

# Instructions for TC40 Submissions (*TC Title*)

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## Abstract (*TC Abstract heading*)

This document contains the formatting instructions for preparing a camera-ready version of papers accepted for publication in the TC40 conference Proceedings. This document has been prepared using the relative template and in accordance with specifications. It is therefore an example of what your manuscript should look like. Authors are asked to comply with the instructions in this document. (*TC Abstract*)

## 1 Introduction (*TC Section*)

Please note that this document has been prepared by AsLing using the *TC40 template* to ensure the quality and uniformity of the Proceedings published after each conference. The blue italic text in brackets has been inserted to indicate *which style* should be selected from the template and used for each part of the document. (*TC Normal*)

The following instructions provide authors with the indications that they need to prepare a camera-ready version of their papers accepted for publication in the conference Proceedings. All authors are asked to kindly comply with these specifications and to provide their final document in an editable (ODT format or other) and in a PDF format. (*TC Normal + Indent*)

## 2 General Instructions

Manuscripts should be in a single column format with single line spacing. Please follow the layout instructions in Section 3. Start all pages at the top margin. The first page should be set out as indicated in subsection 3.3. Please refer to Section 5 for the maximum number of pages allowed. Authors are also invited to avoid the use of hyphenation unless absolutely necessary as this interferes with readability in English. Please also check that numbers with decimal points, in both graphics and the text, are correctly represented for English.

### 2.1 Electronically-available resources (*TC Subsection*)

These instructions are provided in the form of Microsoft Word template files (TC40.dot, TC40.doc and TC40.docx), OpenOffice/LibreOffice templates (TC40.odt) as well as in LaTeX2e (TC40.tex), along with the LaTeX2e style file used to format it (TC40.sty) and an ACL bibliography style (acl bst), and in the form of PDF files.

The template files, for example those for LibreOffice, can be opened and saved as .odt file where you can then insert your text, using the predefined styles which are labelled in this document in *blue italics* to help you. Alternatively, they should be attached to your document and the relative styles applied to the text. In this way the text in your document will comply with the specifications for the Proceedings. These files are all available for download at [the conference website](#). We strongly recommend the use of these templates, which have been prepared for the TC40 Proceedings.

### 3 Layout

#### 3.1 Paper size and margins

It is essential to specify the A4 format ( $21\text{ cm} \times 29.7\text{ cm}$ ) when formatting the paper. The text on the pages should be organised in a single column. The margins should be set as follows:

- Left and right margins: 2.5 cm (*TC List Bulleted*)
- Top margin: 2.5 cm
- Bottom margin: 2.5 cm

Papers should not be formatted to any other paper size.

#### 3.2 Fonts

To ensure uniformity, please use the Times New Roman font family. If this font is not available in your system, please use a similar one. The font sizes should be as follows:

Type of Text	Font Size	Style
paper title	15 pt	bold
author names	12 pt	bold
author affiliation	12 pt	
the word “Abstract”	12 pt	bold
section titles	12 pt	bold
document text	12 pt	
captions	12 pt	
abstract text	10 pt	
bibliography	10 pt	
footnotes	10 pt	

Table 1: Font guide (*TC Caption*)

#### 3.3 The First Page

**Title:** Place the title centred at the top of the first page, in a 15-point bold font, as indicated in Table 1. Long titles should be typed on two consecutive lines. Place the title at the top of the page, followed by a blank line. Do not format title and section headings in all capitals except in the case of conventional acronyms (such as BLEU).

**Author's name(s) and affiliation:** Please use the full given name (middle initials are allowed). Do not format surnames in all capitals (e.g. use “Schlangen” rather than “SCHLANGEN”). The affiliation should contain the author's complete address, and if possible an email address.

The title, author names and addresses should be identical to those entered in conference management system (START) to ensure uniformity of author information in all the conference publications. Please do not use footnotes for affiliations.

Leave about 2 cm between the affiliation and the abstract.

**Abstract:** The abstract text should be indented by 0.6 cm on either side as compared to the body of the paper. Centre the word Abstract in a 12-point bold font above the body of the abstract. The abstract should be a concise summary of the general thesis and conclusions of the paper. It should be no longer than 200 words.

#### 3.4 Sections

**Headings:** The main body of the text should start immediately after the abstract with Section 1. Section and subsection headings should follow the style shown in this document to facilitate cross references. Headings, headers and other special remarks may be in bold. Do not number sub-subsections.

**Body text:** This should be indented when starting a new paragraph, except for the first paragraph in a section.

**Citations:** within the text should appear in parentheses as (Gusfield, 1997) or, if the author's name is part of the text itself, as Gusfield (1997). Append lower-case letters to the year in cases of ambiguities. In the case of two authors, use both authors' last names (e.g. (Aho and Ullman, 1972), but use *et al.* when there are more than two authors. Multiple citations should be shown as (Gusfield, 1997; Aho and Ullman, 1972).

**Acknowledgements:** should be placed in the last section immediately before the References. The acknowledgement section should not be numbered.

**References:** The full set of references should be placed under the heading References which should be placed in a section before any Appendices, unless they also contain references. The references should appear in alphabetical order, of the first author, rather than in order of occurrence in the text. Provide as complete a citation as possible, and please try and follow the format given below as an example under **References**. Please use full names for authors rather than initials.

**Appendices:** Appendices, if any, should be placed directly after the text and the references (see above). They should be labelled with letters in sequence and an informative title: Appendix A. Title of Appendix.

### 3.5 Footnotes

**Footnotes:** Footnotes should be placed at the bottom of the page using 10-point font. They should be numbered.<sup>1</sup> Footnotes should be separated from the main text by a line.<sup>2</sup>

### 3.6 Graphics

**Illustrations:** Wherever possible position figures, tables, and photographs in the paper close to where they are first discussed. Please also check that the graphics print correctly on paper, that the resolution is sufficient and that they are also intelligible when printed in black and white.

**Captions:** Please provide a caption for each illustration and number each one sequentially as: "Figure 1. Caption of the Figure." "Table 1. Caption of the Table." The captions of the figures and tables should be in 12-point font.

## 4 Translation of non-English Terms

It may also be necessary to supplement non-English characters and terms with appropriate transliterations and/or translations as not all readers may understand them.

Inline transliteration or translation can be represented as follows: original-form transliteration 'translation'. For example, 台灣大學 tai-wan-da-xue 'Taiwan University' is the full name for its abbreviation 台大 tai-da.

## 5 Length of Manuscript

The submissions are of two types, presentations and posters.

Final paper versions of accepted **presentations** will be published in the conference e-proceedings with an assigned ISBN number, subject to the presenter having duly registered

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<sup>1</sup>This is how a footnote should appear. (*TC Footnote*)

<sup>2</sup>Note the line separating the footnotes from the text.

for the conference. Their length should not exceed 5,000 words and should not be longer than 12 pages, plus up to 3 pages for references.

Final camera-ready versions of accepted **posters** will also be published in the conference e-proceedings with an assigned ISBN number, subject to at least one of the presenters having duly registered for the conference. Poster papers should not exceed 2,000 words and should not be longer than 6 pages, plus up to 2 pages for references.

All illustrations, appendices and references must be accommodated within these page limits and comply with the formatting instructions given in this document.

All final submissions should be submitted using one of the template formats indicated in 2.1 above and be uploaded as described in Appendix A below in one of the submission formats.

## Acknowledgements (*TC References Heading*)

Do not number the acknowledgements section.

## References (*TC References Heading*)

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- Cryer, Heather, Sarah Home, and Sarah Wilkins, M. 2010. *Synthetic Speech Evaluation Protocol*. Technical report #7, Birmingham: RNIB Centre for Accessible Information (CAI).
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- Federmann, Christian. 2012. Appraise: An Open-Source Toolkit for Manual Evaluation of MT Output. *The Prague Bulletin of Mathematical Linguistics*, 98: 25–35.
- Fernández-Torné, Anna. Forthcoming. Machine Translation Evaluation through Post-Editing Measures in Audio Description.

## Appendix A: Format of Electronic Manuscript (*TC References Heading*)

The papers should be submitted in an editable (MS Word or other) and PDF format. Microsoft Word documents can be printed to PDF with the help of free document convertors such as PDF Creator or other online services. Note that some word processing programs can generate PDFs which do not include all the necessary fonts (e.g. tree diagrams, symbols). When you create the PDF file, there is an option in the printer setup to include none, all or just non-standard fonts. Please ensure that you select “include ALL the fonts”.

Moreover, some word processor may generate very large postscript/PDF files, where each page is rendered as an image. These images may reproduce poorly. In this case, please try alternative ways to obtain the postscript and/or PDF. For example, install a driver for a

postscript printer and send your document to the printer specifying “Output to a file”, then convert the file to PDF.

Before uploading the PDF to START please test your PDF by printing it. All figures should read well and the printed copy should be identical to the electronic one. If you have any difficulty with the above requirements for your electronic submission, please contact [submissions@asling.org](mailto:submissions@asling.org).