

# SLT 2014 Paper Submission Kit

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## Part I: General Information

### Procedure

The SLT 2014 paper submission and review process is being conducted in a manner similar to previous SLT conferences:

- Authors who wish to participate in the conference will create documents consisting of a complete description of their ideas and applicable research results in a maximum of 6 pages.

- Submit the paper electronically and copyright form by fax. This paper submission must be submitted in final, publishable form before the submission deadline listed below.
- Check the SLT 2014 website for the status of your paper.
- Paper submissions will be reviewed by experts selected by the conference committee for their demonstrated knowledge of particular topics. The progress and results of the review process will be posted on this website, and authors will also be notified of the review results by email.
- Prepare a lecture or poster presentation following the guidelines included in this document.

The review process is being conducted entirely online. To make the review process easy for the reviewers, and to assure that the paper submissions will be readable through the online review system, we ask that authors submit paper documents that are formatted according to the Paper Kit instructions included here.

### **Requirements**

Papers may be no longer than 6 pages, including all text, figures, and references.

Papers must be submitted by the deadline date. There will be no exceptions.

Accepted papers **MUST** be presented at the conference by one of the authors, or, if none of the authors are able to attend, by a qualified surrogate. The presenter **MUST** register for the conference at one of the non-student rates offered, and **MUST** register before the deadline given for author registration. Failure to register before the deadline will result in automatic withdrawal of your paper from the conference proceedings and program. A single registration may cover up to two (2) papers.

### **Deadlines and Important Dates**

Paper Submission	July 21, 2014
Acceptance Notification	September 5, 2014

### **Correspondence**

Please make sure to put the conference name (SLT 2014) and the paper number that is assigned to you on all correspondence.

Additional questions regarding submission of papers should be directed to the following address:

#### **SLT 2014**

**Conference Management Services, Inc.**

**3833 Texas Avenue S., Suite 221**

**Bryan, TX 77802-4015, USA**

**(979) 846-6800**

**(979) 846-6900 [fax]**

**[papers@slt2014.org](mailto:papers@slt2014.org)**

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## Part II: Preparation of the Paper

### Document Formatting

Use the following guidelines when preparing your document:

**LENGTH:** You are allowed a total of 6 pages for your document. This is the maximum number of pages that will be accepted, including all figures, tables, and references. Any documents that exceed the 6 page limit will be rejected.

**LANGUAGE :** All submissions must be in English.

**MARGINS :** Documents should be formatted for standard letter-size (8-1/2" by 11" or 216mm by 279mm) paper . Any text or other material outside the margins specified below will not be accepted:

- All text and figures must be contained in a 178 mm x 229 mm (7 inch x 9 inch) image area.
- The left margin must be 19 mm (0.75 inch).
- The top margin must be 25 mm (1.0 inch), except for the title page where it must be 35 mm (1.375 inches).
- Text should appear in two columns, each 86 mm (3.39 inch) wide with 6 mm (0.24 inch) space between columns.
- On the first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 35 mm (1.375 inches) from the top of the page.
- The paper abstract should appear at the top of the left-hand column of text, about 12 mm (0.5") below the title area and no more than 80 mm (3.125") in length. Leave 12 mm (0.5") of space between the end of the abstract and the beginning of the main text.

A format sheet with the margins and placement guides is available in the following file formats:

- [PDF file](#) (When you print this file, make sure the "shrink to fit" box is not checked!)

These files contain lines and boxes showing the margins and print areas. If you print one of these files, then stack it atop your printed page and hold it up to the light, you can easily check your margins to see if your print area fits within the space allowed.

**Face :** To achieve the best viewing experience for the review process and conference proceedings, we strongly encourage authors to use Times-Roman or Computer Modern fonts. If a font face is used that is not recognized by the submission system, your proposal will not be reproduced correctly.

**Size :** Use a font size that is no smaller than 9 points throughout the paper, including figure captions. In 9-point type font, capital letters are 2 mm high. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the proposal much more readable. Larger type sizes require correspondingly larger vertical spacing.

**TITLE :** The paper title must appear in boldface letters and should be in ALL CAPITALS. Do not use LaTeX math notation ( $x_y$ ) in the title; the title must be representable in the Unicode character set. Also try to avoid uncommon acronyms in the title.

**AUTHOR LIST** : The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Proposals with multiple authors and affiliations may require two or more lines for this information. The order of the authors on the document should exactly match in number and order the authors typed into the online submission form.

**ABSTRACT** : Each paper should contain an abstract of 100 to 150 words that appears at the beginning of the document. Use the same text that is submitted electronically along with the author contact information.

**INDEX TERMS (KEYWORDS) NEW** : Enter up to 5 keywords separated by commas.

Keywords may be selected from the IEEE keyword list found at:

[http://www.ieee.org/organizations/pubs/ani\\_prod/keywrd98.txt](http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt).

**BODY** : Major headings appear in boldface CAPITAL letters, centered in the column.

Subheadings appear in capital and lower case, either underlined or in boldface. They start at the left margin of the column on a separate line. Sub-subheadings are discouraged, but if they must be used, they should appear in capital and lower case, and start at the left margin on a separate line. They may be underlined or in italics.

**REFERENCES** : List and number all references at the end of the document. The references can be numbered in alphabetical order or in order of appearance in the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. The end of the document should include a list of references containing information similar to the following example:

[1] D. E. Ingalls, "Image Processing for Experts," IEEE Trans. ASSP, vol. ASSP-36, pp. 1932-1948, 1988.

**ILLUSTRATIONS & COLOR** : Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All halftone illustrations must be clear in black and white. Since the printed proceedings will be produced in black and white, be sure that your images are acceptable when printed in black and white (the CD-ROM and IEEE Xplore proceedings will retain the colors in your document).

**PAGE NUMBERS**: Do not put page numbers on your document . Appropriate page numbers will be added to accepted papers when the conference proceedings are assembled.

## Templates

The following style files and templates are available for users of LaTeX and Microsoft Word:

- [LaTeX style file with margin, page layout, font, etc. definitions.](#)
- [BiBTeX style file with bibliography style definitions.](#)
- [LaTeX template file, an example of using the "spconf.sty" and "IEEEbib.bst" files above.](#)
- [PDF generated from the template file.](#)
- Sample [strings.bib](#) and [refs.bib](#) files.
- [Word 97/2000 Sample, a template of correct formatting and font use.](#)

We recommend that you use the Word file or LaTeX files to produce your document, since they have been set up to meet the formatting guidelines listed above. When using these files, double-check the paper size in your page setup to make sure you are using the letter-size paper

layout (8.5" X 11"). The LaTeX environment files specify suitable margins, page layout, text, and a bibliography style.

In particular, with LaTeX, there are cases where the top-margin of the resulting PDF file does not meet the specified parameters. In this case, you may need to add a `\topmargin=0mm` command just after the `\begin{document}` command in your .tex file. The spacing of the top margin is not critical, as the page contents will be adjusted on the proceedings. The critical dimensions are the actual width and height of the page content.

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## Part III: Submission and Review of the Paper

The review process will be performed from the electronic submission of your paper. To ensure that your document is compatible with the review system, please adhere to the following compatibility requirements:

### File Format

The 'IEEE Requirements for PDF Documents' MUST be followed EXACTLY . The conference is required to ensure that documents follow this specification. The requirements are enumerated in:

- [IEEE Requirements for PDF Documents v3.2](#) [PDF]

Papers must be submitted in Adobe's Portable Document Format (PDF) format.

PDF:

- must not have Adobe Document Protection or Document Security enabled,
- must have either 'US Letter' or 'A4' sized pages,
- must be in first-page-first order, and
- must have ALL FONTS embedded and subset.

ALL FONTS MUST be embedded in the PDF. There is no guarantee that the viewers of the paper (reviewers and those who view the proceedings CD-ROM after publication) have the same fonts used in the document. If fonts are not embedded in the submission, you will be contacted by CMS and asked to submit a file that has all fonts embedded. Please refer to your PDF or PS file generation utility's user guide to find out how to embed all fonts.

### Information for LaTeX users

Generating a PDF file is straightforward for all LaTeX packages we are aware of. When preparing the proposal under LaTeX, it is preferable to use scalable fonts such as Type I, Computer Modern. However, quite good results can be obtained with the fonts defined in the style file recommended above (spconf.sty).

PDF files with Type 3 fonts are highly discouraged. PDF files utilizing Type 3 fonts are typically produced by the LaTeX system and are lower-resolution bitmapped versions of the letters and figures. It is possible to perform a few simple changes to the configuration or command-line to produce files that use PDF Type 1 fonts, which are a vector representation of the letters and figures.

For most installations of LaTeX, you can cause dvips to output Type 1 fonts instead of Type 3 fonts by including -Ppdf option to dvips. The resulting Postscript file will reference the Type 1 Computer Modern fonts, rather than embedding the bitmapped Type 3 versions, which cause problems with printers.

You may also need to tell dvips to force letter sized paper with the option: -t letter .

Some LaTeX installations also include pdflatex , which produces acceptable PDF files as well.

### **File Size Limit**

Authors will be permitted to submit a document file up to 5 MB (megabytes) in size. To request an exception, contact the paper submission technical support at: [papers@slt2014.org](mailto:papers@slt2014.org).

### **Electronic Paper Submission**

When you have your document file ready, gather the following information before entering the submission system:

- Document file in PDF or PS format
- Affiliation, email address, and mailing address for each author
- Paper title
- Text file containing paper abstract text, in ASCII text format (for copying and pasting into web page form)

**To submit your document and author information, go to the 'Paper Submission' on the SLT 2014 homepage:**

<http://www.slt2014.org/>

The submission system will present an entry form to allow you to enter the paper title, abstract text, review category, and author contact information.

ALL authors must be entered in the online form, and must appear in the online form in the same order in which the authors appear on the PDF.

After you submit this information, the system will display a page with the data that you entered so that you may verify its accuracy. If you need to change the data to fix a mistake, you may use the back button on your browser to return to the information entry form. Once you approve of the data that you have entered, you may choose your document file for upload at the bottom of the verification page. When you click on the button labeled 'Continue' at the bottom of this page, the page will check the filename extension to make sure it matches the submission criteria, then your browser will upload your file to our server. Depending on the size of your file and your internet connection speed, this upload may take a few minutes. At the end of a successful upload, you will see a confirmation page displaying the paper number that is assigned to you, and an email message will be sent to the authors' email addresses to confirm that the file has been uploaded. If you do not see the confirmation page after uploading your file, we may not have successfully received your file upload. If you encounter trouble, contact the paper submission support at: [papers@slt2014.org](mailto:papers@slt2014.org) .

### **IEEE Copyright Transfer Form**

The copyright form is not required to be submitted until the final submission stage, after the list of accepted papers has been announced. Only authors of accepted papers are required to send the copyright form.

The confirmation page that is displayed after uploading your final, camera-ready document file will also have a link to the IEEE Electronic Copyright Form (eCF) system. That system will guide you through a series of questions to determine the type of copyright form required for your manuscript and will electronically record your signature. You will have the opportunity to download a PDF version of your electronically-signed copyright form, and both the IEEE eCF system and the SLT 2014 system will send you a confirmation of the receipt of the properly signed form.

### **Online Review Process**

Your submitted paper will be converted to PDF format by the submission system if necessary, then visually inspected by our submission system staff to assure that the document is readable and meets all formatting requirements to be included in a visually pleasing and consistent proceedings publication for SLT 2014. If our submission inspectors encounter errors with your submitted file, they will contact you to resolve the issue. If your paper passes inspection, it will be entered into the review process. A committee of reviewers selected by the conference committee will review the documents and rate them according to quality, relevance, and correctness. The conference technical committee will use these reviews to determine which papers will be accepted for presentation in the conference. The result of the technical committee's decision will be communicated to the submitting authors by email, along with any reviewer comments.

### **Monitor Your Submission Status**

After you submit your document, you may monitor the status of your paper as it progresses through the submission and review process by using the Paper Status website available at: <http://www.slt2014.org/Papers.asp>

### **Notification of Acceptance**

Authors will be notified of paper acceptance or non-acceptance by email as close as possible to the published author notification date. The email notification will include the presentation format chosen for your paper (lecture or poster) and may also include the presentation date and time, if available.

The notification email will include comments from the reviewers. The conference cannot guarantee that all of the reviewers will provide the level of comment desired by you. However, reviewers are encouraged to submit as detailed comments as possible.

Because of the short amount of time between paper acceptance decisions and the beginning of the publication process, SLT 2014 is not able to allow for a two-way discourse between the authors and the reviewers of a paper. If there appears to be a logistical error in the reviewer

comments, such as the reviewer commenting on the wrong paper, etc., please contact SLT 2014 at [papers@slt2014.org](mailto:papers@slt2014.org) .

### **Required Author Registration**

Be sure that at least one author registers to attend the conference using the online registration system available through the conference website. Each paper must have at least one author registered at a non-student rate, with the payment received by the author registration deadline (see above) to avoid being withdrawn from the conference.

<http://www.slt2014.org>

### **Copyright Issues for Web Publication**

If you plan to publish a copy of an accepted paper on the Internet by any means, you **MUST** display the following IEEE copyright notice on the first page that displays IEEE published (and copyrighted) material:

Copyright 2014 IEEE. Published in the 2014 IEEE Workshop on Spoken Language Technology (SLT 2014), scheduled for December 2-5, 2014 in Berkeley, California, USA. Personal use of this material is permitted. However, permission to reprint/republish this material for advertising or promotional purposes or for creating new collective works for resale or redistribution to servers or lists, or to reuse any copyrighted component of this work in other works, must be obtained from the IEEE. Contact: Manager, Copyrights and Permissions / IEEE Service Center / 445 Hoes Lane / P.O. Box 1331 / Piscataway, NJ 08855-1331, USA. Telephone: + Intl. 908-562-3966. If you post an electronic version of an accepted paper, you must provide the IEEE with the electronic address (URL, FTP address, etc.) of the posting.

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## **Part IV: Preparation of the Presentation**

Information regarding the specifics of the presentations will be posted later.

**DIMENSIONS:** Dimensions of the poster board will listed here at a later date.

(End of File)