

# 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 last 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`.  
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 (§4, 7)

Correct issue number through `\pubissue`.  
Event reports:  
    Full date(s) through `\eventdate` and well formatted.  
    Website URL through `\eventurl`.  
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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<sup>1</sup>We advise using Acrobat Reader or similar, as some browsers do not properly render the checkboxes.

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

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## 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)

Include all source files.

Include compiled PDF file.

All items in this checklist are checked.

Send all files via email to [editors\\_SIGIR@acm.org](mailto:editors_SIGIR@acm.org).

## Comments