Preparation of Final Content for SIGGRAPH-sponsored Events

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1 Introduction

If you are preparing content of any kind for submission or presentation at an event sponsored by ACM SIGGRAPH, you should read this document. It covers the various kinds of content which are presented at our sponsored events, the methods you should use to prepare this content, and the legal documents you must complete prior to presentation and publication of your content.

2 Who Should Read This Document?

If you are preparing course or tutorial notes, much of this document does not concern you at all. There's a section on preparing course notes that you should read. That's about it.

If you have had content accepted to a program at one of our sponsored events for which the documentation is professionally designed and edited, you can stop reading now. (Well, at the end of the paragraph.) You'll be given instructions for delivering your content to us by the chairs of the program to which your content was accepted.

If you are preparing a technical paper, or a one-page abstract of your accepted content, and it's your responsibility to prepare the final version of your content, read on!

3 Glossary of Terms

There are a number of terms used in this document of which you should be aware. Doubtless, you know some of them, but it's always better to be clear.

ACM The Association for Computing Machinery www.acm.org, the parent organization of SIGGRAPH.

SIGGRAPH The SIGGRAPH annual conference held in North America. (Also the sponsoring organization, and an ACM special interest group, but for the purposes of this document, "SIGGRAPH" represents our flagship conference.)

SIGGRAPH Asia The SIGGRAPH annual conference held in Asia.

sponsored event A conference, workshop or symposium sponsored by ACM SIGGRAPH, such as I3D, NPAR, or APGV, but not the SIGGRAPH or SIGGRAPH Asia events.

Submission and Authorization Agreement Document completed by all contributors to the SIGGRAPH and SIGGRAPH Asia events. Allows the contributor to grant or deny the organization's use of their content, for each of the distribution methods defined.

copyright form Document completed by authors of accepted Technical Papers to the SIGGRAPH and SIGGRAPH Asia events (in addition to the Submission and Authorization Agreement), and by authors of content accepted to sponsored events.

auxiliary material Material prepared by the contributor in addition to their primary content (technical paper, talk, poster, etc.) which helps to better explain the content being presented. The material could be a movie, still images, source code, HTML presentation, etc. (Was previously known as "supplemental material.")

third-party content Any content used in a paper or auxiliary material not created by the contributor. You must secure permission to use all third-party content you use in your presentation, and you must provide to us documentation of that permission prior to publication.

ACM DL The ACM Digital Library www.acm.org/dl is the primary repository for content presented at events sponsored by ACM or one of its special-interest groups.

4 Types of Content

4.1 User-prepared Final Content

You prepare the content, following the guidelines found in this document (preferably, starting from one of the templates we provide), and deliver the formatted content to us. We publish it "as is," adding only page numbers and/or a copyright notice where necessary.

Examples of user-prepared final content include:

- annual conference (SIGGRAPH and SIGGRAPH Asia)
  - full-length technical papers
- sponsored events (NPAR, I3D, APGV, etc.)
  - full-length papers, short papers, and poster abstracts
- course and tutorial notes
- abstracts and other non-technical papers
  - talks, posters, emerging technologies (SIGGRAPH), sketches, educators program
- auxiliary material

4.2 Contractor-prepared Final Content

You provide "raw" material to us - typically text and image(s) - and it is edited and laid out professionally. You have several opportunities to review your part of the prepared content prior to publication.

Examples of contractor-prepared final content include:

- Art Gallery
- Computer Animation Festival
- Emerging Technologies (SIGGRAPH Asia)
- Art Papers

5 Legal Documents

5.1 Introduction

Before you can present your material at a SIGGRAPH-sponsored event, there are one or more documents you must complete, which give us permission to distribute your content to attendees and to the computer graphics community through the ACM Digital Library, as well as use your content and/or likeness for promotional purposes.

If you are submitting content to one of our annual conferences, you must complete the Submission and Authorization Agreement when you submit your content for review. The Submission and Authorization Agreement can be found the conference website.

If you have submitted a technical paper to one of our annual conferences or to a sponsored event and have had it accepted for presentation, you must **also** complete the ACM Copyright Form when you deliver your final paper and any auxiliary material.

5.2 Download the Copyright Form

The ACM Copyright Form can be found online at www.siggraph.org/publications/instructions. Please note that there are different forms for our two annual conferences and other sponsored events.

Please note that the official publication date of the technical papers presented at our annual conferences is printed on the copyright forms for those events; this may be important to you or your employer for patent purposes.

5.3 Complete the Copyright Form

Please read the first page of the copyright form carefully; it contains the instructions for completing the form.

When completing the form, you should make certain of the following points:

- The "Title of Work" in Part I must match the title of your final paper.

- Regardless of which box(es) in Part I you have checked, you must sign and print your name and the date at the end of Part I.

- Check one or both of the boxes in Part II of the form and sign and print your name at the end of Part II.

- In Part III of the form (Third-Party Material), the table on page 4 must be completed if you have any third-party material in your paper.

  - "ACM citation reference" is the place in your paper where each piece of third-party content resides: "Figure 1" for example.

  - "Original Third-party source" is where the third-party content was first published.

  - "Approved By" is the name of the person granting you permission to use this content.

  - "Date Received" is the date on which you received permission to use this content.

- In addition to completing Part III, you must deliver documentation of the permission you've received to use each piece of third-party content when you deliver your completed copyright form. (See the next section of this document, "Third-Party Content," for more information about this topic.)

- You must sign and date Part IV of the form.

The majority of the forms delivered to me which need to be resubmitted are missing signatures in Part I of the form, or have a title in Part I which does not match the title on the final paper.

5.4 Deliver the Copyright Form

When you have completed the copyright form, including the acquisition of permission to use all of the third-party content you have used, you may deliver the paperwork to me in one of two ways:

1. you may fax the paperwork to my attention at +1-206-543-2969.

2. you may scan in the paperwork and e-mail it to me at this address: spencer@cs.washington.edu

6 Third-Party Content

You must identify and secure permission to use each and every piece of content used in your presentation that you, yourself, did not create, be it an image of an M. C. Escher print or a ten-second clip from a movie or a 3D model that you've downloaded from the "AIM@SHAPE" website. You also must provide us with documentation of the permission you've received.

It is extremely important that you identify and secure permission to use all of the third-party content you are using in your presentation. Please do not assume that, since you found it on the Internet, it is freely available to be used - chances are, it's not.

When requesting permission to use third-party content, you should inform the copyright holder of all of the possible methods of distribution of your content: print, electronic (CD-ROM or DVD-ROM), and in the ACM Digital Library.

If you are using third-party content released for use under Creative Commons licensing, please be aware that there are various kinds of CC licenses; make sure that the licensing details match your intended use of that content.

The copyright holder may place restrictions on how you may use their content, either by denying you (and us) the ability to distribute in certain ways, or by requiring a particular statement of acknowledgement be included in your final content, or both.

Obtaining permission to reuse third-party content may take some time, and it may involve a licensing fee to be paid to the copyright holder.

Even if the owner of the third-party content does not require permission to use their content - material from the Stanford University 3D Scanning Repository, for example - you must still identify it as third-party content on the copyright form, and acknowledge its use, as defined by the owner, in your paper.

If the third-party content was originally published by ACM - for example, an image in another SIGGRAPH paper - permission can be requested to reuse this third-party content via the "Request Permissions" link on the article's ACM Digital Library page. If the third-party content was originally published by IEEE, please visit the following link to learn how to request permission from IEEE to reuse this third-party content: www.ieee.org/web/publications/rights/reqperm.html.
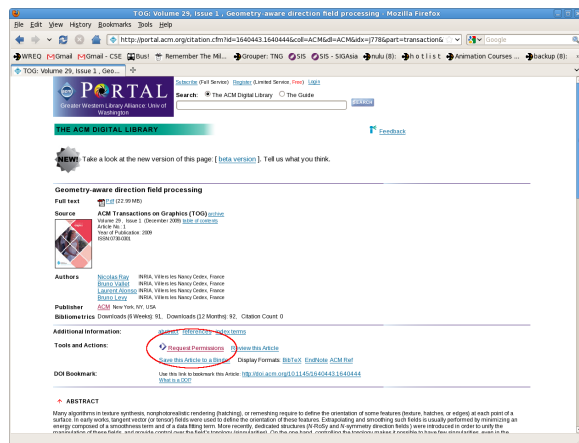
Figure 1: *ACM DL article page with permissions link circled.*

If the third-party content was originally published by Eurographics, please send an e-mail to publishing@eg.org to request permission to reuse.

Please remember that you must provide us with documentation of the permission you have received to use third-party content when you deliver your copyright form to us.

7 Preparing Your Final Content: Technical Papers and Abstracts

7.1 Introduction

Whether you are preparing a full-length technical paper, a short paper, or a one-page abstract for your poster / sketch / talk, the overall look of the document is the same. There are relatively few differences, from a formatting context, in these kinds of documents.

We **strongly encourage** the use of the "acmsiggraph" LaTeX and BibTeX class files, and make them available for your use at www.siggraph.org/publications/instructions. You're welcome to use another program to prepare your document, and to that end, the document and typeface specifications you must follow are outlined in the next section.

The "acmsiggraph" LaTeX and BibTeX class files have these specifications built into them; with their use, you can concentrate on your content, rather than the formatting of the content. (This document, in fact, is formatted with that style.)

Please note: Adjustment of the typeface size and style, line spacing, paragraph indentation, or margins is not permitted.

7.2 Document Specifications

- paper size: "US Letter" (8.5 inches wide by 11.0 inches tall - not A4)

- top margin: 0.75 inches

- bottom margin: 1.0 inches

- left and right margins: 0.75 inches

- number of columns: 2

- column width: 3.33 inches

- column gutter: 0.34 inches (space between columns)

- vertical space between paragraphs: 10pt

- paragraph indentation: none

7.3 Typeface Specifications

- title: 14-point bold sans-serif (Helvetica, Arial)

- affiliation: 10-point serif (Times)

- body: 9-point serif on 10-point line spacing

- section and subsection head: 10-point bold serif, numbered

- subsubsection head: 10-point italic serif, numbered

- caption label: 9-point bold serif.

- caption text: 9-point italic serif.

- references: 9-point serif on 10-point line spacing, 2em indent for second and subsequent lines

7.4 Other Specifications

- the title and affiliation information should be centered across the top of the first page of your content, and should include full names, company or institution, and e-mail addresses.

- capitalize the words in the title of your work. certain words should not be capitalized; good examples of this can be found at this link: www.grammarbook.com/punctuation/capital.asp.

- no page numbers, please. if they're needed, they will be added in production.

- figure captions are centered underneath figures.

7.5 Copyright Space: Yes, or No?

If you are preparing a technical paper, you need to leave some space clear at the bottom of the left-hand column (see note below) of the first page of your content so the ACM copyright notice can be inserted there during production. The amount of space (vertically measured from the bottom of the column) is determined by the event to which your content has been accepted:

- If your technical paper has been accepted to one of our annual conferences, leave 1.5 inches of space.

- If your technical paper has been accepted to one of our sponsored events, but NOT one of our annual conferences, leave 1.0 inches of space.

The "acmsiggraph" LaTeXclass includes a command - "\copyrightspace" - that sets aside that space in your content. Please see the "template.tex" file that is included with the "acmsiggraph" class files for more information on using this command.

If you are preparing an abstract of your poster / talk / sketch content, you do not need to leave any space for the ACM copyright notice.

(Note: If you are using the "acmsiggraph" LaTeXclass and have a large figure at the very start of your content, this space may move to the bottom of the right-hand column on the first page. This is acceptable.)

7.6 References and Citations

The ACM SIGGRAPH citation format is the familiar "author year" format. The year is separated from the author by a single space. If the article has two authors, their last names are used, separate the word "and." If the article has three or more authors, the primary author's last name, followed by "et al." are used:

- [Yee 2000] (one author)

- [Lennon and McCartney 1964] (two authors)

- [Fedkiw et al. 2001] (more than two authors)

Multiple citations at a single point in the document are separated by semicolons:

- [Fedkiw et al. 2001; Yee 2000]

When the last name of the author is used in the text, it may be omitted from the citation, leaving the year:

> "...as shown in Fedkiw et al. [2001], the coefficient remains..."

LATEX users can use "\citecitekey" to produce the longer citation form and "\shortcitecitekey" to produce the shorter citation form.

The reference list, or bibliography, must be unnumbered, alphabetized by primary authors' last name, with the author's names set in small caps followed by the year, followed by other information. The page number, if any, appears last in the reference. Author names are arranged as "last, initials." The second and successive lines of each entry are indented by 2em. Journal, book, thesis and conference proceedings titleas, as well as journal volumes, are set in italic serif type.

The "acmsiggraph" BibTeX class faithfully implements these specifications.

Please note: Adjustment of the typeface size and style, line spacing, paragraph indentation, or margins is not permitted.

The references at the conclusion of this document illustrate a well-formatted set of references. Of special note are the variations in reference to technical papers presented at the ACM SIGGRAPH annual conference over the years: in 1993, 2002 and again in 2007, changes were made in the reference format, reflecting changes in the ordering of the Proceedings Series, ACM's partnership with the ACM Transactions on Graphics journal, and finally, ACM's "Online First" initiative (see doi.acm.org/10.1145/1284621.1284637).

References to papers presented at the ACM SIGGRAPH annual conference prior to 1993 should follow the example found in [Elber and Cohen 1990]. Papers presented between 1993 and 2002 should follow the example found in [Fedkiw et al. 2001]. Papers presented between 2003 and 2006 should follow the example found in [Pellacini et al. 2005], and papers presented after 2006 should follow the example found in [Lalonde et al. 2007].

Any reference to the ACM SIGGRAPH annual conference should be the word "SIGGRAPH" (or "SIGGRAPH Asia") followed by a space, followed by the last two digits of the calendar year (if prior to 2000) or the four-digit year (for the year 2000 and after). Please do not spell out the name with lower-case letters - "Siggraph" - or use an apostrophe before the year - "SIGGRAPH '98" - as both are incorrect usage.

8 Preparing an Acceptable PDF Document

The printed and electronic documentation for our sponsored events are prepared from Adobe Acrobat PDF documents. This is the format in which your primary content (as opposed to auxiliary material) should be delivered. Extenuating circumstances may force the delivery of your content in another format, such as a PostScript file or Word document, but this will be done on a case-by-case basis.

All of the typefaces used in your document must be embedded in the PDF you deliver. This is a requirement for publication, as it guarantees the reader will see your content the way you intend.

The method you choose to create your PDF is up to you, of course. There are several methods that **most** people use, however.

dvips & ps2pdf The "latex / dvips / ps2pdf" workflow is the most reliable and flexible workflow.

The "dvips" program should be run with the following command-line arguments:

```
dvips -Ppdf -G0 -t letter -o paper.ps paper.dvi
```

These command-line arguments create a PostScript file with scalable Type 1 typefaces, preserves the correct encoding scheme for any Adobe typefaces used in the document, and with a "US Letter" (8.5 inches by 11.0 inches) page size.

The "ps2pdf" program should be run with the following command-line arguments:

```
ps2pdf -dPDFSETTINGS=/prepress \
 -dCompatibilityLevel=1.4 \
 -dAutoFilterColorImages=false \
 -dAutoFilterGrayImages=false \
 -dColorImageFilter=/FlateEncode \
 -dGrayImageFilter=/FlateEncode \
 -dMonoImageFilter=/FlateEncode \
 -dDownsampleColorImages=false \
 -dDownsampleGrayImages=false \
 paper.ps paper.pdf
```

These command-line arguments will make sure that the typefaces used in the document are embedded in the PDF, and that any images in your document are not downsampled or subsampled during the conversion to PDF.

pdftex & pdflatex (MikTeX) Linux users can direct the "pdftex" and "pdflatex" programs to embed all typefaces by running the following command:

```
updmap --setoption pdftexDownloadBase14 true
```

Windows users should edit the "updmap.cfg" files found in their TeX installation directories, in one or both of these locations:

```
INSTDIR\texmf\web2c\updmap.cfg
INSTDIR\localtexmf\miktex\config\updmap.cfg
```

Set the value of "pdftexDownloadbase14" to "true," and then regenerate your PDF document.

Acrobat Distiller Please select, download and install the version of the "CMW" Distiller job options file appropriate for your operating system and version of Acrobat from www.siggraph.org/publications/instructions. PC and Macintosh versions of this file for Acrobat 7, 8, and 9 are available.

This job options file embeds all typefaces and does not downsample or subsample images when creating the PDF document.

8.1 Verifying Your PDF Document

You can verify that all of the typefaces you've used in your document are embedded in the PDF you've created by several methods.

Adobe Reader Select "File ▷ Document Properties" and then select the "Fonts" tab. Each typeface referenced by the PDF document is listed, and the words "(Embedded)" or "(Embedded Subset)" next to a particular typeface means that this typeface is embedded. The absence of those words means that the typeface is not embedded.
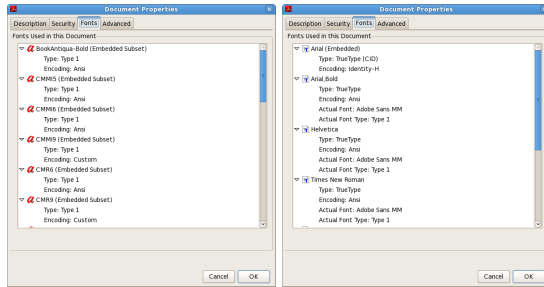
(a) Embedded.   (b) Not embedded.

pdffonts This command-line tool lists each typeface referenced in the PDF document and information about the typeface, including whether or not it is embedded. A "yes" in the "emb" column means the typeface is embedded. A "no" in the "emb" column means that it is not embedded.

The "pdffonts" tool is part of the "xpdf" package, available for several operating systems from `www.foolabs.com/xpdf`.

(c) Embedded.   (d) Not embedded.

8.2 Help! My Typefaces Won't Embed!

Make sure you've configured the program(s) you are using in your PDF workflow to embed all of the typefaces (fonts), and regenerate your PDF. If it's just one typeface that isn't embedding, it may be in an image you have included in your document; you may want to re-export the image from whatever application generated it, making sure that any typeface information associated with the image is embedded.

If none of that works, you can submit a PostScript file or Word document (if that's what you were using to prepare your final document) and a good PDF can be created from that source.

8.3 Author-prepared Versions of Final Content

ACM's copyright policy provides for author-prepared versions of final content to be made available on the author's personal or employer's website for distribution.

The author is responsible for creating the following article-specific notice and making it part of the PDF. Here is an example:

Adding this to an existing PDF document is not difficult to do; the Adobe Acrobat Professional program has a "stamp tool" that can be used for this purpose.

The ACM copyright policy can be found at the following link: `www.acm.org/publications/policies/copyright_policy`.

9 Preparing Your Final Content: Course and Tutorial Notes

9.1 Introduction

Course and tutorial notes are not held to the same formatting guidelines as technical papers and abstracts; they can look however you, the organizer, want them to look.

9.2 What Makes Course Notes Usable?

The most effective course notes promote active learning during the course, and serve as a good reference after the course, as they contain a wealth of material in addition to the slides used during the course.

- Course notes should be **instructive**: they enable the reader to learn something from studying them.

- Course notes should be **informative**: PowerPoint slides provide the reader with little more than an outline of ideas, often without the requisite information to move from one idea to the next.

- Course notes should be **useful**: expanding upon ideas, giving clear explanations and appropriate examples.

- Course notes should be **complete**: a bibliography or citation list should be part of the course notes, so that the reader may make the connections between the material presented and other pertinent information.

We challenge you, whether new to teaching at the SIGGRAPH annual conference, or returning to teach again, to think boldly about the materials you will provide to the attendees in your course.

9.3 What Content Should Your Course Notes Contain?

Your course notes should contain at least these items. Please note that most of these items were asked for in your course proposal.

Title Page The title page should contain the title of the course and the name, affiliation and address of each instructor.

Course Description This should be a detailed description of the course, in approximately one hundred (100) words. It might contain a list of objectives for the course - i.e., a list of what the attendee will have the opportunity to learn.

Prerequisites This section should explicitly convey to the prospective attendee the type of background material they will need to know in order to follow the course presentation. These might include specific mathematics concepts, familiarity with particular applications, etc.

Syllabus List the topics discussed, the instructors, and an approximate timeline for the course.

Slides / Viewgraphs Copies of all slides used in the course, with explanation of the content of the slides.

Bibliography A list of the resources used in the preparation and delivery of your course. You may also wish to include worksheets or other original material, or papers, which can serve as reference material. Please note that if you include reprints of copyrighted papers or books, it is your responsibility to secure permission to reprint from the copyright holders. Without this permission, we cannot print and distribute your material.

Page Count Good notes are typically between fifty and one hundred pages in length, and usually have one or more exercises or sample files.

9.4 Formatting Your Content

As the organizer of your course, you are responsible for working with your instructor(s) and collect and organize their material and deliver it to me. Please dont ask your instructor(s) to send their material to me separately.

You will need to deliver two things to me:

1. One or more Adobe Acrobat (PDF) documents containing the course content (plus any auxiliary material - see below)

2. Assembly instructions for the files (how to put together the files you've sent into the notes for your course).

9.5 Submitting Your Content

Once your content has been prepared, you need to deliver it to me. This can be done in one of several ways:

- Make the files and instructions available for me to download online, e-mailing me the URL(s) at spencer@cs. washington.edu.

- Collect the files and instructions into a single ZIP archive file and use www.yousendit.com (or a similar service) to make it available to me.

- Burn a CD-R or DVD-R with the files and instructions and mail it to me.

9.6 Auxiliary Material

Auxiliary material - movies, images, etc. which enhance the presentation of your course - is always welcome to be included with your course's notes. Please see the "Auxiliary Material" section of this document for more information on how to prepare auxiliary material.

10 Papers Video Content

Contributors to the SIGGRAPH annual conferences' Technical Papers program have the opportunity to submit a video of up to five minutes in length, to be distributed as part of the Full Conference DVD-ROM and in the ACM Digital Library.

This is auxiliary material, but a special kind of auxiliary material, in that the video footage is professionally prepared and replicated as a video DVD, as opposed to a data DVD, and this video DVD can be played in a standalone DVD player or on a computer with DVD playback software.

Information on the preparation and delivery of papers video content can be found at www.siggraph.org/publications/instructions - look for "Information for Annual Conference Technical Paper Authors."

11 Auxiliary Material

Material accepted for presentation at SIGGRAPH-sponsored events may be accompanied by auxiliary material: images, animations, HTML or VRML presentations, source code, etc. This auxiliary material is intended to help the reader better understand your research and results.

This auxiliary material will be distributed with your technical paper or other content on the conference's electronic publications - the SIGGRAPH annual conference's Full Conference DVD-ROM publication, for example - and in the ACM Digital Library.

Most sponsored events have an online conference management system which allows the upload of auxiliary material. Failing that, auxiliary material can always be made available online and a link e-mailed to Stephen Spencer, or the material may be e-mailed directly to Stephen, spencer@cs.washington.edu for inclusion.

The electronic publications support multiple platforms, and so a few guidelines for preparing your material will help make it accessible to all:

- Filenames should be less than thirty-two (32) characters in length

- Filenames should not contain any spaces

- HTML presentations should be self-contained (not rely on external links) and the file and folder names are case-sensitive

- Please include a "readme" file that annotates your auxiliary material.

Contributors to the annual conferences' Technical Papers program must upload a single ZIP file with their auxiliary material, and a separate "readme" file.

12 Links to Resources

Links to numerous resources - the "acmsiggraph" LaTeX and BibTeX class files, copyright forms, example papers and abstracts, etc. - can be found at www.siggraph.org/publications/instructions.

13 Contact Information

If you have any questions about this document or your content, or suggestions for improving this document, please don't hesitate to contact me. My e-mail address is spencer@cs.washington.edu. I can be reached by telephone at +1-206-616-3281.

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