Paper Types Accepted by the ACM e-Rights System

You must load your paper data to ACM's e-Rights system via either a CSV or XML file.

All papers in your XML or CSV file need to have a paper type. For each one, please enter the most appropriate selection from <u>Column 1</u> below – no other paper types will be accepted:

Paper Type	Definition	Prescribed # of Pages	Published Paper Type (paper type as it will appear in the ACM Digital Library)	ACM Open - APC Eligible Article Types*
abstract	article itself is an abstract (of a paper or presentation) that usually has been presented or published separately	1-2 pages	abstract	
brief-report	a short and/or rapid announcement of research results	1-5 pages	brief-report	
course	a prescribed number of instruction periods or classes in a particular field of study; can be anything between a simple abstract to a full course pack	No page limits	course	
demonstration	a description or explanation, as of a process, illustrated by examples, specimens, or the like	No page limits	demonstration	
editorial	opinion piece, policy statement, or general commentary, typically written by staff of the publication	No page limits	editorial	
extended abstract	*not* a long abstract, but a research paper whose ideas and significance can be understood in less than an hour of reading. Because of its brevity, an extended abstract may be more demanding to write than a full-length research paper	1-4 pages	extended-abstract	

full paper	a primary research article	5+ pages	RESEARCH-ARTICLE	**Eligible**
introduction	an introduction to a publication, a series of articles within a publication, etc. Used typically in a special section or a special issue	1-2 pages	introduction	
invited talk	a discussion of a field or topic that is not focused solely on the speaker's own work; a speaker may choose to not submit a paper at all (though ACM prefer that they do)	Null or 1-n	invited-talk	
invited talk abstract	a state-of-the-art overview of the field or topic that is not focused solely on the speaker's own work	1-4 pages	invited-talk	
keynote	the main idea or central principle of a speech, program, thought, action, etc.; a speaker may choose to not submit a paper at all (though ACM prefer that they do)	Null or 1-n	keynote	
obituary	announcement of a death, or a tribute to a colleague recently deceased	1-3 pages	obituary	
oration	a transcription of a speech or an oral presentation	No page limits	oration	
panel	a group gathered to conduct a public discussion, judge a contest, serve as advisers, be players on a radio or television game, or the like	1-6 pages	panel	
plenary talk	a talk during a conference or similar meeting that is scheduled at a time when everyone can attend, i.e. at a time when nothing else is scheduled	1-2 pages	plenary-talk	
poster	a visual presentation of research information	1-3 pages	poster	
prefatory	of, relating to, or constituting a preface; to preface the introductory remarks of a speaker or author	1-2 pages	preface	
short paper	a short research article	1-4 pages	short-paper	**Eligible**

technical note	a short article giving a brief description of a specific development, technique, or procedure	1-5 pages	technical-note	**Eligible**
tutorial	a paper, book, film, or computer program that provides practical information about a specific subject	5+ pages	tutorial	**Eligible**
work-in-progress	a paper that is not yet complete	1-4 pages	work in progress	

*[ACM Open and ACM's commitment to Open Access](#)

The CSV File – A Definition of Terms

As mentioned, your proceedings' paper data can be uploaded to the ACM e-Rights system in either a CSV or XML file. If you choose CSV, then the data for each paper *must* be arranged in the following format:

proceedingID,event_tracking_number/theirnumber,paper_type,thetitle,prefix,first_name,middle_name,last_name,suffix,author_sequence_no,contact_author,ACM_profile_id,ACM_client_no,orcid,email,department_school_lab,institution/AFFILIATION,city,state_province,country,secondary_department_school_lab,secondary_institution,secondary_city,secondary_state_province,secondary_country,section_title,section_seq_no,published_article_number,start_page,end_page,article_seq_no,art_submission_date,art_approval_date,source,abstract

Most of these fields are self-explanatory, though some do require elaboration, which we provide here. Mandatory and optional fields are indicated as such:

"proceedingID" = mandatory; You will find this data within ACM's instruction email (for ICPS proceedings, this is sent to the contact on file after the event was approved into the ICPS program). The proceedings ID is generated specifically for your proceedings.

"event_tracking_number" = mandatory; the number or ID that you assigned to the paper (usually provided by a conference management or tracking system)

"paper_type" = mandatory; please refer to the list of **valid** paper types at the start of this document

"thetitle" = mandatory; the paper's title as it will appear in the proceedings (*all* titles must be in English and in mixed case; all-caps should be used only for acronyms)

"last_name" = mandatory; all authors must have a last name; for authors who have only one name, enter that one name in the "last_name" field. In addition, do not populate the "middle_name" field if you intend to leave the "first_name" field blank – this will result in an upload error

"author_sequence_no" = mandatory; for papers with multiple authors, you must enter '1' for the first author, '2' for the second, etc.

"contact_author" = mandatory; if the entry is for the paper's contact author, enter 'yes' – for everyone else, enter 'no' (note that each paper must have only one contact author)

"ACM_profile_id" = optional; almost never provided for conference proceedings entries

"ACM_client_no" = optional; almost never provided for conference proceedings entries

"orcid" = optional, but will be mandatory for all proceedings authors in late 2022 (this is already a requirement for journals); a unique author ID (ORCID) can be set up at orcid.org/register and be connected to the author's ACM profile. ORCIDs allow ACM to more reliably identify authors, even when there are variants in the use of their names or when multiple authors share the same name.

"email" = mandatory; each author must have their own *unique* email address (duplicate emails for the same paper will result in an error)

"department_school_lab", "state_province" = optional fields connected to the author's affiliation (note that "affiliation" , "city" , and "country" are all required fields; for authors who are independently employed, work as consultants, etc., enter "Self" as the affiliation and their own city/state/country in the city/state/country fields)

"**secondary**" fields = all optional; fill in only if the author has a secondary affiliation

"section_title" = optional; if your proceedings has multiple sections, indicate in which section the paper belongs

"section_seq_no" = optional; where the paper needs to be positioned within the section (e.g. '3' for the third paper in the section)

"published_article_number" = optional; if you wish the table of contents in the ACMDL to list article numbers next to each paper—rather than having the proceedings volume paginated—please enter the published article number in this position (e.g. '19' for Article No. 19 in the proceedings). If you wish for your proceedings to be paginated instead, please leave this field blank.

"article_seq_no" = optional; we use this field to position each paper within the Table of Contents (i.e., sort order). Please enter the article_seq_no for each paper (e.g. '19' for the 19th paper in the entire proceedings)

"art_submission_date" = optional; The date the article was submitted to the Conference for review – MM/DD/YYYY

"art_approval_date" = optional; The date the article was approved by the Conference review committee – MM/DD/YYYY

"source" = mandatory; the name of the conference management software that was used to prepare the data; if the file was manually created, enter the name of the proceedings copyright contact person

"abstract" = optional; the abstract of the paper as it will be published in the ACM Digital Library

"role" = optional; note that there are only 11 valid contributor values: author , advisor , editor , translator , panelist , moderator , staff , corporate , reviewer , interviewee , speaker (can be used only if the paper type is keynote, invited talk, or invited talk abstract)

Some helpful tips:

- The metadata in the ACMDL will be derived "as is" from the ACM e-Rights system. This means that the CSV (or XML) file that you upload will determine how the paper title, author list, and author affiliations will appear on the ACMDL pages. On that note, please make this information as correct and accurate as possible.

- To better appreciate the formatting of your CSV file—and to make edits more easily—you can open it in WordPad.

- Optional fields must be acknowledged. Even if you have no data to enter in these fields, simply leave them blank – do not delete them.

- Diacritics and mathematical symbols in names, affiliations, titles, etc., must be captured correctly. While we will check for higher ASCII codes, the check is not perfect and there are instances when we cannot convert characters correctly. To ensure that your data is captured correctly, please use the conversion tool found at https://codecside.com/3rdpage/us/unicode/converter.html to get the decimal HTML entity code for the special character being used. For example, Mevlevioğlu should be entered as Mevlevioğlu

- All authors' names must be in mixed case (i.e. the first letters of the first, middle, and last names are capitalized; all other letters in the name are in lowercase). The only time an author's name should be entered in all-caps/all-lowercase is if the author prefers that their byline be rendered in this style in the ACM Digital Library. Free of style preferences, names need to be entered in mixed case.

- In title, subtitle, and author affiliations, ACM accepts the following HTML tags to format authors' data correctly: <b>, <i>, <small>, <sub>, and <sup>. We also accept common Unicode entities in these fields as well.