

SIGIR Forum Submission Checklist

This interactive¹ 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 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`.

¹We 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)

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.

Comments