INSTRUCTIONS

LATEX Class for the SIGIR Forum

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Abstract

This document contains the instructions for the SIGIR Forum publication template in LATEX as of version 1.3, October 2024. For the latest version, please visit the Github repository.

1 Publication Type

The publication type is indicated as an option to the class, such as

\documentclass[news]{sigirforum}

Currently supported types are:

- news for publications about the SIG, such as the Chair's letter or the annual business meeting notes.
- keynote for the extended abstract of a keynote presented at a relevant event.
- paper for a research paper.
- event for the report about a relevant event, such as a conference or workshop.
- opinion for an opinion paper.
- dissertation for a PhD dissertation abstract.

If your publication does not fit in these categories, please contact the editors.

2 Title

The title of the publication should follow Title Case and is entirely up to the authors, but there are exceptions. In **event reports**, please follow this template:

- 1. Main-event: "Report on the 1st Conference on Foo (Foo 2021)".
- 2. Co-located event: "Report on the 1st Workshop on Bar (Bar 2021) at Foo 2021".
- 3. Special sessions or panels: "Report on the Foo 2021 special session on Bar".

If your event does not fit in these categories, please contact the editors for suggestions. In **keynote abstracts**, please follow this template: "The Title: A keynote at Foo 2021". In **dissertation abstracts**, please use the same title as in your dissertation.

https://github.com/julian-urbano/sigir-forum

3 Authors

All authors must have an affiliation including country, and at least one of them must indicate a contact email address. Authors are specified with commands \authors and \author, as follows:

```
\authors{
    \author[jane.doe@sigir.org]{Jane Doe}{ACM SIGIR}{USA}
    \author{John Doe}{ACM SIGIR}{USA}
    % \and ...
}
```

Note how e-mail addresses are indicated as an optional parameter to \author.

The front page may easily clutter if there are dozens of authors. In these cases, you can list the first few authors and their affiliations as detailed above, and then use **\authorothers** to list the remaining authors only by their names. This will automatically create a link to an appendix for you to list all affiliations in full:

```
\authors{
    \author[jane.doe@sigir.org]{Jane Doe}{ACM SIGIR}{USA}
    \author{John Doe}{ACM SIGIR}{USA}
    \authorothers{Alice Roe, Bob Bloggs, Carol Smith, Dan Doe,
        Erin Roe, Frank Bloggs, Grace Smith, Heidi Doe, Ivan Roe,
        Judy Bloggs and Mike Smith}
}
% ...
\appendixauthorothers
\begin{itemize}
    \item Jane Doe, ACM SIGIR, USA.
    \item John Doe, ACM SIGIR, USA.
    \item Alice Roe, ACM, USA.
    \item Bob Bloggs, ACM, USA.
    % ...
\end{itemize}
```

This is helpful for example in event reports where both organizers and participants contribute to the SIGIR Forum report; they are all authors of the report, but a distinction of roles can be made in the appendix. Make this appendix the last one of the manuscript.

In dissertation abstracts, only the author of the dissertation will appear in the SIGIR Forum publication. Please give your current affiliation; the institution granting the doctorate already appears in the metadata.

4 Metadata

Update the volume and number metadata in the preamble, following this format:

```
\def\pubissue{Vol. 55 No. 2 -- December 2021}
```

If unsure, please contact the editors.

Some publications have special formatting for metadata. In **event reports**, please indicate in the preamble the date(s) of the event and the URL of its website:

```
\def\eventdate{10--14 September 2021}
\def\eventurl{https://foo2021.net}
```

If your event does not have a website, leave \eventurl empty:

```
\def\eventurl{}
```

In **keynote abstracts**, please indicate the date:

```
\def\keynotedate{10 September 2021}
```

In **dissertation abstracts**, please indicate the institution that granted the degree, the defense date, the name(s) of the supervisor(s) without titles (ie. no *Dr.* or *Prof.*), and a URL to access the dissertation:

```
\def\dissertationplace{University of SIGIR, City, Country}
\def\dissertationdate{1 January 1970}
\def\dissertationsupervisor{Leslie Lamport}
\def\dissertationurl{https://name.domain/thesis-file.pdf}
```

If there is no website, leave it empty:

\def\dissertationurl{}

5 Text

In **disseration abstracts**, please keep all the text within the **abstract** environment; no text is allowed out of it. For other publication types, write an abstract and use sections as usual. There is no page limit, except for **dissertation abstracts**, which have a limit of one page plus references and metadata.

Please refrain from using hidden links like this. All in-text URLs must be written with the \url command, and they should appear in footnotes whenever possible. Exceptions are possible if adding footnotes would harm readability. Please contact the editors if unsure.

Please also refrain from using \paragraph ; consider using (sub^n) sections or lists. You should also avoid inline enumerations; consider typing the (inline) item labels yourself, or using the enumerate environment outside of the paragraph.

6 References and Citations

Please use citations with package natbib². You can use parenthetical citations like [Doe and Doe, 2020] through \citep, or textual citations like Doe and Doe [2020] through \citet.

In **dissertation abstracts** you can only reference up to five of your own publications, but not someone else's. If you would rather just list the publications but not cite them in the abstract, use command \nocite.

Please use a .bib file for the references; do not manually include the \bibitems in the .tex source.

7 Acknowledgments

Acknowledgments should appear at the end of the manuscript, using \section*{Acknowledgments}.

8 Submission

You can submit your publication via email to editors_SIGIR@acm.org. Please include all the source files and a compiled PDF.

Attached to these instructions there is a **checklist document** with a list of items to check that your manuscript follows the SIGIR Forum template. Please check all items before you make a submission.

References

Jane Doe and John Doe. Sample title of a SIGIR Forum publication. SIGIR Forum, 54(2):1–2, 2020.

²https://ctan.org/pkg/natbib?lang=en