

## Full Papers Author's Guide

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**This guide describes the format, deadlines, and other relevant information for Full Paper submissions to IndiaHCI 2020. This will also help authors understand how the review process works, and hence how to write submissions that are more likely to be successful.**

## **1 IndiaHCI 2020 requires novel manuscripts**

Full Paper submissions must not have been published previously in English. A paper is considered to have been previously published if it has appeared in a peer-reviewed journal or conference/meeting proceedings that are reliably and permanently available afterward in print or electronic form to non-attendees. This includes papers that are reviewed only as abstracts but are published as a complete paper.

For IndiaHCI submission purposes, a paper is not considered to have been previously published if it was presented earlier in a non-archival form, e.g., CHI extended abstracts (including alt.chi, works-in-progress, posters, demos, etc), SIGGRAPH Emerging Technologies, etc. As a rule of thumb, work that builds on previous non-archival work should contain at least 30 percent new material. However, authors must explicitly cite this previous work in their manuscript.

## **2 Re-publication of work in English if published already in another language**

English is considered as the international language of ACM SIGCHI and its journals and conferences. Work that has previously been presented or published in a language other than English may be translated and presented or published in English in SIGCHI journals and conferences insofar as ACM SIGCHI is concerned. The original author should typically also be the author (or co-author) of work translated into English and it should be made clear that this is a translation. We encourage authors whose work was originally published in languages other than English to do this if they feel their work is of sufficient relevance and quality to be useful to a wider international audience. We encourage conference technical chairs and journal editors to make it clear that papers which are otherwise acceptable should not be rejected on the basis that they have previously been published in a language other than English. In some cases, work originally published for a very select regional audience may be improved by rewriting (as well as translating)

so that the relevance to a wider audience is clarified. Of course, it is not acceptable to translate the original work of another author and present it as one's own. Authors wishing to publish in English a work originally published elsewhere also need to check their original copyright agreement with the original publisher to make sure that this is permissible according to that agreement.

### **3 IndiaHCI 2020 supports sharing preliminary work**

IndiaHCI sees significant value in sharing early work through posters, demos, and informal venues. Indeed, IndiaHCI strongly encourages the submission of exciting, early research as a IndiaHCI poster or demo. Sharing preliminary research through these short, lightly reviewed work-in-progress or extended-abstract venues does not inhibit subsequent publication at IndiaHCI – provided that the IndiaHCI submission makes a contribution beyond (i.e., provides more or newer information than) the previous, shorter document. Non-peer-reviewed documents such as theses and tech reports are not considered prior publications, and thus do not preclude the submission of a paper on the same topic by the same authors. Prior work should, of course, be referenced appropriately. IndiaHCI authors are welcome to post information and videos about their work online while submissions are under review; sharing research online does not constitute prior publication or otherwise affect the IndiaHCI review process.

### **4 Concurrent submission is prohibited**

A paper identical or substantially similar (or even a subset or superset) in content to one submitted to IndiaHCI should not be simultaneously under consideration at another conference or journal during the entire duration of the IndiaHCI review process (i.e., from the submission deadline until the notification of decisions are emailed to authors). This restriction applies even if the overlap in review timelines between IndiaHCI and another venue is just a few days or a few hours, and even if it is your intention to withdraw the submission from the other venues as soon as it is accepted by one of them. This restriction also applies even if the other venue allows simultaneous submission. We will make every effort to identify simultaneous submissions, and IndiaHCI reviewers are often familiar with the papers under review at other related conferences and journals; as such, submissions that are substantially similar run the risk of being rejected by both IndiaHCI and the other venues on grounds of duplication alone.

## 5 Anonymous submission process

Paper submissions are anonymous.

### 5.1 What does anonymous mean for IndiaHCI submissions?

Primarily – as with CHI and other HCI conferences – this means that submissions must remove all author and institutional information from the title and header area of the first page of the paper. Submissions that do not do so will be rejected without review.

Furthermore, all references must remain intact. If you previously published a paper and your current submission builds on that work, the reference with authors must appear in the references. Submission with blank references (e.g., “12. REMOVED FOR REVIEWING”) will be rejected without review.

We strongly encourage authors to refer to their previous work in the third person. Further suppression of identity in the body of the paper, while encouraged, is left to the authors' discretion.

### 5.2 What if the work I am writing about is widely publicised already (e.g., a website, an application, or a performance)?

While the details of anonymization in the body of the paper are ultimately left to the authors' discretion, we understand that some work is difficult (or impossible) to anonymize without degrading the quality of the writing. In these cases, we encourage the authors to ensure that details relevant for the review of this research are included.

### 5.3 Am I allowed to publicise my work while the review process is ongoing?

While publicising and promoting work during the review process goes against the spirit of anonymous review, we understand that there are competing interests that make publicity important. The IndiaHCI community has agreed that such publicity should not be explicitly prohibited or penalised. However, we encourage authors to wait until the review process is over to publicise their work.

## 5.4 Why did IndiaHCI adopt this particular strategy of lightweight anonymization?

IndiaHCI has a tradition of excellent, thoughtful reviewing. This policy seeks to balance two goals. The first goal is to emphasise for all parties involved that reviews assess the content of a submission, not its authors. This is why names must be omitted from the masthead. The second goal is to encourage papers that clearly explain the research. Sometimes doing so requires (at least implicitly) disclosing information about the authors or an institution. This is why minimal anonymisation within the body of the paper is encouraged, but at the authors' discretion.

## 6 Review Criteria

A good IndiaHCI submission will result in both a respectable document for the proceedings and a good conference talk. As an author, you should ask yourself the following questions before writing your paper. Submissions that do not provide good answers to these questions are unlikely to be accepted.

### 6.1 What problem are you solving?

There is no point in publishing a paper unless it presents a solution to a problem. Try to state all your constraints and assumptions. This is an area where it can be invaluable to have someone not intimately familiar with your work read the paper. Include a crisp description of the problem in the abstract and try to suggest it in the title. The choice of senior reviewer for the paper is based almost entirely on the answer to this question.

### 6.2 What were the previous solutions?

What are the relevant published works in your problem area? What deficiencies in their solutions are you trying to overcome? How does the new solution differ from previously published results? Don't expect the reviewers to know this information without your telling them in the paper, as they are unlikely to remember the precise details of all the relevant literature. Make specific comparisons between your work and that described in the references; don't just compile a list of vaguely related papers.

### **6.3 How well did you solve your problem?**

Based on your problem statement, what did you accomplish? You are responsible for proving that the problem is solved. Include pictures, statistics, or whatever is required to make your case. If you find this part of the paper difficult to write, perhaps the work is not yet finished and the paper should be deferred until next year.

### **6.4 What does this work contribute to the field?**

What are your new ideas or results? If you don't have at least one new idea, you don't have a publishable paper. Can your results be applied anywhere outside of your project? If not, the paper is probably too special-purpose for IndiaHCI conference. On the other hand, beware of trying to write a paper with too large a scope.

### **6.5 Is the paper complete?**

The question that often generates the most discussion at the program committee meeting is whether a paper is complete. If the paper presents an algorithm or technique, an experienced practitioner in the field should be able to implement it using the paper and its references. If the paper claims to present a faster or more efficient way of implementing an established technique, it must contain enough detail to redo the experiment on competing implementations. When you quote numbers, be sure that they do not lie; state clearly whether they were measured, simulated, or derived, and how you did the measurements, simulations, or derivations. For example, CPU time measurements are meaningless unless the reader is told the machine and configuration on which they were obtained.

### **6.6 Does the paper contain too much information?**

Many large, poorly written papers contain a good paper trying to get out. It is the author's responsibility, not the reviewer's, to discover this paper and turn it into the submission. If you have solved a single, practical problem, don't try to generalize it for the purposes of publication. If you have a formal theory or elaborate architecture, don't include all the vagaries of the implementation unless they are critical to the utility of the theory. Don't include the contents of your user's manual; instead, describe the model or functionality achieved. You should assume your audience has a working knowledge of

user-interface development and access to the major journals in computer science, electrical engineering, and psychology. A short conference paper can only present a few concise ideas well.

## **6.7 Can this paper be presented well?**

While IndiaHCI papers are judged primarily as technical papers, some consideration is given to how suitable the topic is for a conference presentation. Think of how you would present your ideas, and how big the audience is likely to be. Papers that have a small number of concisely stated new ideas and that are visually interesting tend to appeal to a large audience and be easy to present. As recent conferences clearly show, these criteria do not eliminate papers that have taxonomies or strong theoretical content, or appeal to a specialized audience, if they contain significant new ideas.

## **6.8 Is there an ideal length of the full paper?**

There is no arbitrary minimum or maximum length imposed on papers. Rather, reviewers will be instructed to weigh the contribution of a paper relative to its length. Papers should be succinct, but thorough in presenting the work. Typical research papers can be of 7,500-10,000 word length (including image texts). Shorter, more focused papers are encouraged and will be reviewed like any other paper. Papers whose length is incommensurate with their contribution will be rejected.

# **7 Review Process**

The IndiaHCI review process is confidential and confidentiality of submissions is maintained from their submission to their publication date (typically the date of the first day of the conference).

The Papers Committee (PC) and a set of external reviewers, both consisting of recognized experts, will review submitted papers. Then, at the PC meeting, the committee will select those papers to be presented at IndiaHCI 20.

For 2020 the Committee will be using the following process: Reviewer Assignment: In the week following the submission deadline, the Papers Chairs will assign each



submitted paper to at least three reviewers who are not members of the paper committee. Papers that are inappropriate may be rejected during this assignment process, without being sent to a reviewer. Papers will normally be rejected at this stage only if they are clearly off-topic for IndiaHCI 2020, or if they are discovered to have been published previously or to have been submitted simultaneously to another conference or journal.

## **7.1 Auto Reject Stage**

The reviewer may, upon conferring with the Paper Chairs, recommend a paper to be rejected without additional review. A paper will normally be rejected at this stage only if it falls into one of the categories listed in phase one, but this fact was not detected during the paper assignment. It is possible, although unlikely, that a paper may also be rejected at this stage if it solves a problem that is known to be already solved; or if it does not cite (and the authors seem unaware of) important prior work on the same problem and doesn't address how it is different; or if it has no evaluation via proof, experiment, or analysis; or if it is solving a problem sufficiently minor that the reviewers do not believe that it belongs in the program; or if it addresses a topic that is clearly outside the purview of IndiaHCI.

## **7.2 Reviews from Reviewers**

The reviewers will write full reviews so that, at least three full reviews are written for each paper that has not been rejected during initial phases. The paper chairs will summarize the reviews.

## **7.3 Rejection Threshold**

After the reviewers complete their reviews, any paper for which all reviews fall below a rejection threshold will be rejected. These rejected papers will be discussed at the PC meeting. All papers that are above the rejection threshold will have a chance of she[harding or conditionally accepted.

## 7.4 Program Committee Meeting

The full paper chairs meet on August 28, 2020 to determine acceptance or rejection of each paper. In cases where a consensus on a paper was not reached during the pre-meeting discussion phase, additional committee members may read the paper, and their evaluations will be taken into account in the decision.

# 8 Possible outcomes for a Full Paper track submission

Email notifications of the Paper Chair's decisions should be sent not later than August 31, 2020. The notifications will place each paper in one of the following categories:

## 8.1 Three kinds of outcomes

**Accepted:** The submitted paper will appear in the IndiaHCI 2020 conference proceedings. **Conditionally Accepted:** Conditionally accepted papers undergo a second reviewing process, in which a referee (a member of the Papers Committee) verifies that the final version of the paper is acceptable (that any required changes have been made, and that other changes made by the authors, perhaps in response to reviewer comments, have not compromised the paper in any way). This second and final stage determines the final acceptance status of all papers. The referees' decisions are final. Papers that do not satisfy the referees in the second stage of reviewing and/or that are not uploaded in final form by the final deadline of June 25, 2012, together with the original or revised versions of the submitted supplementary material, will be rejected. **Rejected:** The submitted paper will not appear in the IndiaHCI 2020 conference proceedings.

## 8.2 Be kind to your reviewers

As already stated, a IndiaHCI paper is accepted or rejected based on the ratings it receives from the reviewers. Paper reviewing is a volunteer activity; the only benefit that the reviewers get is the knowledge that they have contributed to the field. In many ways, the success of the technical program is more a function of the quality of the reviewers

than the work of the program chair or the program committee. We are lucky to have excellent reviewers for this conference and paper authors should be considerate of them.

Many of the senior people in this field receive a large number of papers to review each year. With this in mind, authors should think about their reviewers when they are preparing their papers. In the following paragraphs we provide some advice on how to prepare your paper so it makes the best impression on a reviewer.

The most important point is to put a reasonable amount of effort into the production of your paper. When the author appears to have put little effort or thought into the production of a paper, the reviewer is not motivated to read the paper carefully and produce a good review. There is no excuse for spelling mistakes in papers, since spelling checkers are now widely available. A large number of misspelled words in a paper just indicates to the reviewer that the author didn't care enough about his or her paper to run the spelling checker on it. With this attitude on the part of the author, why should the reviewer bother doing a good job? The same goes for missing references, mis-labeled figures, and other trivial problems that could be caught by thorough proofreading. Don't expect reviewers to read your paper carefully if you are not willing to read it carefully first!

IndiaHCI reviewers will have several papers to read in a short period of time. Therefore, you should write your paper so that it is easy to read. Try to write your paper so it flows smoothly. A paper that is easy to read will usually get a higher rating.

Has this paper been submitted to a conference before and been rejected? If this is the case, think carefully before you submit it again! There must have been some reason why the paper was rejected. (Yes, we all blame bad reviewing, but there must also have been some other reason.) Read the reviewers' comments and try to determine what they would like to see changed, and then make those changes. There is a surprisingly good chance that a resubmitted paper will be reviewed again by a reviewer who gave it a poor rating before (or who recalled the deliberations over your previous submission in a program committee meeting of another conference). If the paper has not been changed to reflect that reviewer's comments, it is likely that your paper will get an even lower rating. Yes, sometimes the reviewer's comments are wrong (reviewers are only human after all), but this usually implies that you need to write more clearly or provide more evidence for your claims. Each of us has received what we originally considered to be bad reviews on some paper, but after calm consideration (weeks, or even months, later) realized that these reviews pointed out real faults in the paper. If a hand-picked reviewer is confused about what you are saying, the chances are good that the average reader will

also be confused!

A highly recommended technique is to write the paper, and let it sit on your desk for a week or two. Then go back and read the paper as if you were a reviewer who doesn't know the author. While you are writing a paper, you are too closely tied to the work to be able to criticize it effectively. After a break of a week or two, you will be much more objective and may see organizational problems that weren't evident when you were actively working on the paper.

### **8.3 A final note**

The single most important thing you can do to improve the odds of having your paper accepted is to have your own colleagues do an "in house" review of it before you submit it to the conference for formal review. That requires beginning far enough before the deadline that you have a protective cushion in your schedule, but remember that the majority of IndiaHCI papers are rejected. It's far better to start a week or two earlier and get your paper accepted, than it is to get rejected and feel as if you wasted your time.

## **9 Submission Format**

Submissions for Full Papers track must be in the Conference format, except they should have page numbers so the reviewers can more easily refer to portions.

Submissions must be in PDF format, and video submissions must be in one of the approved file formats. Submission details can be found at the IndiaHCI electronic submission system supported by EasyChair.

## **10 Supporting Video Material**

Since user interfaces are inherently interactive, authors are encouraged to include video material with their papers. The optional digital video that you include with your submission will be used only for confidential internal distribution to the reviewers. Video supporting paper submissions should be anonymous.

Authors should make video material short and accessible without being misleading. A video should give the same impression as a live demo. For example, a long computational pause can only be removed if its absence is made obvious through techniques such as a visual dissolve and a clear indication (verbal and/or visual) of how much time was removed. Videos about technology mock-ups should be clearly indicated as such. Mock-ups should be avoided when the video is about an implemented system. The supporting video accompanying a submission for review is used only to help reviewers evaluate the submission; accepted paper authors will have the chance to submit a higher-quality video for the conference DVD proceedings. Acceptable videos can be made without expensive production or special effects. A camcorder, tripod, and some planning can help guide the viewer's attention. A smooth zoom into the interaction area and then out to the full screen is often much more effective than a static screenshot. Show how the user manipulates the input devices if that is relevant. The DVD proceedings chairs have put together a guide describing how to make good videos.

Supporting video need not be stand-alone, because the reviewers will have the paper. However, the paper must be understandable without the video, and the paper should not include any references to the video. You can assume that everyone who has the video has the paper, but not vice versa.

## 11 Video Proceedings

All authors are encouraged to use video when appropriate as part of their conference presentation. Videos may also be included as supplemental material for the corresponding papers in the ACM Digital Library. It is not necessary for the videos to stand alone — it is assumed that everyone who sees the video will also have access to the paper proceedings.

Rest assured that we will not duplicate for public distribution any video included with your initial submission, so please don't worry! Those files will only be used during the review process, and then all copies received by IndiaHCI will be destroyed or deleted.

## 12 Copyright

The authors must be prepared to sign an ACM copyright transfer form before the submission is published. The author retains several rights, including the right to post versions on their homepage and employer website. See the ACM copyright policy ([some link](#)) and

copyright form for details.

## **13 Contact**

The process is detailed to make it simple and easy for you to follow. However if you still have questions, feel free to write to [PaperChairIndiaHCI\[AT\]gmail.com](mailto:PaperChairIndiaHCI@gmail.com)