



## INSTRUCTIONS FOR AUTHORS

Please ensure that your submission for review is anonymized, i.e. does not have any author information in the document. Be assured that formatting issues will not affect the reviewing decision.

For submissions in German: Please include an English translation of the title and the abstract.

To be up-to-date with the ACM template, please follow these steps:

Download, extract and open the corresponding Zipfile from:

<http://www.acm.org/publications/proceedings-template>

1. Install all fonts included in folder 'ACM Fonts'
2. Open 'ACM\_SigConf.docx' in folder 'ACM Sample Files' -> '(Operating System) Sample Files' -> Open 'ACM\_SigConf.docx' for full and short papers.
3. Attach the template in your MS-Word File for the appropriate version of MS-Word as shown below:
  - a. Windows
    -  Press the 'File' button from the top of MS Word and click on 'Options' command, which opens the 'Word Options' dialog box
    -  Select 'Add-Ins' in Word Options dialog box.
    -  Click on 'Manage' Drop Down list and select 'Templates' (As default 'COM Add-Ins is selected').
    -  Click the 'Go' button. The 'Templates and Add-Ins' dialog box appears. To select the relevant template, click on the 'Attach' button. Word will display the 'Attach Template' dialog box, which works like the Open dialog box.
    -  Select the template 'ACM.dotm' from the folder 'ACM' -> Templates -> 'ACM.dotm' at the respective location where you have extracted the Zipfile and click on the 'Open' button.
    -  In 'Templates and Add-Ins' dialog box, click 'OK'. The styles (including macros) stored in the selected template are now available in your document. (Note: If you get the following security warning, just click on 'Enable Macros').
  - b. Mac-Word 2011
    -  Press the 'Tools' button from the top of MS Word and click on 'Templates and Add-Ins' command, which opens the Word Options dialog box.
    -  Select 'Add-Ins' in Word Options dialog box. This option appears on the left-hand side of the dialog box.



- The dialog box appears. Select 'Templates' from the Manage drop-down list (As default 'COM Add-Ins is selected').
  - Click the 'Go' button. The 'Templates and Add-Ins' dialog box appears. Whichever template name is appearing in the Document Template field is what is currently attached to the document.
  - To select the relevant template, click on the 'Attach' button. Word will display 'Choose a template...' dialog box, which works like the Open dialog box.
  - Select the template 'ACM.dotm' from the folder 'ACM' -> Templates -> 'ACM.dotm' at the respective location where you have extracted the Zipfile and click on the 'Open' button.
  - In 'Templates and Add-Ins' dialog box, click 'OK'. The styles (including macros) stored in the selected template are now available in your document. (Note: If you get the following security warning, just click on 'Enable Macros').
- c. Mac-Word 2016
- Press the 'Tools' button from the top of MS Word and click on 'Templates and Add- Ins' command, which opens the 'Word Options' dialog box.
  - The dialog box appears. To select the relevant template, click on the 'Attach' button. Word will display 'Choose a template...' dialog box, which works like the Open dialog box.
  - Select the template 'ACM.dotm' from the folder 'ACM' -> Templates -> 'ACM.dotm' at the respective location where you have extracted the Zipfile and click on the 'Open' button.
  - In 'Templates and Add-Ins' dialog box, click 'OK'. The styles (including macros) stored in the selected template are now available in your document. (Note: If you get the following security warning, just click on 'Enable Macros').
4. Now you can add your own text to the 'ACM\_SigConf.docx'.
  5. In your submission you can ignore the following fields, instructions will follow for accepted papers:
    - a. Author names, institutions and e-mail addresses
    - b. CCS CONCEPTS
    - c. ACM Reference format
    - d. The block regarding the copyright information
  6. References: You have to use numbered referencing, but you will find more detailed information at the ACM website 'Citation Style and Reference Formats'. If you use Endnote, you can access the EndNote style by Bernd Ploderer [here](#).
  7. If you encounter problems with macros, just edit the template and ignore the macros.
  8. For further detailed questions there is a user manual in 'ACM User Manual'.