Preparation of Manuscripts for ACM Inroads

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Writing manuscripts for publication in *ACM Inroads* differs from traditional technical journal publication. This article serves as a template for the formatting style and tone of an *Inroads* submission. We cover a variety of formatting issues from layout to figures and references. Every article includes a leader (aka, Lede, Lead) of about 75-100 words that introduces the article and summarizes its essence in language that encourages readers to continue reading. For information on leaders, see [*Types of Leads*](http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/439/Cp6%20-%20HANDOUT%20CNN%20Types%20of%20lead-ins.pdf)*.* Those that read this article generally are more successful in publishing in *Inroads*.

# Introduction

This document is formatted following the *Inroads* formatting specifications. Since you must submit your manuscript as a Microsoft Word document, we encourage you to use this document as a template for your manuscript so it will adhere to the *Inroads* formatting specifications.

# Magazine Articles

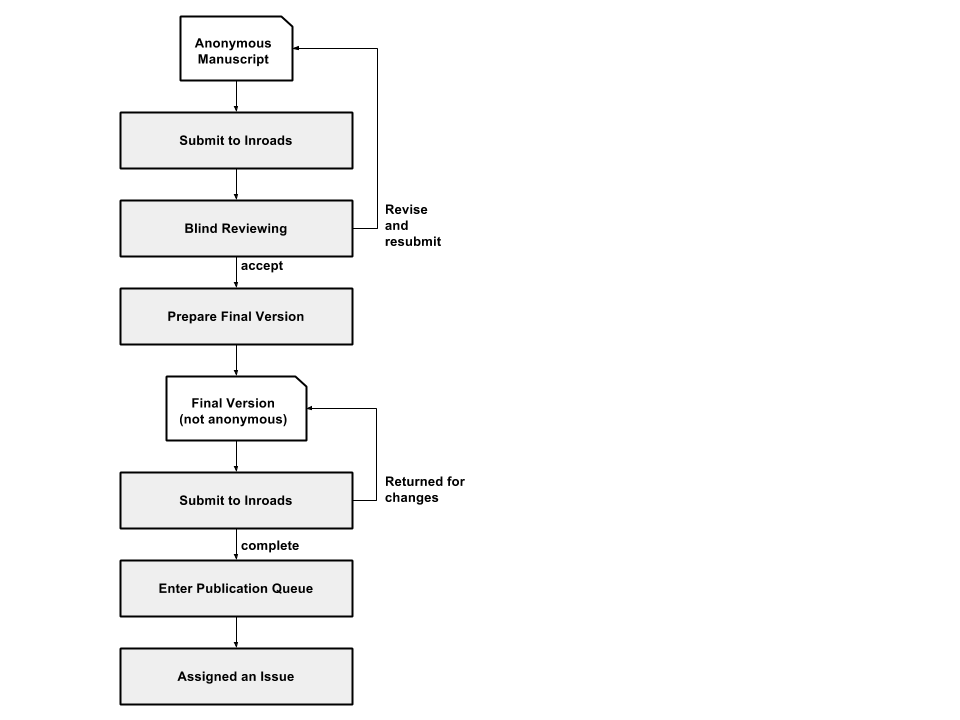
As you prepare a submission, please keep in mind that *Inroads* is a magazine, not a research journal, so keep references and math symbols to a minimum; resist the urge to have multiple subheadings, but do add art and images. The narrative you draft should be informative, upbeat, written for a broad-based audience, and should have no statement that cannot be supported.

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## Reviewing

*Inroads* magazine uses a double-blind process for review in which the identities of the authors are concealed from the reviewers, and vice versa. The double-blind process protects both the authors and reviewers from any possible bias. The process requires that the submission initially arrive anonymously. After an acceptance, the authors must update the manuscript to include all identifying information. Figure 1 shows the flow of manuscript submissions through the *Inroads* publication process.

Figure 1. Inroads publication process.

*Inroads* expects new, unpublished material. In support of this goal, ACM uses iThenticate to ensure the originality of written work before publication. As a first step after a submission, *Inroads* submits the anonymous document to iThenticate, which compares the text to published material (at least 43 billion web pages and 130 million content items). iThenticate provides editors with a set of similarity indices and helps them identify material that has been previously published, either in whole or large part, including prior publications of authors.

## Images and Figures

As a magazine, *Inroads* not only encourages, but also expects the use of relevant images in support of written narratives. All images must be high resolution, which means at least 300 dpi in JPG format; such files are usually about 1.5 MB. Additionally, the use of third-party images or materials requires permission from the owner of the material and attribution of the source. Authors should use images where fees are not required.

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## Reviewer Scorecard

The Reviewer Scorecard found under *Instructions & Forms* on the *Inroads* ScholarOne Manuscript submission site is an excellent resource for an author to gain understanding on what *Inroads* is seeking. New users will be more successful when they understand what the *Inroads* reviewers are assessing.

# Acknowledgements

The editorial staff of *Inroads* is grateful to the many authors and contributors to *Inroads* and the publication staff at ACM headquarters who make this magazine possible.

# References

References are numbered and listed in alphabetical order by first author’s last name. For more information on reference format and citation, see the [*Inroads Citation Guide*](http://mc.manuscriptcentral.com/societyimages/inroads/CitationGuide2016December.pdf).

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