

# 34<sup>th</sup> ACM SYMPOSIUM ON APPLIED COMPUTING

## (SAC 2019)

### INSTRUCTIONS FOR AUTHORS

PLEASE REVIEW THIS MATERIAL CAREFULLY

Dear Author:

Congratulations on having your paper accepted for presentation at the Symposium and for printing in the conference *Proceedings*. Please address the concerns of the reviewers and submit the following materials on time in order to meet the proceedings preparation deadline.

1. **START Submissions:** Using the passcode associated with your draft submission, log in to
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#### Page Limit

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- For abstracts of accepted tutorials and keynote addresses, *a maximum of 1 page* is allowed for each abstract of accepted tutorials and keynote addresses.

Papers exceeding this limit will not be included in the proceedings. Your final paper must be uploaded by November 25, 2018.

#### PDF version of your final camera-ready paper

Prepare the camera-ready manuscript in the format specified in the “*Instructions for Preparation of Manuscript*” section below. After accessing the final camera-ready manuscript submission URL provided in your acceptance email, follow online instructions to submit the PDF version of the manuscript to START system. **Your PDF must have all fonts embedded, have 8.5x11” paper size, use the specified margins, have security turned off, and be searchable.**

**Finalize paper details at the submission site**

Verify the title, authors, and affiliations including spelling, capitalization, and special characters at the START submission site. This information will be used to generate the table of contents and author index for the proceedings. Therefore, accuracy is crucial. Your paper details must be finalized by November 25, 2018.

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Early registration is required for publication of the paper (on or before November 25, 2018) and the fee is *not refundable*, but is transferable to the designee who will present your paper at the conference. Each paper **must** be presented at the conference. It is strongly recommended that you make your hotel reservation at the same time as space is limited and the conference location is a popular destination.

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**Acceptance and publication of your paper are conditional upon our receiving all the above items by the corresponding deadlines. Missing items will result in the paper being pulled from the proceedings.**

If your work must be cleared or approved by your institution, company, or governmental agency before publication, please ensure the process is completed in time to meet the above deadlines or we will *not* be able to include the paper in the conference Proceedings.

# Instructions for Preparation of Manuscript

The *Proceedings* will be printed directly from the PDFs submitted by authors. The appearance of your paper in the Proceedings will depend on the care you take in preparing the PDF. Follow formatting instructions carefully. SAC is not responsible for replacing or correcting papers or pages. Proofread your camera-ready copy before submission. Before submission, verify that your PDF has

- *correct paper size and margin,*
- *all fonts embedded,*
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- *security turned off,* and
- *all text searchable.*

## Typing and Layout Sheets (**paper size and margin**):

Templates are located at <http://www.sigapp.org/sac/sac2019/downloads.html> (see camera ready copy). **SAC recommends all names to be placed on the first page of the paper.** In case of more than six authors, additional names and addresses may be added in a footnote or in a named section at the end of your paper. **Your margins in the file must print on letter size paper (8.5" by 11") with 0.75" left and right margins and 1" top and bottom margins.**

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Note: in order to print the copyright notice, authors using Latex should prepare the paper using the Alternate Latex style, not the "strict" one.

## For Government Papers:

### Exception B: Government papers - ACM Copyright Form (signed part B)

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  - d. You are now in the Acrobat Distiller settings window.
  - e. In the “General” tab, the resolution should be set to 600 DPI. Both “Embedded thumbnails” and “Optimize for fast web view” should be checked
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3. For LaTeX conversions, please consult ACM's FAQ item number 14:  
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## Abstract:

Begin your paper with an abstract (100-200 words) that summarizes the topic and important results presented in the paper. It should start at the top of the left column on the first page, approximately 3 lines below the author address.

## CCS Concepts:

The ACM Computing Classification System (CCS) has been developed as a poly-hierarchical ontology that can be utilized in semantic web applications. Make sure to use the correct category and subject descriptors for your submission. The ACM CCS can be found at <http://www.acm.org/about/class/class/2012>. Please read the [HOW TO CLASSIFY WORKS USING ACM'S COMPUTING CLASSIFICATION SYSTEM](#) for instructions on how to classify your document using the ACM CCS and insert the index terms.

## **Keywords:**

After the categories, include a list of no more than five keywords.

## **Page Numbering:**

Do not type page numbers. The printer will insert them.

## **Tables and Illustrations:**

All artwork, figures, captions, graphs, tables, etc., will be represented in color in the electronic proceedings, but printed in black & white. Make sure artwork does not cross any of the margins.

## **Biography:**

If space permits, it is worthwhile to include a brief biography (no more than 200 words) of the author(s) at the end of the manuscript. This allows the viewing and reading audience to become familiar with the background of the author, thus giving the paper greater impact and validity.

## **ACM Proceedings Specifications**

Title:	Centered 18 pt, Bold, Helvetica
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Footnote/Citation:	9 pt, Times Roman
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	number in brackets positioned as a negative indent. aligned .25" (.63 cm) in from margin, ragged-right margin.
Subsequent pages:	For pages other than the first, start at the top margin and continue in double-column format.
Tables/Figures/Images:	Placed in text as close to reference as possible. May extend across both columns to a maximum width of 7" (17.78 cm).
Captions:	9 pt, bold, Times Roman, numbered (ex. "Table 1." or "Figure 2."), and centered beneath each table, figure or image.

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## Summary of Requirements for Publication

1. **Upload your final camera-ready paper (PDF) and its source file (WORD or zipped LATEX)** to START. Verify the following: **all fonts embedded, searchable, security off, copyright notice correct, DOI included, 8.5x11" page, margins correct, all pages display correctly, at most 10 pages (regular papers), 4 pages (poster papers), and 4 pages (student research abstracts) and no blank pages.**
2. **Upload the copyright** to ACM collection system. Complete title, authors, and signature(s).
3. **Verify paper details** in START. Verify the title, authors, and affiliations.
4. **Register:** At least one author **MUST** register. If no author is registered in time or if registration is cancelled, the paper may be pulled without further warning.
5. **Present your paper:** Every paper published must be presented at the conference. No-show of scheduled papers, posters, and SRC abstracts will result in excluding them from the ACM digital library.

**Firm deadline for your Final Paper and Copyright: November 25, 2018**

**Firm deadline for your Registration: December 10, 2018**

## Speakers Instructions

Remember that your entire paper is published in the *Proceedings*. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. Do NOT try to present the paper in its entirety. *Please, do not read your paper to the audience.* The Session Chair divides the session time equally among papers, allowing 5 minutes per paper for audience questions and comments.

Good visual aids can greatly enhance the effect your presentation has on the audience. Often an attempt is made to present too much material and too much detail. Visual aids, the primary means to hold audience attention, need to

be well conceived and meticulously prepared. It is our hope that these guidelines will help you prepare a fine visual presentation.

## **Preparation of Presentations**

The most significant constraint facing you as a speaker is the time limit for your presentation. In the time allotted, you can probably speak about 2000 words; far less than the contents of your paper.

This time limit also restricts the number of concepts or major technical points that you can make and expect your audience to absorb. As a guideline, it is suggested that you limit yourself to at most 10 technical points. Logically linked by the theme of your paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material.

## **Visual Aids**

The best way to present material in a limited time period is to use well-conceived visual aids that support the points to be made. Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker. As a first approximation, the speaker should plan overhead foils for at most 10 technical points to present.

Your foils should be kept simple and neat. Too much "clutter" is distracting. Please use at least 18 point font size for your foils.

## **Speaker Attitude and Spontaneity**

The primary advantage for the speaker who organizes his/her presentation in this manner is that he/she can approach the audience with the assurance that he/she can easily and effectively present the salient points in his/her paper.

## **Special A/V Requests**

Video projectors will be made available in every room. An overhead projector will be guaranteed only if requests are made in advance to the Local Arrangements Chair.

## **Proceedings**

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