Instructions for TC41 Submissions *(title)*

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Abstract

This document contains the formatting instructions for preparing a camera-ready version of papers accepted for publication in the TC41 conference Proceedings. This document has been prepared using the TC template and in accordance with the specifications. It is therefore an example of what your manuscript should look like. Authors are asked to comply with the instructions in this document.*(abstract)*

1 Introduction *(section)*

Please note that this document has been prepared by AsLing using the TC41 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.

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 the specifications and to provide their final document in an editable and in a PDF format.

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 *(subsection)*

These instructions are provided with style sheets in the form of Microsoft Word template files (TC41.dot, TC41.doc and TC41.docx), OpenOffice/LibreOffice templates (TC41.odt) as well as in LaTeX2e (TC41.tex), along with the LaTeX2e style file used to format it (TC41.sty) and an ACL bibliography style (acl.bst), and in the form of PDF files. These files are all available at the conference website. We strongly recommend the use of these style files, which have been prepared for the TC41 Proceedings.

2.2 Format of Electronic Manuscript

All papers will be accepted in PDF format. PDF version of the manuscript can be generated from this latex template with the commands

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$ latex tc41.tex  (2   times)
$ dvipdfm tc41.dvi
```

on both Linux and Windows systems.

3 Layout

3.1 Paper size and margins

It is essential to specify the A4 format (21 cm 29.7 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 *(itemize)*

- 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. In LaTeX2e this is accomplished by adding

```
\usepackage{times}
\usepackage{latexsym}
```

in the preamble (already available in this document). If Times Roman is unavailable, use **Computer Modern Roman** (LaTeX2e's default) or similar one. Note that Computer Modern Roman is about 10% less dense than Times New Roman font. 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. *(caption)*

3.3 The First Page

Title: Place the title at the top of the first page using the *title* tag. Long titles should be typed on two consecutive lines. Do not format title and section headings in all capitals except in the case of conventional acronyms (such as BLEU).

Author's names(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.

Abstract: The abstract text should be indented using the *abstract* tag. 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 Section1. 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.

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 lowercase letters to the year in cases of ambiguities Gusfield (1997b). 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 (e.g., (**?**). Multiple citations should be shown as (Gusfield, 1997; Aho and Ullman, 1972).

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 are automatically placed at the bottom of the page and are numbered.[1] Footnotes are separated from the main text by a line.[2]

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: 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 added using the *caption* tag.

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'.

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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[1] This is how a footnote should appear. (*footnote*)
[2] 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 Section 2.1 above and be uploaded as described in Appendix A below in one of the submission formats.

Acknowledgments *(section*)*

The acknowledgements should be placed in the last section immediately before the references using the *section** tag. This section should not be numbered.

References

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Appendix A: Format of Electronic Manuscript *(section*)*

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.