Instructions for NLP4CALL Workshop Proceedings

Anonymous NLP4CALL submission

Abstract

This document contains the instructions for preparing a camera-ready manuscript for the proceedings of NLP4CALL. The document itself conforms to its own specifications, and is therefore an example of what your manuscript should look like. These instructions should be used for both papers submitted for review and for final versions of accepted papers. Authors are asked to conform to all the directions reported in this document.

1 Credits

This document has been adapted from the instructions for *ACL conferences using LaTeX, and instructions for the earlier NoDaLiDa proceedings by Lilja Øvrelid (NoDaLiDa 2021), Barbara Plank and Mareike Hartmann (NoDaLiDa 2019), as well as those by Beáta Megyesi (NoDaLiDa 2017 and 2015), which are based on (E)ACL-proceedings, including those for earlier ACL, NAACL and EACL proceedings, including those for EACL 2021 by Steven Bethard, Ryan Cotterrell and Rui Yan, ACL 2018 by Shay Cohen, Kevin Gimpel, and Wei Lu, NAACL 2018 by Margaret Michell and Stephanie Lukin, 2017/2018 (NA)ACL bibtex suggestions from Jason Eisner, ACL 2017 by Dan Gildea and Min-Yen Kan, NAACL 2017 by Margaret Mitchell, ACL 2012 by Maggie Li and Michael White, those from ACL 2010 by Jing-Shing Chang and Philipp Koehn, those for ACL 2008 by JohannaD. Moore, Simone Teufel, James Allan, and Sadaoki Furui, those for ACL 2005 by Hwee Tou Ng and Kemal Oflazer, those for ACL 2002 by Eugene Charniak and Dekang Lin, and earlier EACL formats, such as those for EACL-2014 by Gosse Bouma and Yannick Parmentier, those for ACL-2013 by Roberto Navigli and Jing-Shing Chang, those for ACL-2012 by Maggie Li and Michael White, those for ACL-2010 by Jing-Shing Chang and Philipp Koehn, those for ACL-2008 by Joakim Nivre and Noah Smith, those for EACL-2006 by Eneko Agirre and Sergi Balari, those for ACL-2005 by Hwee Tou Ng and Kemal Oflazer, those for ACL-2002 by Eugene Charniak and Dekang Lin, and earlier ACL and EACL formats. Those versions were written by several people, including John Chen, Henry S. Thompson and Donald Walker. Additional elements were taken from the formatting instructions of the *International Joint Conference on Artificial Intelligence*.

2 Introduction

The following instructions are directed to authors of papers submitted to NLP4CALL or accepted for publication in its proceedings. All submissions must conform to the NLP4CALL style guides, as summarized and exemplified in this document. All authors are required to adhere to these specifications. Templates are available from the conference web site for LaTeX (recommended), or MS Word. The NLP4CALL Program Committee reserves the right not to publish papers not conforming to the standard format.

Submission and reviewing will be on-line, managed by the EasyChair system. The only accepted format for submitted papers is PDF. NLP4CALL does not allow submission of supplementary materials. All submissions must be uploaded to Easy-Chair by the submission deadlines; submissions received after that time will not be accepted. To minimize the risk of network congestion, we encourage authors to upload their submissions as early as possible. Improved versions of the submissions may be continuously uploaded until the final deadline.

On acceptance of a submission, precise instructions will be given on how to send the camera ready version; following reviewers' feedback, such instructions may include specific requests for modification. Camera-ready versions not conforming to requests for revision made by the Programme Committee will be considered as unsent,

and hence will not be included in the proceedings or presented at the conference.

3 General Instructions

Manuscripts must be in two-column format. Exceptions to the two-column format include the title, authors' names and complete addresses, which must be centered at the top of the first page, and any full-width figures or tables (see the guidelines in Subsection 3.4). **Type single-spaced.** Start all pages directly under the top margin. See the guidelines later regarding formatting the first page (Subsection 3.5). The manuscript should be printed single-sided and its length should not exceed the maximum page limit described in Section 5. **Do not number the pages.** Pages are numbered for initial submission. However, **do not number the pages in the camera-ready version**.

By commenting `\usepackage[review]{nlp4call}` and uncommenting `\usepackage[final]{nlp4call}` at the top of this document, alternatively replacing `review` by `final` in the above instruction, it will compile to produce an example of the camera-ready formatting; in the review version, the document will be automatically anonymized for initial submission.

The review process is double-blind, so do not include any author information (names, addresses) when submitting a paper for review.

The author list for submissions should include all (and only) individuals who made substantial contributions to the work presented.

3.1 Electronically-available resources

NLP4CALL workshop organizers provide this description in LaTeX2e (`nlp4call_template.tex`) and PDF format (`nlp4call.pdf`), along with the LaTeX2e style file used to format it (`nlp4call.sty`) and an ACL bibliography style (`acl_natbib.bst`) in case you want to use the BibTeX reference management software. We strongly recommend the use of these style files, which have been appropriately tailored for the NLP4CALL proceedings. If you have an option, we recommend that you use the LaTeX2e version. **If you will be using the Microsoft Word template, we suggest that you anonymize your source file so that the pdf produced does not retain your identity.** This can be done by removing any personal information from your source document properties.

3.2 Format of Electronic Manuscript

For the production of the electronic manuscript you must use Adobe's Portable Document Format (PDF). This format can be generated directly from LaTeX2e files or from postscript ones. On Linux/Unix-like systems, you can use `pdflatex` to generate a PDF file from LaTeX2e files, or `ps2pdf` to convert from postscript to PDF. In Microsoft Windows, you can use Adobe's Distiller, or if you have `cygwin` installed, you can use `dvipdf` or `ps2pdf`. Note that some word processing programs generate PDF which may not include all the necessary fonts (esp. tree diagrams, symbols). When you print or create the PDF file, there is usually an option in your printer setup to include none, all or just non-standard fonts. Please make sure that you select the option of including ALL the fonts. *Before sending it, test your PDF by printing it from a computer different from the one where it was created.* Moreover, some word processors may generate very large postscript/PDF files, where each page is rendered as an image. Such images may reproduce poorly. In this case, try alternative ways to obtain the postscript and/or PDF. One way on some systems is to install a driver for a postscript printer, send your document to the printer specifying "Output to a file", then convert the file to PDF. Please keep in mind that it is of utmost importance to use **A4 format**.

Print-outs of the PDF file on A4 paper should be identical to the hardcopy version. If you cannot meet the above requirements about the production of your electronic submission, please contact the program chair above as soon as possible.

3.3 Layout

Format manuscripts two columns to a page, in the manner these instructions are formatted. The exact dimensions for a page on A4 paper are:

- Left and right margins: 2.5 cm
- Top margin: 2.5 cm
- Bottom margin: 2.5 cm
- Column width: 7.7 cm
- Column height: 24.7 cm
- Gap between columns: 0.6 cm

Papers should not be submitted on any other paper size. If you cannot meet the above requirements about the production of your electronic submission, please contact the program chair above as soon as possible.

3.4 Fonts

For reasons of uniformity, Adobe's **Times Roman** font should be used. In LaTeX2e this is accomplished by putting

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

in the preamble. If Times Roman is unavailable, use **Computer Modern Roman** (LaTeX2e's default). Note that the latter is about 10% less dense than Adobe's Times Roman font.

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	11 pt	
captions	11 pt	
abstract text	10 pt	
bibliography	10 pt	
footnotes	9 pt	

Table 1: Font guide.

3.5 The First Page

Center the title, author's name(s) and affiliation(s) across both columns. Do not use footnotes for affiliations. Do not include the paper ID number assigned during the submission process. Use the two-column format only when you begin the abstract.

Title: Place the title centered at the top of the first page, in a 15-point bold font. (For a complete guide to font sizes and styles, see Table 1.) Long titles should be typed on two lines without a blank line intervening. Approximately, put the title at 2.5 cm from the top of the page, followed by a blank line, then the author's names(s), and the affiliation on the following line. Do not use only initials for given names (middle initials are allowed). Do not format surnames in all capitals (e.g., use "Schlangen" not "SCHLANGEN"). Do not format title and section headings in all capitals

as well except for proper names (such as "BLEU") that are conventionally in all capitals. The affiliation should contain the author's complete address, and if possible, an electronic mail address. Leave about 2 cm between the affiliation and the body of the first page. The title, author names and addresses should be completely identical to those entered to the electronical paper submission website in order to maintain the consistency of author information among all publications of the conference.

Abstract: Type the abstract at the beginning of the first column. The width of the abstract text should be smaller than the width of the columns for the text in the body of the paper by about 0.6 cm on each side. Center 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. The abstract text should be in 10 point font.

Text: Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in the present document. Do not include page numbers.

Indent when starting a new paragraph. Use 11 points for text and subsection headings, 12 points for section headings and 15 points for the title.

3.6 Sections

Headings: Type and label section and subsection headings in the style shown on the present document. Use numbered sections (Arabic numerals) in order to facilitate cross references. Number subsections with the section number and the subsection number separated by a dot, in Arabic numerals. Do not number subsubsections.

Citations: Citations within the text appear in parentheses as (Gusfield, 1997) or, if the author's name appears in the text itself, as Gusfield (1997). Append lowercase letters to the year in cases of ambiguity. Treat double authors as in (Aho and Ullman, 1972), but write as in (Chandra et al., 1981) when more than two authors are involved. Collapse multiple citations as in (Gusfield, 1997; Aho and Ullman, 1972). Also refrain from using full citations as sentence constituents. We suggest that instead of

"(Gusfield, 1997) showed that ..."

you use

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"Gusfield (1997) showed that ..."

If you are using the provided LATEX and BibTEX style files, you can use the command `\newcite` to get "author (year)" citations.

As reviewing will be double-blind, the submitted version of the papers should not include the authors' names and affiliations. Furthermore, self-references that reveal the author's identity, e.g.,

"We previously showed (Gusfield, 1997) ..."

should be avoided. Instead, use citations such as

"Gusfield (1997) previously showed ... "

Please do not use anonymous citations and do not include acknowledgements when submitting your paper. Papers that do not conform to these requirements may be rejected without review.

References: Gather the full set of references together under the heading **References**; place the section before any Appendices, unless they contain references. Arrange the references alphabetically by first author, rather than by order of occurrence in the text. Provide as complete a citation as possible, using a consistent format, such as the one for *Computational Linguistics* or the one in the *Publication Manual of the American Psychological Association* (American Psychological Association, 1983). Use of full names for authors rather than initials is preferred. A list of abbreviations for common computer science journals can be found in the ACM *Computing Reviews* (for Computing Machinery, 1983).

The LATEX and BibTEX style files provided roughly fit the American Psychological Association format, allowing regular citations, short citations and multiple citations as described above.

Appendices: Appendices, if any, directly follow the text and the references (but see above). Letter them in sequence and provide an informative title: **Appendix A. Title of Appendix**.

Acknowledgement section should appear in accepted manuscripts only. It should go as a last section immediately before the references. Do not number the acknowledgement section.

3.7 Footnotes

Footnotes: Put footnotes at the bottom of the page and use 9 points text. They may be numbered or referred to by asterisks or other symbols.[1] Footnotes should be separated from the text by a line.[2]

3.8 Graphics

Illustrations: Place figures, tables, and photographs in the paper near where they are first discussed, rather than at the end, if possible. Wide illustrations may run across both columns. Color illustrations are allowed, provided you have verified that they will be understandable when printed in black ink.

Captions: Provide a caption for every illustration; number each one sequentially in the form: "Figure 1. Caption of the Figure." "Table 1. Caption of the Table." Type the captions of the figures and tables below the body, using 11 point text.

4 Translation of non-English Terms

It is also advised to supplement non-English characters and terms with appropriate transliterations and/or translations since not all readers understand all such characters and terms. Inline transliteration or translation can be represented in the order of: original-form transliteration "translation".

5 Length of Submission

Long papers may consist of 8 to 12 pages of content (excluding references) and short papers may consist of 4 to 7 pages (excluding references). Papers that do not conform to the specified length and formatting requirements are subject to be rejected without review.

Acknowledgments

Do not number the acknowledgment section. Do not include this section when submitting your paper for review.

Preparing References:
Include your own bib file like this:
`\bibliographystyle{acl_natbib}`
`\bibliography{nlp4call}`
where `nlp4call` corresponds to a nlp4call.bib file.

References

Alfred V. Aho and Jeffrey D. Ullman. 1972. *The Theory of Parsing, Translation and Compiling*, volume 1. Prentice-Hall, Englewood Cliffs, NJ.

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[1]This is how a footnote should appear.

[2]Note the line separating the footnotes from the text.

American Psychological Association. 1983. *Publications Manual*. American Psychological Association, Washington, DC.

Ashok K. Chandra, Dexter C. Kozen, and Larry J. Stockmeyer. 1981. Alternation. *Journal of the Association for Computing Machinery*, 28(1):114–133.

Association for Computing Machinery. 1983. Untitled. *Computing Reviews*, 24(11):503–512.

Dan Gusfield. 1997. *Algorithms on Strings, Trees and Sequences*. Cambridge University Press, Cambridge, UK.