

27th ACM SYMPOSIUM ON APPLIED COMPUTING

(SAC 2012)

INSTRUCTIONS FOR AUTHORS

PLEASE REVIEW THIS MATERIAL CAREFULLY

Dear Author:

Congratulations on having your paper accepted for presentation at the Symposium and for printing in the conference *Proceedings*. Please address the concerns of the reviewers and submit the following materials on time in order to meet the proceedings preparation deadline.

1. **START Submissions:** Log in to <https://www.softconf.com/c/sac2012/> using the passcode associated with your draft submission. If you have difficulty with START system, please contact the Softconf support team at (support@softconf.com).

Page Limit

For accepted regular papers, the total number of pages allowed with your registration without any extra page fee is six (6). See the SAC 2012 website registration page for additional page charges. *A maximum of 8 pages* is allowed for each regular paper.

For accepted poster papers, the total number of pages allowed with your registration without any extra page fee is two (2). See the SAC 2012 website registration page for additional page charges. *A maximum of 3 pages* is allowed for each poster paper.

Papers exceeding this limit will not be included in the proceedings. Your final paper must be uploaded by November 2, 2011.

PDF version of your final camera-ready paper

Prepare the camera-ready manuscript in the format specified in the “Instructions for Preparation of Manuscript” section. After accessing the final camera-ready manuscript submission URL provided in your acceptance email, follow online instructions to submit the pdf version of the manuscript to START system. Your pdf **must have all fonts embedded**, have **8.5x11” paper size**, use **the specified margins**, have **security turned off**, and be **searchable**.

Finalize paper details

Verify the title, authors, and affiliations including spelling, capitalization, and special characters. This information will be used to generate the table of contents and author index for the proceedings. Therefore accuracy is crucial. Your paper details must be finalized by November 2, 2011.

Transfer of Copyright Form

As a condition for acceptance of papers, authors must execute the copyright transfer to ACM. Please note that by signing the form you are simply giving your permission to ACM to publish the paper. For this reason, there is no problem if the material is already in the public domain, such as work done with

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2. **Register for the Conference:**

Early registration is required for publication of the paper (on or before November 15, 2011) and the fee is *not refundable*, but is transferable to the designee who will present your paper at the conference. Each paper *must* be presented at the conference. It is strongly recommended that you make your hotel reservation at the same time as space is limited and the conference location is a popular destination.

Payment of the fees (registration and extra page fees) is a requirement of having your paper published in the proceedings. Online registration information is available at SAC website (<http://www.acm.org/conferences/sac/sac2012/>). After you successfully complete the registration process you will receive a confirmation email.

3. **Submit to the Track Chair:** a short biography of the presenter.

Include your paper title, track name, the presenter's name, and a very brief biography. Each presenter is to email their biography to their track chair by February 1, 2012.

Acceptance of your paper is conditional upon our receiving all the above items by the corresponding deadlines. Missing items will result in the paper being pulled from the proceedings.

If your work must be cleared or approved by your institution, company, or governmental agency before publication, please ensure the process is completed in time to meet the above deadlines or we will *not* be able to include the paper in the conference Proceedings.

Instructions for Preparation of Manuscript

The *Proceedings* will be printed directly from the pdfs submitted by authors. The appearance of your paper in the Proceedings will depend on the care you take in preparing the pdf. Follow formatting instructions carefully. SAC is not responsible for replacing or correcting papers or pages. Proofread your camera-ready copy before submission. Before submission, verify that *security is turned off* in your pdf and that *all text is searchable*.

Typing and Layout Sheets:

Templates are located at <http://www.acm.org/conferences/sac/sac2012/> on the downloads page. If you use other templates, you will need to manually correct the copyright paragraph as shown below. Although the template suggests that in the case of more than three authors, additional names and addresses may be added in a footnote or in a named section at the end of your paper, **SAC recommends all names to be placed on the first page of the paper.** **Your margins in the file must print on letter size paper (8.5" by 11") with 0.75" left and right margins and 1" top and bottom margins.** Also, be sure to follow the copyright notice guidelines below. *The copyright is included in the templates on the SAC website and must not be removed or changed unless it is necessary to change to a special form of copyright notice.*

Copyright Paragraph to Appear on the First Page of Each Paper:

The following ACM Copyright Paragraph must appear on the first page of each paper, except those authors who have signed in Box B (work for U.S. Government) of the copyright form. Note: in order to print the copyright notice, authors using Latex should prepare the paper using the Alternate Latex style, not the "strict" one.

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See Figure 1 below as an example.

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Figure 1: An example 1st page (partially shown) of a paper showing the Copyright notice.

For Government Papers:

Exception B: Government papers - ACM Copyright Form (signed part B)

Option #1. Government employee/authors (US and other)

Include the following at the bottom of the first column on the first page. Notice that the bibliographic strip appears without copyright.

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Option #2. Government-affiliated authors (funded contractors or co-authors with government employees) The following should appear at the end of the first column on the first page. *Note: ACM copyright is evident in this case.*

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Include the following at the bottom of the first column on the first page.

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Abstract:

Begin your paper with an abstract (100-200 words) that summarizes the topic and important results presented in the paper. It should start at the top of the left column on the first page, approximately 3 lines below the author address.

Categories and Subject Descriptors:

List the ACM category and subject descriptor that fits your work, e.g., D.3.3 [Programming Languages]: Language Constructs and Features – *abstract data types, polymorphism, control structures*. This is just an example, please use the correct category and subject descriptors for your submission.

Keywords:

After the categories, include a list of no more than five keywords.

Page Numbering:

Do not type page numbers. The printer will insert them.

Tables and Illustrations:

All artwork, figures, captions, graphs, tables, etc., will be represented in color in the electronic proceedings, but printed in black & white. Make sure artwork does not cross any of the margins.

Biography:

If space permits, it is worthwhile to include a brief biography (no more than 200 words) of the author(s) at the end of the manuscript. This allows the viewing and reading audience to become familiar with the background of the author, thus giving the paper greater impact and validity.

ACM Proceedings Specifications

Title:	Centered 18 pt, Bold, Helvetica
Author, ACM Fellow:	Centered 12 pt, Helvetica
Affiliation:	Centered 10 pt, Helvetica
Email:	Centered 12 pt, Helvetica
Abstract:	Flush Left 12 pt, Bold, Times Roman
Section (heading 1):	Flush Left 12 pt, Bold, Times Roman, numbered-ex: 1

Subsection (heading 2):	Flush Left 12 pt, Bold, Times Roman, numbered-ex 1.2
Subsubsection (heading 3):	Flush Left 11 pt, Italics, Times Roman, numbered-ex 1.2.3
Subsubsubsection (heading 4):	Flush Left 11 pt, Italics, Times Roman, numbered- ex 1.2.3.4
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Text:	2 column, justified, space between lines 10 pt
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Column width:	3.33" (8.45 cm)
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Page Size:	8.5"x11" (21.59 cm x 28.94 cm)
Top Margin:	1" (2.54 cm)
Right Margin:	From edge .75" (2.54 cm)
Left Margin:	From edge .75" (2.54 cm)
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Copyright space on 1st page:	lower left column 1.5" (3.81 cm)
Paragraph indentation:	None, flush left, line space between paragraphs
Footnote/Citation:	9 pt, Times Roman
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Subsequent pages:	For pages other than the first, start at the top margin and continue in double-column format.
Tables/Figures/Images:	Placed in text as close to reference as possible. May extend across both columns to a maximum width of 7" (17.78 cm).
Captions:	9 pt, bold, Times Roman, numbered (ex. "Table 1." or "Figure 2."), and centered beneath each table, figure or image.

Summary of Requirements for Publication

- 1. Upload the final paper** in PDF form to START. Verify: searchable, security off, copyright notice correct, 8.5x11" page, margins correct, all pages display correctly, at most 8 pages, and no blank pages.
- 2. Upload the copyright** to ACM collection system. Complete title, authors, and signature(s).
- 3. Verify paper details** in START. Verify the title, authors, and affiliations.
- 4. Register:** At least one author **MUST** register. If no author is registered in time or if registration is cancelled, the paper may be pulled without further warning.

5. Present your paper: Every paper published must be presented at the conference in March.

Firm deadline for your Final Paper and Copyright: November 2, 2011

Firm deadline for your Registration: November 15, 2011

Speakers Instructions

Remember that your entire paper is published in the *Proceedings*. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. Do NOT try to present the paper in its entirety. *Please, do not read your paper to the audience.* The Session Chair divides the session time equally among papers, allowing 5 minutes per paper for audience questions and comments.

Good visual aids can greatly enhance the effect your presentation has on the audience. Often an attempt is made to present too much material and too much detail. Visual aids, the primary means to hold audience attention, need to be well conceived and meticulously prepared. It is our hope that these guidelines will help you prepare a fine visual presentation.

Preparation of Presentations

The most significant constraint facing you as a speaker is the time limit for your presentation. In the time allotted, you can probably speak about 2000 words; far less than the contents of your paper.

This time limit also restricts the number of concepts or major technical points that you can make and expect your audience to absorb. As a guideline, it is suggested that you limit yourself to at most 10 technical points. Logically linked by the theme of your paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material.

Visual Aids

The best way to present material in a limited time period is to use well-conceived visual aids that support the points to be made. Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker. As a first approximation, the speaker should plan overhead foils for at most 10 technical points to present.

Your foils should be kept simple and neat. Too much "clutter" is distracting. Please use at least 18 point font size for your foils.

Speaker Attitude and Spontaneity

The primary advantage for the speaker who organizes his/her presentation in this manner is that he/she can approach the audience with the assurance that he/she can easily and effectively present the salient points in his/her paper.

Special A/V Requests

Video projectors will be made available in every room. An overhead projector will be guaranteed only if requests are made in advance to the Local Arrangements Chair.

Thank you for your interest and cooperation. We hope that you will find participation in the symposium professionally stimulating and rewarding. If you have any questions regarding the conference or your paper submittal, please call or write us – contact information can be found on the conference web site:

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Proceedings

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