

21st ACM SYMPOSIUM ON APPLIED COMPUTING

(SAC 2006)

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 make all corrections suggested by the reviewers and submit the following materials on time in order to meet the proceedings preparation deadline.

1. Send to your Track Chair: 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 and email the pdf version of the manuscript to your Track Chair. Your pdf **must have all fonts embedded, have the specified margins, have security turned off, and be searchable**. You **must register as a presenter** for your paper to be published (authors may *not* register as students and at least one author of each paper **must attend the conference** to present their paper). The total number of pages allowed with your registration without any extra page fee is five (5). The additional page charge is specified on the registration page on SAC 2006 website. A maximum of 8 pages in total is allowed for each manuscript. Your Track Chair must receive the paper by November 5, 2005.

2. Send to the Publications Chair: a completed copyright release form signed by at least the first author (and preferably by all authors). ***All communication with the Publications Chair must include a subject line that includes SAC and the abbreviation for your paper’s track, e.g., SAC-BIO.*** Your submission must reach the Publications Chair on or before November 5, 2005.

Registration and payment

Payment of the fees (registration and extra page fees) is a requirement of having your paper published in the proceedings. Online registration information is available at SAC website (<http://www.acm.org/conferences/sac/sac2006/>). After you successfully complete the registration process you will receive a confirmation email.

Early registration is required for publication of the paper (on or before November 5, 2005) 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. At the same time it is strongly recommended that you make your hotel reservation as space is limited and the conference location is a popular destination.

Transfer of Copyright Form

As a condition for acceptance of papers, we require that all authors execute the copyright transfer to ACM. Please note that by signing the form you are simply giving your permission to ACM to publish the paper. For this reason, there is no problem if the material is already in the public domain, such as work done with government support. ACM controls the commercial use of material we publish, while you or your company retain the right to reuse the work, in whole or in part.

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The completed and signed copyright form must be faxed to:

Lorie M. Liebrock
Computer Science Department - New Mexico Institute of Mining and Technology
(505)835-5587

or

Lorie M. Liebrock
Information Technology - New Mexico Institute of Mining and Technology
(505)835-5498

or

emailed (after scanning the signed document) to liebrock@cs.nmt.edu.

If you have problems faxing, please contact Francesca Denton (505) 835-5126.

3. **Submit to the Track Chair:** a short biography of the presenter.

This should include your paper title, track name, and the presenter's name followed by a very brief biography. Each presenter is to email their biography to the track chair by March 1, 2006. In addition, we recommend that you meet your session chair and hand-deliver your biography to the session chair before the start of session.

Acceptance of your paper is 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.

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. Please see SAC 2006 website for contact information.

Thank you for your interest and cooperation. We hope that you will find participation in the symposium professionally stimulating and rewarding. If you have any questions regarding the conference or your paper submittal, please call or write us – contact information can be found on the conference web site: <http://www.acm.org/conferences/sac/sac2006/>.

SAC Proceedings

SAC will *not* mail out proceedings or any other materials before or after the conference. Authors are responsible for picking up their proceedings and registration materials during the conference.

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. SAC is not responsible for replacing or correcting papers or pages. Proofread your camera-ready copy before submission. Verify that security is turned off in your pdf and that all text is searchable.

Typing and Layout Sheets:

Templates are located at <http://www.acm.org/conferences/sac/sac2006/pages/downloads.htm>. If you use other templates, you will need to manually correct the copyright paragraph as shown below. Although the template suggests that in case of more than three authors, additional names and addresses may be added in a footnote, or in a named section at the end of your paper, SAC requires all names to be placed on the first page of the 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. Also, be sure to follow the copyright notice guidelines below. *The copyright is included in the templates on the SAC website and must not be removed or changed unless it is necessary to change to a special form of copyright notice.***

Copyright Paragraph to Appear on the First Page of Each Paper:

The following ACM Copyright Paragraph must appear on the first page of each paper, except those authors who have signed in Box B (work for U.S. Government) of the copyright form. Note: in order to print the copyright notice, authors using Latex should prepare the paper using the Alternate Latex style, not the "strict" one.

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See Figure 1 below as an example.

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Graphics	Top	In-between	Bottom
Tables	End	Last	First
Figures	Good	Similar	Very well

¹ If necessary, you may place some address information in a footnote, or in a named section at the end of your paper.

Figure 1: An example 1st page (partially shown) of a paper showing the Copyright notice.

For Government Papers:

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

Option #1. Government employee/authors (US and other)

Include the following at the bottom of the first column on the first page. Notice that the bibliographic strip appears without copyright.

This paper is authored by an employee(s) of the
[U.S.] Government and is in the public domain.

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Option #2. Government-affiliated authors (funded contractors or co-authors with government employees) The following should appear at the end of the first column on the first page. *Note: ACM copyright is evident in this case.*

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Option #3. Foreign Government Holding Copyright

Include the following at the bottom of the first column on the first page.

This paper is co-authored by employees of [agency] and is copyright by the Government of [country]. Non-exclusive permission to copy and publish the paper is granted, provided that the authors and [agency] are clearly identified as its source.

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Abstract:

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

Categories and Subject Descriptors:

List the ACM category and subject descriptor that fits your work, e.g., D.3.3 [**Programming Languages**]: Language Constructs and Features – *abstract data types, polymorphism, control structures*. This is just an example, please use the correct category and subject descriptors for your submission.

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 reproduced in black & white. Make sure they do 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.

Speakers Instructions

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.

Plans call for the nominal session to include four papers. The Session Chair divides the session time equally among the paper, allowing 5 minutes per paper for audience questions and comments.

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.*

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 size 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 no more than 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 each of the points to be made. As a first approximation, the speaker should plan overhead foils for each of the 10 technical points that he/she plans to present.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker.

Your foils should be kept simple and neat. Too much "clutter" is distracting. Please use at least 18 points 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.

ACM Proceedings Specifications

Title:	Centered 18 pt, Bold, Helvetica
Author, ACM Fellow:	Centered 12 pt, Helvetica
Affiliation:	Centered 10 pt, Helvetica
Email:	Centered 12 pt, Helvetica
Abstract:	Flush Left 12 pt, Bold, Times Roman
Section (heading 1):	Flush Left 12 pt, Bold, Times Roman, numbered-ex: 1
Subsection (heading 2):	Flush Left 12 pt, Bold, Times Roman, numbered-ex 1.2
Subsubsection (heading 3):	Flush Left 11 pt, Italics, Times Roman, numbered-ex 1.2.3
Subsubsubsection (heading 4):	Flush Left 11 pt, Italics, Times Roman, numbered- ex 1.2.3.4
Subsubsubsubsection (heading 5):	Flush Left 11 pt, Italics, Times Roman, numbered-ex 1.2.3.4.5
Text:	2 column, justified, size of type 9 pt. space between lines 10 pt
Text Font:	Times Roman
Column width:	3.33" (8.45 cm)

2 column gutter:	.33"(.83 cm)
Top Margin:	1" (2.54 cm)
Right Margin:	From edge .75" (2.54 cm)
Left Margin:	From edge .75" (2.54 cm)
Bottom Margin:	1.0" (2.54 cm)
Copyright space on 1st page:	lower left column 1.5" (3.81 cm)
Paragraph indentation:	None, flush left, line space between paragraphs
Footnote/Citation:	9 pt, Times Roman
Bibliography/Reference:	9 pt. Use the standard CACM format for references, i.e., a numbered list at the end of the article, ordered alphabetically by first author, and referenced by number in brackets [2]. Reference number in brackets positioned as a negative indent.ext 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.

Summary of Requirements for Publication

Firm deadline for all submissions: November 5, 2005

1. **Send the final paper** in PDF form to your Track Chair. Verify: searchable, security off, copyright notice correct, margins correct, all pages display correctly, and no blank pages.
2. **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.
3. **Send completed copyright form** by fax to: Lorie Liebrock, Computer Science, 505-835-5587 or Information Technology, 505-835-5498. Complete title,

authors, track, and signature(s). Include the track abbreviation and your e-mail address on the fax cover sheet.

- 4. Present the paper:** Each paper MUST be presented at the conference.