

You did not use aaai19.sty. This style file is required.

55. Style File Not in Standard LiveTeX Installation

All styles must be available in the standard 2018 LiveTeX installation. If they are custom, you need to remove them and put the contents of the custom style directly in your preamble so that our source checker will allow compilation of your file.

56. Subfigure

Subfigure is obsolete. Use subcaption instead.

57. Times Package Not Used

Your paper is not formatted using the Times package, either because it is missing completely from your preamble, or because you are using another package that is cancelling use of Times. This package is required.

58. Vspace Used

You've used negative vspace around section / subsections / subsubsections. These must be removed.

59. Title and Author Information Malformed

You need to remove the formatting commands from your title and author information. The style for this information is governed by the conference style file. It cannot be altered.

60. Title Box Too Small

Your author-title-affiliation data exceeds the limit of the title box. To fix this, you need to increase the size of the title box. You can do this by placing \setlength\titlebox{2.5in} in your preamble. Increase the measurement until the log file goes away. (Please note: this command cannot be used elsewhere in the paper, and cannot be used to shrink the size of the title box.)

61. Title in Sentence Case

Your title is formatted in sentence case. Title Case (Mixed Case) is required. Please capitalize the initial letters of all words in your title except for conjunctions and prepositions. You need to do this in your source, in the \pdfinfo in your source, and on the submission website.

62. Title Malformed (Titlesec)

You've used titlesec.sty, which alters the AAAI style. It must be removed.

63. Overlength Paper

When recompiled, your paper exceeds the maximum length allowed. You must cut text or figures to make it fit. DO NOT USED FORMATTING TRICKS TO SQUEEZE YOUR PAPER.

Common WORD Formatting Errors

1.   A4

The PDF is A4. All PDFs must be US Letter sized. Submissions that do not conform to this requirement cannot be published.

2.   Author Word Document Not Final

The word document you submitted contains tracked changes and/or comments that have not been resolved. You need to submit a final .doc file in which all tracked changes have been accepted or rejected.

3.   Author List Malformed

You did not use the embedded style in the Word template to format your author names. Use of this style is required.

4.   Column Width

Unfortunately, your paper contains material that exceeds the column width. Please ensure that all your figures and text (including rules) remain safely within the column width and page margins.

5.   Copyright Notice Missing

The AAAI copyright notice (which is included in the Word Template) has been removed. You need to restore it (it is not a regular footnote). Please open aaai.doc in Word (found in the AAAI AuthorKit). In the first column, under the Abstract, is an example heading: "Deleting this Example of a Section Heading will Remove the Copyright Line." After the word Line, there are two spaces. Copy them, then paste them into the first heading on your own paper under the abstract. The copyright line will be inserted. You will then need to address any text reflow that might impact your paper.

6. Embedded links and Bookmarks

PDFs and Word source must not be set up to contain embedded links or bookmarks

7. Fonts Not Embedded

Your PDF contains unembedded fonts. This can cause hidden and silent changes to characters once the paper is published. Consequently, you must embed all the fonts in all your graphics files as well as in the PDF itself (if you search for pdf embedded fonts in Word you will find instructions on how to do this using your specific platform and version of Word).

8. Lines

Your paper has a line at the top / bottom of each page. This line must be removed.

9. Margins Not Set Correctly

The margins for the entire Word document must be the same. Please ensure that the margins are correct for the whole document, not just the first section.

10. Metadata Missing

You did not include metadata in your PDF. This can be added in Acrobat by going to file --> properties --> description and typing in the title and author information. (Older versions of Acrobat may have a different location for the window; check with Adobe if you are unsure.)

11. New York or a Custom Font Is Used for the Paper

Times Roman or Times New Roman must be used for all text in AAAI Press papers. Using the embedded style sheets in aaai.docx will help ensure that this happens. If you used New York, or Palatino, or some other font, please note that we will be unable to publish your paper

12. Preliminary Word Document Submitted

The word document you submitted contains tracked changes that have not been resolved. You need to submit a final .docx file in which all tracked changes have been accepted or rejected.

13. References Improperly Formatted

Your references are not formatted in accordance with the required AAAI style. AAAI does not use numbers for citations. You must format your references as specified in the Word Formatting for Authors file contained in the Author Kit. There is a built-in style (references) that will assist you in completing this task.

14. Reference and Citation Style Is Incorrect

You must format your references and your citations according to the formatting instructions. AAAI does not use numbers for citations and references must be alphabetical by surname of first

author. The Word formatting instructions provide examples.

15. Reference Must Not Be Indented

Your references use a hanging indent. AAAI style calls for a block style. Use the references stylesheet in aaai19.doc.

16. References Must Be Justified

You must format your references and your citations according to the formatting instructions. They need to be justified. Use the built-in style sheet in the AAAI word template.

17. Section Headings Not Formatted Properly

You did not use the correct style for your section and subsection headings. You must use the AAAI Press style for these elements.

18. Template Incorrect

 You did not use the correct word template. Use of aaai19.doc is required.

19. Text Not Justified

You did not use the style files in the word template. All text must be justified, and you must use the styles we provided to format it.

20. Title Incorrectly Formatted

Your title is formatted in sentence case. Title Case (Mixed Case) is required. Please capitalize the initial letters of all words in your title except for conjunctions and prepositions. You need to do this in your source, in the metadata in your PDF, and on the submission website.

21. Title Too Far Up On the Page

The word template specifies the amount of space that must be left blank above your title. This space has been removed in your paper. As a consequence, the title is too far up on the page.

22. Title Font Incorrect

The font of your title is not Times Roman and is not 16 point. Using the Paper Title style sheet in the word template will correct these problems automatically.

23. Insufficient Space Around Figures and Tables

An additional 12 points is required between the text that preceeds as well as the text that follows every figure and table and its caption.

24. Insufficient Space Around Figure and Table Captions

An additional 9 points is required between the figure or table and the caption that follows or preceeds it. Note also the additional space that is required between the caption and the text that preceeds and follows it.

25. Tables / Figures (or Their Frames) Intrude into the Margin or Gutter

Nothing may intrude into any margin or gutter. Resize the element so that it fits properly.