

Instructions for Writing the Seminar Paper or Project Report *

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Abstract

This document contains instructions for preparing Seminar Papers/Project Reports for the courses chaired by Prof. Ponzetto at the University of Mannheim. This document is an adapted version of the submission instructions for the ACL 2016 conference. The document itself conforms to its own specifications, and is therefore an example of what your manuscript should look like. Papers are required to conform to all the directions reported in this document. By using the provided \LaTeX and \BibTeX styles (`fss2017seminar.sty`, `fss2017seminar.bst`), the required formatting will be enabled by default.

1 Introduction

The following instructions are directed to students submitting their Seminar Papers or Project Reports for courses chaired by the Prof. Simone Paolo Ponzetto of the Data and Web Science group, University of Mannheim. Students are required to adhere to these specifications. Authors are required to provide a Portable Document Format (PDF) version of their papers.

2 General Instructions

Manuscripts must be in two-column format. Exceptions to the two-column format include the title, as well as the authors' names, which must be centered at the top of the first page (see the guidelines in Subsection 2.3), and any full-width figures or tables. Type single-spaced. Do not number the pages in the final version. Start all pages directly

under the top margin. See the guidelines later regarding formatting the first page.

2.1 Additional resources

Any supplementary material that accompanies the paper should be submitted along with the PDF of the paper. Seminar theses may not have any accompanying material, but the Team projects must submit the complete programming solution (code) of the solution.

2.2 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 if you have `cygwin` installed, you can use `dvipdf` or `ps2pdf`.

For reasons of uniformity, Adobe's **Times Roman** font should be used. In $\text{\LaTeX}2\epsilon$ this is accomplished by putting

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

in the preamble.

Print-outs of the PDF file on A4 paper should be identical to the electronic version.

2.3 The First Page

Center the title, author name(s) and affiliation(s) across both columns (or, in the case of initial submission, space for the names). Do not use footnotes for affiliations. 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. (For a complete guide to font sizes and styles, see Table 2.) Long titles 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 name(s), and the affiliation(s)

*This document has been adapted from the ACL 2016 \LaTeX template.

Command	Output	Command	Output
<code>{\ "a}</code>	ä	<code>{\ c c}</code>	ç
<code>{\ ^e}</code>	ê	<code>{\ u g}</code>	ğ
<code>{\ 'i}</code>	ï	<code>{\ l}</code>	ł
<code>{\ .I}</code>	İ	<code>{\ ~n}</code>	ñ
<code>{\ o}</code>	ø	<code>{\ H o}</code>	ö
<code>{\ 'u}</code>	ú	<code>{\ v r}</code>	ř
<code>{\ aa}</code>	å	<code>{\ ss}</code>	ß

Table 1: Example commands for accented characters, to be used in, e.g., BIBTEX names.

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., “MITCHELL,” not “MITCHELL”). 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. The abstract text should be in 10 point font.

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

Indent when starting a new paragraph. For reasons of uniformity, use Adobe’s **Times Roman** fonts, with 11 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** (L^AT_EX2e’s default; see section 2.2 above). Note that the latter is about 10% less dense than Adobe’s Times Roman font.

2.4 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.

Citations: Citations within the text appear in parentheses as (Gusfield, 1997) or, if the au-

thor’s name appears in the text itself, as Gusfield (1997). Using the provided L^AT_EX style, the former is accomplished using `\cite` and the latter with `\shortcite` or `\newcite`. Collapse multiple citations as in (Gusfield, 1997; Aho and Ullman, 1972); this is accomplished with the provided style using commas within the `\cite` command, e.g., `\cite{Gusfield:97,Aho:72}`. 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.

References: We recommend including references in a separate .bib file, and include an example file in this release (sample-bibliography.bib). Some commands for names with accents are provided for convenience in Table 1. References stored in the separate .bib file are inserted into the document using the following commands:

```
\bibliography{sample-bibliography}
\bibliographystyle{fss2017seminar}
```

References should appear under the heading **References** at the end of the document, but before any Appendices, unless the appendices contain references. Arrange the references alphabetically by first author, rather than by order of occurrence in the text. Provide as complete a reference 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). Authors’ full names rather than initials are preferred. You may use **standard** abbreviations for conferences¹ and journals².

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.**

Acknowledgment sections should go as a last (unnumbered) section immediately before the references.

2.5 Footnotes

Footnotes: Put footnotes at the bottom of the page. They may be numbered or referred to by asterisks or other symbols.³ Footnotes should be

¹https://en.wikipedia.org/wiki/List_of_computer_science_conference_acronyms

²<http://www.abbreviations.com/jas.php>

³This is how a footnote should appear.

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	
abstract text	10 pt	
captions	9 pt	
caption label	9 pt	bold
bibliography	10 pt	
footnotes	9 pt	

Table 2: Font guide.

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.

separated from the text by a line.⁴ Footnotes should be in 9 point font.

2.6 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 and should be placed at the top of a page. Color 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:** Figure caption.”, “**Table 1:** Table caption.” Type the captions of the figures and tables below the body, using 9 point text. Table and Figure labels should be bold-faced.

3 Length of Submission

Team Project reports should be between 4 (four) and 6 (six) pages of content long (plus additional pages for references). Seminar theses should be between 8 (eight) and 10 (ten) pages long. For both types of papers, all illustrations and appendices must be accommodated within the given page limits, observing the formatting instructions given in the present document.

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.

⁴Note the line separating the footnotes from the text.