

# SC23 Workshop Proceedings Instructions for Authors of SC23 Workshop Accepted Papers

## Step-by-Step Process

### 1. **SUBMIT THE PUBLICATION RIGHTS FORM: DUE SEP 29TH, 2023**

Transferring publication rights to SC's sponsoring organization is a **necessary requirement** for publication. If a paper has a single author, they are the person responsible for completing this form. For papers with multiple authors, one author typically acts as the authorized agent for all authors, with the assumption that all authors have been advised and consented to the publication terms. Some institutions (e.g., US National Laboratories) might require a designated agent to sign the publication rights form for their institution. In these cases, authors might need to have multiple forms signed.

**Authors must complete the process before they submit the final manuscript.**

*Workshop organizers should inform the authors of the accepted paper authors to begin the process right after acceptance, as there may be details they may need to discuss with their co-authors.*

SC23 will use the ACM electronic publication rights process. Around Sep 15th, authors will receive an email directly from the ACM's rights review system with full instructions for accessing the system and completing the online form. If authors have **not** received that email by **September 22nd**, they should check their spam files; if it is not there either, contact their workshop organizers or the workshop proceedings chair right away so we can look into the problem.

As rights management emails are sent from an automated system, there is a chance that emails sent will wind up in SPAM folders. Please make sure that the authors set email SPAM settings to allow emails from "rightsreview@acm.org".

Authors will also need to decide if they are going to submit **auxiliary materials, such as data or program code files**, which are not part of their official paper (see Step 3 for details). If so, authors will need to check off Part II of the form and say YES to the terms in order to grant ACM permission to serve the Auxiliary Materials.

For institutions that require an externally signed form, the ACM electronic publication rights form will provide options to specify which author(s) require a designated agent signature. If the designated agent has to sign a paper/edited form, send the scanned copy of that form to [rightsreview@acm.org](mailto:rightsreview@acm.org) as well as to the SC proceedings co-chairs ([proceedings@info.supercomputing.org](mailto:proceedings@info.supercomputing.org) and carbon copy to [byna.1@osu.edu](mailto:byna.1@osu.edu) ).

Make sure that the form is completed in all its parts. In particular, the form needs to have the **final** paper title and list the authors **exactly** as they will appear in the final paper (names and affiliations). We strongly suggest to indicate authors' ORCIDs if available, as these will soon be ACM requirements.

NOTE: Successful completion of the ACM process will result in a confirmation screen saying the process was successful and giving the authors the exact block that they will need to include on the final version of their paper; a copy will also be sent to them in email. If authors do not see this screen, they have not completed this step and they must go back and finalize it. *Submitting author will need this info for the next step, so be sure to keep a record of it.*

**The final deadline for this step is September 29th.** We suggest starting the publication rights process well in advance. Missing this deadline may result in a paper being omitted from the conference.

## 2. **FINALIZE METADATA FOR THE SC23 PROGRAM: DUE SEP 29TH, 2023**

As soon as possible, log in to the SC Submissions site (<http://submissions.supercomputing.org>), and submit the next stage for an accepted paper, ensuring it satisfies (a)-(d) below.

a) The authors are listed in the same order that they appear on the paper and in the publication rights forms. Make sure their names are spelled correctly, using a mixture of upper- and lower-case letters. Do not use “honorifics” (Mr., Dr., etc.). Put a period after any initials used as part of an author’s name. For example:

“Joanne E. Shaw”

but **not** “Dr. Joanne E. Shaw”

and **not** “Joanne E Shaw” or “JOANNE E SHAW”

b) Spell each author’s institution exactly as it appears on the institution’s own webpage, with the exception that if the institution’s name starts with “The,” remove “The,” so the names will sort properly (e.g., “Ohio State University” rather than “The Ohio State University” so it will sort under O rather than T).

c) The title is **exactly** as it will appear on the final paper and copyright forms. Be sure to follow these requirements:

i) Use mixed upper-and lower-case characters. For example:

“Data Deduplication in HPC Storage Systems”

but **not** “Data deduplication in HPC storage systems”

and **not** “DATA DEDUPLICATION IN HPC STORAGE SYSTEMS”

ii) Capitalize both parts of hyphenated words (“Long-Term” rather than “long-term”).

iii) Use “HPC” rather than spelling out High Performance Computing.

iv) Use colons rather than dashes (“RIDX: A New Tool...” rather than “RIDX – A New Tool...”).

v) Where not part of a proper name, Americanize spellings (“center” rather than “centre”).

d) The abstract is **exactly** as it appears on the final paper. Maximum length is 150 words.

**The deadline for this step is September 29th.** After **September 29th**, the title and list of authors cannot be changed.

## 3. **UPLOAD FINAL VERSION OF PAPER: DUE SEPTEMBER 29TH**

The final version of the workshop papers must be uploaded using the SC Submissions website <https://submissions.supercomputing.org>. **Authors will be required to provide all source files plus camera ready PDF.** (1) Package all the source files as a single tar, zip or gzip file (we need to be able to recreate the PDF using these source files) and upload this file. (2) Upload the PDF file separately. Authors’ final submission should address the

concerns raised in the reviews, which are also available on the submissions website. Numbering should be turned off in the paper.

Please note the following requirements:

a) Publication rights info: All final papers must include the appropriate publication rights and bibliographic lines in the lower left corner of the first page. The text can vary, depending upon whether or not the authors are associated with a government, or if the paper publication rights are owned by a government. It is the authors' responsibility to read the information that confirms authors' publications rights and make sure the text is correct. The confirmation from ACM will specify exactly how and what to include. The full text must be included, exactly as shown. All this information must appear in the lower left-hand corner on the first page of the PDF file. Note that the ACM templates already account for this, and the email will give the authors the exact block of text to copy into each type of template (MSWord or LaTeX).

**Open/Closed Access**: Authors will have two options to select: **Institutional Paid Open Access / Permissions Release** and **Closed Access / Exclusive License to Publish**. The first option is the **Open Access** option, and changes slightly depending if the Corresponding Author is affiliated with ACM Open participating institution or not. If not, they will be given the option to pay an Article Proceeding Charge (APC) to make the article open access for everyone. Authors selecting this option will retain all rights to their Work and agree to grant ACM a non-exclusive permission to publish their Work in the ACM Digital Library and have the additional option of displaying a Creative Commons license on the published version of their Work in the ACM Digital Library. The second option is the **Closed Access**. With this option authors will retain all rights to their Work and grant ACM an exclusive license to publish their Work in the ACM Digital Library. More information here: <https://www.acm.org/publications/policies/publication-rights-and-licensing-policy>

b) Previously copyrighted material: Make sure the manuscript contains no previously copyrighted material (whether text, images, or tables) unless it is properly cited. This guideline also applies to materials from authors' own previous papers. The only difference between reusing authors' own work and someone else's is that authors do not need quotation marks around text that authors wrote; however, it still needs to be cited any time it appears. For details, see ACM's guidelines at . *Violation of these guidelines will result in the paper being withdrawn from the conference proceedings.*

c) Restore author information that was omitted for double-blind review: Provide complete author and institution information for all coauthors, including e-mail, matching exactly the metadata in Step 1. Author information should be provided as shown in the template, since ACM uses that information to increase searchability of papers. Insert acknowledgements, references, or other identifying details in figures, captions, bibliographies, etc., that were omitted in order to comply with the SC double-blind review policy.

d) Generative AI tools: Generative AI tools and technologies, such as ChatGPT, may not be listed as authors of an ACM published Work. The use of generative AI tools and technologies to create content is permitted but **must be fully disclosed in the paper**. For example, the authors could include the following statement in the Acknowledgements section of the paper: "ChatGPT was utilized to generate sections of this Work, including text, tables, graphs, code, data, citations, etc." If there is any uncertainty about the need to disclose the use of a particular tool, err on the side of caution, and include a disclosure in the acknowledgements section. Additional guidelines

on disclosures are provided here in the ACM publications policies FAQ:  
<https://www.acm.org/publications/policies/frequently-asked-questions>

e) Text formatting: Final paper must be no more or less than **the page limits set by a workshop**. The artifact description and evaluation appendixes will be automatically generated from the boxes in Linklings. The paper must be formatted for US letter (8.5in x 11in) paper and conform to ACM's guidelines. Use the templates available at: [ACM proceedings template](#). If authors are using MSWord, choose the Interim Template: [Interim layout.docx](#). If the authors are using LaTeX, use the latest version: [LATEX \(Version 1.90\)](#) with the "sigconf" option", which is a double column format. See the special instructions in **Special Instructions for LaTeX Users** (at the end of this document) for further guidance. Authors using Overleaf may have to upload this template to make certain it produces double columns. We came to know that there is an ACM template Overleaf provides, and it is a single column. **Please do not use that Overleaf template.**

f) Style requirements: The title and author list must be identical to the program metadata (Step 1 above); please log in to the SC submissions website to verify that the manuscript matches it *exactly*. The remaining text of authors' paper must also follow the styles listed under Step 1 (a)-(d).

g) PDF quality: There is no printed SC Proceedings; it is given to attendees in digital format and preserved in two international archives: the ACM Digital Library and IEEE Xplore. We want the final paper to view well on all platforms and to print well on all printers. Make sure that details in figures are readable in print.

h) No bitmapped fonts: Authors' paper must use PDF format with Type 1 fonts (scalable), not Type3 (bit mapped), and all fonts must be embedded within the PDF file. This problem can arise if they use LaTeX, Apple software prior to Mac OS 9, or an old version of a PDF writer. To determine what fonts are in the PDF file, open the file and select File->Properties, then the "Fonts" tab. All fonts should show as TrueType or Type 1. If not, authors must fix the problem. Substitute Adobe Postscript Type 1 fonts for all bitmap fonts (e.g., Postscript Type 3 bitmapped fonts, PCL fonts, MacOS bitmap fonts, Windows vector fonts), which may have been used for equations, tables, figures, etc. Bitmapped fonts may display poorly or cause printing problems.

i) PDF size: **SC cannot accept papers larger than 4MB in total size.** Avoid unnecessarily large (in megabytes) images within authors' paper, since they complicate downloads and can make printing difficult or impossible on modest printers.

l) Selection of Keywords: Classify the paper using standardized keywords such as those in the Computing Classification System, as described at <https://dl.acm.org/ccs>.

m) References: Check each of the references in bibliography for completeness and format, using the guidelines in the ACM templates.

n) Auxiliary materials: Extra files that are not reviewed as part of the submitted paper but which an author supplies as an additional resource are called "auxiliary materials." Examples include data sets used in the research or code for programs that were run on that data to derive the results. ACM will not take copyright to this type of materials, but in order to make these materials available through the Digital Library it still needs permission from the owner and agreement that the author is abiding by ACM policies. Be sure to follow the relevant instructions when authors submit their copyright information in Step 2. The materials must include a short readme.txt file, and be provided as a single zipfile called <author\_SC\_submission\_number>aux.zip. If the materials are not organized in this way, SC will not be able to include them with the paper.

**The deadline for this step is September 29th.**

## **Special Instructions for LaTeX Users**

The final version of the paper must use PDF format with Type 1 fonts (scalable), not Type3 (bit mapped). All fonts must be embedded within the PDF file. See Step 3e in the main part of this document for information on how to verify whether or not the fonts are correct. Here are some hints for avoiding bitmapped fonts in LaTeX:

- Method 1: Use the printer flag when making the ps file from dvi (e.g., dvips -Ppdf myFile.dvi -o myFile.ps or dvips -Pcmz myFile.dvi -o myFile.ps)
- Method 2: Bypass the dvi and ps stuff by using pdflatex (e.g., pdflatex myFile.tex). This method will not work with some types of figures/images (especially ps and eps); Authors may need to convert their images to pdf, jpg or png.

LaTeX users should begin their document with

```
\documentclass[sigconf]{acmart}
```