GUIDELINES FOR MANUSCRIPT PREPARATION
CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

In an attempt to streamline the mansucript preparation process and to "make life easier" for the Consortium editors, we ask that you observe the following guidelines.

1. Please submit the final manuscript in either Word or WordPerfect format. We are unable to process TeX files. If you do use TeX please do the conversion to Word as follows:

    a. Start with an up-to-date MiKTeX installation.
    b.   Run htlatex on the LaTeX source file to get HTML.
    c. Open the HTML in MS Word.
    d. Left-justify the title and abstract.
    e. Set the paragraph formats for the entire paper to have 0pt of space before and after.
    f. Manually double-space between sections and subsections (per the guidelines).
    g. Reformat the bibliography entries manually.
    h. Manually re-enter the footnotes.

2. Please follow the instructions provided by the Program Chair for the conference in submitting the final set of materials to the proper address. Sending them to other than the proper address will only result in delays coordinating the final printing of the proceedings, and could risk omission of your manuscript from the final proceedings. Above all, your best contact is the Program Chair for your conference. He/she will be communicating directly with you and will be coordinating getting the appropriate materials to the proper recipients.

3. The following materials will need to be submitted:

    a. The final manuscript in electronic form, Word, WordPerfect, or text. (See note 1 above regarding submitting TeX documents.)Specifics on the final manuscript format can be found through the through the **Manuscript Formatting (PDF)** link from the **Final Submissions Guidelines** page.

    b. Copyright release. It is essential that we receive the copyright release form. By signing this form you are acknowledging that the manuscript has not been printed in another venue, plus you are retaining your rights for use of the manuscript. Read the copyright release. The Consortium will not prohibit you from using the manuscript, but will ask that you credit any reuse to the Consortium as the original source of publication. If you misplace the copyright form, a generic copyright form can be found through the **Copyright Release Form (PDF)** link from the **Final Submissions Guidelines** page.

        The Consortium encourages multiple presentations of tutorials and workshops. If you are presenting a tutorial or workshop you may retain the copyright, but we must have that documented. Keep in mind that your manuscript is limited to two pages total. However, you must still submit a copyright form.

        Please note that it is critical that you obtain permission to use third party material. If you use diagrams and such that are attributable to a third party you must obtain formal permission to reprint such items, and must so indicate in the copyright release as well as submit such permission.

c. Registration for the conference, along with the appropriate registration fee. We have found that there are some folks in need of publication for promotion and tenure purposes, and then don't want to present the paper. A major plus of the Consortium conferences is the presentation of the papers, and you must plan on attending. If you do not present the paper at the conference the paper will be removed from the ACM Digital Library/

d. A statement of any special presentation needs that you may have. Typically, an overhead projection device is available along with Microsoft Powerpoint software. If you have other needs they must be requested in advance.

e. A pdf version of your manuscript is most helpful. If there are problems with special characters or special formatting this provides the editors with what you expected your final manuscript to look like. Providing a pdf version or a hard copy helps significantly in envisioning what the author expected the final product to look like.

f. Electronic copies of any graphics in a standard format (bitmap, jpeg, tiff). Figures provided using Microsoft Word's graphics capabilities are very likely not going to import into the final manuscript nicely and may have to be printed and scanned, resulting in loss of resolution. You can help to insire that your graphics are best reproduced by providing them in a standard format.

The Consortium editing team will do its best to insure that your manuscript appears as close as possible in final form to what you expected. However, we do need your help, and following the above guidelines plus the specific manuscript formatting instructions will help to insure that that happens. If you encounter specific issues that you need guidance on, please contact the Consortium Publication Chair at pubChair@ccsc.org.