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| **Instructions for ACL 2020 Proceedings** |
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| **Anonymous ACL submission** |
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Abstract

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This document contains the instructions for preparing a manuscript for the proceedings of ACL 2020. 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.

Credits

This document has been adapted by Steven Bethard, Ryan Cotterrell and Rui Yan from the instructions for earlier ACL and NAACL proceedings, including those for ACL 2019 by Douwe Kiela, Ivan Vulić, NAACL 2019 by Stephanie Lukin and Alla Roskovskaya, ACL 2018 by Shay Cohen, Kevin Gimpel, and Wei Lu, NAACL 2018 by Margaret Michell and Stephanie Lukin, 2017/2018 (NA)ACL bibtex suggestions from Jason Eisner, ACL 2017 by Dan Gildea and Min-Yen Kan, NAACL-2016 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. 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* and the *Conference on Computer Vision and Pattern Recognition*.

Introduction

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The following instructions are directed to authors of papers submitted to ACL 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**.

Electronically-available Resources

ACL provides this description and accompanying style files at

<http://acl2020.org/downloads/acl2020-templates.zip>

We strongly recommend the use of these style files, which have been appropriately tailored for the ACL 2020 proceedings.

**MSWord-specific details**: All formatting is made available in the MSWord Styles in this template (acl2020.docx). In newer versions of MSWord, click Home, then expand the Styles tile by clicking the diagonal arrow on the lower left corner. This should open all styles in the template for you to apply to your document as needed. Otherwise, you may expose the Styles following the instructions provided at:

https://blogs.technet.microsoft.com/hub/2010/11/22/view-and-edit-styles-quickly-in-word-2010/

Length of Submission

The conference accepts submissions of long papers and short papers. Long papers may consist of up to eight (8) pages of content plus unlimited pages for references. Upon acceptance, final versions of long papers will be given one additional page -- up to nine (9) pages of content plus unlimited pages for references -- so that reviewers' comments can be taken into account. Short papers may consist of up to four (4) pages of content, plus unlimited pages for references. Upon acceptance, short papers will be given five (5) pages in the proceedings and unlimited pages for references. For both long and short papers, all figures and tables that are part of the main text must be accommodated within these page limits, observing the formatting instructions given in the present document. Papers that do not conform to the specified length and formatting requirements are subject to be rejected without review.

The conference encourages the submission of additional material that is relevant to the reviewers but not an integral part of the paper. There are two such types of material: appendices, which can be read, and non-readable supplementary materials, often data or code. Additional material must be submitted as separate files, and must adhere to the same anonymity guidelines as the main paper. The paper must be self-contained: it is optional for reviewers to look at the supplementary material. Papers should not refer, for further detail, to documents, code or data resources that are not available to the reviewers. Refer to Appendices A and Appendix B and for further information.

Workshop chairs may have different rules for allowed length and whether supplemental material is welcome. As always, the respective call for papers is the authoritative source.

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Anonymity

As reviewing will be double-blind, papers submitted for review should not include any author information (such as names or affiliations). Furthermore, self-references that reveal the author's identity, e.g.

“We previously showed ([Gusfield, 1997](#Gusfield1997)) ...”

should be avoided. Instead, use citations such as

“Gusfield ([1997](#Gusfield1997)) previously showed ... ”

Please do not use anonymous citations and donot include acknowledgements. **Papers that do not conform to these requirements may be rejected without review.**

Any preliminary non-archival versions of submitted papers should be listed in the submission form but not in the review version of the paper. Reviewers are generally aware that authors may present preliminary versions of their work in other venues, but will not be provided the list of previous presentations from the submission form.

Once a paper has been accepted to the conference, the camera-ready version of the paper should include the author's names and affiliations, and is allowed to use self-references.

**MS Word-specific details**: If the paper is accepted, remove the header, footer (page numbers), and the ruler for the final version (camera-ready).

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Multiple Submission Policy

Papers that have been or will be submitted to other meetings or publications must indicate this at submission time in the START submission form, and must be withdrawn from the other venues if accepted by ACL 2020. Authors of papers accepted for presentation at ACL 2020 must notify the program chairs by the camera-ready deadline as to whether the paper will be presented. We will not accept for publication or presentation the papers that overlap significantly in content or results with papers that will be (or have been) published elsewhere.

Authors submitting more than one paper to ACL 2020 must ensure that submissions do not overlap significantly (>25%) with each other in content or results.

Formatting 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 Section 7.10). **Type single-spaced.** Start all pages directly under the top margin. The manuscript should be printed single-sided and its length should not exceed the maximum page limit described in Section 4. Pages should be numbered in the version submitted for review, but **pages should not be numbered in the camera-ready version**.

File Format

For the production of the electronic manuscript you must use Adobe's Portable Document Format (PDF). Please make sure that your PDF file includes all the necessary fonts (especially tree diagrams, symbols, and fonts with Asian 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. Print-outs of the PDF file on A4 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 chairs as soon as possible.

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| **Type of Text** | **Font Size** | **Style** |
| paper title | 15 pt | **bold** |
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| 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.

**MS Word-specific details**: Lines should be justified, with even spacing between margins (Ctrl+J). Authors are encouraged to use Paragraph spacing at Multiple, 1.05pt, with Font character spacing condensed with kerning of 0.1pt, and Margins at 0.98in, for consistency with A4 paper and LaTeX-formatted documents. Go to Format, Document, Page Setup, and ensure A4 is selected.

* 1. Layout

Format manuscripts two columns 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

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* Bottom margin: 2.5 cm
* Column width: 7.7 cm
* Column height: 24.7 cm
* Gap between columns: 0.6 cm

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 chairs above as soon as possible.

* 1. Fonts

For reasons of uniformity, Adobe's **Times Roman** font should be used. If Times Roman is not available, you may use the Times New Roman or Computer Modern Roman.

Table 1 specifies what font sizes and styles must be used for each type of text in the manuscript.

* 1. Ruler

A printed ruler (line numbers in the left and right margins of the article) should be presented in the version submitted for review, so that reviewers may comment on particular lines in the paper without circumlocution. The presence or absence of the ruler should not change the appearance of any other content on the page. The camera ready copy should not contain a ruler.

**Reviewers:** Note that the ruler measurements may not align well with lines in the paper -- this turns out to be very difficult to do well when the paper contains many figures and equations, and, when done, looks ugly. In most cases one would expect that the approximate location will be adequate, although you can also use fractional references (e.g., this line ends at mark 291.5).

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**MS Word-specific details**: In this Word template, you can add the ruler to each page by copying it from another page. The Ruler consists of separate left-hand rulers and right-hand rulers. Each ruler is a text box, sized 10 in x 0.45 in, flushed with the sides of the page, with a table containing numbers. The table has no borders, and the edges are pushed to the edges of the textbox. The left part of the ruler is justified left, left indent 0.1 in/right indent 0 in, and saved in the “ACL Ruler Left” style; and the right-hand ruler, justified right had left indent 0 in/right indent 0.1 in, saved in the “ACL Ruler Right” style. Number text is in Arial, and spacing between each line is Multiple, 1.05 in, with 4.5 pt below each line. After pasting a new ruler onto a page, highlight the ruler text and press **F9** to update the numbers. **Align** the text box **Middle**, and **Center**, and then **Arrange** Behind Text.

* 1. Title and Authors

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Center the title, author's name(s) and affiliation(s) across both columns. Do not use footnotes for affiliations. 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. Put the title 2.5 cm from the top of the page, followed by a blank line, then the author name(s), and the affiliation(s) 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 “Mitchell,” not “MITCHELL”). Do not format title and section headings in all capitals 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.

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. If they are different, the publication chairs may resolve the difference without consulting with you; so it is in your own interest to double-check that the information is consistent.

Start the body of the first page 7.5 cm from the top of the page. **Even in the anonymous version of the paper, you should maintain space for names and addresses so that they will fit in the final (accepted) version.**

* 1. Abstract

Use two-column format when you begin the 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 0.6 cm 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.

* 1. Text

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Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in the present document.

Indent 0.4 cm when starting a new paragraph.

* 1. Sections

Format section and subsection headings in the style shown on the present document. Use numbered sections (Arabic numerals) to facilitate cross references. Number subsections with the section number and the subsection number separated by a dot, in Arabic numerals.

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]](#footnote-1) Footnotes should be separated from the text by a line.[[2]](#footnote-2)

Figures and tables

Place figures and tables in the paper near where they are first discussed, rather than at the end, if possible. Wide figures/tables may run across both columns. Color is allowed, but adhere to Section 8's guidelines on accessibility.

**Captions:** Provide a caption for every figure/table; 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. Captions should be placed below figures/tables. Captions that are one line are centered (see Table 1). Captions longer than one line are left-aligned (see Figure 1).

**MS Word-specific details**:

**Creating:** To create a new Figure or Table, insert a Text Box where you want it to appear (generally, centered at the top of a column close to where it is referred to) and then fill it in with the Figure (or Table). Highlight and right click to add Caption, with the ACL Caption style (or ACL Caption Long style for multi-line captions), which places 10 pt below and above the caption.

**Numbering:** To update numbering, highlight all the relevant text (*e.g.*, **Ctrl-A + F9**). This will update all the numbering applicable to tables, figures, equations, and headings.

**Cross-referencing:** To add a cross reference to a figure or table:

* Place the mouse pointer at the location where you wish to add the cross-reference.
* Click on the **Insert** menu, (then click **Reference**), and then **Cross-reference** in the **Links** panel.

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* In the **Cross-reference** dialog box, click the caption to which you are building the text reference.
* For a figure, under **Reference Type**, click **Figure**.
* Under Insert Reference To, click Only Label and Number, then click OK.

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| Figure 1: A figure with a caption that runs for more than one line**.** |

This is an example reference to Figure 1.

Hyperlinks

Within-document and external hyperlinks are indicated with Dark Blue text, Color Hex #000099.

Citations

Citations within the text appear in parentheses as ([Gusfield, 1997](#Gusfield1997)) or, if the author's name appears in the text itself, as Gusfield ([1997](#Gusfield1997)). Append lowercase letters to the year in cases of ambiguities. Treat double authors as in ([Aho and Ullman, 1972](#AhoUllman72)), but write as in ([Chandra et al., 1981](#ChandraEtAl1981)) when more than two authors are involved. Collapse multiple citations as in ([Gusfield, 1997](#Gusfield1997); [Aho and Ullman, 1972](#AhoUllman72)).

Refrain from using full citations as sentence constituents. Instead of

“([Gusfield, 1997](#Gusfield1997)) showed that ...”

write

“Gusfield ([1997](#Gusfield1997)) showed that ...”

References

Gather the full set of references together under the heading **References**; place the section before any Appendices. 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](#APA83)). Use full names for authors, not just initials.

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Submissions should accurately reference prior and related work, including code and data. If a piece of prior work appeared in multiple venues, the version that appeared in a refereed, archival venue should be referenced. If multiple versions of a piece of prior work exist, the one used by the authors should be referenced. Authors should not rely on automated citation indices to provide accurate references for prior and related work.

The following text cites various types of articles so that the references section of the present document will include them.

* Example article in a journal: ([Ashok et al., 1981](#Ashok1981))
* Example article in proceedings, with location: ([James et al., 2016](#James2016))
* Example article in proceedings, without location: ([James et al., 2016](#James2016))
* Example arxiv paper: ([Mohammad et al., 2016](#Mohammad2015))

**MS Word-specific details:** To create hyperlinks between citations and references, as you insert each full reference in the References section, highlight it and then select Insert, Bookmark. Link back to the reference from its citations in the text by highlight the citation, right clicking, and selecting Insert, Cross-Reference, then selecting the Bookmark you’ve saved. Highlight the citation again to give make it dark blue (included in this theme), if it is not automatically applied. If there are problems saving the hyperlinks when you convert the document to PDF, use an online converter such as <http://go4convert.com>.

Digital Object Identifiers

As part of our work to make ACL materials more widely used and cited outside of our discipline, ACL has registered as a CrossRef member, as a registrant of Digital Object Identifiers (DOIs), the standard for registering permanent URNs for referencing scholarly materials.

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All camera-ready references are required to contain the appropriate DOIs (or as a second resort, the hyperlinked ACL Anthology Identifier) to all cited works. Appropriate records should be found for most materials in the current ACL Anthology at <https://aclweb.org/anthology/>. As examples, we cite ([Goodman et al., 2016](#GoodmanEtAl2016)) to show you how papers with a DOI will appear in the bibliography. We cite ([Harper, 2014](#Harper2014)) to show how papers without a DOI but with an ACL Anthology Identifier will appear in the bibliography.

Appendices:

Appendices, if any, directly follow the text and the

references (but only in the camera-ready; see Appendix A). Letter them in sequence and provide an informative title: **Appendix A. Title of Appendix**.

* 1. Equations

An example equation is shown below:

(1)

To add new equations, authors are encouraged to copy this existing equation line, and then replace with the new equation. The numbering and alignment of equation line elements is automatic. To update equation numbering, press **Ctrl-A + F9**. Note: this will only update the number to the right of the equation; to update numbering within the text you must create a cross-reference.

**Cross-referencing:** To create a cross-reference for an equation:

* Create a bookmark for it.
* Select the number to the right of the equation. Go to **Insert**, **Bookmark** (in the **Links** panel),andthen create a name for your equation. Press **Add** to create the bookmark.
* To refer back, place the mouse pointer at the location where you wish to add the cross reference.
* Go to **Insert, Cross-reference** (in the **Links** panel).In the dialogue box, select **Bookmark** and **Bookmark Text** from each dropdown list. Uncheck **Insert as Hyperlink**, then click **OK**.

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* This will make it such that whenever a new equation is added, the references to the equation will be updated when **Ctrl-A + F9** is pressed.
* This an example cross-reference to Equation 1.

1. Accessibility

In an effort to accommodate people who are color-blind (as well as those printing to paper), grayscale readability is strongly encouraged. Color is not forbidden, but authors should ensure that tables and figures do not rely solely on color to convey critical distinctions. A simple criterion: All curves and points in your figures should be clearly distinguishable without color.

1. 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”.

1. MS Word STREAM Tools

This Microsoft Word file was updated in 2016 with STREAM Tools, designed for creating well-formatted reports and papers with Microsoft Word (Mamishev, 2010; Mamishev, 2013).

Acknowledgments

The acknowledgements should go immediately before the references. Do not number the acknowledgments 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.

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American Psychological Association. 1983. *Publications Manual.* American Psychological Association, Washington, DC.

Ashok K. Chandra, Dexter C. Kozen, and Larry J. Stockmeyer. 1981. [Alternation](http://dl.acm.org/citation.cfm?doid=322234.322243). *Journal of the Association for Computing Machinery*, 28(1):114-133. https://doi.org/10.1145/322234.32224.

Association for Computing Machinery. 1983. *Computing Reviews*, 24(11):503-512.

James Goodman, Andreas Vlachos, and Jason Naradowsky. 2016. [Noise reduction and targeted exploration in imitation learning for abstract meaning representation parsing](http://aclweb.org/anthology/P16-1001). In *Proceedings of the 54th Annual Meeting of the Association for Computational Linguistics (Volume 1: Long Papers)*. Association for Computational Linguistics, pages 1–11. <https://doi.org/10.18653/v1/P16-1001>.

Dan Gusfield. 1997. *Algorithms on Strings, Trees and Sequences*. Cambridge University Press, Cambridge, UK.

Mary Harper. 2014. [Learning from 26 languages: Pro- gram management and science in the babel program](http://aclweb.org/anthology/C14-1001). In *Proceedings of COLING 2014, the 25th International Conference on Computational Linguistics: Technical Papers*. Dublin City University and Association for Computational Linguistics, page 1. <http://aclweb.org/anthology/C14-1001>.

Alexander V. Mamishev and Murray Sargent. 2013. *Creating Research and Scientific Documents Using Microsoft Word*. Microsoft Press, Redmond, WA.

Alexander V. Mamishev and Sean D. Williams. 2010. *Technical Writing for Teams: The STREAM Tools Handbook*. Wiley-IEEE Press, Hoboken, NJ.

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

1. Appendices

Appendices are material that can be read, and include lemmas, formulas, proofs and tables that are not critical to the reading and understanding of the paper. Appendices should be **uploaded as supplementary material** when submitting the paper for review. Upon acceptance, the appendices come after the references, as shown here.

1. Supplementary Material

Submissions may include non-readable supplementary material used in the work and described in the paper. Any accompanying software and/or data should include licenses and documentation of research review as appropriate. Supplementary material may report preprocessing decisions, model parameters, and other details necessary for the replication of the experiments reported in the paper. Seemingly small preprocessing decisions can sometimes make a large difference in performance, so it is crucial to record such decisions to precisely characterize state-of-the-art methods.

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Nonetheless, supplementary material should be supplementary (rather than central) to the paper. **Submissions that misuse the supplementary material may be rejected without review.** Supplementary material may include explanations or details of proofs or derivations that do not fit into the paper, lists of features or feature templates, sample inputs and outputs for a system, pseudo-code or source code, and data. (Source code and data should be separate uploads, rather than part of the paper).

The paper should not rely on the supplementary material: while the paper may refer to and cite the supplementary material and the supplementary material will be available to the reviewers, they will not be asked to review the supplementary material.

1. This is how a footnote should appear.

   Note the line separating the footnotes from the text. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)