Instructions for Authors of Accepted SC12 Technical Papers

These instructions apply to regular technical papers that have been accepted for SC12.

STEP 1: Acknowledge and Confirm

STEP 2: Note the Deadlines

STEP 3: Format Your Paper

STEP 4: Finalize Your Paper's Title, Authors, Affiliation, and Abstract

STEP 5: Submit a Signed Copyright Release Form

STEP 6: Add the Copyright Strip to Your Paper

STEP 7: Upload Your Final Camera-Ready Manuscript

STEP 1: Acknowledge and Confirm

Read the reviews of your paper on the SC submission web site (https://submissions.supercomputing.org/) by logging in and clicking on the "Reviews" link for the paper. Acknowledge that you have received notification and that you plan to present at the conference by clicking on the "Confirm" button below your paper title.

Determine if your paper is being shepherded and if so, who the shepherd is and the shepherd's e-mail address. CONTACT your shepherd IMMEDIATELY and state that you have read and understand the reviews and that you will revise the manuscript according to both the mandatory and recommended items. If you have any questions, ask immediately. Your shepherd might have additional suggestions for improving your paper that you should also consider.

If your paper is not being shepherded it is still important that your final submission address any concerns raised in the reviews.

Update and confirm paper title, authors, author order, or affiliations on submissions web site. This should be **COMPLETED** by **JULY 16**th even if there are no changes.

STEP 2: Important Deadlines

July 16	Final date to update and confirm paper title, authors, author order, or	
	affiliations on submissions web site. THIS STEP IS REQUIRED.	
July 23	Revised shepherded papers must be sent to the shepherd.	
July 30	Shepherds must respond to authors and to papers co-chairs	
August 8	IEEE copyright transfer due	
August 15	Final camera-ready manuscript due, NO EXCEPTIONS!	

STEP 3: Format Your Paper

Your manuscript must be submitted as a PDF file and must be formatted according to the double-column format used for IEEE Conference Proceedings up to a MAXIMUM of ten (10) pages, including figures, tables and appendices, but not including references, for which there is no page limitation. Your submission MUST USE the templates provided at

http://www.ieee.org/conferences_events/conferences/publishing/templates.html

to ensure that formatting will meet IEEE specifications.

STEP 4: Finalize Your Paper's Title, Authors, Affiliation, and Abstract

The **July 16** deadline requires you to confirm certain key information about your paper. YOU MUST DO THIS STEP EVEN IF THERE ARE NO CHANGES. <u>You can do this any time up to the **July 16** deadline but you must do it before Step 5</u>. In particular, we need:

- (a) The title exactly as it will appear on the final paper.
- (b) The authors listed in the same order as they appear on the paper, with their names and institutions correctly spelled.
- (c) The abstract exactly as it will appear on the final paper 150-word maximum.

To do this step, log in at the SC12 Submission website https://submissions.supercomputing.org.

Click on the "submit" link for your accepted paper available in the "To Do" panel, and make all the corrections that are necessary to satisfy (a)-(c) above. Make sure you submit the form whether or not you have made any changes. This is to confirm that you have checked over the information and that it is all correct -- exactly as you want it to appear in the program.

Note: If you are going to add or subtract authors you MUST do it before Step 5. Step 5 will require the complete and accurate list of authors.

STEP 5: Submit a Signed Copyright Release Form

Transferring copyright to IEEE is a *necessary requirement* for publication, except for material in the public domain. One author must do this step and only one author is required to do this step, assuming that the one author has the authority to sign the copyright transfer. If this is not the case and someone else should sign it in this step that other person can be identified and the responsibility will then rest with him/her. *Only one author should sign the electronic copyright form.*

SC12 will use the IEEE electronic copyright form (eCF) which you will access directly through the SC12 submissions web site. You must complete the IEEE eCF before you submit your final manuscript. To do this, log in at the SC12 Submission website https://submissions.supercomputing.org

and click on the "submit your copyright form" link for your accepted paper available in

the "To Do" panel. This will take you to the IEEE eCF where a "wizard" will guide you through the process of filling out the copyright form. Carefully answer the wizard's yes/no questions and then "sign" the form. To sign all you do is type your name in a specific place that will be identified for you and then click a "submit" button to submit the form.

We strongly recommend that you make and save a copy of the form that the wizard produces.

Note: Don't miss the recordings opt-out. Near the end of the IEEE eCF process there is a place where you can check a box if you do not wish to have video/audio recordings made of your conference presentation. SC12 does not intend to make any recordings of paper presentations so you should check this box. See the example at the end of this document.

When you finish the wizard and submit the form you must log in again at the SC12 submission site. NOTE: YOU MUST FIRST SEE A SCREEN THAT SAYS Congratulations! You have successfully used the IEEE Electronic Copyright...blah blah If you do not see this you have not completed this step. Go back.

For questions about this step contact Harvey Wasserman, hjwasserman@lbl.gov, Tel: 510-486-4750. Some further information is also available in a FAQ at http://www.ieee.org/publications_standards/publications/rights/ecf_faq.html

The deadline for this step is **August 8**. Missing this deadline may result in your paper being omitted from the conference.

STEP 6: Add the Copyright Strip to Your Paper

This step consists of adding the appropriate copyright clearance code notice at the bottom of the first page of your manuscript. *You must do this*.

The vast majority of authors will add the following two lines:

SC12, November 10-16, 2012, Salt Lake City, Utah, USA 978-1-4673-0806-9/12/\$31.00 ©2012 IEEE

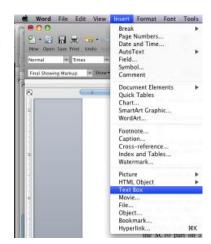
If *all* coauthors are employed by the US government (not contractors) add the following in 8-point typeface:

SC12, November 10-16, 2012, Salt Lake City, Utah, USA U.S. Government work not protected by U.S. copyright.

How to do add the copyright strip: If you use MS Word the best way to add the copyright information is to use the "Text Box" entry in the "Insert" menu (see figure to

the right). This will allow you to create a box of arbitrary size. The box should span only the first column and should be at the very bottom of the page. Use 8-point typeface, same (black) color as the rest of the text in your paper, make sure the font is "Normal" or "Times New Roman" (either should work), and have the SC12 part of the strip on a separate line. See the example at the end of these instructions.

If you have any questions about this step contact Harvey Wasserman, hjwasserman@lbl.gov, Tel: 510-486-4750.



STEP 7: Upload Your Final Camera-Ready Manuscript

After Steps 5 & 6 you must log in again to the SC submissions web site (https://submissions.supercomputing.org/). Then upload the final paper containing the copyright strip. The deadline for this step is **August 15**. Missing this deadline may result in your paper being omitted from the conference. After this you are finished! Thank you very much for your careful attention to all these details and for your support of the SC conference series.

Other Notes

Avoid submissions with unnecessarily large file size, caused generally by images within the manuscript. Manuscripts larger than about 10MB can make printing on some printers difficult, if not impossible.

Please make sure that details in figures are readable in print.

PLEASE make sure that the contact author is available during the end of July and the month of August to respond to any questions about the final manuscript and/or copyright process.

Please also make sure that ALL authors have an up-to-date copy of the source documents.

Make sure you do not use any previously copyrighted material in your manuscript, especially photographic images, quotes, and the like.

If you have any questions please direct your question to the appropriate people:

papers@info.supercomputing.org for questions about these instructions; support@linklings.com for questions about the submissions website; hjwasserman@lbl.gov (Harvey Wasserman) for copyright questions.

Example of IEEE eCF Wizard

IEEE Copyright Form Wizard

This Wizard will guide you quickly and easily to the appropriate version of the IEEE Copyright Form.

Should another author or corporate officer complete the Electronic Copyright Form?	No: Yes:
Are you an author/co-author?	No: O Yes: •
Are you the sole author of this paper?	No: O Yes: O
Are you employed by the US Government or by a Crown Government?	No: Yes:
Are you employed by the US Government?	No: O Yes: O
Are you completing this form as part of a conference paper submission?	No: O Yes: O
Thank you for presenting your paper at an upcoming IEEE conference. Because IEEE appreciates not only the work the authors contribute but also the authors' needs with respect to the work, we want to make sure you understand that, in signing the IEEE Copyright and Consent Form, you will be 1) transferring the copyright to your paper to IEEE and 2) granting permission to IEEE to make and distribute video and audio recordings of your presentation and comments at the conference. Granting IEEE this simple permission to record your presentation will not affect in any way your rights or your employer's rights to own and use your presentations.	∠
Please check this box if you do not wish to have video/audio recordings made of your conference presentation.	

By clicking on the **Continue** button below, you will be taken to the **IEEE COPYRIGHT FORM FOR U.S. GOVERNMENT EMPLOYEES.**

If you feel you have arrived at this page by mistake, then please click on the Start Over button below.

Start Over Continue

Example Copyright Strip on Bottom of First Page of Your Paper

not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or

telephone numbers, fax numbers, and e-mail addresses. This information will be used to send each author a complimentary copy of the journal in which the paper appears. In addition, designate one author as the "corresponding author." This is the author to whom proofs of the paper will be sent. Proofs are sent to the corresponding author only.

information for an authors, include full maining addresses,

SC12, November 10-16, 2012, Salt Lake City, Utah, USA 978-1-4673-0806-9/12/\$31.00 ©2012 IEEE