Instructions for HLT-NAACL-2003 Proceedings

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Abstract

This document contains the instructions for preparing a camera-ready manuscript for the proceedings of HLT-NAACL-2003. 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 the ACL-2002 proceedings by Dekang Lin and Eugene Charniak. It was adapted in turn from the ACL-02 proceedings by Norbert Reithinger, Giorgio Satta, and Roberto Zamparelli. The ACL-01 instructions was elaborated from similar documents used for previous editions of the ACL and EACL annual meetings. 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 Xth *International Joint Conference on Artificial Intelligence*.

2 Introduction

The following instructions are directed to authors of full papers accepted for publication in the HLT-NAACL-2003 proceedings. All authors are required to adhere to these specifications. Since the proceedings will appear in hardcopy and electronic form, authors are required to provide a camera-ready **and** a Portable Document Format (PDF) version of their papers. The hardcopy must be produced with a laser printer at 300 dpi resolution or better, printed on US-Letter (8.5in $\times$ 11in) paper. The proceedings will be printed on US-Letter paper. Authors from countries in which access to word-processing systems is limited should contact the publication chair Dragomir Radev at the address radev@si.umich.edu as soon as possible.

Note that we are asking for 10pt font, although in the call for submissions we specified 11pt font.

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 4.2). **Type single-spaced.** Use only one side of the page. Start all pages directly under the top margin. See the guidelines later regarding formatting the first page.

If the paper is produced by a printer, make sure that the quality of the output is dark enough to photocopy well. It may be necessary to have your laser printer adjusted for this purpose. Papers that are too faint to reproduce well may not be included.

Do not print page numbers on the manuscript.

The maximum length of a manuscript is eight (8) pages for full papers, three (3) pages for short papers/posters, and two (2) pages for demonstrations.

4 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, Adobe's Distiller can be used. 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 of 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.

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.

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

4.1 Layout

Manuscripts should have two columns to a page, in the manner these instructions are printed. The exact dimensions for a page on US-letter paper are:

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

4.2 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 that was 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 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). 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.

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.

Text: Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in the present document. Type single spaced. **Indent** when starting a new paragraph.

Font: For reasons of uniformity, use Adobe's **Times Roman** fonts, with 10 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** (LaTeX2e's default; see section 4 above). Note that the latter is about 10% less dense than Adobe's Times Roman font.

4.3 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: Follow the "Guidelines for Formatting Submissions" to *Computational Linguistics* that appears in the first issue of each volume, if possible. That is, 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).

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 provided LaTeX and BibTeX style files 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**.

Acknowledgements sections should go as a last section immediately before the references. Do not number the acknowledgement section.

4.4 Footnotes

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

4.5 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. 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.

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.

[1] This is how a footnote should appear.

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