

Instructions

If the paper is accepted, remove the header, footer (page numbers), any line numbering, and the ruler for the final version.

2 Versions

- A This template had been tested with MS Word version 16 (MacOS Catalina), MS Office Professional Plus 2013 (Windows 10 Enterprise), and Microsoft Office 365 (Windows 10 Educational Version).

Abstract

This document is a supplement to the general guidelines for ACL 2023 authors. It contains instructions for using the Microsoft Word template for ACL. 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 papers submitted for review and for final versions of accepted papers.

Table 1: Font guide.

1 Introduction

These instructions are for authors submitting papers to ACL using Microsoft Word. They are not self-contained. All authors must follow the general instructions for *ACL proceedings,¹ as well as guidelines set forth in the ACL 2023 call for papers.² This document contains additional instructions specific to Microsoft Word (MS Word).

All formatting is made available in the MS Word Styles in this template (`acl2023.docx`). In newer versions of MS Word, 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. Otherwise, you may expose the Styles following the instructions provided at: <https://blogs.technet.microsoft.com/hub/2010/11/22/view-and-edit-styles-quickly-in-word-2010/>

¹

<http://acl-org.github.io/ACL/PUB/formatting.html>

² https://2023.aclweb.org/calls/main_conference/

3 MS Word formatting instructions

3.1 File Format

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

1.1 Fonts

For uniformity, **Times** font should be used. If Times is not available, you may use **Times New Roman** or **Computer Modern Roman**.

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

1.2 Ruler

In this Word template, the ruler is displayed only in the left margin, using the “Line Numbers” feature (available under Layout / Line Numbers / Continuous). The ruler should be disabled for the final copy. You may find the ruler for the right column is clipped by the left-column text in MS

Word, but we have found that when a PDF is generated, it displays correctly.

3.2 Footnotes

Footnotes are inserted using Insert / Footnote... URLs should be added as Hyperlinks and formatted in 10pt Courier New font without underlining.

3.3 Figures and tables

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.
- As much as possible, fonts in figures should conform to the document fonts (this is not the case in the example figure).

This is an example reference to Figure 1.

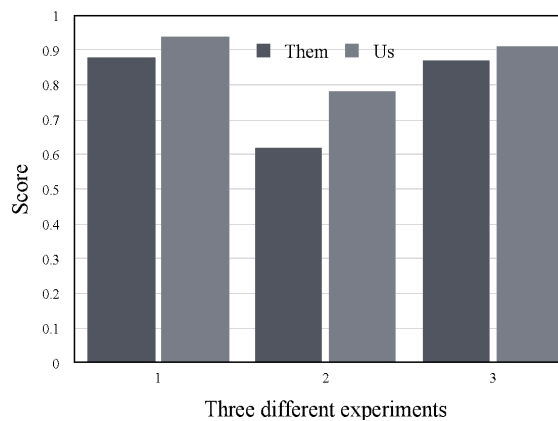


Figure 1: A figure with a caption that runs for more than one line.

3.4 Hyperlinks

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

3.5 References

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>.

3.6 Citations

Citations can be created by creating in-document hyperlinks to bookmarks you've created. Go to Insert / Hyperlink / This Document / Bookmarks, and select your bookmark.

1.3 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.

3.7 Appendices

Appendices, if any, directly follow the text and the references. Letter them in sequence and provide an informative title: **Appendix A. Title of Appendix**.

2 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 (Mamishhev, 2010; Mamishhev, 2013).

Limitations

ACL 2023 requires all submissions to have a section titled “Limitations”, for discussing the limitations of the paper as a complement to the discussion of strengths in the main text. This section should occur after the conclusion, but before the references. It will not count towards the page limit. The discussion of limitations is mandatory. Papers without a limitation section will be desk-rejected without review.

While we are open to different types of limitations, just mentioning that a set of results have been shown for English only probably does not reflect what we expect. Mentioning that the method works mostly for languages with limited morphology, like English, is a much better alternative. In addition, limitations such as low scalability to long text, the requirement of large GPU resources, or other things that inspire crucial further investigation are welcome.

Ethics Statement

Scientific work published at ACL 2023 must comply with the ACL Ethics Policy.³ We encourage all authors to include an explicit ethics statement on the broader impact of the work, or other ethical considerations after the conclusion but before the references. The ethics statement will not count toward the page limit (8 pages for long, 4 pages for short papers).

Acknowledgments

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References

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³

<https://www.aclweb.org/portal/content/acl-code-ethics>

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A Appendices

Appendices are added after the References section by restarting the header numbering using style “A, B, C”.