# Checklist of preconditions for publishing at CEUR-WS.org.

Please, tick YES or NO. For more details and exceptions, please see at https://www.ceur-ws.org/HOWTOSUBMIT.html#PRECONDS

| # | Preconditions for publishing at CEUR-WS.org | YES | NO |
|---|---|---|---|
| 0 | **Error checks:** The index.html file and the PDF files in the submission were checked with the scripts check-index-errors and check-pdf-errors as supplied in https://ceur-ws.org/ceurtools/. The checks are **not** mandatory. | | |
| 1 | **Peer review by international program committee**: Proceedings papers must be peer-reviewed by a program committee of well-known international scholars, who are experts in the topics presented in the proceedings. Invited papers may be included without being peer-reviewed, provided that the majority of papers in the proceedings are not invited papers. The members of the program committee and the rules for paper selection must be publicly announced, e.g. on the web page of the conference/workshop and/or in the preface of the proceedings. If the workshop/track is part of a larger event (conference), then there must be a dedicated call for papers and program committee different from the call for papers / program committee of the larger event. | | |
| 2 | **Minimum size**: There shall be at least six papers in a submitted volume. The minimum length of a regular or short paper should be five "standard" pages (=2500 chars per page, calculated from a sample of LNCS one-column papers). Invited papers can have less pages. The whole proceedings volume should have at least 40 pages excluding frontmatter. Since page counts depend on the page layout, we calculate with around 2500 characters per page (=380-400 words per page).<br>We distinguish regular papers (at least 10 "standard" pages) and short papers (5-9 "standard" pages). See here for details. The index file shall use appropriate tags such as session names or tags behind the paper title to qualify the type of non-regular papers. | | |
| 3 | **Open submission**: Submission of papers to the workshop/conference should be open. For example, it should not be restricted to members of a certain project. | | |
| 4 | **Academic editor**: There is at least one person with a PhD in the list of editors. This person gives her good name for the quality of the submission. | | |
| 5 | **Consistent paper set**: A proceedings volume shall not be or stay published at CEUR-WS.org, if there is another proceedings publication for the same event (identified by its title plus year) but with a different set of papers. | | |
| 6 | **Single location, single time**: The workshop/conference must take place (physically) at one location for the usual duration of such an event at a sequence of consecutive days. We do not publish proceedings for virtual and on-line conferences. | | |
| 7 | **Use of English**: The majority of the papers in a proceedings volume shall be in English. For papers written in a language different to English follow these instructions. | | |
| 8 | **Focus on computer science and wide audience**: The CEUR-WS.org publishing service is a venue to publish proceedings of workshops, where the main topic is related to computer science (incl. information systems). Due to a significant number of submissions that are not directly related to computer science or that target mostly a national audience, we reserve the right to ask the editors to provide us a so-called DBLP-footprint with the number of publications listed in DBLP.org for each author and/or PC member. | | |
| 9 | **No "student" proceedings**: We expect that the papers are (co-)authored by academics, usually PhD holders. PhD student workshops are a notable exception (see below). We do not support student proceedings dedicated for master/bachelor students as main authors. Regular proceedings may include a few student papers if their number is small compared to the total number of papers and if those papers are reviewed in the same way as all other papers. (This rule formally applies for submissions after 2020-04-01.) | | |
| 10 | **Timeliness**: The submission of a proceedings volume should be close to the event date, not more than 2 years after the event. Exceptions may be possible but need to be negotiated with us. | | |
| 11 | **Format**: We require that authors use the CEURART template for writing papers to be published with CEUR-WS. The CEURART template contains specific instructions on certain mandatory elements such as the Declaration on Generative AI. Make sure that all paper PDFs follow the template's instructions. | | |
| 12 | **Diversity of authors and PC members**: No university/institution shall contribute more than 25% of the papers in a submitted volume, regardless whether the author is the first author or a co-author. No member of the organizing committee or proceedings editor shall have more than 1 paper in a submitted volume. No university/institution shall contribute more than 25% of the members of the program committee. | | |

If you marked NO as an answer for one of the questions 1-12, then you may add an **explanation** on the optional page 3 of this agreement.

# Editor Agreement to Publish a Proceedings Volume as Open-Access on CEUR-WS.org

Herewith I/we (the editors) **agree** that my/our proceedings volume of the event

Name and year of the event:

edited by (list of all editors):

with corresponding editor

Name:

Affiliation:

Address:

Email:

shall be made available as an open-access publication under the **Creative Commons License Attribution 4.0 International (CC BY 4.0)**, available at https://creativecommons.org/licenses/by/4.0/legalcode.

I/we agree that our proceedings volume is made available publicly under the aforementioned license on the servers of CEUR Workshop Proceedings (CEUR-WS). I/we grant RWTH Aachen, CEUR-WS, and its archiving partners the non-exclusive and irrevocable **right to archive** my/our proceedings volume and **to make it accessible** (online and free of charge) for **public distribution**. This granted right extends to any associated metadata of my/our contribution. Specifically, I/we license the associated metadata under a Creative Commons CC0 1.0 Universal license (public domain). I/we agree that our editor names and affiliations is part of the associated metadata and may be stored on the servers of CEUR-WS and made available under the CC0 license. I/we warrant that I/we have collected the signed author agreements (“Author Agreement to publish a contribution as open-access on CEUR-WS.org”) of all contributions to the proceedings volume.

I/we understand that I/we retain the copyright to the proceedings volume as the official collection of contributions to the aforementioned event. I/we understand that the dedication of the proceedings volume under the CC BY 4.0 license is irrevocable.

Exculpatory clause: I/we **release and relieve** individuals (in particular members of the CEUR-WS editorial team) and organizations (in particular RWTH Aachen and CEUR-WS archiving partners) providing the CEUR-WS service **of liability caused by ordinary/simple negligence** in the publication/archiving of my/our proceedings volume via their servers.

I/we have read the conditions of the Creative Commons License Attribution 4.0 International (CC BY 4.0), published at https://creativecommons.org/licenses/by/4.0/legalcode, and agree to apply this license to my/our proceedings volume.

ceur-ws.org

Location, Date, Signature of the corresponding editor representing all editors
(Signature must be handwritten with a pen on paper)

Optional Page 3: Explanations for missing some of the pre-conditions on page 1