Instructions for COLING-2020 Proceedings

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Abstract

This document contains the instructions for preparing a paper submitted to COLING-2020 or accepted for publication in its proceedings. 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 COLING-2018 proceedings compiled by Xiaodan Zhu and Zhiyuan Liu, which are, in turn, based on the instructions for COLING-2016 proceedings compiled by Hitoshi Isahara and Masao Utiyama, which are, in turn, based on the instructions for COLING-2014 proceedings compiled by Joachim Wagner, Liadh Kelly and Lorraine Goeuriot, which are, in turn, based on the instructions for earlier ACL proceedings, including those for ACL-2014 by Alexander Koller and Yusuke Miyao, 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 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 COLING-2020 or accepted for publication in its proceedings. 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 are designed for printing on A4 paper.**

Authors from countries in which access to word-processing systems is limited should contact the publication co-chairs Fei Liu (`feiliu@cs.ucf.edu`) and Liang Huang (`liang.huang.sh@gmail.com`) as soon as possible.

We may make additional instructions available at `http://coling2020.org/`. Please check this website regularly.

3 General Instructions

Manuscripts must be in single-column format. **Type single-spaced.** Start all pages directly under the top margin. See the guidelines later regarding formatting the first page. The lengths of manuscripts should not exceed the maximum page limit described in Section 5. Do not number the pages.

Place licence statement here for the camera-ready version. See Section 3.9 of the instructions for preparing a manuscript.

3.1 Electronically-available Resources

We strongly prefer that you prepare your PDF files using LaTeX with the official COLING 2020 style file (coling2020.sty) and bibliography style (acl.bst). These files are available in coling2020.zip at `http://coling2020.org/`. You will also find the document you are currently reading (coling2020.pdf) and its LaTeX source code (coling2020.tex) in coling2020.zip.

You can alternatively use Microsoft Word to produce your PDF file. In this case, we strongly recommend the use of the Word template file (coling2020.dotx) in coling2020.zip. If you have an option, we recommend that you use the LaTeX2e version. If you will be using the Microsoft Word template, you must anonymise 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). PDF files are usually produced from LaTeX using the *pdflatex* command. If your version of LaTeX produces Postscript files, you can convert these into PDF using *ps2pdf* or *dvipdf*. On Windows, you can also use Adobe Distiller to generate PDF.

Please make sure that your PDF file includes all the necessary fonts (especially tree diagrams, symbols, and fonts for non-Latin characters). 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 PDF files, where each page is rendered as an image. Such images may reproduce poorly. In this case, try alternative ways to obtain the 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.

It is of utmost importance to specify the **A4 format** (21 cm x 29.7 cm) when formatting the paper. When working with `dvips`, for instance, one should specify `-t a4`.

If you cannot meet the above requirements for the production of your electronic submission, please contact the publication co-chairs as soon as possible.

3.3 Layout

Format manuscripts with a single column 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

- Width: 16.0 cm

- Height: 24.7 cm

Papers should not be submitted on any other paper size. If you cannot meet the above requirements for the production of your electronic submission, please contact the publication co-chairs 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.

The **Times New Roman** font, which is configured for us in the Microsoft Word template (coling2020.dotx) and which some Linux distributions offer for installation, can be used as well.

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

Table 1: Font guide.

3.5 The First Page

Centre the title, author's name(s) and affiliation(s) across the page. Do not use footnotes for affiliations. Do not include the paper ID number assigned during the submission process. Do not include the authors' names or affiliations in the version submitted for review.

Title: Place the title centred at the top of the first page, in a 15 pt 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. Start the body of the first page 7.5 cm from the top of the 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. If they are different, the publication co-chairs may resolve the difference without consulting with you; so it is in your own interest to double-check that the information is consistent.

Abstract: Type the abstract between addresses and main body. The width of the abstract text should be smaller than main body by about 0.6 cm on each side. Centre the word **Abstract** in a 12 pt 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 11 pt font.

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

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

Licence: Include a licence statement as an unmarked (unnumbered) footnote on the first page of the final, camera-ready paper. See Section 3.9 below for details and motivation.

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

"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 any of the following when submitting your paper for review: acknowledgements, project names, grant numbers, and names or URLs of resources or tools that have only been made publicly available in the last 3 weeks or are about to be made public and would compromise the anonymity of the submission. Papers that do not conform to these requirements may be rejected without review. These details can, however, be included in the camera-ready, final paper.

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

- Example citing an arxiv paper: (Rasooli and Tetreault, 2015).

- Example article in journal citation: (Aho and Ullman, 1972).

- Example article in proceedings: (Borschinger and Johnson, 2011).

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**.

3.7 Footnotes

Footnotes: Put footnotes at the bottom of the page and use 9 pt 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]

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[1] This is how a footnote should appear.

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

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. Colour 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 11 pt text.

Narrow graphics together with the single-column format may lead to large empty spaces, see for example the wide margins on both sides of Table 1. If you have multiple graphics with related content, it may be preferable to combine them in one graphic. You can identify the sub-graphics with sub-captions below the sub-graphics numbered (a), (b), (c) etc. and using 9 pt text. The LaTeX packages wrapfig, subfig, subtable and/or subcaption may be useful.

3.9 Licence Statement

As in COLING-2014, COLING-2016, and COLING-2018, we require that authors license their camera-ready papers under a Creative Commons Attribution 4.0 International Licence (CC-BY). This means that authors (copyright holders) retain copyright but grant everybody the right to adapt and re-distribute their paper as long as the authors are credited and modifications listed. In other words, this license lets researchers use research papers for their research without legal issues. Please refer to `http://creativecommons.org/licenses/by/4.0/` for the licence terms.

Depending on whether you use British or American English in your paper, please include one of the following as an unmarked (unnumbered) footnote on page 1 of your paper. The LaTeX style file (coling2020.sty) adds a command `blfootnote` for this purpose, and usage of the command is prepared in the LaTeX source code (coling2020.tex) at the start of Section "Introduction".

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We strongly prefer that you licence your paper as the CC license above. However, if it is impossifei you to use that license, please contact the COLING-2020 publication co-chairs Fei Liu (`feiliu@cs.ucf.edu`) and Liang Huang (`liang.huang.sh@gmail.com`), before you submit your final version of accepted papers. (Please note that this license statement is only related to the final versions of accepted papers. It is not required for papers submitted for review.)

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

The maximum submission length is 9 pages (A4) of content for long papers and 4 pages (A4) of content for short papers, plus an unlimited number of pages for references (for both long and short papers). Authors of accepted papers will be given additional space in the camera-ready version to reflect space needed for changes stemming from reviewers comments.

Papers that do not conform to the specified length and formatting requirements may be rejected without review.

Acknowledgements

References

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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.

Mohammad Sadegh Rasooli and Joel R. Tetreault. 2015. Yara parser: A fast and accurate dependency parser. *Computing Research Repository*, arXiv:1503.06733. Version 2.

Benjamin Borschinger and Mark Johnson. 2011. A particle filter algorithm for Bayesian wordsegmentation. In *Proceedings of the Australasian Language Technology Association Workshop 2011*, pages 10–18, Canberra, Australia.