

# 34<sup>th</sup> ACM SYMPOSIUM ON APPLIED COMPUTING (SAC 2019)

## 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:** Using the passcode associated with your draft submission, log in to
  - <https://www.sigapp.org/sac/sac2019/submission.html> (for **regular** and **poster papers**)
  - [https://www.sigapp.org/sac/sac2019/submission\\_src.html](https://www.sigapp.org/sac/sac2019/submission_src.html) (for **student research abstracts**)

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 eight (8). See the SAC 2019 website registration page for additional page charges. *A maximum of 10 (first 8 pages no extra fees, 2 extra pages with fees)* 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 three (3). See the SAC 2019 website registration page for additional page charges. *A maximum of 4 pages* is allowed for each poster paper.
- For accepted student research abstracts, the total number of pages allowed with your registration is four (4). No extra pages. *A maximum of 4 pages* is allowed for each student research abstract.
- For abstracts of accepted tutorials and keynote addresses, *a maximum of 1 page* is allowed for each abstract of accepted tutorials and keynote addresses.

Papers exceeding this limit will not be included in the proceedings. Your final paper must be uploaded by November 25, 2018.

### 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 below. 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 at the submission site**

Verify the title, authors, and affiliations including spelling, capitalization, and special characters at the START submission site. 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 25, 2018.

### **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 government support. ACM controls the commercial use of material we publish, while your company or you retain the right to reuse the work, in whole or in part.

ACM's automated copyright form collection system is used for SAC proceedings. **Accepted authors will be sent the ACM form and complete instructions.** You should submit your copyright form by November 25, 2018. A weekly reminder will be sent to authors with outstanding forms. Reminders will be sent every week before the deadline.

### **2. Register for the Conference:**

Early registration is required for publication of the paper (on or before November 25, 2018) 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.sigapp.org/sac/sac2019/registration.html>). 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 his/her biography to his/her track chair by December 09, 2018.

### **4. Present Your Paper:**

An author or a proxy attending SAC 2019 must present the paper. This is a requirement for the paper/poster to be included in the ACM/IEEE digital library. **No-show of registered papers and posters will result in excluding them from the ACM/IEEE digital library.**

**Acceptance and publication of your paper are 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 your PDF has

- *correct paper size and margin,*
- *all fonts embedded,*
- *correct copyright notice and DOI,*
- *security turned off,* and
- *all text searchable.*

## Typing and Layout Sheets (paper size and margin):

Templates are located at <http://www.sigapp.org/sac/sac2019/downloads.html> (see camera ready copy). SAC recommends all names to be placed on the first page of the paper. In case of more than six authors, additional names and addresses may be added in a footnote or in a named section at the end of your 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.

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

An **ACM Copyright Paragraph with DOI (document object identifier)** must appear on the first page of each paper. Please find samples of the rights texts on pages 3~4. The official rights texts that you need to add to your paper will be delivered, via email, once you complete your ACM eRights form online. The wording changes are based on the answers you provide to the questions on the form and which form you choose to submit.

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At the end of the copyright notice is the DOI as a URL format (<http://dx.doi.org/xx.xxxx/xxxxxxxx.xxxxxxx>). Note that the DOI of your paper will be included in the ACM rightreview confirmation email upon completing your ACM eRights form online, and you must replace the old one in the template with the DOI of your paper.

Please visit the ACM Author Rights page at <http://authors.acm.org/> and follow the instructions very carefully.

Note: in order to print the copyright notice, authors using Latex should prepare the paper using the Alternate Latex style, not the "strict" one.

**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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Your paper must have all fonts embedded. Unless it does, your paper will not appear in ACM digital library. Following is how you can check for embedded fonts in a PDF file and how to correct the problem.

1. Checking for embedded fonts in a PDF file
  - a. Open file in Adobe Acrobat or Reader
  - b. Click on the “File” menu option
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  - d. Click on the “Fonts” tab
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2. For converting Word to PDF using PDFMaker,
  - a. Click on the Word “Acrobat” tab at the top of the window.
  - b. Click on the “Preferences” option; the “Acrobat PDFMaker” window should appear.
  - c. On the “Settings” tab, click on the “Advanced Settings” link
  - d. You are now in the Acrobat Distiller settings window.
  - e. In the “General” tab, the resolution should be set to 600 DPI. Both “Embedded thumbnails” and “Optimize for fast web view” should be checked
  - f. On the “Images” tab, Downsample should be off for all image types
  - g. On the “Fonts” tab, both “Embed all fonts” and “Subset embedded fonts when percent of characters used is less than 100%”
  - h. No other options need to be saved, so you can press “OK”
  - i. Proceed to create the PDF. Please note that some fonts might not be embedded if the “Never Embed” list is not empty; in that case, please remove all the fonts in the “Never Embed” list.
3. For LaTeX conversions, please consult ACM's FAQ item number 14:  
<http://www.acm.org/sigs/publications/sigfaq#a14>

## 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.

## CCS Concepts:

The ACM Computing Classification System (CCS) has been developed as a poly-hierarchical ontology that can be utilized in semantic web applications. Make sure to use the correct category and subject descriptors for your submission. The ACM CCS can be found at <http://www.acm.org/about/class/class/2012>. Please read the [HOW TO CLASSIFY WORKS USING ACM'S COMPUTING CLASSIFICATION SYSTEM](#) for instructions on how to classify your document using the ACM CCS and insert the index terms.

## **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
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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)
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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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	number in brackets positioned as a negative indent. aligned .25" (.63 cm) in from margin, ragged-right margin.
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.

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## Summary of Requirements for Publication

- 1. Upload your final camera-ready paper (PDF) and its source file (WORD or zipped LATEX) to START.** Verify the following: **all fonts embedded, searchable, security off, copyright notice correct, DOI included, 8.5x11" page, margins correct, all pages display correctly, at most 10 pages (regular papers), 4 pages (poster papers), and 4 pages (student research abstracts) 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. No-show of scheduled papers, posters, and SRC abstracts will result in excluding them from the ACM digital library.

**Firm deadline for your Final Paper and Copyright: November 25, 2018**

**Firm deadline for your Registration: December 10, 2018**

## 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.

## **Proceedings**

**SAC will *not* mail out proceedings or any other materials before or after the conference.** Authors are responsible for picking up their proceedings and registration materials.

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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