**Title:ACM Paper Submission Guide**

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**Abstract**

This document serves as a comprehensive guide for preparing manuscripts for submission to ACM conferences or journals. It provides a single-column template with predefined paragraph styles, ensuring consistency across ACM publications. The template facilitates accessibility and metadata extraction for the ACM Digital Library. Authors can type or paste their content into the template, applying the appropriate styles for headings, text, figures, tables, and references. For double-blind reviews, author information should be omitted. This guide includes instructions for inserting CCS concepts, figures, tables, equations, and other elements, with references to recent works in data engineering, machine learning, and medical imaging.

**Additional Keywords and Phrases**

Manuscript Preparation, ACM Template, Accessibility, CCS Concepts, Submission Guidelines

**CCS CONCEPTS**

• Human-centered computing → Accessibility • Information systems → Information retrieval • Applied computing → Document management and text processing

**1 Introduction**

The ACM submission template is designed to streamline manuscript preparation for ACM conferences and journals. It consolidates features from various ACM and SIG-specific templates into a unified, single-column format that supports accessibility and metadata extraction for the ACM Digital Library. This guide is valuable for both new and experienced ACM authors, offering clear instructions on formatting, styling, and submitting papers. The template uses predefined paragraph styles in Microsoft Word, allowing authors to focus on content while ensuring consistency. For double-blind reviews, author details must be excluded until acceptance.

**2 Template Overview**

The ACM submission template is a single-column Microsoft Word document with built-in paragraph styles for various elements, such as headings, paragraphs, figures, tables, and references. Authors can apply styles using the Styles pane in Word (Windows: Home tab or Alt+Ctrl+Shift+S; Mac: Home toolbar). To enhance accessibility, set the document title and language in Word’s properties (Windows: File > Info; Mac: File > Properties > Summary). For optimal use, work in Draft mode with the Styles pane visible (Windows: File > Options > Advanced > Display > Style area pane width; Mac: View > Draft > Word > Preferences > View > Style area width).

**3 Accessibility Guidelines**

To ensure accessibility, apply heading styles correctly, use Word’s table feature for tables, provide text descriptions for figures, and use list styles as instructed. Avoid using images for tables, as they are inaccessible to screen readers. Set the document language (Windows: Review > Language > Set Proofing Language; Mac: Review > Language) and clear author information for anonymous reviews. These steps increase the manuscript’s reach and usability for readers using assistive technologies.

**4 Inserting CCS Concepts**

To include CCS concepts, use the ACM Computing Classification System (CCS) tool to select relevant terms and generate formatted text. Paste the text into the “CCS CONCEPTS” section. Additionally, copy the XML code from the “Show the XML Only” option and insert it into the document’s properties (Windows: File > Info > Properties > Comments; Mac: File > Properties > Summary > Comments). This ensures accurate indexing in the ACM Digital Library.

**5 Content Elements**

**5.1 Tables**

Tables must be created using Word’s “Insert Table” feature (Insert > Table) and placed after their first text reference. Apply the “TableCaption” style to the table title and “TableHead” to column headers. Identify header rows in table properties (Right-click > Table Properties > Row > Repeat as header row) to enhance accessibility. Avoid using images for tables. See Table 1 for available styles.

**Table 1: Styles in the ACM Submission Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Style Tag** | **Definition** | **Style Tag** | **Definition** |
| Title\_document | Main article title | ListParagraph | List items |
| Subtitle | Article subtitle | Statements | Math statements |
| Authors | Author name | Extract | Block quotations |
| Affiliation | Author affiliation | Algorithm Caption | Algorithm caption |
| Abstract | Abstract text | ReferenceHead | References heading |
| CCSHead | CCS Concepts heading | Bib\_entry | Reference entries |
| KeyWordHead | Keywords heading | TableCaption | Table title |
| Keywords | Keywords text | TableHead | Table column headers |
| Head1 | Level 1 heading | Image | Figures |
| Head2 | Level 2 heading | FigureCaption | Figure captions |
| Para | General text paragraphs | DisplayFormula | Numbered equations |
| ComputerCode | Displayed code | In-text code | Inline code |

**5.2 Figures**

Insert figures after their first text reference and apply the “Image” style. Add captions with the “FigureCaption” style. For accessibility, include a plain-text description (alt text) via Right-click > Edit Alt Text (Word 2016+). For multi-part figures, use a table to arrange images (e.g., 2x2 for four images) and apply the “Image” style to each. Use patterns or shapes in figures to distinguish elements for grayscale printing and colorblind readers.

**5.3 Equations**

Numbered equations use the “DisplayFormula” style with an equation number on the right. Unnumbered equations use “DisplayFormulaUnnum.” Apply the “ParaContinue” style to text following equations. Use Word’s Equation Editor for compatibility.

**5.4 Algorithms and Code**

Algorithms use the “AlgorithmCaption” and “Algorithm” styles. Displayed code uses the “ComputerCode” style, and inline code uses the “In-text code” style. Ensure code is accessible and properly formatted.

**6 References**

References should follow the ACM style, as shown in the examples below. Use the “Bib\_entry” style for each reference. Cited works include recent studies on lung cancer detection, image compression, and machine learning applications.

**7 Conclusion**

This guide simplifies the preparation of ACM manuscripts by providing a standardized template with clear instructions for formatting, accessibility, and content insertion. By following these guidelines, authors can ensure their submissions meet ACM’s requirements and reach a broader audience.

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