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:


- 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:

You file has been submitted for further processing. You will receive an email regarding its status within 24HRS.

- 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:

UPLOAD COMPLETE

Files have been sent successfully. You'll receive an email confirmation shortly.

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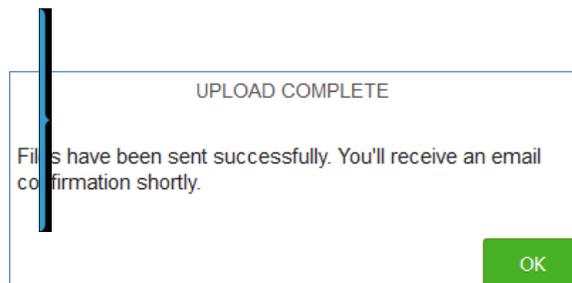
You will also receive an email notification when your paper has been successfully submitted to TAPS.

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.*

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

☑ 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:

☑ **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:

☑ **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.**

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