# Preparing Content for SIGGRAPH-Sponsored Events

Stephen N. Spencer*
Chair, ACM SIGGRAPH Publications Committee

November 24, 2015

## 1  Introduction

This document introduces the formatting specification for preparing a document for presentation and publication at an ACM SIGGRAPH-sponsored event. The formatting specification can be used for one- to two-page abstracts, Technical Briefs, and full-length articles and Technical Papers - the only difference is the length of the document.

There are two major changes to the document formatting workflow for 2016:

1. Authors are expected to use ACM's current (2012) Computing Classification System (CCS) for the generation of classification terms. (Previously, the 1998 CCS was used.)

2. Authors are expected to include the appropriate rights management text in their document. (Previously, this text was inserted during production.)

More information on both of these changes can be found in this document.

## 2  Templates

LaTeX and Microsoft Word templates and formatted examples are available at:

`http://www.siggraph.org/learn/instructions-authors`.

We strongly encourage you to use LaTeX to prepare your work. Microsoft Word can be used as an alternative. The formatting specification found in this document can be used to prepare an acceptable document with any modern document-processing system: Pages, InDesign, QuarkXPress, and the like.

Due to the aforementioned changes, authors must use the new (for 2016) templates.

## 3  Basic Formatting

Your document should be formatted on a "US Letter" (8.5 inches wide by 11 inches tall) page size. Page margins are 0.75 inches for the top, left, and right margins, and 1 inch for the bottom margin. Two columns of text are used for the body of the document, each 3.33 inches wide, with a 0.33 inch gutter. A single column is used for the title and author information, an optional "teaser" image located directly underneath the title and author information, and for large images or tables that would span both columns.

---

*e-mail:spencer@cs.washington.edu

Please make certain that the page margins are set correctly. While it is tempting to change them for the additional space for content, some articles have header and footer information added during production into the space left clear by these margin settings.

Your document should contain the following parts, in this order:

- Title

- Author(s) with affiliation(s)

- A "teaser" image (this is optional)

- Abstract

- User-selected keywords

- ACM Computing Classification System "Concepts"

- Rights management text

- Body of the document

- Acknowledgements

- References

- Appendix (this is optional)

Do not add page numbers to the final version of your document. If necessary, they will be added during production.

# 4   Typefaces

The body of your document should be set in a serif (Times, Times New Roman or similar) typeface, 9-point type on 10-point leading (line spacing). This includes the abstract, acknowledgments, references, and appendices.

The author and affiliation information should be set in a serif typeface, 10-point type on 12-point line spacing.

The title and section headers should be set in a sans-serif (Helvetica or similar) typeface. The title should be 14-point bold type on 18-point line spacing. The section headings should be 11-point bold type, 14-point line spacing. The subsection headings should be 9-point bold type, 10-point line spacing. Table and figure captions should be 9-point type, 10-point line spacing. Set the caption titles in a bold face, and the caption body in an italic face.

There should be a single blank line, on 10-point line spacing, after section and subsection headings.

# 5   Section and Subsection Numbering

Sections and subsections should be numbered, except for the Abstract, Acknowledgements, References, and Appendix sections.

Sections should be numbered with whole numbers - "1," "2," and so on. Subsections add the subsection number after a period - "2.1," "2.2," and so on.

# 6 Paragraphs

Paragraphs must be separated by a single blank line, on 10-point line spacing. There should be no indentation at the start of any paragraph.

# 7 Title, Author, and Affiliation Information

The title should be appropriately capitalized. "All caps" is not appropriate. The following link provides assistance with appropriate capitalization:

`http://www.grammarbook.com/punctuation/capital.asp`

Affiliations should include your educational institution or employer's name, and a valid e-mail address.

There is no "best" way to properly format multiple authors and affiliations, as long as the names and affiliations and contact information are represented.

# 8 Abstract, Keywords, and CR Categories

Your content should begin with an abstract of about 150 words, describing the work and its contribution to the field.

Keywords and "Concepts" provide document-specific and categorical terms useful for finding this work in the ACM Digital Library and the literature. Keywords are provided by the author, and "Concepts" come from ACM's Computing Classification System:

`http://www.acm.org/about/class/2012`

Authors should insert the concept information generated by ACM's system into their document. The system provides LaTeX code and plain-text language suitable for Word or other document-processing systems.

# 9 ACM Rights Management Text

Authors are expected to add the appropriate rights management text to their own documents. This block of text encapsulates the rights statement appropriate for the option selected - copyright, permission, or license - and if governmental employees were authors, as well as information about the event - its title, location, and date - and the ISBN and article DOI assigned to the document.

## 9.1 LaTeX-prepared Documents

The "acmsiggraph" LaTeX document style provides a set of commands that build the appropriate rights management text, which is added to the paper with the `\printcopyright` command.

The commands that build the appropriate rights management text are:

- `\setcopyright` - there are nine possible parameters for this command, based on the rights option. When submitting an article for review, the "none" option is preferred. The three most used parameters are "acmcopyright," for traditional copyright transfer, "acmlicensed" for the license option, and "rightsretained" for the permission option. A complete list of the parameters and an explanation of their usage can be found in the appendix.

- `\copyrightyear` - the year of publication.

- `\conferenceinfo` - this command has two parameters: the conference and program name, and the date and location of the conference.

- `\isbn` - the ISBN field from your completed rights management form, including the year and month.

- `\doi` - the article DOI from your completed rights management form.

For example, the following set of commands would help to create a rights management statement for an article with copyright transfer:

```
\setcopyright{acmcopyright}
\copyrightyear{2016}
\conferenceinfo{I3D 2016}{February 26-28, 2016, Redmond, WA}
\isbn{978-1-4503-9999-9/16/02}
\doi{http://doi.acm.org/10.1145/9999997.0000000}
```

The ISBN and article DOI are not valid in this example, but serve as examples of the parameters to these commands.

The `\printcopyright` statement is issued immediately prior to the first sectioning command, and formats and places the rights management text at the base of the left column on the first page of your document. An overview of the LaTeX commands used, and their proper order, can be found in the accompanying "template.tex" document or in an appendix to this document.

## 9.2 Microsoft Word and other Programs

When the rights management form for your accepted content is complete, an e-mail will be sent to you that confirms the completion of the form, and includes the formatted text to insert into your document.

Microsoft Word users should place that text in a text box that is as wide as the columns of text (3.33 inches) and align the text box with the left and bottom margins of the first page of the document. Set the internal margins of the text box to 0.0" except the top margin, which should be 0.1". The text should be 8-point serif on 9-point line spacing. Please see the "template.docx" document for more information.

# 10 Figures and Tables

Figures and tables can span one or both columns. Captions for figures should be centered underneath the figure. Captions for tables should be centered above the table.

If you are using third-party material in a figure of your document, you must acknowledge the source of the material in the caption of the figure.

# 11 Citations and References

Citations and references are formatted differently than the standard (numbered) ACM style. This section explains how to properly format your article's citations and references. Please refer to the LaTeX or Word examples for a visual exemplar of citations and references.

## 11.1 Citations

The SIGGRAPH citation format is the "author year" format - [Pellacini 2005]. The year is separated from the primary author's last name by a single space - [Yee 2000]. Two authors are separated

by the word "and" - [`Parke and Waters 1996`]. More than two authors are represented by the primary author and "et al." - [`Levoy et al. 2000`]. Multiple citations at a single point in the document are separated by semicolons - [`Levoy et al. 2000; Sako and Fujimura 2000`]. When the last name of the cited author is part of the text it may be omitted from the citation with the `\shortcite` command - `...as shown in Fedkiw et al. [2000], the coefficient remains....`

## 11.2   References

The reference list, or bibliography, must be unnumbered, alphabetized by the primary author's last name, followed by the year of publication and other identifying information (article title, journal title, volume, number, etc.). Author names are arranged as "last name, initials." The page number, if any, is the last piece of information in the reference.

The first line of each entry in the bibliography has no indentation. The second and successive lines have a 2em indentation.

Please use 9-point serif type, with 10-point line spacing, for each entry in the bibliography, with a single blank line between each entry.

Journal, book, thesis, and conference proceedings titles are set in an italic serif type. AUTHOR NAMES SHOULD BE TYPESET IN A "SMALL CAPS" TYPEFACE.

# 12   Third-Party Material

If you are using third-party material in your document - that is, material which you or your co-authors did not create - you need to clearly identify it as such in the material itself or in its caption.

ACM's policy on third-party material can be found at the following link:

`http://www.acm.org/publications/third-party-material`

# 13   Submitting An Article for Review

An article submitted for review should have line numbers throughout the document, clear identification of the submission ID on each page of the document, and no rights management text.

If you are using LaTeX to prepare your document, add [`review`] to the `\documentclass` command:

`\documentclass[review]{acmsiggraph}`

and put the submission ID value in the `\TOGonlineid` command.

This will produce a document without author or affiliation information, with line numbers throughout the document, with "Online Submission ID" and the submission ID value in the header of each page, and page numbers.

# Appendix: Rights Management Parameters

You must select the proper statement about your copyright using the command `\setcopyright{PARAMETER}`, where PARAMETER has one of the following values:

**none** copyright statement is suppressed.

**acmcopyright** full copyright by ACM.

**acmlicensed** copyright is licensed by ACM.

**rightsretained** copyright is retained by the author ("permission").

**usgov** Special kind for the US Government work.

**usgovmixed** Special kind for the US Government coauthored work.

**licensedusgovmixed** Special kind for the US Government co-authored work, where the non-government part is licensed to ACM.

**cagov** Special kind for the Canadian Government work.

**cagovmixed** Special kind for the Canadian Government co-authored work.

**licensedcagovmixed** Special kind for the Canadian Government co-authored work, where the non-government part is licensed to ACM.

**othergov** Special kind for the work authored by employees of a national government other than US or Canadian and copyrighted by ACM.

**licensedothergov** Special kind for the work authored by employees of a national government other than US or Canadian and licensed to ACM.

In practice, authors of technical papers and technical briefs will use `acmcopyright` or `acmlicensed` or `rightsretained`, with exceptions for employees or contractors of governments. Authors of abstracts will use `rightsretained` because you are granting ACM permission to distribute this content.

# Appendix: Essential LaTeX Commands

The following skeleton LaTeX document can be used as a starting point for your document. Please note that a blank line must follow each of these three commands: `\keywordlist`, `\conceptlist`, and `\printcopyright`.

```
\documentclass{acmsiggraph}
\title{}
\author{} % author names and affiliations
\pdfauthor{} % just author names
\TOGonlineid{} % for ``review'' versions
\keywords{}
\setcopyright{}
\copyrightyear{}
\conferenceinfo{}{}
\isbn{}
\doi{}
\begin{document}
% If you have a ``teaser'' image put it here.
\maketitle
\begin{abstract}
Abstract goes here...
\end{abstract}

...generated CCS code...

% There must be a blank line after each of the following three commands!
\keywordlist
```

```
\conceptlist

\printcopyright

\section{First Section Heading}
...
\section*{Acknowledgements}

\bibliographystyle{acmsiggraph}
\bibliography{}
\end{document}
```