Instructions for MTT09 Proceedings

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Abstract

This document contains the instructions for preparing a camera-ready manuscript for the proceedings of MTT09. 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 Coling-08, adapted from ACL-07, adapted from those for ACL/Coling-06, which were in turn adapted from those for EACL-06, which were in turn adapted from the instructions for ACL-05 and EACL-03. All these were based on the formats of earlier ACL and EACL Conference proceedings. Those versions were written by several people, including John Chen, Henry S. Thompson and Donald Walker.

2 Introduction

The following formatting instructions are directed to authors of papers accepted for publication in MTT09 proceedings, including the main conference and posters. Authors are asked to use these guidelines to prepare the final version of their paper, including responses to the comments made by referees. Revised papers must be substantially the same in length and content as those submitted for review. Papers that do not conform to these guidelines will not be accepted for the proceedings. Authors are required to provide a Portable Document Format (PDF) of their papers. The proceedings will be printed on **US Letter** size (21.59 cm × 27.94 cm) / (8.5 in × 11 in) paper. See also the conference website http://olst.ling.umontreal.ca/mtt09/paper-submission for additional advice and information regarding submission.

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.

Unless otherwise specified, the maximum length of a manuscript is 10 pages, printed single-sided (see Section 4 for additional information on the maximum number of pages). Authors may exceed the 10-page limit within reason if and only if this is necessary to respond to the comments of the conference referees.

3.1 Electronically-available resources

This description is provided in LATEX2e (MTT09.tex) along with the LATEX2e style file used to format it (MTT09.sty) and an MTT09 bibliography style (MTT09.bst); and in PDF format (MTT09.pdf). These files

are all available at http://olst.ling.umontreal.ca/mtt09/paper-submission/. There is also a Microsoft Word document template (MTT09.dot) available at the same URL. We strongly recommend the use of these style files, which have been appropriately tailored for the MTT09 proceedings.

3.2 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 GSview (File>Convert>pdfwrite); if you have *cygwin* installed, you can use *ps2pdf*. Note that some word processing programs generate PDF which may not include all the necessary fonts (esp. tree diagrams, symbols). On a Mac, PDF files can be directly generated from the Print menu. 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 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.

It is of utmost importance to specify **US Letter format** (21.59 cm × 27.94 cm) / (8.5 in × 11 in) when formatting the paper.

Print-outs of the PDF file on US Letter paper should look like the present document, which conforms to the formatting requirements. *Note that in order for your paper to print correctly, you should disable centering and scale-to-fit options on your printer.* If you cannot meet the above requirements about the production of your camera-ready paper, please contact the publications chair as soon as possible.

3.3 Layout

Format manuscripts one column to a page, in the manner these instructions are formatted. The exact dimensions for a page on US Letter paper are:

- Left and right margins: 2.54 cm (1 in)

- Top margin: 2.54 cm (1 in)

- Bottom margin: 2.54 cm (1 in)

3.4 Fonts

For 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.

3.5 The First Page

Center the title, authors' names and affiliations. Do not use footnotes for affiliations. Do not include the paper ID number assigned during the submission process.

Title: 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. Approximately, put the title at 2.54 cm (1 in) from the top of the page, followed by a blank line, then the authors' names and affiliations on the following line. Do not use only initials for given names (middle initials are allowed). Avoid capitalizing last names. The

affiliation should contain the author's complete address, and if possible an email address. Leave about 2 cm (0.75 in) 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 margins for the text in the body of the paper by about 0.6 cm (0.25 in) 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. Use 11 point font for text. **Indent** when starting a new paragraph, except for the first paragraph following each heading. Line spacing should be set to a fixed 12 pts if text includes sub/superscript material or non-Latin fonts with irregular character heights.

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. Separate the heading number from the title with a tab at 1.27 cm (0.5 in). Do not number subsubsections. Use 11 point font for subsection headings and 12 point font for section headings.

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). Citations in parentheses should not be used as linguistic phrases; for example, instead of "(Gusfield, 1997) argues that ..." use "Gusfield (1997) argues that ...". Append lowercase letters to the year in cases of ambiguity. Treat double authors as in (Aho & Ullman, 1972), using a ampersand rather than "and", but write as in (Chandra et al., 1981) when more than two authors are involved. Collapse multiple citations in parenthesis as in (Gusfield, 1997; Aho & Ullman, 1972), separate works by different author with semi-colons and the year of publication for multiple citations by the same authors with commas, as in (Mel'čuk, 1988, 2001).

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 the first author's last-name, rather than by order of occurrence in the text, and invert the first-name and last-name of the first author (only). Indent the second and subsequent lines of entries by 0.4 cm (0.16 in). 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. Use full names for journals and conferences, not abbreviations (for example "45th Meeting of the Association for Computational Linguistics" not "ACL07").

The LATEX2e and BibTEX style files provided 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**.

Acknowledgement section should go as a last section immediately *before the references*. Do not number the acknowledgement section.

3.7 Footnotes

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] Footnotes should be separated from the main text by a line.[2] Footnote references must follow punctuation (periods, commas, parentheses, etc.)—i.e. ".[2]" not "[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 Copyright

MTT'09 no longer requires a copyright license statement. The proceedings now have an ISBN number and will be distributed freely in electronic form. In LaTeX, simply add the `\nocopyrightfn` command in the preamble of your .tex file in order to block the insertion of the copyright footnote.

3.9 Graphics

Illustrations: Place figures, tables, and photographs in the paper near where they are first discussed, rather than at the end, if possible. 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.

3.10 Linguistic examples

Please follow the formatting guidelines posted at http://www.linguistics.ualberta.ca/pdf/ileg.pdf. Use either three- or four-line format. Leave one blank line before, after, and between examples. Number examples sequentially throughout the paper. Place numbers on the left margin in parentheses, separated from the data by a tab at 0.25 in (0.635 cm). If a second level of numbering is required, use "a.", "b.", etc., separated from the number by a tab at 0.25 in (0.635 cm) and separated from the data by a tab at 0.5 in (1.27 cm). Indent any wrapping lines an additional 0.25 in (0.635 cm) from the left edge of the data. It is not necessary to provide punctuation (periods, commas) after the lines in examples. Line up the beginning of words with their glosses. *Use single tabs (not spaces or multiple tabs) for alignment.* Give morpheme glosses in small caps. Provide a list of abbreviations in a footnote attached to the text immediately preceding the first example. English translations are enclosed in single quotes. Use Roman typeface for all lines in analyzed examples. When citing examples in text, use parentheses around the example numbers: (1), (2b), etc., do not use periods.

4 Length of Submission

Unless otherwise specified, the maximum length is 10 pages. The page limit should be observed strictly, although authors may exceed the 10-page limit *within reason* in the case that it is necessary to do so to respond to specific comments from the conference referees. *Papers that are deemed too long by the conference chairs will be returned to the authors.* All illustrations, references, and appendices must be accommodated within these page limits, following the formatting instructions given in the present document.

References

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Mel'čuk, Igor A. 1988. *Dependency Syntax: Theory and Practice*. SUNY Press, Albany, NY.

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