These instructions have been superseded; check the TACL website for the most recent version.

Formatting Instructions for TACL Camera-readies
(Base files: tacl2018-template.tex and tacl2018.sty, dated Aug 3, 2018)

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Abstract

This document contains the formatting requirements for TACL camera-readies. These formatting rules take effect for all camera-readies received from August 2, 2018 onwards.

1 Courtesy warning: Common violations of camera-ready rules that have resulted in papers being returned to authors for corrections

Avoid publication delays by avoiding these.

1. Violation: incorrect parentheses for in-text citations. See §10.1 and Table 3.

2. Violation: URLs that, when clicked, yield an error such as a 404 or go to the wrong page.

   - Advice: best scholarly practice for referencing URLS would be to also include the date last accessed.

3. Violation: non-fulfillment of promise from submission to provide access instructions (such as a URL) for code or data.

4. Violation: References incorrectly formatted (see §10.2). Specifically:

   (a) Violation: initials instead of full first/given names in references.

   (b) Violation: missing periods after middle initials.

   (c) Violation: incorrect capitalization. For example, change "lstm" to LSTM and "glove" to GloVe.

   - Advice: if using BibTex, apply curly braces within the title field to preserve intended capitalization.

   (d) Violation: using "et al." in a reference instead of listing all authors of a work.

   - Advice: List all authors and check accents on author names even when dozens of authors are involved.

   (e) Violation: not giving a complete arXiv citation number.

   - Advice: best scholarly practice would be to give not only the full arXiv number, but also the version number, even if one is citing version 1.

   (f) Violation: not citing an existing peer-reviewed version in addition to or instead of a preprints

   - Advice: When preparing the camera-ready, perform an additional check of preprints cited to see whether a peer-reviewed version has appeared in the meantime.

   (g) Violation: book titles do not have the first initial of all main words capitalized.

   (h) Violation: In a title, not capitalizing the first letter of the first word after a colon or similar punctuation mark.

2 General instructions

Camera-readies that do not comply with this document's instructions risk publication delays until the camera-ready is brought into compliance.

Submissions should consist of a Portable Document Format (PDF) file formatted for **A4 paper**.[1] All necessary fonts should be included in the file.

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[*] The *actual* contributors to this instruction document and corresponding template file are given in Section 13.

[1] Prior to the September 2018 submission round, a different paper size was used.

If you promised to provide code or data at submission, specific instructions for how to access such resources must be provided. (Typically, a URL to a stable, resource-specific site suffices.)

All URLs should be manually checked to verify that they lead to a valid webpage, and to the site that was intended.

3 LaTeX files

LaTeX files compliant with these instructions are available at the Author Guidelines section of the TACL website, https://www.transacl.org.[2] Use of the TACL LaTeX files is highly recommended: *MIT Press requires authors to supply LaTeX source files as part of the publication process*; and use of the recommended LaTeX files makes conversion to the required camera-ready format simple. Specifically, the conversion can be accomplished by as little as: (1) change the line `\taclfinalfalse` to `taclfinalcopy`; (2) add author information; (3) add acknowledgments.

The provided files use the hyperref package. Should you wish to disable it, change the line `\usepackage[hyperref]{tacl2018}` to `\usepackage[nohyperref]{tacl2018}`. We mention this because citations or URLs that cross pages can trigger the compilation error "\pdfendlink ended up in different nesting level than \pdfstartlink". In such cases, you may temporarily disable the hyperref package and then compile to locate the offending portion of the tex file; edit to avoid a pagebreak within a link; and then re-enable the hyperref package.

4 Length limits

Camera-ready documents may consist of as many pages of content as allowed by the Action Editor in their final acceptance letter.

The page limit *includes* any appendices. However, references and acknowledgments do not count toward the page limit.

5 Fonts and text size

Adobe's Times Roman font should be used. In LaTeX2e this is accomplished by putting `\usepackage{times,latexsym}` in the preamble.[3]

Type of Text	Size	Style
paper title	15 pt	bold
author names	12 pt	bold
author affiliation	12 pt	
the word "Abstract" as header	12 pt	bold
abstract text	10 pt	
section titles	12 pt	bold
document text	11 pt	
captions	10 pt	
footnotes	9 pt	

Table 1: Font requirements

Font size requirements are listed in Table 1. In addition to those requirements, the content of figures, tables, equations, etc. must be of reasonable size and readability.

6 Page Layout

The margin dimensions for a page in A4 format (21 cm × 29.7 cm) are given in Table 2. Start the content of all pages directly under the top margin.

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

Table 2: Margin requirements

Papers must be in two-column format and single-spaced. Allowed exceptions to the two-column format are the title, which must be centered at the top of the first page; the author block containing author names and affiliations and addresses, which must be centered on the top of the first page and placed after the title; and any full-width figures or tables.

Should the pages be numbered? Yes, for submissions (to facilitate review); but no, for camera-readies (page numbers will be added at publication time).

Indent by about 0.4cm when starting a new paragraph that is not the first in a section or subsection.

6.1 The confidentiality header and line-number ruler

Camera-readies should not include the left- and right-margin line-number rulers or headers from

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the submission version.

The presence or absence of the ruler or header should not change the appearance of any other content on the page.

7 The First Page

Center the title, which should be placed 2.5cm from the top of the page, and author names and affiliations across both columns of the first page. Long titles should be typed on two lines without a blank line intervening. After the title, include a blank line before the author block. Do not use only initials for given names, although middle initials are allowed. Do not put surnames in all capitals.[4] Affiliations should include authors' email addresses. Do not use footnotes for affiliations.

Start the abstract at the beginning of the first column, about 8 cm from the top of the page, with the centered header "Abstract" as specified in Table 1. The width of the abstract text should be narrower than the width of the columns for the text in the body of the paper by about 0.6cm on each side.

8 Section headings

Use numbered section headings (Arabic numerals) in order to facilitate cross references. Number subsections with the section number and the subsection number separated by a dot.

9 Figures and Tables

Place figures and tables in the paper near where they are first discussed.

Provide a caption for every illustration. Number each one sequentially in the form: "Figure 1: Caption of the Figure." or "Table 1: Caption of the Table."

Authors should ensure that tables and figures do not rely solely on color to convey critical distinctions and are, in general, accessible to the colorblind.

10 Citations and references

10.1 In-text citations

Use correctly parenthesized author-date citations (not numbers) in the text. To understand correct parenthesization, obey the principle that *a sentence containing parenthetical items should remain grammatical when the parenthesized mate-*

rial is omitted. Consult Table 3 for usage examples.

10.2 References

Gather the full set of references together under the boldface heading "References". Arrange the references alphabetically by first author's last/family name, rather than by order of occurrence in the text.

References to peer-reviewed publications should be given in addition to or instead of preprint versions. When giving a reference to a preprint, including arXiv preprints, include the number.

List all authors of a given reference, even if there are dozens; do not truncate the author list with an "et al." Use full first/given names for authors, not initials. Include periods after middle initials.

Titles should have correct capitalization. For example, change change "lstm" or "Lstm" to "LSTM".[5] Capitalize the first letter of the first word after a colon or similar punctuation mark. For book titles, capitalize the first letter of all main words. See the reference entry for **?** for an example.

We strongly encourage the following, but do not absolutely mandate them:

- Include DOIs.[6]

- Include the version number when citing arXiv preprints, even if only one version exists at the time of writing. For example,[7] note the "v1" in the following.

  > Joshua Goodman. 2001. A bit of progress in language modeling. *CoRR*, cs.CL/0108005v1.

  An alternative format is:

  > Rebecca Hwa. 1999. Supervised grammar induction using training data with limited constituent information. cs.CL/9905001. Version 1.

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[4]Correct: "Lillian Lee"; incorrect: Lillian LEE.

[5]If using BibTex, apply curly braces within the title field to preserve intended capitalization.

[6]The supplied LATEX files will automatically add hyperlinks to the DOI when BibTeX or BibLateX are invoked if the hyperref package is used and the doi field is employed in the corresponding bib entries. The DOI itself will not be separately printed out in that case.

[7]Bibtex entries for **?** and **?** corresponding to the depicted output can be found in the supplied sample file `tacl.bib`. We also cite the peer-reviewed versions (**??**), as required.

Incorrect	Correct
"(Cardie, 1992) employed learning." The problem: "employed learning." is not a sentence.	"Cardie (1992) employed learning." Create by `\citet{...}` or `\newcite{...}`.
"The method of (Cardie, 1992) works." The problem: "The method of was used." is not a sentence.	"The method of Cardie (1992) works." Create as above.
"Use the method of (Cardie, 1992)." The problem: "Use the method of." is not a sentence.	"Use the method of Cardie (1992)." Create as above.
Related work exists Lee (1997). The problem: "Related work exists Lee." is not a sentence (unless one is scolding a Lee).	Related work exists (Lee, 1997). Create by `\citep{...}` or `\cite{...}`.

Table 3: Examples of incorrect and correct citation format. Also depicted are citation commands supported by the tacl2018.sty file, which is based on the natbib package and supports all natbib citation commands. The tacl2018.sty file also supports commands defined in previous ACL style files for compatibility.

11 Appendices

Appendices, if any, directly follow the text and the references. Recall from Section 4 that *appendices count towards the page limit.*

12 Including acknowledgments

Acknowledgments appear immediately before the references. Do not number this section.[8] If you found the reviewers' or Action Editor's comments helpful, consider acknowledging them.

13 Contributors to this document

This document was adapted by Lillian Lee and Kristina Toutanova from the instructions and files for ACL 2018, by Shay Cohen, Kevin Gimpel, and Wei Lu. Those files were drawn from earlier *ACL proceedings, including those for 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 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, which 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* and the *Conference on Computer Vision and Pattern Recognition*.

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[8] In LaTeX, one can use `\section*` instead of `\section`.