

# Instructions for TACL Submissions

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## Abstract

This document contains the instructions for preparing a manuscript for submission to TACL. 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 proceedings, including those for ACL-2008 by Johanna D. 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 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 TACL or accepted for publication. All authors are required to adhere to these specifications. Authors are required to provide a Portable Document Format (PDF) version of their papers. **The proceedings will be printed on US-Letter**

**paper.** Authors from countries in which access to word-processing systems is limited should contact TACL editors at editors-in-chief@transacl.org as soon as possible.

## 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 3.5). **Type single-spaced.** Start all pages directly under the top margin. See the guidelines later regarding formatting the first page. Do not number the pages.

### 3.1 Electronically-available resources

TACL provides this description in L<sup>A</sup>T<sub>E</sub>X<sub>2</sub>e (tacl.tex) and PDF format (tacl.pdf), along with the L<sup>A</sup>T<sub>E</sub>X<sub>2</sub>e style file used to format it (acl2012.sty) and an ACL bibliography style (acl2012.bst). A Microsoft Word template file (tacl.dot) is also available. We require the use of these style files, which have been appropriately tailored for TACL. If you have an option, we recommend that you use the L<sup>A</sup>T<sub>E</sub>X<sub>2</sub>e 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 from postscript files: on Linux/Unix systems, you can use `ps2pdf` for this purpose; under 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 processor 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.

Additionally, it is of utmost importance to specify the **US-Letter format** (8.5in × 11in) when formatting the paper. When working with `dvips`, for instance, one should specify `-t letter`.

Print-outs of the PDF file on US-Letter 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 publication 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 US-letter paper are:

- Left and right margins: 1in
- Top margin: 1in
- Bottom margin: 1in
- Column width: 3.15in
- Column height: 9in
- Gap between columns: 0.2in

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 publication chair above as soon as possible.

### 3.4 Fonts

For reasons of uniformity, Adobe’s **Times Roman** font should be used. In  $\text{\LaTeX}2\text{e}$  this is accomplished by putting

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

in the preamble. If Times Roman is unavailable, use **Computer Modern Roman** ( $\text{\LaTeX}2\text{e}$ ’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	10 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 title should be typed on two lines without a blank line intervening. Approximately, put the title at 1in 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., “Zhou,” not “ZHOU”). The affiliation should contain the author’s complete

address, and if possible an electronic mail address. Leave about 0.75in 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 electronic 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 0.25in 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. For reasons of uniformity, use Adobe's **Times Roman** fonts, with 11 points for text and subsection headings, 12 points for section headings and 15 points for the title. If Times Roman is unavailable, use **Computer Modern Roman** (L<sup>A</sup>T<sub>E</sub>X2e's default; see section 3.2 above). Note that the latter is about 10% less dense than Adobe's Times Roman font.

### 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 subsections.

**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 ambiguities. 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

“Gusfield (1997) showed that ...”

If you are using the provided L<sup>A</sup>T<sub>E</sub>X and BibT<sub>E</sub>X style files, you can use the command `\newcite` to get “author (year)” citations.

As reviewing will be double-blind (except that action editors know author identity and authors know action-editor identity), 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 ... ”

To be clear: You should reference your prior work if it is relevant; but use the third person instead of the 1st person and in place of references like (Anonymous) showed, since such anonymized references do not allow readers to examine relevant related work.

Authors names should also be removed from the “Document Properties” display that can be viewed using Adobe Acrobat's “File → Properties” menu.

Please do not include acknowledgements when submitting your papers. 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* (Association for Computing Machinery, 1983).

The L<sup>A</sup>T<sub>E</sub>X and BibT<sub>E</sub>X 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.**

**Acknowledgment** sections 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. They may be numbered or referred to by asterisks or other symbols.<sup>1</sup> Footnotes should be separated from the text by a line.<sup>2</sup> Footnotes should be in 9 point font.

### 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 and should be placed at the top of a page. Color illustrations are discouraged, unless 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 10 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

Submissions may consist of seven to ten (7-10) letter format (not A4) pages of content and unlimited ad-

ditional pages (only) allowed for references. Papers that are revisions of submissions with prior (b) or (c) decisions may be allowed one to two additional pages of content to accommodate required revisions.

Appendices (if any) are counted as content pages. Papers that do not conform to the specified length and formatting requirements are subject to re-submission.

## Acknowledgments

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

## References

- Alfred V. Aho and Jeffrey D. Ullman. 1972. *The Theory of Parsing, Translation and Compiling*, volume 1. Prentice-Hall, Englewood Cliffs, NJ.
- American Psychological Association. 1983. *Publications Manual*. American Psychological Association, Washington, DC.
- Association for Computing Machinery. 1983. *Computing Reviews*, 24(11):503–512.
- Ashok K. Chandra, Dexter C. Kozen, and Larry J. Stockmeyer. 1981. Alternation. *Journal of the Association for Computing Machinery*, 28(1):114–133.
- Dan Gusfield. 1997. *Algorithms on Strings, Trees and Sequences*. Cambridge University Press, Cambridge, UK.

<sup>1</sup>This is how a footnote should appear.

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