

INSTRUCTIONS FOR CLEF 2024 OVERVIEWS AND CONFERENCE PAPERS IN THE LNCS CLEF 2024 PROCEEDINGS

As usual, the proceedings of CLEF 2024 containing the accepted conference articles, the Best of 2023 Labs and the condensed overviews of the labs will be published in the Springer LNCS series.

Paper Submission

Please, note that for preparing the final LNCS proceedings we will use the metadata of EasyChair submission, so pay attention to inserting authors' names, affiliations and the contribution title correctly.

Submission of papers is to be done electronically through EasyChair (<https://www.easychair.org/my/conference?conf=clef2024>).

Using EasyChair for Paper Submission

1. Authors must log in using their own username and password. If you don't already have an EasyChair account, you will find the instructions to obtain one on the same page.
2. Once you have logged in, click on "New Submission", select the correct Track and then follow the instructions to submit your paper.

After the review process, if the paper will have been accepted, authors will be requested to submit the Camera-Ready Version of the paper, according to the reviewers' recommendations. For each camera-ready submission, three items are required:

- Zip file containing **all the submission sources**
- PDF file of the submission
- PDF file with the scanned and signed copyright agreement (**otherwise, the submission will not be published in the proceedings**).

Deadlines

Please remember that the strict deadline for receiving the final electronic versions of all papers is:

1. Conference Papers (Full and Short) and Best of 2023 Labs due **10 May 2024**. This is a **STRICT DEADLINE**.

2. Condensed Lab Overviews due **17 June 2024**.
This is a **STRICT DEADLINE**.
3. LNCS Camera Ready Conference Papers and Best of 2022 Labs due **21 June 2024**.
This is a **STRICT DEADLINE**.
4. LNCS Camera Ready Condensed Lab overviews due **21 June 2024**.
This is a **STRICT DEADLINE**.

All the deadlines are intended to be **MIDNIGHT CEST**.

Copyright Form

During the upload of the Camera-Ready version of the accepted papers, a scanned and signed version of the CLEF copyright form (it will be provided) must be uploaded with the source and PDF files of the submission (otherwise the submission will not be published in the final working notes).

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- Report the name of the contribution **as indicated in the original manuscript** and on the EasyChair interface.
- Report the **complete list of all the authors**, including the corresponding author. Names need to be equal to the ones reported in the original manuscript, and also in the **same order**.
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It is **mandatory** to print the copyright form, sign it by hand, and upload a scan of the **signed physical** copyright form.

GUIDELINES TO PREPARE CONFERENCE PAPERS AND CONDENSED OVERVIEWS FOR CLEF 2024 LNCS PROCEEDINGS

The papers must be formatted according to the LNCS template available at:
<https://www.springer.com/it/computer-science/lncs/conference-proceedings-guidelines>

Please make also sure that your paper has been correctly formatted following the Springer Instructions for Authors (**NO page numbers, NO running headers**), which can be found on the Springer website:

<https://resource-cms.springernature.com/springer-cms/rest/v1/content/19242230/data/v11>

The next table presents page limits for each track:

TRACK	MAXIMUM LENGTH
Condensed Lab Overviews	20-25 pages
Full Papers	12 pages
Best of 2023 Labs	12 pages
Short papers	6 pages

If you need to refer to the LNCS proceedings or to the Working Notes as a whole, here is the information about them:

LNCS

Experimental IR Meets Multilinguality, Multimodality, and Interaction.
 Proceedings of the Fifteenth International Conference of the CLEF Association
 (CLEF 2024)

Editors

Lorraine Goeuriot, Philippe Mulhem, Georges Quénot, Didier Schwab, Giorgio Maria Di Nunzio, Laure Soulier, Petra Galuscakova, Alba García Seco de Herrera, Guglielmo Faggioli, Nicola Ferro

CEUR-WS

Working Notes of CLEF 2024 - Conference and Labs of the Evaluation Forum

Editors

Guglielmo Faggioli, Nicola Ferro, Petra Galuscakova, Alba García Seco de Herrera