

These instructions have been superseded; check the TACL website for the most current version.

Formatting Instructions for TACL Submissions (Base files: `tacl2018-template.tex` and `tacl2018.sty`, dated Aug 3, 2018)

(No author info supplied here, for consistency with TACL-submission anonymization requirements)

Abstract

This document contains the formatting requirements for TACL submissions. These formatting rules take effect for all submissions received from August 2, 2018 onwards.

1 Courtesy warning: Common violations of submission rules that have resulted in desk rejects

1. Violation: wrong paper format. *As of the September 2018 submission round and beyond, TACL requires A4 format. This is a change from the prior paper size.*
2. Violation: main document text smaller than 11pt, or table or figure captions in a font smaller than 10pt. See Table 1.
3. Violation: fewer than seven pages of content or more than ten pages of content, *including* any appendices. (Exceptions are made for re-submissions where a TACL Action Editor explicitly granted a set number of extra pages to address reviewer comments.) See Section 4.
4. Violation: Author-identifying information in the document content or embedded in the file itself.
 - Advice: Make sure the submitted PDF does *not* embed within it any author info: check the document properties before submitting. Useful tools include Adobe Reader and `pdfinfo`.
 - Advice: Check that no URLs inadvertently disclose any author information. If software or data is to be distributed, mention so in *anonymized* fashion.

- Advice: Make sure that author names have been omitted from the author block. (It's OK to include some sort of anonymous placeholder.)
- Advice: Do not include acknowledgments in a submission.
- Advice: While citation of one's own relevant prior work is as encouraged as the citation of any other relevant prior work, self-citations should be made in the third, not first, person. No citations should be attributed to "anonymous" or the like. See Section 10.2.

2 General instructions

Submissions that do not comply with this document's instructions risk rejection without review.

Submissions should consist of a Portable Document Format (PDF) file formatted for **A4 paper**.¹ All necessary fonts should be included in the file.

If you promised to provide code or data at submission, specific instructions for how to access such resources must be provided. (Typically, a URL to a stable, resource-specific site suffices.)

All URLs should be manually checked to verify that they lead to a valid webpage, and to the site that was intended.

3 L^AT_EX files

L^AT_EX files compliant with these instructions are available at the Author Guidelines section of the TACL website, <https://www.transacl.org>.² Use of the TACL L^AT_EX files is highly recommended: *MIT Press requires authors to supply L^AT_EX source files as part of the publication process*; and use of the

¹Prior to the September 2018 submission round, a different paper size was used.

²Last accessed August 3, 2018.

Type of Text	Size	Style
paper title	15 pt	bold
the word “Abstract” as header	12 pt	bold
abstract text	10 pt	
section titles	12 pt	bold
document text	11 pt	
captions	10 pt	
footnotes	9 pt	

Table 1: Font requirements

recommended L^AT_EX files makes conversion to the required camera-ready format simple.

The provided files use the hyperref package. Should you wish to disable it, change the line `\usepackage[hyperref]{tacl2018}` to `\usepackage[nohyperref]{tacl2018}`. We mention this because citations or URLs that cross pages can trigger the compilation error “`\pdfendlink ended up in different nesting level than \pdfstartlink`”. In such cases, you may temporarily disable the hyperref package and then compile to locate the offending portion of the tex file; edit to avoid a pagebreak within a link; and then re-enable the hyperref package.

4 Length limits

Submissions may consist of seven to ten (7-10) A4 format (not letter) pages of content.

The page limit *includes* any appendices. However, references do not count toward the page limit.

Exception: Revisions of (b) or (c) submissions may have been allowed additional pages of content by the prior Action Editor, as specified in their decision letter.

5 Fonts and text size

Adobe’s Times Roman font should be used. In L^AT_EX2e this is accomplished by putting `\usepackage{times,latexsym}` in the preamble.³

Font size requirements are listed in Table 1. In addition to those requirements, the content of figures, tables, equations, etc. must be of reasonable size and readability.

³Should Times Roman be unavailable to you, use Computer Modern Roman (L^AT_EX2e’s default). Note that the latter is about 10% less dense than Adobe’s Times Roman font.

6 Page Layout

The margin dimensions for a page in A4 format (21 cm × 29.7 cm) are given in Table 2. Start the content of all pages directly under the top margin. (The confidentiality header (§6.1) for submissions is an exception.)

Left and right margins: 2.5 cm
Top margin: 2.5 cm
Bottom margin: 2.5 cm
Column width: 7.7 cm
Column height: 24.7 cm
Gap between columns: 0.6 cm

Table 2: Margin requirements

Papers must be in two-column format and single-spaced. Allowed exceptions to the two-column format are the title, which must be centered at the top of the first page; the confidentiality header (see §6.1) on submissions; and any full-width figures or tables.

Should the pages be numbered? Yes, for submissions (to facilitate review); but no, for camera-readies (page numbers will be added at publication time).

Indent by about 0.4cm when starting a new paragraph that is not the first in a section or subsection.

6.1 The confidentiality header and line-number ruler

Each page of the submission should have the header “Confidential TACL submission. DO NOT DISTRIBUTE.” centered across both columns in the top margin.

Submissions must include line numbers in the left and right margins, as demonstrated in the TACL submission-formatting instructions pdf file, because the line numbering allows reviewers to be very specific in their comments.⁴ Note that the numbers on the ruler need not line up exactly with the text lines of the paper. (Indeed, the line numbers generated by the recommended L^AT_EX files typically do not correspond exactly to the text lines.)

The presence or absence of the ruler or header should not change the appearance of any other content on the page.

⁴Authors using Word to prepare their submissions can create the marginal line numbers by inserting text boxes containing the line numbers.

Incorrect	Correct
“(Cardie, 1992) employed learning.” The problem: “employed learning.” is not a sentence.	“Cardie (1992) employed learning.” Create by <code>\citet{...}</code> or <code>\newcite{...}</code> .
“The method of (Cardie, 1992) works.” The problem: “The method of was used.” is not a sentence.	“The method of Cardie (1992) works.” Create as above.
“Use the method of (Cardie, 1992).” The problem: “Use the method of.” is not a sentence.	“Use the method of Cardie (1992).” Create as above.
Related work exists Lee (1997). The problem: “Related work exists Lee.” is not a sentence (unless one is scolding a Lee).	Related work exists (Lee, 1997). Create by <code>\citep{...}</code> or <code>\cite{...}</code> .

Table 3: Examples of incorrect and correct citation format. Also depicted are citation commands supported by the `tacl2018.sty` file, which is based on the `natbib` package and supports all `natbib` citation commands. The `tacl2018.sty` file also supports commands defined in previous ACL style files for compatibility.

7 The First Page

Center the title, which should be placed 2.5cm from the top of the page, across both columns of the first page. Long titles should be typed on two lines without a blank line intervening. Do not include the paper ID number assigned during the submission process.

Although submissions should not include any author information, maintain space for names and affiliations/addresses so that they will fit in the final (camera-ready) version.

Start the abstract at the beginning of the first column, about 8 cm from the top of the page, with the centered header “Abstract” as specified in Table 1. The width of the abstract text should be narrower than the width of the columns for the text in the body of the paper by about 0.6cm on each side.

8 Section headings

Use numbered section headings (Arabic numerals) in order to facilitate cross references. Number subsections with the section number and the subsection number separated by a dot.

9 Figures and Tables

Place figures and tables in the paper near where they are first discussed.

Provide a caption for every illustration. Number each one sequentially in the form: “Figure 1:

Caption of the Figure.” or “Table 1: Caption of the Table.”

Authors should ensure that tables and figures do not rely solely on color to convey critical distinctions and are, in general, accessible to the color-blind.

10 Citations and references

10.1 In-text citations

Use correctly parenthesized author-date citations (not numbers) in the text. To understand correct parenthesization, obey the principle that *a sentence containing parenthetical items should remain grammatical when the parenthesized material is omitted*. Consult Table 3 for usage examples.

10.2 Self-citations

Citing one’s own relevant prior work should be done, but use the third person instead of the first person, to preserve anonymity:

Correct: Zhang (2000) showed ...

Correct: It has been shown (Zhang, 2000)...

Incorrect: We (Zhang, 2000) showed ...

Incorrect: We (Anonymous, 2000) showed ...

10.3 References

Gather the full set of references together under the boldface heading “References”. Arrange the ref-

300 references alphabetically by first author’s last/family
301 name, rather than by order of occurrence in the
302 text.

303 References to peer-reviewed publications
304 should be given in addition to or instead of
305 preprint versions. When giving a reference to a
306 preprint, including arXiv preprints, include the
307 number.

308 List all authors of a given reference, even if
309 there are dozens; do not truncate the author list
310 with an “et al.” Use full first/given names for au-
311 thors, not initials. Include periods after middle ini-
312 tials.

313 Titles should have correct capitalization. For
314 example, change change “lstm” or “Lstm” to
315 “LSTM”.⁵ Capitalize the first letter of the first
316 word after a colon or similar punctuation mark.
317 For book titles, capitalize the first letter of all main
318 words. See the reference entry for [Jurafsky and
319 Martin \(2009\)](#) for an example.

320 We strongly encourage the following, but do not
321 absolutely mandate them:

- 322 • Include DOIs.⁶
- 323 • Include the version number when citing
324 arXiv preprints, even if only one version ex-
325 ists at the time of writing. For example,⁷ note
326 the “v1” in the following.

327 Joshua Goodman. 2001. A bit
328 of progress in language modeling.
329 *CoRR*, cs.CL/0108005v1.

330 An alternative format is:

331 Rebecca Hwa. 1999. Supervised
332 grammar induction using training
333 data with limited constituent infor-
334 mation. cs.CL/9905001. Version 1.

335 11 Appendices

336 Appendices, if any, directly follow the text and the
337 references. Recall from Section 4 that *appendices*
338 *count towards the page limit*.

339 ⁵If using BibTeX, apply curly braces within the title field
340 to preserve intended capitalization.

341 ⁶The supplied L^AT_EX files will automatically add hyper-
342 links to the DOI when BibTeX or BibLateX are invoked if
343 the hyperref package is used and the doi field is employed
344 in the corresponding bib entries. The DOI itself will not be
345 separately printed out in that case.

346 ⁷Bibtex entries for [Goodman \(2001a\)](#) and [Hwa \(1999a\)](#)
347 corresponding to the depicted output can be found in the sup-
348 plied sample file `tacl.bib`. We also cite the peer-reviewed
349 versions ([Goodman, 2001b](#); [Hwa, 1999b](#)), as required.

350 12 Contributors to this document

351 This document was adapted by Lillian Lee and
352 Kristina Toutanova from the instructions and files
353 for ACL 2018, by Shay Cohen, Kevin Gimpel,
354 and Wei Lu. Those files were drawn from earlier
355 *ACL proceedings, including those for ACL 2017
356 by Dan Gildea and Min-Yen Kan, NAACL 2017
357 by Margaret Mitchell, ACL 2012 by Maggie Li
358 and Michael White, those from ACL 2010 by Jing-
359 Shing Chang and Philipp Koehn, those for ACL
360 2008 by Johanna D. Moore, Simone Teufel, James
361 Allan, and Sadaoki Furui, those for ACL 2005 by
362 Hwee Tou Ng and Kemal Oflazer, those for ACL
363 2002 by Eugene Charniak and Dekang Lin, and
364 earlier ACL and EACL formats, which were writ-
365 ten by several people, including John Chen, Henry
366 S. Thompson and Donald Walker. Additional ele-
367 ments were taken from the formatting instructions
368 of the *International Joint Conference on Artificial*
369 *Intelligence* and the *Conference on Computer Vi-*
370 *sion and Pattern Recognition*.

371 References

372 Joshua Goodman. 2001a. [A bit of progress in lan-
373 guage modeling](#). *CoRR*, cs.CL/0108005v1.

374 Joshua T. Goodman. 2001b. [A bit of progress in
375 language modeling](#). *Computer Speech & Lan-
376 guage*, 15(4):403–434.

377 Rebecca Hwa. 1999a. [Supervised grammar induc-
378 tion using training data with limited constituent
379 information](#). *CoRR*, cs.CL/9905001. Version 1.

380 Rebecca Hwa. 1999b. [Supervised grammar induc-
381 tion using training data with limited constituent
382 information](#). In *Proceedings of the 37th Annual
383 Meeting of the Association for Computational
384 Linguistics*.

385 Daniel Jurafsky and James H. Martin. 2009.
386 *Speech and Language Processing: An Intro-
387 duction to Natural Language Processing, Com-
388 putational Linguistics, and Speech Recognition*,
389 second edition. Pearson Prentice Hall.