

**Information:  
Submission  
of a paper  
for publication  
in the Proceedings**

# Informatik Festival 2024

This is the final information for submitting a paper for publication in the proceedings of the INFORMATIK FESTIVAL 2024. Please read it carefully - we aim to make the submission process as easy as possible for you.

The chairs are responsible for ensuring that all authors receive this information and meet all deadlines and formal requirements.

## **I. Information for chairs only (author information follows in section II.)**

**July 7, 2024: Deadline for the submission of all papers of a workshop by the chairs to the GI. Important to note:**

- The chairs submit all contributions (file titles: author last name\_paper title) and a list of contributions (last name, first name + e-mail address + substitute author in case of vacation with name and e-mail address) by July 7, 2024. Please use the following table:

Ref. No.	Contribution (=name of the PDF)	Last name Author	First name Author	Invoice number of the ticket of the author present	E-Mail-Adress	Last name, first name Substitute	E-mail address Substitute
1	Da Silva_Weird Robot Faces	Da Silva	Yasmin Joon	1234567890	yjds@whatever.com	Schmitz, Jupp	jupp.schmitz@whatever.com
2							

- Submissions must be made at [proceedings@gi.de](mailto:proceedings@gi.de). Only non-read-only PDF files will be accepted. Submissions can be made in various ways, e.g.: all PDF files individually attached, a link to a cloud, a WeTransfer link.
- Papers must be submitted in the current template (as of February 2024). Please communicate the following links to the authors (the correct versions are only available there):
  - German version:  
<https://gi.de/fileadmin/GI/Hauptseite/Service/Publikationen/LNI/LNI-Autorenrichtlinien.docx>

- English version:  
<https://gi.de/fileadmin/GI/Hauptseite/Service/Publikationen/LNI/LNI-authorsinstructions-englisch.doc>
- LaTeX:  
<https://gi.de/service/publikationen/lni>
- The editors assume that the chairs will ensure that the content and spelling of the articles are correct.
- Advice: As most papers are likely to be submitted by the deadline, we recommend submitting them well before the deadline for faster processing. However, how you structure your CfP and when you obtain the information from your authors is entirely up to you. In any case: On 7.7.2024, all papers of the workshop must be submitted collectively at [proceedings@gi.de](mailto:proceedings@gi.de).

## At a glance / Checklist for chairs

The chairs submit all contributions to a workshop as a whole. Submission by e-mail to [proceedings@gi.de](mailto:proceedings@gi.de). Deadline: **7.7.2024, 23:59 CEST - the earlier, the better**. You need to submit the following:

- All contributions to your workshop
  - Full paper or short paper in German or English (length: from 3 pages plus references)
  - File format: non-read-only PDF
  - File name: author surname\_title
- One completed form “Granting of Rights” per paper. You find the form here: <https://informatik2022.gi.de/fileadmin/TG/Informatik2022/LNI-granting-of-rights.pdf>
- Contribution list for your workshop

Please contact [proceedings@gi.de](mailto:proceedings@gi.de) if you have any questions. We look forward to receiving your submissions!

## II. For Authors: Three steps to publication in the Proceedings

**Step 1: Submit your paper to your workshop chair. The deadline for this is set by your chair. Important here is:**

- Please submit the following as author to your chair:
  - Your full paper or short paper in German or English (length: from 3 pages plus references)
  - File format: not write-protected PDF
  - File title: author last name\_paper title
  - Completed form "Granting of rights for authors" (one per paper), available here: <https://informatik2022.gi.de/fileadmin/TG/Informatik2022/LNI-granting-of-rights.pdf>
- Papers must be submitted in the current template (as of February 2024). Please communicate the following links to the authors (the correct versions are only available there):
  - German version: <https://gi.de/fileadmin/GI/Hauptseite/Service/Publikationen/LNI/LNI-Autorenrichtlinien.docx>
  - English version: <https://gi.de/fileadmin/GI/Hauptseite/Service/Publikationen/LNI/LNI-authorsinstructions-englisch.doc>
  - LaTeX: <https://gi.de/service/publikationen/lni>
- As part of **one revision loop**, the GI formally corrects whether the articles fully comply with the template specifications. If a faulty article is submitted again after the one correction loop, publication cannot take place OR an hourly rate of €120.00 will be charged for corrections. Deadlines must still be met.
- Authors will have one week to make the usually very minor corrections. As the proceedings are produced during a popular vacation period, as is the case every year, each author is required to communicate the name and e-mail address of a substitute who will make the corrections on time in the event of vacation or other absence.

**Step 2: July 2024: Revision phase and submission of the correct paper**

- Case 1: No correction necessary: The author receives information from the GI that the paper has been accepted.
- Case 2: Corrections necessary: The GI sends the paper with comments directly to the named author and their representative.

- After one week of correction, the authors (or substitutes) send their paper back to the personal contact person and to [proceedings@gi.de](mailto:proceedings@gi.de)
  - Case a: No correction necessary: The author receives information from the GI that the paper has been accepted.
  - Case b: If further corrections are required, the author will be informed that the paper cannot be published **or** that an hourly rate of €120.00 per started hour will be charged for corrections. If no feedback is received, the paper will not be published.

### **Step 3: August 2024: Final correction**

The GI sends the preliminary final version of the proceedings volume to the chairs, who can forward it to the authors. Between August 16-30, 2024, all participants have time to check the preliminary version (especially table of contents, header). Important: Changes to the articles themselves can no longer be taken into account (these were made in the 1st revision loop). Correction requests can be sent to [proceedings@gi.de](mailto:proceedings@gi.de). After August 30, 2024, no more correction requests can be accepted without exception.

### **At a glance / Checklist for authors**

1. Submission to your chair (deadline communicated by the chair)
2. If necessary, corrections in correspondence with the GI (in July, one week from receipt of the email)
3. Final correction of the preliminary final version of the proceedings volume (by August 30, 2024 at the latest)

Details of your submission:

- Full paper or short paper in German or English (length: from 3 pages plus references)
  - File format: non-read-only PDF
  - File name: author surname\_title
- One completed form “Granting of Rights” per paper. You find the form here: <https://informatik2022.gi.de/fileadmin/TG/Informatik2022/LNI-granting-of-rights.pdf>

Please contact [proceedings@gi.de](mailto:proceedings@gi.de) if you have any questions. We look forward to receiving your submissions!