

## **Instructions for authors for 4<sup>th</sup> Workshop on Adaptive and Reflective Middleware**

### **1. Important deadlines**

- Camera-ready paper due by 14th October 2005
- ACM Copyright Deadline: A signed copyright release form is due by 14th October 2005

### **2. Formatting your paper**

- Your final paper **MUST** be formatted to follow the ACM style templates, see here:  
<http://www.acm.org/sigs/pubs/proceed/template.html>
- The page limit is 6 pages, including all figures, tables and references. There is no facility to purchase extra pages!
- You should apply the ACM Computing Classification categories and terms to your paper. The templates (above) provide space for this indexing. The category classification scheme for Computing can be found at: <http://www.acm.org/class/1998/>. The most heavily used parts of the Taxonomy are under node C.2 at <http://www.acm.org/class/1998/C.2.html>. Also look under <http://www.acm.org/class/1998/C.2.4.html>, <http://www.acm.org/class/1998/D.2.11.html> and <http://www.acm.org/class/1998/D.2.12.html>.
- You must include the Standard Copyright Statement and bibliographic strip on the first page of your paper – see below.
- Do **not** include page numbers!

### **3. Generating your PDF file**

- When generating your PDF file you should disable any protection or security settings that might prevent us extracting text from your file (we need to do this to add page numbers; and to extract abstracts and author names etc). If you are using Adobe software you should use Acrobat Distiller (e.g. if generating PDF from a Microsoft Word document using Adobe Distiller 6, select the Adobe PDF printer; then select Properties->Adobe PDF Settings: Adobe PDF Security should be NONE). You **must** use True Type Fonts (check the document properties to see what font type is used). If you require clarification please email Ackbar Joolia at [joolia@comp.lancs.ac.uk](mailto:joolia@comp.lancs.ac.uk).
- The PDF file should be Optimized and all fonts **MUST** be embedded and subset. You **must** check your final PDF file before submission to verify that it has **Type 1 fonts** (scalable), not Type 3 (bit-mapped). To check what fonts your PDF file is using, go to "File --> Document Properties --> Fonts", if using Adobe Acrobat Reader.

### **4. The Standard Copyright Statement and the Signed Copyright Release Form**

- a. The Standard Copyright Statement, together with a bibliographic strip containing the proper ISBN should appear at the bottom of the first page left column of each paper exactly as follows:

"Permission to make digital or hard copies of all or part of this work for personal or classroom use is granted without fee provided that copies are not made or distributed for profit or commercial advantage and that copies bear this notice and the full citation on the first page. To copy otherwise, to republish, to post on servers or to redistribute to lists, requires prior specific permission and/or a fee.

RM '05, November 28- December 2, 2005 Grenoble , France Copyright 2005 ACM 1-59593-270-4/05/11... \$5.00"

You should use Times New Roman or Times font, size 8, for the Standard Copyright Statement. Please see the ACM template above for an example of how it's done.

b. **Please fill out and sign the ACM copyright form.** You will need to include:

- Paper's full title
  - All authors names
  - Conference title and date
  - Signature on appropriate line
- 
- The form is at: [http://www.acm.org/pubs/copyright\\_form.html](http://www.acm.org/pubs/copyright_form.html) (see also the copyright policy document at [http://www.acm.org/pubs/copyright\\_policy/](http://www.acm.org/pubs/copyright_policy/))
  - This copyright form **MUST** be FILLED, SIGNED and RETURNED when you are submitting your paper.

**5. Summary: where, what and when to send**

- Email your PDF file to [joolia@comp.lancs.ac.uk](mailto:joolia@comp.lancs.ac.uk) by Friday 14<sup>th</sup> October. Use a subject line as follows: Middleware 05: <nameofworkshop>: <nameoffirstauthor>
- FAX your signed ACM copyright form to Ackbar Joolia at: +44 1524 510492 by Friday 14<sup>th</sup> October. Please add a cover sheet directing the fax to Ackbar Joolia at Middleware 05

If you have any questions, please feel free to contact Ackbar Joolia at [joolia@comp.lancs.ac.uk](mailto:joolia@comp.lancs.ac.uk)....