Instructions for EMNLP 2018 Camera-Ready Versions

First Author
Affiliation / Address line 1
Affiliation / Address line 2
Affiliation / Address line 3
`email@domain`

Second Author
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Abstract

This document contains the instructions for preparing a camera-ready manuscript for the proceedings of EMNLP 2018. 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 for final versions of accepted papers. Authors are asked to conform to all the directions reported in this document.

1 Introduction

Congratulations on your acceptance at EMNLP 2018! The following instructions are directed to authors of **accepted papers** as assistance in preparing the final version for the proceedings. All authors are required to adhere to these specifications. Authors are required to provide a Portable Document Format (PDF) version of their papers. **The proceedings are designed for printing on A4 paper.**

2 General Instructions

If you are using the LATEX style, begin by uncommenting `\aclfinalcopy` at the top of this document. It will compile to produce an example of the camera-ready formatting. If you are using Word, manually insert the author list below the title, replacing the words "Anonymous EMNLP 2018 submission". The title box is 5cm in height. You may not change the list of authors from the submission version.

Author names should appear in **12 point boldface**. Author affiliations and mailing addresses should appear in 12 point plain font. Contact email addresses should appear in `12 point monospace`, accessed using the LATEX command `\tt`. Papers with small numbers of authors should follow the format above, in which each author's name appears above their affiliation; papers with large numbers of authors should set all the author names on the same line(s), with affiliations below, and use numerical footnotes to indicate which authors share which institution(s). Do not format surnames in all capitals (*e.g.*, use "Mitchell" not "MITCHELL"). For an example, see Table 1.

2.1 The ruler and page numbers

No printed ruler should appear in the camera-ready version. No page numbers should appear either. If you are using LATEX this will happen automatically when you uncomment `\aclfinalcopy`; if you are using Word, remove the ruler manually. Use the "Header and Footer" menu to remove the page numbering.

Before removing the ruler, **check that all your text and figures fit properly within the column dimensions**, preserving the 2.5cm left and right margin spaces. If your equations, figures or other content protrude into the margins, you will be asked to correct and resubmit your camera-ready version.

2.2 Format of Electronic Manuscript

For the production of the electronic manuscript you must use 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 necessary fonts (especially tree diagrams, symbols, and fonts with Asian 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 print-**

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Table 1: Example author information for a paper with many authors (from EMNLP 2017).

ing 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.

It is of utmost importance to specify the **A4 format** (21 cm x 29.7 cm) when formatting the paper. When working with `dvips`, for instance, one should specify `-t a4`. Or using the command `\special{papersize=210mm,297mm}` in the latex preamble (directly below the `\usepackage` commands). Then using `dvipdf` and/or `pdflatex` which would make it easier for some.

Print-outs of the PDF file on A4 paper should be identical to the hardcopy version. If you cannot meet the above requirements about the production of your electronic submission, please contact the publication chairs as soon as possible.

You can check whether a PDF is really in A4 size using *pdfinfo*, which should print "Page size: 595.276 x 841.89 pts", or using Apple Preview (type command-I for info) or Adobe Acrobat (use File → Properties → Description; the field labeled "Page Size" should read 8.27 11.69 inches in).

2.3 Layout

Format manuscripts two columns to a page, in the manner these instructions are formatted. The exact dimensions for a page on A4 paper are:

- 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

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	
captions	10 pt	
abstract text	10 pt	
bibliography	10 pt	
footnotes	9 pt	

Table 2: Font guide.

Papers should not be submitted on any other paper size. If you cannot meet the above requirements about the production of your electronic submission, please contact the publication chairs above as soon as possible.

2.4 Fonts

For reasons of 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.

If your paper uses Asian fonts, ensure that they are embedded in the PDF file so they can be displayed by non-Asian versions of the PDF reader. (Asian versions ship with a larger set of default fonts.)

2.5 Hyperlinks

Clickable hyperlinks to references and external URLs **will** appear in the proceedings this year. However, we have opted not to create links using the DOI field in your bibtex entries. If you are including external URLs in the text of your paper,

check carefully for URLs too long to appear in the column, which we recommend you break, shorten or place in footnotes.

2.6 Graphics

Illustrations: Check that your images are of printable quality, especially if using bitmaps. We strongly recommend the use of vector formats for graphics if possible. In an effort to accommodate people who are color-blind (as well as those printing to paper), make sure that all color images are still interpretable when printed in grayscale.

3 Length of Submission

Accepted papers are allowed **an additional page** of content so that reviewers' comments can be taken into account. That is, long papers may consist of up to nine (9) pages of content plus unlimited pages for references. Short papers may consist of five (5) pages in the proceedings and unlimited pages for references.

For both long and short papers, all illustrations and tables that are part of the main text must be accommodated within these page limits, observing the formatting instructions given in the present document. Supplementary material in the form of appendices does not count towards the page limit; see appendix A for further information.

4 Uploading your final version

You should submit the final version of your paper via Start, by navigating to the EMNLP login page (http://softconf.com/emnlp2018/) or following the link in your acceptance email. When entering the metadata for your paper, please use the lookup mechanism to search for your co-authors' names by account ID. This links the paper to their START account and, crucially, takes their preferred name formatting for the metadata. If you enter the authors' names manually, it will be more work for you, and you might introduce error.

We apologize for our previous instructions, which incorrectly indicated that you should manually adjust the margin offsets for your paper after uploading. We have discontinued this procedure. This does not mean that your paper may contain equations and figures wider than the standard margins, just that you do not need to adjust the alignment of your paper within the PDF page.

5 Final checklist

Check the following before submitting your camera-ready version:

- All authors' names from the submission appear in the correct order and are contained properly within the titlebox.

- No equations, figures or other content extend into the 2.5 cm left and right margins.

- There is no ruler or page numbering.

- All fonts are embedded in the PDF, so that it can be printed on any computer.

- All graphics are of printable quality and appear intelligible when converted to grayscale.

- The PDF is sized for A4 paper.

- The paper contains no more than 9 (long) or 5 (short) pages of content, not including appendices.

- Acknowledgments appear as an unnumbered section immediately before the references.

If you cannot make your paper conform to these instructions, contact the publication chairs for help immediately; it is more convenient for everyone if you do not wait for them to contact you.

6 Credits

This document has been adapted from the instructions for earlier ACL and NAACL proceedings. It represents a recent build from https://github.com/acl-org/acl-pub, with modifications by Micha Elsner and Preethi Raghavan, based on the NAACL 2018 instructions by Margaret Michell and Stephanie Lukin (including their upload FAQ with contributions by Matt Post), 2017/2018 (NA)ACL bibtex suggestions from Jason Eisner, ACL 2017 by Dan Gildea and Min-Yen Kan, NAACL 2017 by Margaret Mitchell, ACL 2012 by Maggie Li and Michael White, those from ACL 2010 by Jing-Shing Chang and Philipp Koehn, those for ACL 2008 by Johanna D. Moore, Simone Teufel, James Allan, and Sadaoki Furui, those for ACL 2005 by Hwee Tou Ng and Kemal Oflazer, those for ACL 2002 by Eugene Charniak and Dekang Lin, and earlier ACL and EACL formats. Those versions were written by several people, including John Chen,

Henry S. Thompson and Donald Walker. Additional elements were taken from the formatting instructions of the *International Joint Conference on Artificial Intelligence* and the *Conference on Computer Vision and Pattern Recognition*.

Acknowledgments

Remember to add any acknowledgments to the final version. The acknowledgments should go immediately before the references, and are typeset in normal text. Do not number the acknowledgments section.

A Supplemental Material

Each EMNLP 2018 submission can be accompanied by a single PDF appendix, one `.tgz` or `.zip` appendix containing software, and one `.tgz` or `.zip` appendix containing data.