

Instructions for ROCLING 2023 Proceedings

(中文稿件需提供英文題目)

First Author

Affiliation / Address line 1
Affiliation / Address line 2
Affiliation / Address line 3
email@domain

Second Author

Affiliation / Address line 1
Affiliation / Address line 2
Affiliation / Address line 3
email@domain

摘要

本文件包含為 ROCLING 2023 會議錄編寫稿件的說明。此模板由 ACL 投稿模板修改而得，其中該文件本身符合其會議格式的規範，因此這將是您的原稿應呈現的示例。這些說明同時適用於提交審查的論文和已接受論文的最終版本，而作者必須遵守本文件中所有指示。中文稿件必須同時撰寫中英文標題，中英文摘要和中英文關鍵詞；對於英文稿件，請刪除所有中文標題，中文摘要和中文關鍵字。

Abstract

This document contains the instructions for preparing a manuscript for the proceedings of ROCLING 2023. This template is modified by ACL template. 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 both papers submitted for review and for final versions of accepted papers. Authors are asked to conform to all the directions reported in this document. Chinese manuscript must to write English title, abstract, and keywords.

關鍵字：關鍵字 1、關鍵字 2

Keywords: Keyword 1, Keyword 2

1 Introduction

The following instructions are directed to authors of papers submitted to ROCLING 2023 or accepted for publication in its 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 Electronically-available Resources

ROCLING provides this description and accompanying style files at ROCLING official website. We strongly recommend the use of these style files, which have been appropriately tailored for the ROCLING 2023 proceedings.

MSWord-specific details: All formatting is made available in the MSWord Styles in this template (rocling2023.docx). In newer versions of MSWord, click Home, then expand the Styles tile by clicking the diagonal arrow on the lower left corner. This should open all styles in the template for you to apply to your document as needed.

3 Length of Submission

Papers may consist of 4-8 pages of content plus unlimited pages for references. Upon acceptance, final versions of long papers will be given one additional page -- up to nine (9) pages of content plus unlimited pages for references -- so that reviewers' comments can be taken into account.

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. Papers that do not conform to the specified length and formatting requirements are subject to be rejected without review. As always, the respective call for papers is the authoritative source.

4 Anonymity

As reviewing will be double-blind, papers submitted for review should not include any author information (such as names or affiliations).

Furthermore, self-references that reveal the author's identity, e.g.

“We previously showed (Gusfield, 1997) ...”

should be avoided. Instead, use citations such as

“Gusfield (1997) previously showed ...”

Please do not use anonymous citations and do not include acknowledgements. **Papers that do not conform to these requirements may be rejected without review.**

Any preliminary non-archival versions of submitted papers should be listed in the submission form but not in the review version of the paper. Reviewers are generally aware that authors may present preliminary versions of their work in other venues, but will not be provided the list of previous presentations from the submission form.

Once a paper has been accepted to the conference, the camera-ready version of the paper should include the author's names and affiliations, and is allowed to use self-references.

MS Word-specific details: If the paper is accepted, remove the header, footer (page numbers), and the ruler for the final version (camera-ready).

5 Formatting Instructions

Manuscripts must be in two-column format. Exceptions to the two-column format include the title, authors' names and complete addresses, which must be centered at the top of the first page, and any full-width figures or tables (see the guidelines in Section 5.10). **Type single-spaced.** Start all pages directly under the top margin. The manuscript should be printed single-sided and its length should not exceed the maximum page limit described in Section 3. Pages should be numbered in the version submitted for review, but **pages should not be numbered in the camera-ready version.**

5.1 File Format

For the production of the electronic manuscript you must use Adobe's Portable Document Format (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

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	
keyword text	10 pt	
bibliography	10 pt	
footnotes	9 pt	

Table 1: Font guide.

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.

It is of utmost importance to specify the **A4 format** (21 cm x 29.7 cm) when formatting the paper. 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.

MS Word-specific details: Lines should be justified, with even spacing between margins (Ctrl+J). Authors are encouraged to use Paragraph spacing at Multiple, 1.05pt, with Font character spacing condensed with kerning of 0.1pt, and Margins at 0.98in, for consistency with A4 paper and LaTeX-formatted documents. Go to Format, Document, Page Setup, and ensure A4 is selected.

5.2 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

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.

5.3 Fonts

For reasons of uniformity, Adobe's **Times Roman** font should be used. If Times Roman is not available, you may use the Times New Roman or Computer Modern Roman. In the Chinese manuscript, 標楷題 font should be used.

Table 1 specifies what font sizes and styles must be used for each type of text in the manuscript.

5.4 Ruler

A printed ruler (line numbers in the left and right margins of the article) should be presented in the version submitted for review, so that reviewers may comment on particular lines in the paper without circumlocution. The presence or absence of the ruler should not change the appearance of any other content on the page. The camera ready copy should not contain a ruler.

Reviewers: note that the ruler measurements may not align well with lines in the paper -- this turns out to be very difficult to do well when the paper contains many figures and equations, and, when done, looks ugly. In most cases one would expect that the approximate location will be adequate, although you can also use fractional references (e.g., this line ends at mark 291.5).

MS Word-specific details: In this Word template, you can add the ruler to each page by copying it from another page. The Ruler consists of separate left-hand rulers and right-hand rulers. Each ruler is a text box, sized 10 in x 0.45 in, flushed with the sides of the page, with a table containing numbers. The table has no borders, and the edges are pushed to the edges of the textbox. The left part of the ruler is justified left, left indent 0.1 in/right indent 0 in, and saved in the "ACL Ruler Left" style; and the right-hand ruler, justified right had left indent 0 in/right indent 0.1 in, saved in the "ACL Ruler Right" style. Number text is in Arial, and spacing

between each line is Multiple, 1.05 in, with 4.5 pt below each line. After pasting a new ruler onto a page, highlight the ruler text and press **F9** to update the numbers. **Align** the text box **Middle**, and **Center**, and then **Arrange Behind Text**.

5.5 Title and Authors

Center the title, author's name(s) and affiliation(s) across both columns. Do not use footnotes for affiliations. 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. Put the title 2.5 cm from the top of the page, followed by a blank line, then the author's names(s), and the affiliation on the following line. Do not use only initials for given names (middle initials are allowed). Do not format surnames in all capitals (e.g., use "Mitchell" not "MITCHELL"). Do not format title and section headings in all capitals except for proper names (such as "BLEU") that are conventionally in all capitals. The affiliation should contain the author's complete address, and if possible, an electronic mail address.

The title, author names and addresses should be completely identical to those entered to the electronic 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.

Start the body of the first page 7.5 cm from the top of the page. **Even in the anonymous version of the paper, you should maintain space for names and addresses so that they will fit in the final (accepted) version.**

5.6 Abstract

Use two-column format when you begin the 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 columns for the text in the body of the paper by 0.6 cm 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. The abstract text should be in 10 point font.

In addition, for the Chinese manuscript, center the word 摘要 with the same format with English word

Abstract, and the format of abstract is also the same to English abstract.

5.7 Text

Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in the present document.

Indent 0.4 cm when starting a new paragraph.

5.8 Sections

Format section and subsection headings in the style shown on the present document. Use numbered sections (Arabic numerals) to facilitate cross references. Number subsections with the section number and the subsection number separated by a dot, in Arabic numerals.

5.9 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 text by a line.²

5.10 Graphics

Place figures, tables, and photographs in the paper near where they are first discussed, rather than at the end, if possible. Wide illustrations may run across both columns. Color is allowed, but adhere to Section 6's guidelines on accessibility.

Captions: Provide a caption for every illustration; number each one sequentially in the form: English manuscript uses

- “Figure 1. Caption of the Figure.”
- “Table 1. Caption of the Table.” .

And Chinese manuscript uses

- “圖 1. Caption of the Figure.”
- “表 1. Caption of the Table.” ,

Type the captions of the figures and tables below the body, using 10 point text. Captions should be placed below illustrations. Captions that are one line are centered (see Table 1). Captions longer than one line are left-aligned (see Figure 1).

MS Word-specific details:

¹ This is how a footnote should appear.



Figure 1: A figure with a caption that runs for more than one line.

Creating: To create a new Figure or Table, insert a Text Box where you want it to appear (generally, centered at the top of a column close to where it is referred to) and then fill it in with the Figure (or Table). Highlight and right click to add Caption, with the ACL Caption style (or ACL Caption Long style for multi-line captions), which places 10 pt below and above the caption.

Numbering: To update numbering, highlight all the relevant text (e.g., **Ctrl-A + F9**). This will update all the numbering applicable to tables, figures, equations, and headings.

Cross-referencing: To add a cross reference to a figure or table:

- Place the mouse pointer at the location where you wish to add the cross-reference.
- Click on the **Insert** menu, (then click **Reference**), and then **Cross-reference** in the **Links** panel.
- In the **Cross-reference** dialog box, click the caption to which you are building the text reference.
- For a figure, under **Reference Type**, click **Figure**.
- Under Insert Reference To, click Only Label and Number, then click OK.

This is an example reference to Figure 1.

5.11 Hyperlinks

Within-document and external hyperlinks are indicated with Dark Blue text, Color Hex #000099.

² Note the line separating the footnotes from the text.

5.12 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 ambiguities. 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).

Refrain from using full citations as sentence constituents. Instead of

“(Gusfield, 1997) showed that ...”

or

“(Tseng et al., 2002) showed that ...”

, write

“Gusfield (1997) showed that ...”

or

“Tseng et al. (2002) showed that ...”

5.13 References

Gather the full set of references together under the heading **References**; place the section before any Appendices. 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 full names for authors, not just initials.

Submissions should accurately reference prior and related work, including code and data. If a piece of prior work appeared in multiple venues, the version that appeared in a refereed, archival venue should be referenced. If multiple versions of a piece of prior work exist, the one used by the authors should be referenced. Authors should not rely on automated citation indices to provide accurate references for prior and related work.

The following text cites various types of articles so that the references section of the present document will include them.

- Example article in a journal: (Chandra et al., 1981)

- Example article in proceedings, with location: (Goodman et al., 2016)
- Example article in proceedings, without location: (Andrew and Gao., 2007)
- Example arxiv paper: (Rasooli and Tetreault, 2016)

MS Word-specific details: To create hyperlinks between citations and references, as you insert each full reference in the References section, highlight it and then select Insert, Bookmark. Link back to the reference from its citations in the text by highlight the citation, right clicking, and selecting Insert, Cross-Reference, then selecting the Bookmark you've saved. Highlight the citation again to give make it dark blue (included in this theme), if it is not automatically applied. If there are problems saving the hyperlinks when you convert the document to PDF, use an online converter such as <http://go4convert.com>.

5.14 Digital Object Identifiers

All camera-ready references are required to contain the appropriate DOIs (or as a second resort, the hyperlinked ACL Anthology Identifier) to all cited works. Appropriate records should be found for most materials in the current ACL Anthology at <http://aclanthology.info/>. As examples, we cite (Goodman et al., 2016) to show you how papers with a DOI will appear in the bibliography. We cite (Harper, 2014) to show how papers without a DOI but with an ACL Anthology Identifier will appear in the bibliography.

5.15 Equations

An example equation is shown below:

$$A = \pi r^2 \quad (1)$$

To add new equations, authors are encouraged to copy this existing equation line, and then replace with the new equation. The numbering and alignment of equation line elements is automatic. To update equation numbering, press **Ctrl-A + F9**. Note: this will only update the number to the right of the equation; to update numbering within the text you must create a cross-reference.

Cross-referencing: To create a cross-reference for an equation:

- Create a bookmark for it.

- Select the number to the right of the equation. Go to **Insert, Bookmark** (in the **Links** panel), and then create a name for your equation. Press **Add** to create the bookmark.
- To refer back, place the mouse pointer at the location where you wish to add the cross reference.
- Go to **Insert, Cross-reference** (in the **Links** panel). In the dialogue box, select **Bookmark** and **Bookmark Text** from each dropdown list. Uncheck **Insert as Hyperlink**, then click **OK**.
- This will make it such that whenever a new equation is added, the references to the equation will be updated when **Ctrl-A + F9** is pressed.
- This an example cross-reference to Equation 1.

6 Accessibility

In an effort to accommodate people who are colorblind (as well as those printing to paper), grayscale readability is strongly encouraged. Color is not forbidden, but authors should ensure that tables and figures do not rely solely on color to convey critical distinctions. A simple criterion: All curves and points in your figures should be clearly distinguishable without color.

7 MS Word STREAM Tools

This Microsoft Word file was updated in 2016 with STREAM Tools, designed for creating well-formatted reports and papers with Microsoft Word (Mamishv, 2010; Mamishv, 2013).

Acknowledgments

The acknowledgements should go immediately before the references. Do not number the acknowledgments section. Do not include this section when submitting your paper for review.

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