

AAAI 2018
Paper Submission
Frequently Asked Questions

(Please email us with suggestions for additions)

Last updated: September 11, 2017, 10:00 AM EDT.

- 1) How do I submit **supplemental material** on CMT?
- 2) Why does my paper data say “**Submission is not complete**” in red?
- 3) Can I **submit a paper that exceeds the page limit** and pay the extra page fee if my paper is accepted to the conference?
- 4) Will I automatically receive an **email confirmation** that I submitted my paper?
- 5) Must authors **reference** and compare their work to non-refereed publications (such as those posted on ArXiv)?
- 6) Must authors agree to the Toronto Paper Matching Reviewer Matching System (**TPMS**) Request?
- 7) I am submitting a **substantially improved paper** that was rejected from IJCAI-17 (or NIPS-17). Do I have to identify it as a resubmission and include all the material requested in the CFP?
- 8) Are the **copyright** form and statement on my paper required at the time of submission?
- 9) Please clarify the criteria for a paper to be designated a “**student paper**”.
- 10) My **CMT account is locked**. How do I get it unlocked?
- 11) How do I register **Conflicts of Interest (COIs)** in CMT?

1) How do I submit supplemental material on CMT?

In order to submit supplemental material with your AAAI-18 submission, you need to first complete the initial paper registration process (you may or may not upload your paper file at this time). Once you have completed your registration (including abstract and answering all radio button policies and questions), you will be able to go back into your paper record and upload your supplemental material. In order to do this, go to "Manage Submissions" and then you will see "Supplementary Material Not Uploaded" in red. A blue link that says "Upload file" will be next to that where you can upload your material.

2) Why does my paper data say “Submission is not complete” in red?

This CMT warning is triggered if the pdf paper submission is not uploaded and/or if the “additional questions” (1-10) have not been answered. If you received this at the time of your abstract submission (Sept 8) you can safely ignore it. If you receive this after submitting the pdf of your paper, it is likely that you have not answered all of the “additional questions” (1-10). Please click on the “Paper details” link to be sure you answered the required questions.

3) Can I submit a paper that exceeds the page limit and pay the extra page fee if my paper is accepted to the conference?

At the time of submission (September 11 deadline), papers cannot exceed 8 pages in length with page 8 containing nothing but references. If a paper is accepted to the conference, authors will be allowed to purchase two additional pages for the final paper.

4) Will I automatically receive an email confirmation that I submitted my paper?

The submitting author will have the option to have a confirmation receipt emailed to the contact author or all authors after pressing the “submit” button. If you did not see or choose this option, you can check your paper status by going to “Manage Submissions”.

5) Must authors reference and compare their work to non-refereed publications (such as those posted on ArXiv)?

You are expected to include references to all related published work. You are not expected to be aware of or include comparisons to the most recent unpublished pre-prints on arXiv.

However, you must (!!) cite every paper or manuscript that influenced your work, even if it is still unpublished. As a rule of thumb, if you have read the paper prior to or during your research efforts and it is related to your submission, you should probably cite it.

Finally, if an unpublished tech report has been on arxiv long enough and has already accumulated a significant amount of citations it is fair to consider it public knowledge and should be cited (and potentially compared against).

6) Must authors agree to the Toronto Paper Matching Reviewer Matching Request?

Yes, all authors must agree to the terms of the Toronto Paper Matching System in order for their submission to be complete. To do so, please login to CMT and click on “Edit” right below “Toronto Paper Matching System”. Then click on “I Agree” and then “Save”.

We are using TPMS to assist in finding relevant papers for AC, SPC, and PC to bid on. (They have entered their papers into TPMS.) Those bidding for papers will have the option of seeing papers organized by TPMS scores, by keywords, and by areas. In order to assign papers, we will be using AC/SPC/PC bids, together with keywords and TPMS scores. SPC have the option to hand assign one PC member to each of their papers (to ensure a good match and to have a "trusted PC member that they know" among the reviewers.

7) I am submitting a substantially improved paper that was rejected from IJCAI-17 (or NIPS-17). Do I have to identify it as a resubmission and include all the requested material?

Your resubmission must adhere to the AAAI-18 formatting requirements.

You are not required to identify your paper as a resubmission.

If you elect not to identify your paper as a resubmission, you may just submit your paper as one normally would submit a paper to AAAI-18.

Nevertheless, as noted in the AAAI-18 CFP, if you would like to identify it as a resubmission then you must augment your submission with 2 things:

i) a cover letter that explains how the revised submission addresses the comments of the IJCAI-17 (resp. NIPS-17) reviewers. This cover letter must be prepended to the pdf of your paper submission that you upload;

and

ii) a pdf copy of the full IJCAI-17 (resp. NIPS-17) reviews, which you should submit as supplemental material. Question (1) of this FAQ deals with uploading supplemental material in CMT.

8) Are the copyright form and statement on my paper required at the time of submission?

Neither the copyright form nor the copyright statement on your paper are required at the time of submission. You can suppress inclusion of the statement on your paper by adding \nocopyright to your latex file. Please remember to add it back if your paper is accepted for publication and you are preparing camera-ready copy!

9) Please clarify the criteria for a paper to be designated a “student paper”.

CMT asks the submitting author to answer yes/no to the following question “Is the lead author of this paper a student?” This question is posed to determine if the paper can be designated a student paper. This can be relevant for awards and other considerations.

You may answer “yes” to this question if the co-author who made the majority contribution to the research described in the paper was a student at the time that majority contribution was performed, and was also a student at the time the majority of the paper was written. The co-author in question need not be a student at the time the paper is submitted nor at the time of AAAI-18, as long as they fulfill the stated criteria.

10) My CMT account is locked. How do I get it unlocked?

Please contact CMT Support <support@msr-cmt.org> or the conference chairs <aaai18chairs@aaai.org> to reset your password. Note that chair will not be available after 11pm EDT on the September 11, 2017, and there will be no extensions because of locked accounts.

11) How do I register Conflicts of Interest (COIs) in CMT?

When you login to CMT you should see “My Conflict Domains” right below where it says “Author Console”.

If you click on “Change” you can type in additional conflict domains. If there is an individual with whom you have a conflict, please add the corresponding email domain to the list. If e.g. the person is at Cornell University, you add `cornell.edu` and it will block all reviewers from Cornell.

