Author's Kit and Templates

- Workshops and Tutorials -

Hélène Mazo

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STYLESHEET

Authors are requested to format their manuscripts according to the guidelines specified in this style sheet. Papers which do not adhere to this format will NOT be accepted for publication in the Conference Proceedings.

Abstract

Each article must include an abstract of 150 to 200 words in Times 9 pt with interlinear spacing of 10 pt. The heading Abstract should be centred, font Times 10 boldface. This short abstract will also be used for printing a Booklet of Abstracts containing the abstracts of all papers presented at the Conference.

Paper

Each manuscript should be submitted on white A4 paper. The fully justified text should be formatted in two parallel columns, each 8.25 cm wide, and separated by a space of 0.63 cm. Left, right, and bottom margins should be 1.9 cm and the top margin 2.5 cm. The font for the main body of the text should be Times 10 pt with interlinear spacing of 11 pt. Articles must be between a minimum of 4 and a maximum of 8 pages in length, regardless of the mode of presentation (oral or poster).

Page numbering

Please do not include page numbers in your article.

Title

The title of the article is in Times 14 pt boldface, and should appear in the centre of the page, 3 cm from the top. All the initials of each content word of the title are to be capitalised.

Authors' data

The authors' data are centred under the title, in the following format:
Name(s): Times 12 pt boldface
Affiliation: Times 10 pt regular
Address: Times 10 pt regular
E-mail address: Times 10 pt regular.
There should be no spaces left between paragraphs.

**Headings 1**

Level 1 headings should be capitalised in the same way as the main title, and centred within the column. The font used is Times 12 boldface. There should also be a space of 12 pt between the title and the preceding section, and a space of 3 pt between the title and the text following it.

**Headings 2**

The format for level 2 headings is basically the same as for level 1 headings. However, the font is Times 11, and the heading is justified to the left of the column.

**Headings 3**

The format for level 3 headings is the same as for level 2 headings, except that the font is Times 10, and there should be no space left between the heading and the text.

**References within the text**

All references within the text should be placed in parentheses containing the author's surname followed by a comma before the date of publication (Martin, 1996). If the sentence already includes the author's name, then it is only necessary to put the date in parentheses: Martin (1996). When several authors are cited, those references should be separated with a semicolon: (Martin, 1996; Chibout & Masson, 1995). When the reference has more than three authors, only cite the name of the first author followed by et al.

**Footnotes**

Footnotes are indicated within the text by a number in superscript. They should be in Times 9, and appear at the bottom of the same page as their corresponding number. Footnotes should also be separated from the rest of the text by a horizontal line 5 cm long.

**Figures**

All figures should be centred and clearly distinguishable. They should never be drawn by hand, and the lines must be very dark in order to ensure a high-quality printed version. Figures should be numbered in the text, and have a caption in Times 10 pt underneath. A space must be left between each figure and its respective caption.

Figure and caption should always appear together on the same page. Particularly large figures can be centred, using a full page.

**Tables**

The instructions for tables are the same as for figures (see previous section).
Example: Level Tools  Morphology Pitrat Analyser  Syntax LFG Analyser (C-Structure)  Semantics LFG F-Structures + Sowa's Conceptual Graphs  Table 1: Caption.

Acknowledgements

Place all acknowledgements (including those concerning research grants and funding) in a separate section at the end of the article.

Bibliographical References

Bibliographical references should be listed in alphabetical order at the end of the article. The title of the section, "References", should be a level 1 heading. The first line of each bibliographical reference should be justified to the left of the column, and the rest of the entry should be indented by 0.35 cm.

The following examples (of fictitious references) illustrate the basic format required for conference proceedings, books, journals, articles, Ph.D. theses, and chapters of books respectively:


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