SC25 Workshop Proceedings Instructions for authors of Workshop Technical Papers

Below are deadlines and instructions for preparing and submitting Technical Papers for the SC25 Workshop Proceedings. Please read them carefully. There are many details that must be followed.

ATTENTION! This is NEW in 2025: Authors will upload camera ready version of their papers directly to _The ACM Publishing System (TAPS)_, and not to Linklings.

Contents

Please ensure the contact author is available during the months of September and October to respond to questions about the final production of the paper. If the contact author will be on extended travel or vacation, notify us (the Proceedings co-Chairs) who are authorized to make changes on your behalf. Also, all co-authors should have a copy of the source documents so they can respond to requests from us if needed. If there are problems with your paper that cannot be resolved before the camera-ready date, your paper may be omitted from the Proceedings.

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

Estela Suarez, Rio Yokota, Woong Shin, SC25 Proceedings Co-Chairs

- Questions about these instructions?: proceedings@info.supercomputing.org
- Questions about the SC Submissions website? Contact support@linklings.com
- SC Submissions site: http://submissions.supercomputing.org

DEADLINES:

These are final deadlines. No exceptions will be granted!

September 12	**Step 1)** Formal publication rights form is completed
September 22	**Step 2)** Confirmation on the presenter and final paper metadata (title, authors, speaker, and abstract) are uploaded to **Linklings**, so it appears correctly on the SC'25 website.
	Step 3) Final version of your paper (source + PDF) is uploaded **to the TAPS submissions website**. Supplemental materials to be included with your paper (if any) are uploaded.

Step-by-Step Process

1. SUBMIT THE PUBLICATION RIGHTS FORM: DUE SEPTEMBER 12

Transferring publication rights to SC's sponsoring organization is a *necessary requirement* for publication. If you are the sole author of the paper, you are the person responsible for completing this form. For papers with multiple authors, one 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. Some institutions (e.g., US National Laboratories) might require a designated agent to sign the publication rights form for their institution. In these cases, you might need to have multiple forms signed.

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.

SC25 will use the ACM electronic publication rights process. In the next couple of days, you will receive an email directly from the ACM's rights review system with full instructions for accessing the system and completing the online form. If you have *not* received that email by **September 9th**, check your spam files; if it is not there either, contact us right away so we

can look into the problem. Please note that the sender of the copyright form is "tapsadmin@aptaracorp.awasapps.com"

As rights management emails are sent from an automated system, there is a chance that emails sent will wind up in SPAM folders. Please make sure that you and your authors set email SPAM settings to allow emails from rightsreview@acm.org.

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. 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. However, please note that SC25 Workshop Proceedings currently do not accept additional non-reviewed materials and only accept the reproducibility artifacts (AD/AE). Yet, the AD/AE materials for the workshops that implement them are NOT considered auxiliary materials and they must be included in the main manuscript submission. See step 3 for details.

For institutions that require an externally signed form, the ACM electronic publication rights form will provide options to specify which author(s) require a designated agent signature. If the designated agent has to sign a paper/edited form, send the scanned copy of that form to rightsreview@acm.org as well as to the SC proceedings co-chairs:

> proceedings@info.supercomputing.org

Make sure that the form is completed in all its parts. In particular, the form needs to have the final paper title and list the authors exactly as they will appear in the final paper (names and affiliations). We strongly suggest to indicate authors' ORCIDs if available, as these will soon be ACM requirements.

NOTE: Successful completion of the ACM process will result in a confirmation screen saying the process was successful and giving you the exact 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 final deadline for the publication rights form is <mark>September 12</mark>.
We suggest starting the publication rights process well in advance. Missing this deadline may result in your paper being omitted from the conference.

2. FINALIZE METADATA FOR THE SC25 PROGRAM on <u>LINKLINGS</u>: DUE <mark>SEPTEMBER 22</mark>

As soon as possible, log in to the SC Submissions site (http://submissions.supercomputing.org), and submit the next stage for your accepted paper, ensuring it satisfies (a)-(d) below.

a) The **authors** are listed in the same order that they appear on the paper and in the publication rights forms. 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:

> "Joanne E. Shaw"
>
> but *not* "Dr. Joanne E. Shaw"
>
> and *not* "Joanne E Shaw" or "JOANNE E SHAW"

b) Spell each author's **institution** exactly as it appears on the institution's own webpage, with the exception that if the institution's name starts with "The," remove "The" 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** is **exactly** as it will appear on the final paper and copyright forms. Be sure to follow these requirements:

   i. 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"

   ii. Capitalize both parts of hyphenated words ("Long-Term" rather than "longterm").

   iii. Use "HPC" rather than spelling out High Performance Computing.

   iv. Use colons rather than dashes ("RIDX: A New Tool..." rather than "RIDX – A New Tool...").

   v. Where not part of a proper name, Americanize spellings ("center" rather than "centre").

d) The **abstract** is **exactly** as it appears on the final paper. Maximum length is 150 words.

The deadline for all information to be on Linklings is <mark>September 22</mark>.

<mark>After September 22, the</mark> title and list of authors <u>cannot</u> be changed.

Note that **<u>before</u> September 22 changes on the list of authors** with respect to the original submission **are also generally prohibited**, and only allowed in exceptional, well justified,

individual cases. Particularly, the addition of an author may only be granted if it can be demonstrated that the said person has added significant work to the manuscript during the review process. Request for author additions must be submitted to the Workshop Organizers and the Workshop Paper Chairs, together with its clear justification.

3. UPLOAD FINAL VERSION OF PAPER to TAPS: DUE SEPTEMBER 22

Attention! This is NEW in 2025: Authors will upload camera ready version of their papers directly to *The ACM Publishing System (TAPS).* Do not upload to Linklings.

Once you have submitted the copyright form to the ACM database in Step 1, the relevant information is automatically transferred to **The ACM Publishing System (TAPS):** (https://camps.aptaracorp.com/ACMConference/copyrightcontact.html). This is the online system used to submit the camera-ready version of your papers. Subsequently, TAPS sends an upload notification, inviting to submit their inputs to TAPS.

The TAPS submission system is a website to which you need to upload your manuscript and all related materials in a very specific way, so that the system can check the formats and generate the final paper properly. Detailed instructions to prepare and execute the submission of your camera-ready paper are given in:
https://www.acm.org/publications/taps/taps-best-practices

General publication requirements:

a) **Publication rights info**: All final papers must include the appropriate publication rights and bibliographic lines in the lower left corner of the first page. The text can vary, depending upon whether the authors are associated with a government, or if the paper publication rights are owned by a government. It is your responsibility to read the information that confirms your publications rights and make sure the text is correct. The confirmation from ACM will specify exactly how and what to include. The full text must be included, exactly as shown. All this information must appear in the lower left-hand 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).
Open/Closed Access: Authors will have two options to select: **Institutional Paid Open Access / Permissions Release** and **Closed Access / Exclusive License to Publish**.
   i. The first option is the **Open Access** option, and changes slightly depending if the Corresponding Author is affiliated with ACM Open participating institution or not. If not, they will be given the option to pay an Article Proceeding Charge (APC) to make the article open access for everyone. Authors selecting this

option will retain all rights to their Work and agree to grant ACM a non-exclusive permission to publish their Work in the ACM Digital Library and have the additional option of displaying a Creative Commons license on the published version of their Work in the ACM Digital Library.

  ii. The second option is the **Closed Access**. With this option authors will retain all rights to their Work and grant ACM an exclusive license to publish their Work in the ACM Digital Library. More information here: https://www.acm.org/publications/policies/publication-rights-and-licensing-policy

b) **Previously copyrighted material**: Make sure your manuscript contains no previously copyrighted material (whether text, images, or tables) unless it is properly cited. 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 do not need quotation marks around text that you wrote; however, it still needs to be cited any time it appears. For details, see also ACM's guidelines on Plagiarism, Misrepresentation, and Falsification at https://www.acm.org/publications/policies/plagiarism-overview.
Violation of these guidelines will result in your paper being withdrawn from the conference proceedings.

c) **Restore author information that was omitted for double-blind review:** Provide complete author and institution information for all coauthors, including e-mail, matching exactly the metadata in Step 1. Author information should be provided as shown in the template, since ACM uses that information to increase searchability of papers. Insert acknowledgements, references, or other identifying details in figures, captions, bibliographies, etc., that may have been omitted to comply with double-blind review policies (if the workshops had this policy).

d) **Generative AI tools**: Generative AI tools and technologies, such as ChatGPT, may not be listed as authors of an ACM published Work. The use of generative AI tools and technologies to create content is permitted but **must be fully disclosed in the paper.** For example, the authors could include the following statement in the Acknowledgements section of the paper: *"ChatGPT was utilized to generate sections of this Work, including text, tables, graphs, code, data, citations, etc."* If you are uncertain about the need to disclose the use of a particular tool, err on the side of caution, and include a disclosure in the acknowledgements section. Additional guidelines on disclosures are provided here in the ACM publications policies FAQ: https://www.acm.org/publications/policies/frequently-asked-questions

e) **Text formatting:** Your paper must follow the guidelines of the corresponding workshop but must be no less than 5-pages including references. The paper must be formatted for US letter (8.5in x 11in) paper and conform to ACM's guidelines.

    i. If you are using MSWord: https://authors.acm.org/proceedings/production-information/preparing-your-article-with-microsoft-word

    ii. If you are using LaTeX: https://authors.acm.org/proceedings/production-information/preparing-your-article-with-latex) and see the special instructions in **Special Instructions for LaTeX Users** (at the end of this document).

    iii. If the workshop requiring artifact description and artifact evaluation (AD/AE), the format and LaTeX templates can be found in the following URL: https://sc25.supercomputing.org/program/papers/ad-ae-appendices/ Please contact the workshop organizers for details.

f) **Style requirements**: The title and author list must be identical to the program metadata (Step 1 above); please log in 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 (a)-(d).

g) **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. Make sure that details in figures are readable in print.

h) **No bitmapped fonts**: Your paper must use PDF format with Type 1 fonts (scalable), not Type3 (bit mapped), and all fonts must be embedded within the PDF file. This problem can arise if you use LaTeX, Apple software prior to Mac OS 9, or an old version of a PDF writer. To determine 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 must fix the problem. 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. Bitmapped fonts may display poorly or cause printing problems.

i) **PDF size**: SC **cannot accept papers larger than 10MB in total size**. Avoid unnecessarily large (in megabytes) images within your paper, since they complicate downloads and can make printing difficult or impossible on modest printers.

j) **Selection of Keywords**: Classify your paper using standardized keywords such as those in the Computing Classification System, as described at https://dl.acm.org/ccs

k) **References:** Check each of the references in your bibliography for completeness and format, using the guidelines in the ACM templates.

l) **Auxiliary materials**: SC25 Workshop Proceedings will not accept non-reviewed auxiliary materials. The only additional material beyond the original manuscript is the AD/AE which must be included as part of a single TAPS submission (single camera-ready PDF file).

How to Upload Papers to TAPS for Processing

You will be required to provide all source files plus camera ready PDF. Your final submission should address the concerns raised in the reviews, which are also available on the submissions website. Numbering should be turned off in the paper.

Use the TAPS interface to upload your paper. Click on the Paper Upload icon ⬆. TAPS will then prompt for the respective file.

Figure 1: Screenshot of the proceeding's Paper List showing the Paper Upload icon.

Package all your source files as a single tar, zip or gzip file (TAPS needs to be able to recreate your PDF using these source files) and upload this file. **Each submission must follow the required file naming and structure as detailed:**
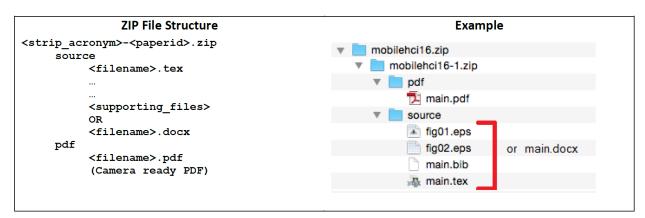

Figure 2: Screenshot of the proceeding's Paper List showing the Paper Upload icon.

Troubleshooting Errors

After receiving the manuscript ZIP files for the individual papers, TAPS will start processing them. If there are any errors while processing, TAPS will send an email and will generate the

Errors/Warning ⚠️ icon in the "ACTIONS" column of the interface. When this icon is displayed, that means TAPS encountered an error when processing the source file received for this paper. Click on this icon to get the log file for further information regarding the error. You can then correct the manuscript files and re-submit the updated ZIP submission file through the Submitting for Helpdesk Support 👆icon, or you can utilize the helpdesk services, via the integrated ticketing system, to assist in resolving the issue. Once the user clicks on this icon, these options become available, and you can choose the option you want to proceed with. If the user chooses the option to re-upload a corrected file, the upload icon will again become available for that specific paper.

Figure 3: Example of the Upload icon becoming available again (in the second paper entry.)

For additional details regarding the "Support" option, please see the "Helpdesk Services in TAPS" section.

In addition, if there is a need to reprocess papers that were already approved, TAPS also provides an option to "reset" (using this 🔄 icon) any paper that has been approved by the author.

Process for the Metadata Update in TAPS

Whenever any update is made in the rights management system's data, the updated data is sent to TAPS, but it is not received immediately--it is received by TAPS approximately every 2 hours.

- The metadata is only automatically updated in TAPS when either the source files for the paper are not uploaded yet, or when the paper is at the error stage in TAPS.
- If the paper is at the 75% or 100% processed stage in TAPS, then the metadata is not updated automatically because the paper has already been processed and is blocked for changes.
- For papers at the 75% or 100% processed stage, it is required to first reject the existing proof, then make the necessary updates to the data in the rights management system

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so that the new proof will receive the updated information. You may also contact TAPS support via the ticketing system to have this done.

Checking the PDF and HTML Proofs Generated by TAPS

The successful processing of manuscript files in TAPS will generate the PDF, XML, and HTML5 output files. In addition, the final source files will also be available for download. The following screenshot shows that paper IDs 1, 12, and 13 are processed successfully, whereas helpdesk tickets have been raised for paper IDs 18 and 24. TAPS also shows Paper IDs 12, 13, and 24 have MS-Word source files.
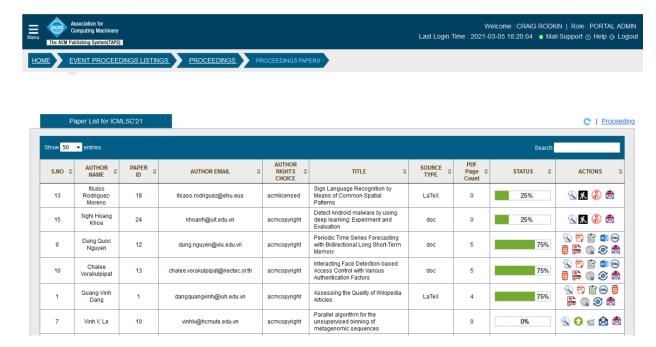

Figure 4: Screenshot of the Paper List dashboard showing the various statuses for the papers.

In the case of MS-Word format source files, if the submitted files are in single-column format then TAPS automatically applies the two-column layout. TAPS receives the information from ACM's system regarding which composition layout needs to be followed for the papers in their respective proceedings (SIG-Conf or SIG-Plan) and applies the required style internally.

If a paper must be updated, you can download the formatted DOCX file by clicking on the MS Word [icon] icon, or click on the LaTeX [icon] icon and update it for the revisions needed. Once completed, please resubmit your article via the paper list dashboard for reprocessing, review, and approval.

TAPS will wait for a stipulated time for your review of the output generated (PDF as well as HTML5.) If the system does not receive a response within that time frame, it will consider both the outputs as approved and will proceed to the next stage.

Important Links

- **How to prepare a manuscript using MS Word:**
  https://authors.acm.org/proceedings/production-information/preparing-your-article-with-microsoft-word
- **How to prepare a manuscript using LaTeX:**
  https://authors.acm.org/proceedings/production-information/preparing-your-article-with-latex
  - **We emphasize the authors follow the LaTeX preparation guidelines using the allowed standard packages and methods to avoid any delays in the TAPS submission process. If running into any issues, please do not hesitate reaching out to TAPS helpdesk.**
- **TAPS Support:** tapssupport@aptaracorp.com
  - **Please note that the support issues caused by unsupported package usage and formatting can be significantly delayed by requiring manual intervention from TAPS Support to correct such issues.**

Submission of Auxiliary Materials / Appendices:

The only Auxiliary / Appendix material accepted by SC25 Workshop Proceedings is the Artifact Description (AD) and the Artifact Evaluation (AE) documents if the workshop chose to implement them. Any other unreviewed materials will not be accepted and will be dropped.

The AD/AE materials for the workshops that committed to this initiative, must be included in the same camera-ready PDF file for submission to the TAPS system. There will be no other method to upload the AD/AE materials. In this case, the AD/AE materials must come after the references. Please reach out to the workshop organizers for the details of their AD/AE commitment and requirements.

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**. 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 avoiding bitmapped fonts in LaTeX:

- **Method 1**: 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 2**: 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); you may need to convert your images to pdf, jpg or png.

LaTeX users should begin their document with: \documentclass[sigconf]{acmart}

Deadline for the submission of camera-ready paper to TAPS: <mark>September 22</mark>