Instructions for CLARIN2019 Proceedings

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Abstract

This document contains the instructions for preparing a paper for CLARIN2019. 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 both for submissions to be reviewed *and* for final versions of accepted papers to be published in the proceedings. Authors are asked to conform to all the directions given in this document and to other instructions in the *Call for Papers*.

1 Introduction

The following instructions are directed to all authors preparing a paper for CLARIN2019. Some of these instructions differ slightly depending on whether one is submitting a version for initial reviewing, one is uploading an updated paper ahead of the conference, or one is uploading a final full paper for inclusion in the proceedings after the conference. Such differences will be clearly indicated in the remainder of this document. All authors are required to adhere to these specifications, as well as to the instructions in the *Call for Papers*.

2 General Instructions

All papers should be written in English, using either American or British spelling, and should be submitted in Portable Document Format (PDF).

Since reviewing will be double-blind, author names should not appear in any submission to be reviewed (but should be given in the final accepted paper). Likewise, submissions to be reviewed must not mention contributors, project names, grant numbers, and names or URLs of resources or tools that have only been made publicly available in the last 3 weeks or are about to be made public. More detailed instructions on anonymisation will be given below.

The length of the manuscript, when written in the specified layout, should conform to the minimum and maximum page limits described in the *Call for Papers*. There may be different page limits for extended abstracts before the conference and for full papers to be published in the Proceedings after the conference. Papers that do not conform to the specified length and formatting requirements may be rejected without review. Do not number the pages.

2.1 Electronically Available Resources

We strongly prefer that you prepare your PDF files using LaTeX with the official CLARIN2019 style file (CLARIN2019.sty) and bibliography style (acl.bst). These files are available at the website, where you will also find the document you are currently reading (CLARIN2019.pdf) and its LaTeX source code (CLARIN2019.tex).[1]

In practice, you can make a copy of this source code file (CLARIN2019.tex) and keep the preamble and basic structure but replace all content.

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[1]`http://clarin.eu/news/clarin-annual-conference-call-papers`

You can alternatively use Open Office or Microsoft Word to produce your PDF file. In this case, we strongly recommend the use of the Open Office template file (CLARIN2019.ott) or the Microsoft Word template (CLARIN2019.dotx) respectively, which are also available on the website. Reviewing will be double blind. Therefore, if you use these templates, we suggest that you anonymise your source file so that the pdf produced does not retain your identity. This can be done by removing any personal information from your source document properties.

2.2 Providing Electronic Manuscripts in PDF

All versions of the papers must be uploaded in Adobe's Portable Document Format (PDF). PDF files are usually produced from LaTeX using the *pdflatex* command. If your version of LaTeX produces Postscript files, you can convert these into PDF using *ps2pdf* or *dvipdf*. On Windows, you can also use Adobe Distiller to generate PDF.

Please make sure that your PDF file includes all the fonts with the necessary glyphs (especially symbols and non-Latin 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.

3 Layout

It is of utmost importance to specify the A4 paper size (210 mm x 297 mm). This is normally achieved by specifying the `a4paper` option in the document class. When working with `dvips`, one could also specify `-t a4`.

Typeset manuscripts with a single column to a page. The margins should be 25 mm on all sides, so that the dimensions of the text area on an A4 page are 160 mm x 247 mm. Manuscripts should be typed single-spaced. Please make sure the text is hyphenated correctly.

3.1 Fonts

For reasons of uniformity, the Times, Times Roman or Times New Roman font should be used for normal text. This can be accomplished by putting the necessary commands in the preamble of a LaTeX document. Two ways are possible, depending on whether you use traditional LaTeX2e or the more modern XeLaTeX which supports full Unicode directly in the source. In the latter case you make sure that your source is written in UTF-8 and you specify at least the following in the preamble:

```
\usepackage{xltxtra}
\setmainfont[Mapping=tex-text]{Times}
```

In traditional LaTeX, you specify at least the following instead:

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

If Times Roman is unavailable, use Computer Modern Roman (LaTeX2e's default). Note that the latter is about 10% less dense than Times.

Table 1 specifies the sizes and styles to be used for different kinds of text elements.

3.2 The First Page

The title, author names and addresses should be *identical* to those entered to the electronical 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.

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
subsection titles	11 pt	bold
normal text	11 pt	
emphasis		italic
captions	11 pt	
sub-captions	9 pt	
bibliography	10 pt	
footnotes	9 pt	

Table 1: Font guide.

Centre the title, author's name(s) and affiliation(s) across the page. Do not use footnotes for affiliations. Do not include the paper ID number which may be assigned during the submission process.

Title: Place the title centred at the top of the first page, in a 15 pt bold font. (For a complete guide to font sizes and styles, see Table 1) Long titles should be typed on two lines without a blank line intervening. Do not format title and other headings in all capitals, except for proper names (such as "BLEU") that are conventionally in all capitals.

Authors and addresses: Centred on the page, below the title and a blank line, place the author's names(s), and the affiliation and addresses on subsequent lines. Use full first (given) names (middle initials are allowed). Do not format surnames in all capitals (e.g., use "Schlangen" not "SCHLANGEN").

The affiliation should contain the author's complete address, and an electronic mail address. Start the body of the first page 75 mm from the top of the page.

In the anonymous version submitted for initial review, your real names and addresses should *not* be filled out here (see also the General Instructions section above).

Abstract: Type the abstract between addresses and main body. The width of the abstract text should be smaller than main body by about 6 mm on each side. Centre the word **Abstract** in a 12 pt 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 normal font size.

Text: Begin typing the main body of the text immediately after the abstract, observing the single-column format as shown in the present document. Indent when starting a new paragraph. Use 11 pt for normal text.

Licence: Include a licence statement as an unmarked (unnumbered) footnote on the first page of the final, camera-ready paper. See Section 4.4 below for details and motivation.

3.3 Sections

Headings: Use numbered sections (with 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. Avoid subsubsections. Use 12 pt for section headings and 11 pt for subsection headings.

Acknowledgements: Do not include an acknowledgements section when submitting your paper for review, only in the final accepted version of the paper. The acknowledgements section should go immediately before the references and its heading should not be numbered.

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 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). Use of full names for authors rather than initials is preferred. A list of abbreviations for common computer science journals can be found in the ACM *Computing Reviews* (Association for Computing Machinery, 1983).

The LaTeX and BibTeX style files provided roughly fit the American Psychological Association format, allowing regular citations, short citations and multiple citations (see also below).

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**.

4 Other Text Elements

4.1 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). Append lowercase letters to the year in cases of ambiguity. Treat double authors as in (Aho and Ullman, 1972), but write as in (Chandra et al., 1981) when more than two authors are involved. Collapse multiple citations as in (Gusfield, 1997; Aho and Ullman, 1972). Also refrain from using full citations in parentheses as sentence constituents. For instance, instead of the following:

"(Gusfield, 1997) showed that ..."

we suggest you use the following form:

"Gusfield (1997) showed that ..."

If you are using the provided LaTeX and BibTeX style files, you can use the command \newcite to get "author (year)" citations.

As reviewing will be double-blind, the submitted version of the papers should not include the authors' names and affiliations. Furthermore, self-references that reveal the author's identity, e.g.,

"We previously showed (Gusfield, 1997) ..."

should be avoided. Instead of using the first person, use third person citations, e.g. one of the following:

"Gusfield (1997) previously showed ... "

"It has previously been shown ... (Gusfield, 1997)"

Please do not try to anonymize the citations themselves.

4.2 Footnotes

Put footnotes at the bottom of the page in 9 pt text. They are preferably numbered but can also be referred to by asterisks or other symbols.[2] Footnotes should be separated from the text by a line.[3]

4.3 Graphics

Figures and tables: Place figures (screenshots, photographs, diagrams etc.) and tables in the paper near where they are first discussed, rather than at the end, if possible.

If you use colour in illustrations, make sure that sufficient contrast is maintained when printed in black ink. Try this by printing your document on a printer with only black ink.

Narrow graphics in the single-column format may lead to large empty spaces, see for example the wide margins on both sides of Table 1. If you have multiple graphics with related content, it may be preferable to combine them in one graphic. You can identify the sub-graphics with sub-captions below the sub-graphics numbered (a), (b), (c) etc. The LaTeX packages wrapfig, subfig, subtable and/or subcaption may be useful.

Captions: Provide a caption for every illustration and table; number each one sequentially in the form: "Figure 1. Caption of the Figure." or "Table 1. Caption of the Table." as illustrated in Table 1. Type the captions of the figures and tables below the body, using normal 11 pt text.

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[2]This is how a footnote should appear.

[3]Note the line separating the footnotes from the text.

4.4 Licence Statement

To avoid the need for sending signed copyright hand-over forms to the organisers or publishers, we require that authors licence the final version of accepted papers under a Creative Commons Attribution 4.0 International Licence (CC-BY). This means that authors (or their employers) retain copyright but grant everybody the right to adapt and re-distribute their paper as long as the authors are credited and modifications listed.

Depending on whether you use American or British English in your paper, please include one of the following as an unmarked (unnumbered) footnote on page 1 of the *final* version of your paper. The LaTeX style file (CLARIN2019.sty) adds a command `blfootnote` for this purpose, and usage of the command is prepared in the LaTeX source code (CLARIN2019.tex) at the start of Section 1 "Introduction".

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We cannot accept the restrictions "NonCommercial" (NC) and "ShareAlike" (SA) as they would limit our options for publishing and printing, nor the restriction "NoDerivatives" (ND) as it may impede our ability to add page numbers and a footer, as well as our ability to combine papers into volumes. Page numbers and proceedings footer are added by the organizers.

4.5 Translation of non-English Terms and Examples

It is advised to supplement non-English characters and terms with appropriate transliterations and/or translations. Inline transliteration or translation can be represented in the following order: original transliteration "translation".

Linguistic examples in languages other than English should normally be glossed and provided with an translation in English on separate lines, as illustrated in (1). Several LaTeX packages support glossed examples.

(1) *Dit is een Nederlands voorbeeld-je.*
    This is a Dutch example-DIM.
    'This is a small example in Dutch.'

Acknowledgements

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.

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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.