

# ACCV 2022 Camera-Ready Submission Instructions

## DEADLINE

The submission deadline for camera-ready material and copyright forms is **October 5, 2022 (11:59PM Pacific Time)**. The ACCV proceedings will be published by Springer, in the LNCS (Lecture Notes in Computer Science) series, and a version will be archived at the [Computer Vision Foundation open access](#) site.

## REGISTRATION

Each paper **MUST** be registered under a full, in-person registration type. The registration link is at <https://www.accv2022.org/en/REGISTRATION.html>. **The registration must be completed by the camera-ready deadline.**

## COPYRIGHT FORM

The corresponding author for each paper must submit a signed “License to Publish” form, through which the copyright of their paper is transferred to Springer. To complete the copyright form, the corresponding author must:

- Download the [ACCV 2022 copyright form](#) via the following links and complete the fill-in fields at the beginning (paper title, author list, corresponding author name) and ending (print name, date, address, and email) of the form.
- Notice that the proceedings title and the names of the volume editors are already entered in this form. Please do not alter them.

- Print the filled-in form and sign it.
- Scan in the signed form as a single PDF file
- Name the completed form *XXXX-copyright.pdf*, where *XXXX* is the four-digit paper ID (zero-padded if necessary). For example, if your paper ID is 24, the filename must be *0024-copyright.pdf*.
- Upload the completed, signed, and renamed form to CMT.

The corresponding author must sign on behalf of all of the authors of the paper, provided that permission to do so has been accorded by the other authors. Note that the signature has to be a scan of the corresponding author's actual signature. **We do not accept digital signatures.** (Refer to section 4.1 "Licence-to-Publish Agreement" of the [Springer instructions for proceedings authors](#) for further information.)

If you have any copyright questions, please contact Springer well in advance of publication. Accepted papers will be published by Springer (with appropriate copyrights) electronically after the main conference, but they will be made online at the CVF open access website approximately two (2) weeks before the start of ACCV 2022. Please make sure to discuss this issue with your legal advisors as it pertains to public disclosure of the contents of the papers submitted, and contact the publication chair ([accv2022-publicationchairs@googlegroups.com](mailto:accv2022-publicationchairs@googlegroups.com)) if there is any sensitivity on the date of publication.

## AUTHOR KIT

Here are links for authors to prepare the camera-ready paper, as well as some other resources from Springer:

- [Springer LNCS author information](#)
- [Springer LNCS LaTeX template](#)
- You can also find this [LaTeX template at Overleaf](#)

- Other LNCS resources may be found on the [Springer LNCS author site](#)

## INSTRUCTIONS AND POLICIES

### Paper Length

Papers may be up to 14 pages long, excluding references. As such, the main body of the paper, including figures, tables, equations, acknowledgments, etc., is limited to no more than 14 pages. Additional pages may only contain cited references—not appendices, acknowledgments, figures, tables, etc.

Don't forget to add any acknowledgments that may have been withheld from the review submission (to preserve anonymity) and ensure that it still fits within **the 14-page limit**. **Common mistakes** are that authors forget to add acknowledgments to their camera-ready paper or that the acknowledgments appear on page 15 (violating the page length policy). Note that, as shown in the Springer LaTeX template, "**Acknowledgments**" should be a run-in heading and not a section or sub-section.

**Important:** Springer will edit the provided source files to insert running heads etc. and to smooth out any formatting inconsistencies. Hence, do not reduce the paper length (e.g., by reducing vertical spaces between paragraphs or the like), as this will be corrected by Springer, possibly increasing paper length. To avoid any problems, please use the template above and follow its formatting instructions.

### Author Names

Please write out full author names in the paper—i.e., full first/given names and family names (e.g., surnames). Include middle names or initials only if typically used by the author. The given name(s) should always be followed by the family name(s). Authors who have more than one family name should

indicate which part of their name represents the family name(s), for example by non-breaking spaces Jos\{e} Martinez~Perez or curly braces Jos\{e} {Martinez Perez}. The author index will be generated based on this parsing and sorted by family name.

As stated in the submission policies: “To avoid undeclared conflicts, the author list is considered to be final after the submission deadline, and no changes are allowed for accepted papers.” As such, **authors cannot be added or removed from the author list**. CMT will allow you to re-order the author list, just ensure that the author order is consistent in CMT, the LaTeX sources, and the copyright form.

You can change the title in your camera-ready submission, per reviewers’ comments, but make sure you have updated the info in all locations: CMT, the sources, and the copyright form.

## **ORCID**

Springer is the first publisher to implement the ORCID identifier for proceedings, ultimately providing authors with a digital identifier that distinguishes them from every other researcher. ORCID (Open Researcher and Contributor ID) hosts a registry of unique researcher identifiers and a transparent method of linking research activities to these identifiers. This is achieved through embedding ORCID identifiers in key workflows, such as research profile maintenance, manuscript submissions, grant applications, and patent applications. Please see

<https://www.springer.com/gp/authors-editors/orcid> for more details.

We encourage all contributing authors to apply for an individual ORCID-ID at <https://www.orcid.org/> and include these in their paper with the `\orcidID` command.

## How to Submit Camera-Ready Papers

- a) Login to the CMT site <https://cmt3.research.microsoft.com/ACCV2022> using the login and password used when submitting the review submission.
- b) In the CMT “Author Console”, your accepted paper(s) will appear with a “Create Camera Ready Submission” link—or “Edit Camera Ready Submission” if you're resubmitting/editing your camera-ready submission.
- c) After reading the “Welcome” message on the camera-ready submission page, verify that the paper title and abstract are correct in the “Title and Abstract” section. If necessary, update the paper title (per reviewers’ comments) and/or the abstract to match your camera-ready submission.  
**NOTE:** Ensure that the abstract is updated with your most recent version and that it is submitted as plain text without any LaTeX (or other forms of) markup.
- d) As noted earlier, the ability to edit the list of authors—adding or removing authors—has been disabled for camera-ready submissions. Consequently, adding or removing authors to your final paper is not allowed. Note that reordering the author list is allowed without approval and can be done by using the arrows on the right side of each listed author.

Also, updating an author’s affiliation is allowed. However, it has to be done directly by the author by logging into CMT, clicking on the author name in the upper-right corner, and selecting “User Profile” to change the author’s organization.

- e) Each camera-ready submission must upload three required files and may upload a fourth optional file:
  - XXXX-source.zip: Camera-ready source ZIP file

- XXXX.pdf: Camera-ready PDF file generated by the source material contained in XXXX-source.zip.
- XXXX-copyright.pdf: Completed and signed Springer LNCS “Licence-to-Publish” form.
- XXXX-suppl.pdf or XXXX-suppl.zip (optional): Supplementary file

As noted previously, XXXX is the four-digit paper ID (zero-padded if necessary)—e.g., the camera-ready PDF filename for ID is 24 is 0024.pdf.

**Camera-Ready Source ZIP File:** We need all the source files (LaTeX files, style files, special fonts, figures, bib-files, etc.). For each paper, one ZIP file has to be prepared and submitted containing all the source material used to generate the camera-ready PDF file. The ZIP file has to contain the following:

- All source text files, e.g., LaTeX2e files for the text
- All figure files (e.g., PS/EPS, PDF, JPG, etc.) that are used in the camera-ready PDF.
- Any further style files and fonts you may have used.
- References are to be supplied as BBL files to avoid the omission of data while converting from BIB to BBL.
- Please do not send any older versions of the papers. There should be one set of source files per paper.
- You may use sub-directories.
- Make sure to use relative paths for referencing files.
- Make sure the source you submit compiles.
- Upload the folder containing all the source files as a single ZIP file called XXXX-source.zip.

**Camera-Ready PDF File:** Authors must submit a finished, camera-ready PDF that has been produced by the submitted source. This PDF will be

used as a reference and has to exactly match the output of the source compilation. Further, the Springer typesetters use the author-created PDF file to check the proper representation of symbols, figures, etc.

**Copyright File:** Authors must submit a scanned version of the signed copyright form (see above). The copyright file must be named XXXX-copyright.pdf and uploaded.

**Supplementary Material (optional):** If you wish to provide supplementary material, the file name must be in the form XXXX-sup.pdf or XXXX-sup.zip. Upload your supplemental file on the “Supplemental File” slot as a single PDF or ZIP file. This supplementary file must be either a PDF or a ZIP file. You can put anything in the ZIP file – movies, code, additional results, accompanying technical reports—anything that may make your paper more useful to readers. If your supplementary material includes video or image data, you are advised to use common codecs and file formats. This will make the material viewable by the largest number of readers (a desirable outcome). Authors are encouraged to submit videos using an MP4 codec such as DivX contained in an AVI. Also, please submit a README text file with each video specifying the exact codec used and a URL where the codec can be downloaded. Authors should refer to the contents of the supplementary material appropriately in the paper.

- f) Check that the upload of your files was successful either by matching the file length to that on your computer or by using the download option that will appear after you have uploaded. Please ensure that you upload the correct camera-ready PDF—renamed to XXXX.pdf as described in the previous step as your camera-ready submission. Every year there is at least one author who accidentally submits the wrong PDF as their camera-ready submission.

- g) You must agree to or answer all the questions in the “Additional Questions” section unless the question is specified as optional or the response is conditional. You will not be allowed to complete the camera-ready submission process until you have responded to all of the required questions. Note that if you responded with “Yes” to either of the review submission questions—question 9 (new data set) and/or question 11 (new code)—**you will need to provide a URL** for the data set and/or code URL in response to the corresponding camera-ready submission question.
- h) Don’t forget to click the “Submit” button—or “Save changes” button if you’re editing a previous submission—at the bottom of the page to save all your changes. Unless you press the “Submit”/“Save changes” button, any changes you’ve made to the camera-ready submission (e.g., file uploads or changes to the title, abstract, and author list) will not be saved.

**For each paper, the full-price (“in-person”) registration needs to be paid by the camera-ready deadline. Without a valid payment, your paper will not be published.**

For any questions related to the publication process, please contact the publication chair ([accv2022-publicationchairs@googlegroups.com](mailto:accv2022-publicationchairs@googlegroups.com)).

## Checklist

Please use the checklist below to deal with some of the most frequently encountered issues in camera-ready submissions.

### FILES:

- I have submitted a ZIP file (named XXXX-source.zip where XXXX is the zero-padded paper ID) containing all the source files (LaTeX2e text file(s), figure files, style files, bib files, etc.) used to generate the camera-ready PDF.

- I have ensured that the submission package has all the additional files necessary for compiling the PDF on a standard LaTeX distribution.
- I have submitted a separate camera-ready PDF (named XXXX.pdf where XXXX is the zero-padded paper ID) of the final camera-ready paper as generated by the source material contained in the source ZIP file.
- I have used the correct copyright form (with editor names pre-printed), and a manually signed and scanned PDF is submitted.

#### CONTENT:

- I have removed all `\vspace` and `\hspace` from my paper.
- I have not used `\cite` in the abstract.
- I have read the [Springer author guidelines](#) and complied with them.
- I have entered a correct `\titlerunning{}` command and selected a meaningful short name for the paper.
- I have used the same name spelling in all my papers accepted to ACCV main conference and ACCV Workshops.
- I have not decreased the font size of any part of the paper to fit into 14 pages. I understand Springer editors will remove such commands.
- (Optional but recommended) I have inserted the ORCID identifiers of the authors in the paper header (see above for more information).

#### SUBMISSION:

- All author names, titles, and contact author information are correctly entered on the submission site and in the copyright form.
- The corresponding author's e-mail is given in the paper.
- The registration fee is paid by the camera-ready deadline.