# SIGIR Forum Submission Checklist

This interactive<sup>1</sup> 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.<sup>2</sup>

# Template and Publication Type (§1)

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

#### Title ( $\S 2$ )

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.

All authors have affiliation and country.

At least one author has an e-mail address.

Dissertation abstracts:

The doctoral student is the only author.

# Metadata $(\S4,7)$

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.

<sup>&</sup>lt;sup>1</sup>We advise using Acrobat Reader or similar, as some browsers do not properly render the checkboxes.

<sup>&</sup>lt;sup>2</sup>https://github.com/julian-urbano/sigir-forum/raw/master/template/instructions.pdf

### **Text** (§5)

No hidden links like this.

URLs written with \url.

URLs as footnotes.

No use of \paragraph.

Acknowledgments under an unnumbered section using \section\*{Acknowledgments}.

Dissertation abstracts:

All the text is within the abstract environment.

1-page limit, plus references and metadata.

# 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