Some essential tips on how to smoothly go through the CHI 2026 publication process as an author

Dear authors,

We, the publication chairs, want to help you to complete the publication process as smoothly and stress-free as possible.

Please read **thoroughly** the following steps to have a good chance for a smooth progress from acceptance to publication (here is a link to the living document on GDrive as we try to update and specify it with every new occurring question: How to get through CHI 2026 publication process). For deadlines consult the website of the corresponding track (https://chi2026.acm.org/authors/).

For questions not answered below or on the FAQ on the CHI website - please reach out to the publication chairs <publications@chi2026.acm.org> about all publication matters. The track chairs will just forward you to us 😉

Explanation of Deadlines

1. *Authors complete eRights forms* ➡️You need to finalize your eRights by this date to receive the TAPS link. **No** further changes to authors, title, and affiliations (incl. email addresses) are possible after this date.

2. Authors upload their paper to TAPS ➡️You need to upload your source to TAPS by this data, this means your **source needs to be final** (no changes to content anymore) so TAPS has enough (!) time to process your paper and fix any processing errors until the camera-ready deadline.

3. *Authors upload FINAL TAPS-approved version to PCS* ➡️This is the camera-ready deadline, you need to **have fixed all issues** on the TAPS generated versions (PDF + HTML) **approve your TAPS version** until this deadline and upload the final version to PCS (including supplementary material).

Step-by-step process

1. Be happy about the acceptance 🥳 congratulations!

Within 24 hours of acceptance:

2. Read the reviews if there are any changes requested.
3. Read through the PCS final submission form.
4. Check all authors' PCS accounts (Account -> Change contact information, affiliations at the bottom) for
    a. private emails in the affiliations,
    b. typos in the emails or duplicate/identical email addresses shared by several authors,
    c. correctness of your (and your co-authors) full name in the system,
    d. any author name is in all caps and have them fix it (as is not allowed)
    e. whether you want these exact version of your affiliation on your final paper (no change/switch of complete affiliations allowed),
    f. whether the **contact author** has the correct email to receive the erights form in their chosen affiliation (**the PCS account email is being ignored here!)**
    g. IF NOT: reach out to the publication chairs (publications@chi2026.acm.org) as soon as possible, as PCS will inform the erights and *needs to match* erights
    h. If you want to add an affiliation - reach out to the publication chairs (publications@chi2026.acm.org) as soon as possible, as PCS will inform the erights and *needs to match* erights

Until the eRights completion deadline:

5. Check carefully whether the affiliations and associated emails are what you expect
6. Check the title and names for weird symbols
7. Add missing ORCIDs (add them to PCS for next time!)
8. Have your co-author(s) do a sanity check of the affiliations
9. Make sure the institutional email is correct (this won't be used for publication – only to associate your paper with an ACM member account and, in case it is APC-eligible, to access if and how much you have to pay)
10. Check the layout of the authors' complete affiliations (incl. e-mail addresses!) as entered in PCS and erights (including department names, secondary affiliations, e-mail addresses, etc) in your source code - once the erights form is completed, you can no longer make "cosmetic" affiliation changes.
    a. For Word users - get a blank overleaf template, change the code in line 47 to `\documentclass[sigconf]{acmart}` and just plug in title, names and affiliations incl. emails if you want to check it.
11. Complete eRights by reaching and clicking the button "finalize all data" (this will lead to you getting the link to TAPS) **- this will replace information on title, authors and affiliations in your source file.** If the link doesn't arrive in a few days check your spam folder. If it isn't there contact publications.

After eRights completion deadline:

12. **No** changes to title, affiliations, author names are possible anymore

Until the TAPS upload deadline:

13. Add all changes requested by reviewers to your source file
14. Do a thorough proof-reading (preferably have multiple authors proof-read)
15. Check the following (non exhaustive list):
    a. Is the abstract within the original word limit of 150 words (+- 10)?
    b. Is your work correctly de-anonymized (e.g., no anonymized institutions anymore of where your research was done)?
    c. Did you remove all change-track markers?
    d. Did you add your acknowledgements?
    e. Are your references okay?
    f. For Latex: Did you wrap all your urls in footnotes etc in `\url{}`?
    g. Did you add all required accessibility descriptions? - Remember: captions ≠ descriptions
    h. **Did you remove all non-supported Latex packages?** (this is the source of most TAPS issues!) (➡️https://authors.acm.org/proceedings/production-information/accepted-latex-packages)
    i. If possible: avoid any self-defined commands
16. Follow the process on preparing the final source on the CHI website: chi2026.acm.org/publication-ready-author-instructions/
    a. Ignore all details in your source about the title and authors, TAPS will replace these parts with your erights information.
17. Upload your **complete and finalized source** file to TAPS as soon as possible (latest by the TAPS upload deadline)
18. Hope for the best - meaning, that your source file won't create processing errors on TAPS - if yes:
    a. check for any processing errors on the Dashboard that you might be able to fix without TAPS support.
    b. wait patiently until TAPS reaches out.
    c. Regularly check the dashboard as emails might get lost.
19. If you notice minor issues with the formatting (typos, wrong bold font, etc) in your proof:
    a. Download the TAPS-processed source files
    b. Fix the issues and reupload your source via the dashboard.

After the TAPS upload deadline:

20. No changes to content of the paper are allowed
21. TAPS is adding the accessibility features to the PDFs.

Until the PCS camera-ready upload deadline:

22. Respond to any messages by TAPS in case of processing errors
23. When you receive the proofs by TAPS please check the following *in all formats (html, pdf)* (non-exhaustive list):

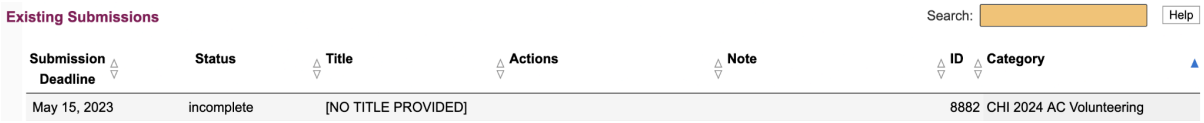
    a. Do all hyperlinks (web links, links to figures/tables/sections) work in all formats (html, pdf)?
    b. Are your references okay in all formats (html, pdf)?
    c. Are the colours correct on your tables etc. in all formats (html, pdf)?
    d. Are figures displaying correctly in all formats (html, pdf)?
    e. *If anything is not correct*, either fix it in the source file from TAPS and re-upload or reach out to TAPS to help you fix it.
24. Give the proof to co-authors to check.
25. Download the source file generated by TAPS
26. **Last: ONLY approve of the TAPS version when you are 100 % confident that this exact version of your paper can be published**.
27. Upload all necessary files to PCS - this includes supplementary material.
28. Done 🙂

CHI 2026 Publication Chairs
Phoebe O. Toups Dugas, Gustavo López, Anke V. Reinschluessel, Xin Tong, Valentino Artizzu & Fiona Draxler

Glossary of systems:

PCS:

You used PCS for your submission. The PCS ID is in the ID column (e.g., in the screenshot below 8882):



Always add that to your communication with the publication chairs.

eRights:

The system by ACM that will give you the DOI, handles the rights process (e.g., open access etc.) and where the author and title data for your published version of the paper will come from. The publication chairs will transfer your paper's data from PCS to this system after the acceptance.

TAPS:

The system that will process your source file into the final to-be-published versions (PDF and HTML) of your paper. Gets activated as soon as eRights are complete and will use the erights metadata for your final paper.