SIGIR Forum Submission Checklist

This interactive[1] document presents a list of items to check that a manuscript follows the SIGIR Forum template. Please check all items before you make a submission. Note that the sections below contain a reference to the relevant section in the instructions document.[2]

Template and Publication Type (§1)

Use the latest version of the template, available from https://sigir.org/forum.
Valid publication type through \documentclass.

Title (§2)

Use Title Case for the Title.
Event reports:
    Use the appropriate boilerplate title.
Keynote abstracts:
    Use the appropriate boilerplate title.
Dissertation abstracts:
    Use the same title as in the PhD dissertation.

Authors (§3)

Use commands \authors and \author. In case of too many authors, use \authorothers as well.
All authors have affiliation and country (if using \authorothers, use \appendixauthorothers).
At least one author has an e-mail address.
Dissertation abstracts:
    The doctoral student is the only author.

Metadata (§4)

Correct issue number through \pubissue.
Event reports:
    Full date(s) through \eventdate and well formatted.
    Website URL through \eventurl.
Keynote abstracts:
    Full date through \keynotedate and well formatted.
Dissertation abstracts:
    Granting institution through \dissertationplace and well formatted.
    Full defense date through \dissertationdate and well formatted.
    Supervisor(s) through \dissertationsupervisor and well formatted.
    URL to the PDF file or similar through \dissertationurl.

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[1]We advise using Acrobat Reader or similar, as some browsers do not properly render the checkboxes.
[2]https://github.com/julian-urbano/sigir-forum/raw/master/template/instructions.pdf

Text (§5, §7)

    No hidden links like this.
    URLs written with \url.
    URLs as footnotes.
    No use of \paragraph.
    No use of inline enumerations.
    Dissertation abstracts:
        All the text is within the abstract environment.
        1-page limit, plus references and metadata.
    Acknowledgments under an unnumbered section using \section*{Acknowledgments}.

References and Citations (§6)

    Use \citep and \citet only.
    Use a .bib file for references.
    Dissertation abstracts:
        Only own references, and up to 5.

Submission (§8)

    All items in this checklist are checked.
    Include all source files, compiled PDF file, and this checklist file.
    Send all files via email to editors_SIGIR@acm.org.

Comments