

SC15 Proceedings

Instructions for Technical Papers and Gordon Bell Prize Papers

Below are the deadlines and instructions for the preparation and submission of Technical Papers for the SC15 Proceedings. Please read them carefully; they contain a lot of details that **must** be followed. Note that there are additional instructions if your paper was assigned a “shepherd” (i.e., acceptance was conditional on certain changes being made).

Please make sure the contact author is available during the month of August to respond to any questions that come up about the final production of the paper. If the contact author will be on extended travel or vacation, notify the Proceedings Chair who is authorized to make changes on your behalf. To be safe, also make sure that each co-author has a copy of the source documents available. If there is a problem with your PDF and we cannot find you, we may have to leave your paper out of the Proceedings.

Many, many thanks for your help in getting things right! The instructions may seem picky, but it will result in better visibility for your paper.

Cherri Pancake, SC15 Proceedings Chair

Questions about these instructions? Contact proceedings@info.supercomputing.org

Questions about the SC Submissions website? Contact support@linklings.com

Deadlines

These are all final deadlines – no exceptions!

July 14	Final version of paper info (title, authors, speaker, and abstract) uploaded
July 28	<i>For “shepherded” papers only, this is the deadline for</i> <i>(1) formal copyright registration completed</i> <i>(2) proposed final version of your paper uploaded to submissions site</i> <i>(2) same PDF file sent by email to your shepherd</i>
August 4	Formal copyright registration completed
August 11	Final version of paper uploaded <i>For “shepherded” papers, this is also the deadline for forwarding the shepherd’s approval of the final version to proceedings@info.supercomputing.org</i> If you have supplemental materials to include with your paper, this is also the deadline for uploading them into the system

Step-by-Step Process

1. FINALIZE METADATA FOR YOUR PAPER

In preparation for the SC15 Program, we need the final metadata about your paper. Log in to the SC Submissions site (<http://submissions.supercomputing.org>). Submit the next stage for your accepted paper and make all the corrections that are necessary to satisfy (a)-(c) below.

Please note the following style requirements:

- a) The authors listed in the same order that they appear on the paper. 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:
“John E. Shaw”
but **not** “Dr. John E. Shaw”
and **not** “John E Shaw” or “JOHN E SHAW”
- b) Spell each author’s institution exactly as it appears on the institution’s own webpage, with the exception that if the webpage starts with “The” remove it 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 **exactly** as it will appear on the final paper. Be sure to follow these requirements:
 - 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”
 - Hyphens are fine, but capitalize both parts of the hyphenated word (“Long-Term” rather than “long-term”)
 - Use “HPC” rather than spelling out High Performance Computing
 - Use colons rather than dashes (“RIDX: A New Tool...” rather than “RIDX – A New Tool...”)
 - Where not part of a formal institutional name, Americanize spellings (“center” rather than “centre”)
- d) The abstract **exactly** as it appears on the final paper. Maximum length is 150 words.

The deadline for this step is July 14. After that date, there will be no further opportunity to change the title or the list of authors, so make sure they are correct.

2. SUBMIT A COPYRIGHT FORM

Transferring copyright to SC’s sponsoring organization is a **necessary requirement** for publication, except for works by U.S. Government authors whose agencies require that their work not be copyrighted. Only one copyright registration is required for each technical paper. If you are the sole author of the paper, you are the person responsible for completing this form. For papers with multiple authors, the first (senior) 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.

You must complete the process before you submit your final manuscript. *We strongly recommend that you begin the process right away, as there may be details you need to discuss with your coauthors.*

SC15 will use the ACM electronic copyright process. You will receive an email directly from the e-copyright system with full instructions for accessing the system and completing the online form. If you have **not** received that email by July 15, check your spam files; if it is not there either, contact proceedings@info.supercomputing.org right away so we can look into the problem.

Follow the instructions in the ACM email to fill out and submit the copyright form. Unfortunately, there are so many options that it can be quite confusing. It might help you to know that a large majority of SC authors opt to:

- *not* pay for OA, since (a) the SC proceedings are open to the public for a month after the conference, and (b) you can also choose to have a no-cost link to your paper from your website and/or your institution's website (see "Including Copyright Info" for the details)
- use the "copyright" option rather than "licensing"

You will also need to decide if you are going to submit **auxiliary materials, such as data or program code files**, which are not part of your official paper (see Step 3 for details). If so, you 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.

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

The deadline for this step is August 4. Missing this deadline may result in your paper being omitted from the conference.

3. UPLOAD FINAL VERSION OF PAPER

The final version of your paper must be uploaded as a PDF file, using the same SC Submissions website <https://submissions.supercomputing.org>. It is essential that your final submission address the concerns raised in the reviews, which are also available on the submission website. If your paper was assigned a shepherd, you received special instructions about communicating with your shepherd and obtaining an email to confirm approval of the final version; this must be sent to the Proceedings Chair at the same time.

Please note the following requirements:

- a) **Copyright info:** All final papers must include on their first page the appropriate copyright and bibliographic lines. The text can vary, depending upon whether or not the authors are associated with a government, or if the paper copyright is owned by a government. It is your responsibility to read the information that confirms your copyright (see Step 1 in the main text) and make the text is correct. The confirmation from ACM will specify exactly how what to include. The full text must be included, exactly as shown. All this information must appear in the lower lefthand corner on the first page of your PDF file. Note that the ACM templates already account for this, and the email will give you the exact block of text to copy into each type of template (MSWord or LaTeX).

Make your paper available free-of-charge: ACM's Author-Izer service is available to SC authors. Using it, ACM authors can post links on their home page and/or in their institutional

repository so that anyone can download their published articles from the ACM Digital Library at no charge. (Note that any downloads through Author-Izer links are captured in official statistics, which improves the accuracy of usage/impact counts.) After the proceedings are published, visit <http://www.acm.org/publications/acm-author-izer-service> for instructions on how to create your links for free downloads.

- b) Previously copyrighted material: Make sure your manuscript contains no previously copyrighted material (whether text, images, or tables) unless it is properly cited. NOTE: This guideline also applies to materials from your own previous papers; the only difference between re-using your own work and someone else's is that you don't need to quotation marks around text that you wrote – it still needs to be cited any time it appears. For details, see ACM's guidelines at http://www.acm.org/publications/policies/plagiarism_policy. *Violation of these guidelines will result in your paper being withdrawn from the conference proceedings.*
- c) Text formatting: Your paper must be no more than 12 pages long, including references. Note that this is longer than the submission length, to accommodate any changes recommended by the reviewers. The paper must be formatted for US letter (8.5in x 11in) paper and conform to ACM's guidelines. Use the templates available at:

<http://www.acm.org/publications/article-templates/proceedings-template.html>

If you are using MSWord, choose the template at the top of the page. If you are using LaTeX, see the special instructions in **Special Instructions for LaTeX Users** (at the end of this document).

- d) Style requirements: The title and author list must be identical to those in the program metadata being used by SC; please login again to the SC submissions website to verify that the manuscript matches it exactly. The remaining text of your paper must also follow the styles listed under Step 1 (paper metadata), items B-D.
- e) 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 your paper to view well on all platforms and to print well on all printers. Please make sure that details in figures are readable in print.
- f) No bitmapped fonts: The final version of your paper must use PDF format with Type 1 fonts (scalable), not Type3 (bit mapped), and all of them must be embedded within the PDF file. This should only be a problem if you are using LaTeX, Apple software prior to Mac OS 9, or a really old version of a PDF writer. To verify what fonts are in your PDF file, open the file and select File->Properties, then the "Fonts" tab. All fonts should show as TrueType or Type 1. If not, you will need to fix the problem. It is absolutely essential that you 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.; they display poorly on-screen in PDF files and sometimes cause printing problems.
- g) PDF size: Avoid unnecessarily large (in MB) images within your paper, since they complicate downloads and can make printing difficult or impossible on modest printers. **SC cannot accept papers larger than 4MB in total size.**
- h) Selection of Keywords: We strongly encourage you to classify your paper using standardized keywords such as those in the Computing Classification System, as described at <http://www.acm.org/about/class/how-to-use>. This will allow people who use standard search terms to find your publication much more easily.

- i) References: We strongly recommend that you check each of the references in your reference section for completeness and format, using the guidelines in the ACM templates.
- j) 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 you submit your copyright information in Step 2.

The materials must include a short readme.txt file, and be provided as a single zipfile called <your_SC_submission_number>aux.zip. If the materials are not organized in this way, SC will not be able to include them with your paper.

Special Instructions for LaTeX Users

The final version of your paper must use PDF format with Type 1 fonts (scalable), not Type3 (bit mapped). All fonts must be embedded within the PDF file. This should only be a problem if you are using LaTeX, Apple software prior to Mac OS 9, or a really old version of a PDF writer. See Step 3e in the main part of this document for information on how to verify whether or not your fonts are correct.

Here are some hints for how to avoid bitmapped fonts in LaTeX:

- Method 1: Explicitly specify a Type 1 font in your .tex file (e.g., `\usepackage{times}`). This method will not improve any bitmap math equations you happen to have in your text unless you also use the AMS Type 1 fonts (download at <http://www.ams.org/tex/type1-fonts.htm>).
- Method 2: 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 3: 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), so to use it you may need to first convert your images to jpg or png.