

Instructions for Coling 2010 Proceedings

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Abstract

This document contains the instructions for preparing a camera-ready manuscript for the proceedings of Coling 2010 including the respective workshops. The document itself conforms to its own specifications, and is therefore an example of what your manuscript should look like. Authors are asked to conform to all the directions reported in this document.

1 Credits

This document has been adapted from the instructions for Colings08 and Coling/ACL-06, which were in turn adapted from those for EACL-06, which were in turn adapted from the instructions for ACL-05 and EACL-03. All these were based on the formats of earlier ACL and EACL Conference proceedings. Those versions were written by several people, including John Chen, Henry S. Thompson and Donald Walker.

2 Introduction

The following formatting instructions are directed to authors of papers accepted for publication in Coling 2010 proceedings, including the main conference, workshops, posters and demos. See also the conference website <http://www.coling-2010.org> for additional advice and information regarding submission. All authors are required to adhere to these specifications. Authors are required to provide a Portable Document Format (PDF) of their papers. The proceedings will be printed on **A4 paper**. Authors from countries in which access to word processing systems is limited should contact the publications

chairs Lu Qin (csluqin@comp.polyu.edu.hk) or Zhao Tiejun (tjzhao@mtlab.hit.edu.cn) as soon as possible.

3 General Instructions

Manuscripts must be in **two-column format, single spaced**, and in **11 point font size**. Exceptions to the two-column format include the title, authors' names and institutional affiliations, which must be centered at the top of the first page. See guidelines in Subsection 3.5) on formatting the first page including Authors and Affiliations. Start all pages directly under the top margin and no page numbers.

The page limit for Coling 2010 main conference papers must not exceed eight (8) pages of content, plus one (1) additional page for references. The page limit for demo papers is four (4) pages including all references. Demo papers can also use single-column format if it helps with the illustrations. Other workshop papers must follow the page limit set by the respective workshop chairs. See Section 4 for additional information on the maximum number of pages.

3.1 Electronically-available resources

This description is provided in \LaTeX 2 ϵ (`coling10.tex`) along with the \LaTeX 2 ϵ style file used to format it (`coling10.sty`) and a Coling bibliography style (`coling.bst`); and in PDF format (`coling10Tex.pdf`). These files are all available at <http://www.coling-2010.org>. There is also a Microsoft Word document template (`coling10.dot`) available at the same URL. We strongly recommend the use of these style files, which are appropriately tailored for the Coling

2010 proceedings. As L^AT_EX2e and Microsoft Word are different, it is expected that the PDF files generated for the same text have slightly different layouts and length. It is important that the PDF file generated conforms to the layout specification and in A4 paper format.

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 Unix systems, you can use `ps2pdf` for this purpose. Under Microsoft Windows, you can use Adobe's Distiller or GSview (File>Convert>pdfwrite); if you have *cygwin* installed, you can use *ps2pdf*. For Mac machines, use *pdflatex*.

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 an option in your printer setup to include none, all or just non-standard fonts. Please **select the option of including ALL the fonts** (*Please do double check that you use this option or your text may not be properly displayed for publishing. 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. You may also try to locate a PDF printer driver. If you think you might have problems with set up for printing, ask for help earlier. You can also try to contact the publication chairs for help.

It is of utmost importance to specify the **A4 paper** (21.0 cm x 29.7 cm) / (8.3 in x 11.7 in) when formatting the paper. Please double check after you produce the PDF document. In the PDF reader, set the ruler and grid under the View menu and make sure the full page shows as 8.3in x 11.7in (21.0 cm x 29.7 cm) layout. To set the A4 layout, when work-

ing with `dvips`, for instance, one should specify `-t a4`. When using `ps2pdf`, one should also specify `CsPAPERSIZE=a4`. Suppose your file is `paper.tex`. The three command lines should be:

```
>latex paper.tex
>dvips -t a4 -o paper.ps paper.dvi
>ps2pdf -sPAPERSIZE=a4 paper.ps
paper.pdf
```

If you are a Mac user running *pdflatex* with the default printer setting in letter format, you need to have the following three commands in your L^AT_EX2e file (.tex file) right after the command `\begin{document}`:

```
\special{papersize=210mm,297mm}
\setlength{\pdfpageheight}
{\paperheight}
\setlength{\pdfpagewidth}
{\paperwidth}
```

Hard copy print-outs of the PDF file on A4 paper should look like the present document, which conforms to the formatting requirements. *Note that in order for your paper to print correctly, you should disable centering and scale-to-fit options on your printer.* If you cannot meet the above requirements about the production of your camera-ready paper, please contact the publications chair as soon as possible.

3.3 Layout

Format manuscripts two columns to a page, in the manner these instructions are formatted. The complete text filled box should not exceed 15.8cm x 23cm with the top margin of 2.6cm and bottom margin of 4.0cm (This has to be strictly followed for camera-ready version to ensure ample space for page numbers, other labels for the proceedings). The exact dimensions for a page on A4 paper are:

- Left and right margins: 2.6 cm (1 in)
- Top margin: 2.6 cm (1 in)
- Bottom margin: 4.0 cm (1.6 in)
- Column width: 7.7 cm (3 in)
- Gap between columns: 0.4 cm (0.2 in)

L^AT_EX2e may have different behaviors on different platforms. Please do adjust the top margin and also the text length in the .sty file (look for the label `Coling10 Possible Adjustment` in the .sty file) so the PDF document your produced conforms to the layout.

3.4 Fonts

For uniformity, Adobe's **Times Roman** font should be used. In L^AT_EX2e this is accomplished by putting

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

in the preamble. If Times Roman is unavailable, use **Computer Modern Roman** (L^AT_EX2e's default). Note that the latter is about 10% less dense than Adobe's Times Roman font.

Font size must be 11 point for all text unless otherwise specified in the title box and section headings. Smaller font size may result in poor printing quality and is thus not acceptable.

3.5 The First Page

Center the title, authors' names and affiliations 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. Long titles should be typed on two lines without a blank line intervening. Approximately, put the title at 2.6 cm (1in) from the top of the page, followed by a blank line, then the authors names and affiliations on the following line.

Authors: Do not use only initials for given names (middle initials are allowed). Avoid capitalizing last names. The affiliations can be two lines with the department name in the first line and the Institution in the second line. To avoid the complication of Chinese publication law, please do not put street/ city/state/country names. Any camera-ready paper with street/city/state/country names will be returned to authors for correction. It is important to give email address as contact.

Leave about 1.5 cm (0.6 in) between the affiliation and the body of the first page.

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 (0.25 in) on each side. Center the word **Abstract** in a 12 point bold font above the body of the abstract. Use **11 point** font for abstract body text. The abstract should be a concise summary of the general thesis and conclusions of the paper. It should be no longer than 200 words.

Text: Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in the present document. Use **11 point** font for text. **Indent** when starting a new paragraph, except for the first paragraph following each heading.

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. Use **11 point font for subsection headings** and **12 point font for section headings**.

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). Citations in parentheses should not be used as linguistic phrases; for example, instead of "(Gusfield, 1997) argues that ..." use "Gusfield (1997) argues that ...". 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 in parenthesis as in (Gusfield, 1997; Aho and Ullman, 1972).

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 the first author's last-name, rather than by order of occurrence in the text, and invert the first-name and last-name of the first author (only).

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. Use full names for journals and conferences, not abbreviations (for example “45th Meeting of the Association for Computational Linguistics”, not “ACL07”).

The L^AT_EX2e and BibT_EX 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, should directly follow the text and the References (see Reference section above for exceptions). Letter them in sequence and provide an informative title: **Appendix A. Title of Appendix.**

Acknowledgement section 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-point font. They may be numbered or referred to by asterisks or other symbols.¹ Footnotes should be separated from the main text by a line.²

3.8 Copyright and Publication

Copyright Forms: The proceedings will be published by a Chinese Publisher which will be determined in due course. By submitting the camera ready papers to Coling 2010, authors are by default bound by the copyright rules³ of the publisher which will be supplied on the Coling 2010 website when available. No separate copyright forms need to be signed by authors individually.

3.9 Graphics

Illustrations: Place figures, tables, and photographs in the paper near where they are first discussed, rather than at the end, if possible. Wide il-

lustrations may run across both columns and centered. Do not use color illustrations as they may reproduce poorly.

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 Length of Submission

Coling 2010 **main conference papers** must not exceed eight (8) pages of content, plus one (1) additional page for references. The page limit for **demo papers** is four (4) pages including references. **Workshop papers**, which may have different length specifications, should strictly follow the instructions set by the respective workshop chair(s). All camera-ready submission exceeding their respective length limit will be rejected.

References

- Aho, Alfred V. 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.
- Chandra, Ashok K., Dexter C. Kozen, and Larry J. Stockmeyer. 1981. Alternation. *Journal of the Association for Computing Machinery*, 28(1):114–133.
- Gusfield, Dan. 1997. *Algorithms on Strings, Trees and Sequences*. Cambridge University Press, Cambridge, UK.

¹This is how a footnote should appear.

²Note the line separating the footnotes from the text.

³The rules will be posted before authors are ready to prepare camera-ready papers.