



# Instructions for Submitting the Author's Paper/Article TO THE ACM PUBLISHING SYSTEM

You are now ready to submit your paper to **The ACM Publishing System (TAPS)**—the last step in the production process! This instruction document will outline the tasks step-by-step to submit your article for publication to “TAPS.”

## STEP 1: An email notification was sent to you from ACM Production to submit your paper to TAPS.

**☑ You should have received an email from ACM Production stating that your paper can be uploaded to TAPS.**

- For MS Word submissions, your paper is ready to be submitted to TAPS after the following steps have been completed:
  - You have attached the **ACM\_MAT\_Word\_v2.dotm** file to your accepted submission document;
  - You have successfully **validated** your document (please see the ACM Primary Article Template instructions for information regarding this.)

When your paper (MS Word or LaTeX) is ready to be submitted, click on the link in your email to access your author dashboard in TAPS:

**AUTHOR DASHBOARD**
Welcome: Craig Rodkin

Proceeding Acronym	Paper ID	Title of Paper
craig-boris18	3	TEST3

**General Instruction and Information**

1. The zip file for upload must be named as follows: **proceedings\_acronym-paper\_id.zip** (e.g. **islped18-44.zip**). It should follow the file structure example on the right.
2. The size of the zip file should not be more than **10 MB**.
3. If the file size is more than 10 MB, please upload the file via the **FTP site**: <https://acm.org/exavault.com/share/view/rky6-3sc01vmn>
4. After the file has been accepted for processing, you will receive either an email instructing you to view/approve the **PDF/HTML5** output or an error report if there are problems with the file.
5. If your file has been in processing for more than 24 hours, please "Contact Support" below.
6. If your file is rendered invalid because of an incorrect template, please download the correct template from <https://www.acm.org/publications/proceedings-template>, make the necessary changes to your file, and re-upload it within **48 hours**.

Upload:

Choose File

No file chosen

Upload

▼ <proceeding\_acronym>-<paper\_ID>.zip

- ▼ pdf
  - <file\_name>.pdf
- ▼ source
  - <supporting\_files>
  - <file\_name>.tex
  - or
  - <file\_name>.doc
- ▼ supplements
  - <file\_name>.mp4
  - <file\_name>.ppt
  - <file\_name>.jpg

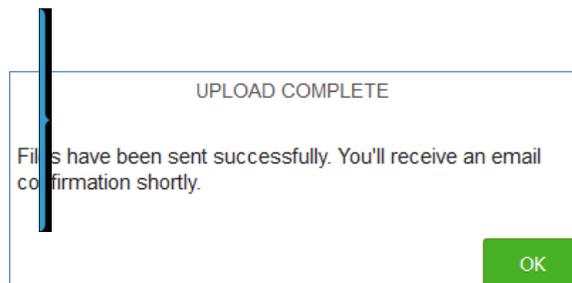
- Follow the instructions on the author dashboard regarding how to setup your file for submission. *Please note the file-naming instructions—it must be followed exactly in order to successfully submit your file.*

- If your file size is less than 10 MB, then your file can be submitted via the author dashboard. You will see a confirmation message (*see example to the right*) if the file is submitted successfully:



- If the file size is greater than 10 MB, then follow the instructions regarding how to submit your file via the FTP site. (*See example on the right.*)

You will see the confirmation message (*see example to the right*) if the file is submitted successfully:



*You will also receive an email notification when your paper has been successfully submitted to TAPS.*

**STEP 1.1: If you receive an error message after uploading your source file:**

**☑ Review the error message, fix your file, and resubmit.**

- TAPS will display an error message and provide an option to download the LOG file for further explanation of the error.
- If at any time you experience an issue that you cannot resolve, there is an option to contact support if needed via the author dashboard.

The screenshot shows a web interface with a blue header and a light blue background. At the top right, there is a button labeled "LOG download". Below it, a red error message reads: "File uploaded is not valid. Please reupload a valid file." Underneath the error message is an "Upload:" section with a "Choose file" button, the text "No file chosen", and an "Upload" button. Below this is a "Contact Support" section with a dark blue header. The text says: "Thank you for contacting us. In order to serve you better please provide the following information:". There are four input fields: "Name:", "Email:", "Subject:", and "Queries:". The "Queries:" field is a larger text area with a small icon in the bottom right corner. Below the input fields is a "Submit" button. At the bottom right of the form, there is a small text note: "(We will get back to you within 24 hours.)"

**STEP 2: An email notification will be sent to you to review the PDF and HTML proofs of your paper.**

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☑ Within 24 hours of submitting your paper to TAPS, you will receive an email notifying you that the PDF and HTML proofs have been generated for your review. For your convenience, the PDF proof will be attached to the email, but to review both proofs you will need to log back into TAPS to be able to view the HTML version.

**STEP 2.1: Approve the proofs of your paper:**

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☑ Approve your proofs via the author dashboard on TAPS.

☑ Or you can do nothing—if we do not receive any word from you within 24 hours of notifying you that the proofs are available for review, your text will proceed to publication.

**STEP 2.2: How to make layout revisions if needed:**

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☑ MS Word: Download the Word file from your author dashboard—it is the two-column formatted version.

☑ MS Word: Download AND install the fonts used in the formatted version from <http://libertine-fonts.org>—this must be done prior to opening the Word file of your formatted paper.

☑ MS Word or LaTeX: Correct the source file as needed and then resubmit the revised file via your author dashboard for reprocessing, review, and approval.

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WHEN YOU HAVE APPROVED THE PROOFS FOR YOUR PAPER, THE NEXT STEP IS PUBLICATION. CONGRATULATIONS!

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