CS97: Instructions for Final Report

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Abstract

This document contains the instructions for preparing your final report. It is a slight modification of the instructions prepared for HLT-NAACL 2006[1]. The document itself conforms to its own specifications, and is therefore an example of what your manuscript should look like. You are asked to conform to all the directions reported in this document.

1 Credits

This document has been adapted from the instructions for HLT-NAACL-06 proceedings, which in turn was based on the formats of earlier ACL and EACL Conference proceedings. 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*.

2 Introduction

The following describes the formatting instructions for the final project. You are required to adhere to these specifications. At submission time, you are required to provide the complete TeX source, including any supporting external files, as well as a PDF of your report.

3 General 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 Subsection 3.4). **Type single-spaced.** Start all pages directly under the top margin. See the guidelines later regarding formatting the first page.

3.1 Electronically-available resources

This description is provided in LaTeX (cs97f06.tex) along with the LaTeX style file used to format it (cs97f06.sty). In addition, there is a bibliography style (cs97f06.bst) and sample bibliography file (cs97f06.bib). These files are all available from the course web page. There is no Microsoft Word document template available. Any senior in computer science should have at least some exposure to LaTeX. If you have been avoiding it until now, you'll have an opportunity to learn.

3.2 Format of Electronic Manuscript

The easiest way to turn this LaTeX into a PDF, is to use the Makefile found on the course webpage (in the same place where you found this file). The Makefile will compile your file (and your bibliography file), as well as turn it into a PDF.

Here are the basic instructions:

- `make` will create a DVI and a postscript file from this file

- `make view` will display the DVI file. (The nice thing about the dvi viewer is that it will

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[1] http://nlp.cs.nyu.edu/hlt-naacl06/styles/index.html

update its contents whenever you remake the dvi file, so you can just leave the viewer open and regenerate the dvi over and over.)

- `make pdf` will create a PDF from this file

- `make clean` will clean up some files you might not need

For reasons of uniformity, Adobe's **Times Roman** font should be used. In LaTeX this is accomplished by putting

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

in the preamble.

Print-outs of the PDF file should look like the present document, which conforms to the formatting requirements. If you cannot meet the above requirements, please contact me as soon as possible.

3.3 Layout

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

- Left and right margins: 1in

- Top margin:1in

- Bottom margin: 1in

- Column width: 3.15in

- Column height: 9in

- Gap between columns: 0.2in

Papers should not be submitted on any other paper size.

3.4 The First Page

Center the title, author's name(s) and affiliation(s) across both columns. Do not use footnotes for affiliations. Use the two-column format only when you begin the abstract.

Title: Place the title centered at the top of the first page, in a 15-point bold font. A long title should be typed on two lines without a blank line intervening. Approximately, put the title at 1in 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). The affiliation should contain the author's complete address, and an email address. Leave about 0.75in between the affiliation and the body of the first page.

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 about 0.25in 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.

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 when starting a new paragraph. For reasons of uniformity, use Adobe's **Times Roman** fonts, with 11 points for text and subsection headings, 12 points for section headings and 15 points for the title. If Times Roman is unavailable, use **Computer Modern Roman** (LaTeX's default; see section 3.2 above). Note that the latter is about 10% less dense than Adobe's Times Roman font.

3.5 Sections

Headings: Type and label section and subsection headings in the style shown on the present document. Use numbered sections (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. Do not number subsubsections.

Citations: Citations within the text appear in parentheses as (Agarwal et al., 2006) or, if the author's name appears in the text itself, as Agarwal et al. (2006). Append lowercase letters to the year in cases of ambiguities. Treat double authors as in (Hjaltason and Samet, 2002), but write as in (Arge et al., 2006) when more than two authors are involved. Collapse multiple citations as in (Agarwal et al., 2006; Arge et al., 2006).

References: Gather the full set of references together under the heading **References**; place the section before any Appendices, unless they contain ref-

erences. 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.

The LaTeX and BibTeX style files provided roughly fit the American Psychological Association format, allowing regular citations, short citations and multiple citations as described above.

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**.

Acknowledgement sections should go as a last section immediately before the references. Do not number the acknowledgement section.

3.6 Footnotes

Footnotes: Put footnotes at the bottom of the page. They may be numbered or referred to by asterisks or other symbols.[2] Footnotes should be separated from the text by a line.[3]

3.7 Graphics

Illustrations: 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. Do not use color illustrations as they may reproduce poorly.

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

References

P. K. Agarwal, L. Arge, and A. Danner. 2006. From LIDAR to grid DEM: A scalable approach. In *Proc. International Symposium on Spatial Data Handling*.

L. Arge, A. Danner, H. Haverkort, and N. Zeh. 2006. I/O-efficient hierarchical watershed decomposition of grid terrain models. In *Proc. International Symposium on Spatial Data Handling*.

G. R. Hjaltason and H. Samet. 2002. Speeding up construction of quadtrees for spatial indexing. *VLDB*, 11(2):109–137.

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[2]This is how a footnote should appear.

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