



WWW 2016

April 11-15, 2016, Montréal, Canada

Preparation Instructions for WWW 2016 Companion Submissions

POSTED ON 1/6; updated 1/15 @ 7:30 AM @ 6:15 AM NY timezone

This web page will acquaint you with the formatting and submission instructions for all aspects of the related files needed for your final version, to the conference publications and the ACM Digital Library, the required fields, and how and when to complete the appropriate ACM rightsreview electronic forms. All submission documents must comply with ACM SIG Templates and Formatting.

Please read the whole page before beginning the final submission process.

1. Submission Deadline & Page Limits

The submission deadlines were set and agreed upon by the chairs, ACM, & Sheridan Communications to ensure the deliverables for attendees and the timely appearance in the ACM DL. Your page limit is set by the category your submission has been selected for:

Submission deadlines

Doctoral/PhD Paper = 5 Page Limit*

+1 Page for References only

February 8th

Poster Abstract = 2 Page Limit

February 8th

Developers Track Abstract = 2 Page Limit

February 10th

Demo/Tutorial Outline = 4 Page Limit

February 10th

Panel Summary = 2 Page Limit

February 10th

Workshop Full Paper = 6 Page Limit

February 18th

Workshop Short Paper = 4 Page Limit

February 18th

Workshop Invited-Keynote Talk = 1-2 Page Limit

February 18th

Workshop Summary Abstract = 2-3 Page Limit

February 18th

✦ **Good News Authors!** You do **NOT** have to include the **ACM Classifiers (CCS Concepts: http://dl.acm.org/ccs_flat.cfm)** on the first page of your final publication ready version. These will be captured on the submission page only. Please feel free to utilize the space on the first page for other content or increasing the size of a figure.

Kindly read through the updated preparation instructions below.

2. Required ACM SIG Templates to be Used to Prepare Your Final Version

Click the program you are using to create your final version for the most up-to-date ACM templates & class files:

[Microsoft Word](#)

[LaTeX](#)



[To See Examples of Keynote Talk Abstracts & Panel Summaries](#)

Microsoft Word Instructions

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- Await and save the confirmation message from rightsreview@acm.org upon the completion of the assigned ACM eform for the text/to include on the bottom/left of the first page of your submission. *This corresponds with step (c).*
- (b) Please download the sample/template word document from [ACM Templates Site](#). We strongly encourage you to review the sample file above so you will be aware of the mandatory sections, **copyright strip information (see step c and the ACM Rights Review Confirmation email)**, formatting requirements, font requirements, font sizes, and spacing required for the your final version.
- (c) Based on how the ACM eform was completed, here are the choices on the complete text/copyright information to include on the first page of your submission.

	<i>Sample Text File</i>	<i>Sample PDF</i>
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- (d) [To continue with formatting & preparation instructions, and links to help & hints with formatting improvements for your camera-ready final version](#)

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- (b) Please download the [sig-alternate-2013.cls](#) file and other supporting files from the [ACM Templates Site](#)

We strongly encourage you to review the sample files above so you will be aware of

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IW3C2 Copyright Sample PDF: WWW-Companion-copyright.pdf	Include the following text/code in your .tex document after \documentclass and before \begin{document} $\backslash\documentclass{\texttt{sig-alternate-2013}}$ $\backslash\permission{\text{Copyright is held by the International World Wide Web Conference Committee (IW3C2). IW3C2 reserves the right to provide a hyperlink to the author's site if the Material is used in electronic media.}}$ $\backslash\conferenceinfo{\text{WWW'16 Companion,}}{\text{April 11--15, 2016, Montr'\eal, Qu'\ebeck, Canada.}}$ $\backslash\copyrightetc{\text{ACM \the\acmcopyr}}$ $\backslash\crdata{\text{978-1-4503-4144-8/16/04.}}$ <p>Include the http://DOI string/url } % be sure to update the red text with your assigned DOI from ACM</p> $\backslash\clubpenalty=10000$ $\backslash\widowpenalty = 10000$ $\backslash\begin{\document}$

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3. Help with Formatting your Submission using the ACM SIG templates above

Abstract Section	Bad Breaks: Widows (how to fix)	(No) Page Numbers/Numbering
Acknowledgements (how to include)	Balanced Last Page (how to)	Page Size & Margins
ACM Classifiers & Author Keywords	Before Submitting	References (formatting your)
ACM Copyright & Author Policies	Correcting A4 to US letter page size	Submission Deadline & Policies
ACM Compliant PDF (creating)	File Naming Scheme for Files	Title & Sub-Title Formatting
Author Names & Affiliations formatting	Grant & Funding Acknowledgements	Third Party Material
Author Keywords & ACM Classifiers	Images & Figures	Thumbnail Image for the ACM DL
Bad Breaks: Loner section heads	Page Limits	Type 3 fonts (not allowed)
*Note if your paper has any formatting issues, you will be redirected to these instructions to rectify your submission and re-submit.		Skip to the Submission Page Process

4. Submission Page Fields & Submitting the Files Necessary. Remember to Submit All the Relevant Information and Correct Files When you Submit. Submit your final version only (not drafts).

Before Submitting Did you complete the ACM rightsreview form from ACM to include your submission in the conference publication and ACM DL? *If not, kindly locate the email from rightsreview@acm.org, complete the form, obtain the confirmation email and include the mandatory ACM copyright-Companion-permission block text, conference info, and DOI string on the first page per the [ACM SIG templates & formatting](#).*

Submission Page **Please submit your final publication ready version only.**

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When your final version is ready, you need to complete the submission page and upload your .doc/docx and .pdf files or .tex, & .pdf files (as well as, the optional [thumbnail](#) image) **on or before DEADLINE. Remember to see the email from acm@sheridanprinting.com with the unique-supplied direct link to submit your final version.** We also recommend using a modern, standards-compliant Web browser to upload the necessary files.

If you are unable to find your direct submission information, please use the following link: [Sheridan Communications Submission System for ACM](#) to request your unique and individual submission link.

Title Double check your title and the title and sub-title fields on the submission page:

1. Does your present title exist in the submission page title field? If not, Cut and Paste the Title from your Source File into this Field on the Submission Page (not from your pdf).
2. Be sure that the title is in Initial Caps -- Initial Caps Meaning First Letter of the Main Words Should be Made Capital Letters. Capitalize the First Letter of Main Words in the Title (Most Nouns), except a, an, the, conjunctions (and, but, or, for,...), & prepositions (of, to, in, on,...)

*Note the Capital Letter "M" in Must, Meaning, and Main
 *Note the Capital Letter "C" in Caps and Capital

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*Note the Capital Letter "L" in Letter and Letters

Contact Author's Name Enter the name of the contact or contact author

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Authors' Complete Names, Email, Affiliation, & Affiliation Location All authors' full names (first, last, with or without middle initials/names), affiliation information, etc must be entered on the submission page. All authors' names and authorship order must match as they appear on the final pdf, the submission page, and the ACM eform. Any discrepancies will cause the submission to be returned to the authors to fix or verify.

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References Authors are strongly encouraged to include all works cited in their work/submission in a References section at the end of the paper or abstract. [See page 4 of the ACM sample pdf](#).

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LaTeX Users: PLEASE DO NOT submit your BibTeX data/directory. Instead submit the text & coding from your .bbl file created when you compile your document.

ACM Classification (CCS Concepts) *Authors please note that the chairs wish to collect the ACM 2012 Classifiers (CCS Concepts) related to your submission.* With this step on the submission page, you will **NOT** have to include the ACM 2012 Classifiers (CCS Concepts) section on the first page of your submission.

Please go to: http://dl.acm.org/ccs_flat.cfm and choose as many classifiers as you feel appropriate to your submission and the level of relevance: high, medium, low. Then click "[continue]" to choose additional classifiers.

When you are done choosing your choices of classifiers, click on the link near the top of the pop-up window "[View CCS TeX Code]", then check the box "Show the XML only."

Please note that this step is not mandatory, but strongly encouraged by the chairs.

Please cut and paste this code shown on the pop-up window into the field below.

Author Keywords Cut and paste the author keywords into the Keywords field, separated with semi-colons.

✦ **Separating your keywords; with semi-colons; is mandatory** because there is a growing amount of technical terms with commas. *Keywords separated with commas will be included as one elongated term.*

Acknowledgements (Grant & Funding Information) Please be sure to enter the correct funding agency or grant contributor's name along with the grant or funding reference number into the proper fields on the submission page.

Files to Submit Source File, PDF, and optional Thumbnail Image

PDF File Attach the final PDF of your submission. Please double check that your PDF:

- Is **ACM compliant**?
- Uses Type 1 or TrueType fonts only;
- Has all fonts embedded
- Is US Letter (8.5x11 inches) paper size

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Source File Browse and attach the Final Version of your Submission's Source File (.doc, .docx, .tex, .zip of your LaTeX directory, .pages, etc).

Thumbnail Image (optional) & Caption (conditional) Browse and attach the thumbnail image associated with your submission. *Remember .jpg format only.* If you **DO** submit a thumbnail image, a 20-30 word caption is mandatory for the thumbnail to appear in the ACM DL. For a few examples, [see Thumbnail Samples & Information.](#)
If authors fail to supply a thumbnail image caption, the thumbnail will NOT appear in the ACM DL.

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Click Submit

5. After You Submit (What to Expect)

Confirmation You will see a confirmation screen after a successful upload. As well, a confirmation email will be sent to the contact's email address entered on the submission page.

OK or Fixes Needed Usually after the submission deadline and within a few days after the submission deadline. The authors will be contacted by one of the publication coordinators at Sheridan Communications. Please be patient due to large volume of submissions that must be processed and checked. The coordinator will inform you of the following:
(i) That everything is in order with your submission.
--OR--
(ii) That you must fix something before it is final. If this is true, you will receive specific information about how to revise your submission to meet requirements, and a new deadline will be given to submit the corrected material. You are required by the

chairs to adhere to this NEW deadline so publication is not delayed.

Questions

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If you still have questions or problems about the ACM & SIG formatting requirements, please contact us at Sheridan Communications via telephone at +1-908-213-8988 or [via email](#) with the conference acronym (WWW 2016) in the subject line.
