



## Information for Organizers/ ACM-Approved Conference Vendors FOR THE ACM PUBLISHING SYSTEM (TAPS)

The ACM Publishing System (TAPS) is an innovative framework that provides management capability for the conference proceedings publishing workflow. Its multi-layered approach integrates administrator, management, and operation levels to provide a complete mechanism for end-to-end deliveries on a single platform. Thus, it helps improve publishing workflows in terms of time-to-market as well as multiple delivery formats (PDF/XML/Responsive HTML5) directly from the authors' source files.

The following are some highlights of The ACM Publishing System (TAPS):

- Conference proceedings management
- Monitoring the various stages of the production process
- Producing multiple output formats such as PDF, XML, and responsive HTML5 from a single source file
- Verification of output formats by stakeholders
- Deliverables for Digital Library can be generated automatically via this system
- Synchronization between ACM's eRights System and Aptara's Workflow Management System
- Technical helpdesk services

The screenshot shows the login interface for the ACM Publishing System (TAPS). On the left, there is a login form with the ACM logo and name. The form includes a title "The ACM Publishing System(TAPS)", fields for "Username" and "Password", a "Login" button, and options for "Remember me" and "Forgot password?". On the right, there is a dark blue section titled "The ACM Publishing System (TAPS)" with a descriptive paragraph and a list of seven features, each preceded by a checkmark. Below this is a section titled "Our Resources" with four icons representing different ACM publications: "ACM Transactions on Social Computing", "Proceedings of the ACM on Research, Results, and Openness Technologies", "ACM Digital Library", and "ACMSIGGRAPH".

**The ACM Publishing System (TAPS)**

The ACM Publishing System (TAPS) is an innovative framework that provides one-stop solution to manage and regulate all your Publishing Workflows. Its multi-layered approach integrates Administrator, Management and Operation levels to provide a complete mechanism for end-to-end deliveries on a single platform. Thus, it helps in improving publishing workflows in terms of time-to-market, overall cost saving and multiple delivery formats (XML/Responsive HTML5/EPUB) directly from the manuscript.

- ✓ One-stop solution for managing various publishing workflows
- ✓ Monitoring different stages of a publishing component
- ✓ Handling multiple delivery formats like XML, responsive HTML5 and Epub from single source.
- ✓ Direct feed of deliverables to various distribution channels
- ✓ Link between publisher's system and Aptara's workflow management system
- ✓ Secure logins for all the stakeholders in the process
- ✓ Inbuilt report generation mechanism
- ✓ Integrated technical helpdesk services

**Our Resources**

- ACM Transactions on Social Computing
- Proceedings of the ACM on Research, Results, and Openness Technologies
- ACM Digital Library
- ACMSIGGRAPH

## **TAPS for Organizers and ACM-Approved Conference Vendors**

The ACM Publishing System allows organizers and ACM-approved conference vendors to manage their conference proceedings-related work. There are two options for processing any conference proceedings related production work with TAPS:

### **1. Managing and Processing Conference Proceedings**

In this approach, conference organizers and vendors will act as the manager of the process as well as perform the file-processing steps as follows:

- Upload author manuscript files
- Troubleshoot errors as needed in the manuscript files
- Resubmit corrected manuscript files if needed
- Review the proofs for the output files (PDF and HTML5) and make corrections if needed
- Approve the final output for publishing

### **2. Management Only of the Conference Proceedings (authors process their own files in TAPS)**

In this approach, authors will upload their manuscript files, resubmit corrected files if needed, and will approve the final output from their files. The conference organizers and vendors check the progress of the paper processing and time schedules. If an author does not respond in a timely manner to TAPS' email communications, it will be forwarded to the respective organizer/vendor for resolution. Lastly, you will review final output for publishing.

## **Process Points for Organizers and Vendors in TAPS**

The conference organizers and vendors can access TAPS with their specific username and password and can perform the following operations in TAPS:

### **Check the Details of the Conference Proceedings**

After successful login, the organizer/vendor can check the list of events assigned to them for processing. TAPS receives this information from ACM's eRights System and displays the information only about those proceedings for which the organizer or vendor is responsible. The following screen shot shows the example of the home screen of a vendor login, where the vendor can check any of the events assigned to them. The event names appearing in BLUE hypertext are the events for which article metadata from the ACM eRights System has already been ingested into TAPS.

## Event list:

 Association for Computing Machinery  
 The ACM Publishing System (TAPS)
 
 Welcome : LISA TOLLES | Role : ACM APPROVED VENDOR  
 Last Login Time : 2019-01-08 07:57:31 | [Mail Support](#) | [Help](#) | [Logout](#)

PROCEEDINGS

PROCEEDINGS

Show **25** entries Search:

ACRONYM	ISBN	SUBMISSION SYSTEM	START DATE	END DATE	STATUS	CURRENT STAGE	DETAILS
WWW 2018	978-1-4503-5639-8	Sheridan	04/23/2018	04/27/2018	1.58 %	Work in Progress	
WWW '18 Companion	978-1-4503-5640-4	Sheridan	04/23/2018	04/27/2018	8.62 %	Work in Progress	
IUI'18 Companion	978-1-4503-5571-1	Sheridan	03/07/2018	03/11/2018	0 %		
IUI'18	978-1-4503-4945-1	Sheridan	03/07/2018	03/11/2018	1.18 %	Work in Progress	

Showing 1 to 4 of 4 entries First Previous 1 Next Last

## Information for the papers appearing in a proceeding:

 Association for Computing Machinery  
 The ACM Publishing System (TAPS)
 
 Welcome : LISA TOLLES | Role : ACM APPROVED VENDOR  
 Last Login Time : 2018-04-06 00:57:53 | [Mail Support](#) | [Help](#) | [Logout](#)

PROCEEDINGS PAPERS

Paper List for IUI'18 Proceeding

Show **50** entries Search:

S.NO	AUTHOR NAME	PAPER ID	AUTHOR EMAIL	TITLE	SOURCE TYPE	PDF Page Count	STATUS	ACTIONS
1	Yang Liu:	1	liuyang1123@buaa.edu.cn	Improved Answers Ranking by Rewriting Question		0	0%	
2	Sean Penn	2	penneys@oregonstate.edu	Toward Foraging for Understanding of StarCraft Agents: An Empirical Study	doc	10	100%	
3	Yaakov Danone	3	tsvikak@is.haifa.ac.il	Visualizing Reviews Summaries as a Tool for Restaurants Recommendation	doc	10	75%	
4	Jean Y So	4	jyskwon@umich.edu	Two Tools are Better Than One: Tool Diversity as a Means of Improving Aggregate Crowd Performance	doc	10	75%	
5	Kashyap Todi: A	5	kashyap.todi@uhasselt.be	Familiarisation: Restructuring Layouts with Visual Learning Models		0	0%	
6	Nan-Chen Chen: Un	6	nanchen@uw.edu	AnchorViz: Facilitating Classifier Error Discovery through Interactive Semantic Data Exploration		0	0%	
7	Granit Luzhni	7	gluzhnica@know-center.at	Investigating Interactions for Text Recognition using a Vibrotactile Wearable Display		0	0%	
8	Daniel Busche	8	daniel.buschek@ff.imu.de	A Model for Detecting and Locating Behaviour Changes in Mobile Touch Targeting Sequences		0	0%	

## Upload the Papers for Processing by TAPS

The conference organizer/vendor has two options for uploading the author manuscript files in TAPS for generating the PDF and HTML outputs. The following is the detailed information for each option:

### Drop Zone (option only for submitting the complete volume)

In this option the conference organizer/vendor can provide the manuscript files for all individual papers in a single submission or in batches. But, importantly, each paper/component needs to follow the required file naming and structure as shown:

ZIP File Structure	Example
<pre> &lt;strip_acronym&gt;.zip   frontmatter.pdf   backmatter.pdf   &lt;strip_acronym&gt;-&lt;paperid&gt;.zip     Source       &lt;filename&gt;.tex       ...       ...       &lt;supporting_files&gt;       OR       &lt;filename&gt;.docx   pdf     &lt;filename&gt;.pdf     (Camera ready PDF)   supplements     author_filename.mp4     author_filename.ppt     author_filename.jpg </pre>	

A ZIP file needs to be uploaded to the TAPS drop zone for further processing. The following are the FTP host and credentials to access the TAPS drop zone:

Host: camps.aptaracorp.com  
 User ID: paperbucket  
 Password: PAP@2017

### Interface (option for submitting individual papers)

This option is for the upload of a single proceeding's paper via the TAPS interface. You can click on the  icon and the system will ask for the respective file accordingly.

 Association for Computing Machinery  
 The ACM Publishing System (TAPS)
 Welcome : LISA TOLLES | Role : ACM APPROVED VENDOR  
 Last Login Time : 2019-01-09 08:36:25 ● Mail Support ☰ Help ☰ Logout

PROCEEDINGS
PROCEEDINGS PAPERS

Paper List for IUI'18
[Proceeding](#)

Show 50 entries
Search:

S.NO	AUTHOR NAME	PAPER ID	AUTHOR EMAIL	TITLE	SOURCE TYPE	PDF Page Count	STATUS	ACTIONS
1	Yang Liu	1	liuyang1123@buaa.edu.cn	Improved Answers Ranking by Rewriting Question		0	0%	  

The following is the information for the file naming and structure of the ZIP file to be submitted.

ZIP File Structure	Example
<pre> &lt;strip_acronym&gt;-&lt;paperid&gt;.zip   Source     &lt;filename&gt;.tex     ...     ...     &lt;supporting_files&gt;   OR     &lt;filename&gt;.docx   pdf     &lt;filename&gt;.pdf     (Camera ready PDF)   supplements     author_filename.mp4     author_filename.ppt     author_filename.jpg           </pre>	

The ZIP file name should be **<Proceeding Acronym>-<Paper ID>.zip**. The ZIP file can contain 3 folders:

**PDF:** This folder contains the PDF output of your manuscript. It is not mandatory to provide this folder.

**Source:** This folder contains the final source file (MS Word or LaTeX.) This folder must contain all necessary files/resources that are required to generate the final published formats. It is mandatory to provide this folder.

**Supplements:** This folder contains the supplementary material that needs to be available at the time of online publication. The content of this folder will not appear in the published PDF or HTML versions of the article. It is not mandatory to provide this folder.

## Troubleshooting Errors

After receiving the manuscript ZIP files for the individual papers, TAPS will start processing them. If there are any errors in the processing, TAPS will send an email and will generate the icon in "ACTIONS" column of the interface. This icon means that TAPS encountered an error when processing the manuscript file received for this paper. Click on this icon to get the log file for further information regarding the error. You can correct the manuscript files accordingly and can re-submit the updated ZIP file through the icon or can use the helpdesk services to seek help resolving the issue. Once the user clicks on this icon, these options become available and one can choose between the two. Once the user chooses the option to re-upload the corrected file, the upload icon will again become available against the specific paper (as with the second paper in the below provided screen shot). The details about "Support" option are provided under head "Helpdesk Services in TAPS".

Association for Computing Machinery
Welcome : LISA TOLLES | Role : ACM APPROVED VENDOR

The ACM Publishing System (TAPS)
Last Login Time : 2019-01-22 04:01:56
Mail Support Help Logout

PROCEEDINGS
PROCEEDINGS PAPERS

Paper List for IUI'18 <span style="float: right;">Proceeding</span>								
S.NO	AUTHOR NAME	PAPER ID	AUTHOR EMAIL	TITLE	SOURCE TYPE	PDF Page Count	STATUS	ACTIONS
61	Syed Masu	61	sbillah@cs.stonybrook.edu	Write-it-Yourself with the Aid of Smartwatches: A Wizard-of-Oz Experiment with Blind People	doc	0	25%	
39	Elizabeth Clark: Un	39	eaclark7@cs.washington.edu	Creative Writing with a Machine in the Loop: Case Studies on Slogans and Stories	doc	0	25%	

### Indicator Icons on the paper's dashboard and their meanings:

S. No	Icons	Meaning
1.		Details
2.		Upload/Reupload/Resubmit
3.		Work In Progress
4.		Invalid Input
5.		Errors/Warnings
6.		Final Layout Applied MS-Word DOCX File
7.		View PDF
8.		PDF feedback
9.		PDF feedback disabled
10.		XML In Progress
11.		XML Completed
12.		HTML5 In progress
13.		View HTML5
14.		HTML5 Feedback
15.		HTML5 Feedback disabled
16.		Submitting for Helpdesk Support
17.		Success log
18.		Sending paper upload link mail to author
19.		Withdrawing paper processing from author's end
20.		Helpdesk query pending

### Checking the PDF and HTML proofs generated by TAPS

The successful processing of manuscript files in TAPS will generate the PDF, XML, and HTML5 output files, and in the case of MS-Word source files it will also provide the final layout applied DOCX file. The screenshot below shows that paper IDs 1, 2, 4 and 5 are processed successfully. Paper IDs 2 and 4 have MS-Word source files.

Paper List for TEST-3'18 [Proceeding](#)

Show 50 entries Search:

S.NO	AUTHOR NAME	PAPER ID	AUTHOR EMAIL	TITLE	SOURCE TYPE	PDF Page Count	STATUS	ACTIONS
1	Yang Liu	1	taps@aptaracorp.com	Improved Answers Ranking by Rewriting Question	LaTeX	5	<div style="width: 75%;"></div> 75%	
2	Sean Penn	2	taps@aptaracorp.com	Toward Foraging for Understanding of StarCraft Agents: An Empirical Study	doc	12	<div style="width: 75%;"></div> 75%	
3	Yaakov Danone	3	taps@aptaracorp.com	Visualizing Reviews Summaries as a Tool for Restaurants Recommendation	LaTeX	0	<div style="width: 25%;"></div> 25%	
4	Jean Y So	4	taps@aptaracorp.com	Two Tools are Better Than One: Tool Diversity as a Means of Improving Aggregate Crowd Performance	doc	12	<div style="width: 75%;"></div> 75%	
5	Kashyap Todi	5	taps@aptaracorp.com	Familiarisation: Restructuring Layouts with Visual Learning Models	LaTeX	5	<div style="width: 75%;"></div> 75%	

In the case of MS-Word format source files, all the submitted files are in single column format and TAPS automatically applies the two-column layout. TAPS receives the information from ACM's system regarding which composition layout needs to be followed for the papers in their respective proceedings [SIG-Conf, SIG-Plan, SIG-Chi, or SIG-Chi-a (Extended Abstracts)] and applies the required style internally.

In case of any layout-related problem for submitted MS-Word manuscripts, you can download the formatted DOCX file by clicking on  icon and update it for the revisions needed. Prior to viewing your formatted Word file, you must install the fonts that are used for the print version at <http://libertine-fonts.org/>. Once installed, please then correct the formatted version, and resubmit your article via the papers' dashboard for reprocessing, review, and approval.

TAPS will wait 24 hours for your review of the generated output (PDF as well as HTML5). If the system does not receive a response within 24 hours, it will consider both the outputs as approved and will proceed to the next stage.

## Helpdesk Services in TAPS

Helpdesk service is available to assist you whenever any help is needed. There are two options for contacting the TAPS Helpdesk:

Paper List for IUI'18 Proceeding

Show 50 entries Search 39

S.NO	AUTHOR NAME	PAPER ID	AUTHOR EMAIL	TITLE	SOURCE TYPE	PDF Page Count	STATUS	ACTIONS
39	Elizabeth Clark: Un	39	eaclark7@cs.washington.edu	Creative Writing with a Machine in the Loop: Case Studies on Slogans and Stories	doc	0	25%	  
85	Brittany A. Duncan	87	bduncan@unl.edu	Effects of Speed, Cyclicity, and Dimensionality on Distancing, Time, and Preference in Human-Aerial Vehicle Interactions (for presentation only at IUI'18: TIIS <a href="http://dx.doi.org/10.1145/2983927">http://dx.doi.org/10.1145/2983927</a> )		0	0%	  

Showing 1 to 2 of 2 entries (filtered from 85 total entries)

First Previous 1 Next Last

(1) In the top panel of paper dashboard there is a link to “Mail Support” (first RED arrow in screen shot above) which will direct you to a different dialog box where you can provide the details of your query. We recommend that you provide the details of the conference proceedings along with respective paper ID and a description of problem you encountered. Our helpdesk will help you accordingly.

(2) For any validation/compilation or any other paper processing related issues, TAPS provides the error information in a LOG file (please see the information regarding this under the section entitled “Troubleshooting Errors” of this document. The  icon (second RED arrow in screen shot above) provides the option for “Resubmit” and “Support”.

From these two options you will reach on the below dialog box where you can raise your query:

 Association for Computing Machinery  
 Publishing Management System

 Email Support

Thank you for contacting us. In order to serve you better please provide the following information:

Name:

Email:

Subject:

Queries:

(We will get back to you within 24 HRS.)

## Check the Status of a Proceeding’s Paper Processing

Organizers and vendors can check the status of a proceeding’s paper processing assigned to them on their home screen under the column “STATUS” and can then manage the proceedings accordingly.

## **Finalize/Approve the Output**

After reviewing and rectifying the issues for individual papers, users can approve the final outputs and TAPS will make the final deliverables as per ACM DL requirements.

## **Important Links**

Best practices for preparing a manuscript using MS Word

Please see <https://www.acm.org/publications/taps/word-template-workflow>.

Best practices for preparing a manuscript using LaTeX

Please see [https://www.acm.org/binaries/content/assets/publications/taps/latex-best\\_practices.pdf](https://www.acm.org/binaries/content/assets/publications/taps/latex-best_practices.pdf)

**TAPS Helpdesk:** [confsupport@aptaracorp.com](mailto:confsupport@aptaracorp.com).