Instructions for SALA-31
“extended abstracts”

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| First Author | Second Author |
| Affiliation  | Affiliation  |
| email@domain | email@domain |

1. Introduction and credits

This document both contains instructions, and exemplifies the format to be used, for extended abstract submissions to the *South Asian Languages Analysis Roundtable (SALA-31)*conference.

We have provided versions of this template in the various Microsoft Word formats (.doc, .docx and .rtf). These are, unfortunately, the only formats we can accept – for reasons indicated below.

This document is a much-simplified derivative of the template used for conference papers by the *Association for Computational Linguistics*. Credits for the original template can be found on the ACL’s website (http://www.acl2012.org).

1. Why these instructions?

We plan to generate the conference abstract book directly from the abstracts as submitted for review.

Moreover, since we are allowing extended abstracts of up to 1,500 words, we wanted to allow submission in a way that would permit the inclusion of formatted headings, tables and figures.

For these two reasons, we ask that abstracts be submitted as formatted word-processor files. We cannot accept files in the OpenOffice/LibreOffice formats – if you use either of these programs, please convert your file into .rtf or .doc before submitting.

To minimise editorial work on the volume of abstracts, we request all those submitting abstracts to format them according to the model presented here. The formatting instructions are lengthy, so the easiest thing to do is simply to format your abstract using the **automatic styles** embedded in this document. In the instructions below, the name of the style you should apply is specified in each case.

**If you are not familiar with the use of automatic styles**, there is an introductory guide on this web page:

* <http://www.lancaster.ac.uk/staff/hardiea/styles-how.html>
1. General instructions

Abstracts should be in two-column format. Very large figures or tables may span both columns, if necessary (see also below). Type single-spaced.

Do not leave additional spaces around headings, paragraphs and page breaks except for the default margins. Do not leave blank lines between paragraphs. Do not number the pages. Note that the abstract book will be printed on A4 paper.

When writing your abstract, please try to avoid phrasings such as “In the talk we will...”; “The presentation will...”; “The final paper will go into further detail on...” and the like; abstracts should be written so as to be readable alone, as a short summary of your work, without reference to the paper presentation or poster itself.

1. Length of submission

Your extended abstract should be between 750 and 1,500 words in length (excluding any references, but including tables). Abstracts for panel sessions should be 1,500 words in length.

As a point of comparison, note that this instruction document is approximately 1,500 words in length.

1. Layout

Format abstracts two columns to a page, in the manner in which these instructions are formatted.

The correct margin sizes – as seen in this file –are:

* Left and right margins: 2cm
* Top margin: 2cm
* Bottom margin: 2cm
* (and this is, by the way, an example of how to lay out any bullet point lists you include)

The first paragraph under each heading should not be indented, but all subsequent paragraphs should have a first-line indent of 0.4 cm. All paragraphs should be **justified** (on both sides).

You can use the built-in styles **SALA31 Text**, **SALA31 Text Indent**, and **SALA31 Bullet-point list** to automatically apply all the correct formatting for these different kinds of paragraph.

1. Fonts and text size

For reasons of uniformity, *Times New Roman* font should be used. All the built-in styles use this font.

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| Type of Text | Font Size | Style |
| paper title | 14 pt | bold |
| author names | 12 pt | bold |
| author affiliation | 12 pt |  |
| section headings | 12 pt | bold |
| document text | 11 pt |  |
| long quotations | 10 pt |  |
| captions | 11 pt |  |
| references | 10 pt |  |
| footnotes | 9 pt |  |

Table1: Font guide

Use size 11 points for text; 12 points for section headings; and 14 points for the title. (For a complete guide to font sizes and styles, see Table 1.)

Again, the built-in styles will set the correct text size for each type of paragraph.

1. Sections

It is not compulsory to divide your abstract into sections with headings, but you can if you wish. Use numbered sections, in Arabic numerals. The best way is to use this document’s built-in heading style, **SALA31 Section Heading**.

However, please do not use any subsections or subheadings.

Finally, you should *not* include an initial section headed *Abstract* (the whole thing is an abstract).

1. The first page

Centre the title, authors’ name(s) and affiliation(s) in the first column. Do not use footnotes for affiliations or email addresses.

Place the title centred at the top of the first page, in Times New Roman 14-point bold. A very long title should be typed on two lines without a blank line intervening. The style **SALA31 Title** can be used for this.

Then give the name(s) of the author(s), and each author’s affiliation on the following line. Put author names in bold. Do not use only initials for given names (middle initials are allowed). Do not format surnames in all-capitals. Please include an email address for each author (using Courier New, 10 point). There are built-in styles for each of these three lines: **SALA31 Author/Affiliation/Email Address**.

You can use a table, as in this example document, to lay out one or more authors. Simply delete one column for a single author; or, copy-and-paste the table to add additional authors after the first two.

Note that SALA31 reviewing is single-blinded only: you do not need to conceal the identity of the author(s).

1. Quotations and citations

Citations within the text appear in parentheses as (Smith 2003) or, if the author’s name appears in the text itself, as Smith (2003). Append lowercase letters to the year in cases of ambiguities.

*Two authors*: as in (Bloggs and Brown 2004). *More than two*: as in (Green et al. 2005).

Separate multiple citations by semi-colons as in (Smith 2003; Bloggs and Brown 2004, 2007a).

Gather the full set of references together under the (unnumbered) heading *References*. Arrange the references alphabetically by first author. Provide as complete a citation as possible, using a consistent format, e.g. following the models at the end of this template. Use of initials for authors (in the format “Bloggs, J.F.”), rather than full given names, is preferred.

Two built-in styles are provided for the references section: **SALA31 Reference text** for the actual references themselves, and **SALA31 References Heading** for the unnumbered section heading.

Quotations can be presented in-line with quotation marks, or as separate paragraphs if they are longer than a sentence. If they are presented as a separate paragraph, use the built-in style **SALA31 Long quotation** – which indents the text left and right, and applies a smaller font (10 pt):

A long quotation from some authority; it has no surrounding quotation marks, appears indented in a smaller font, and will end in a citation. Note the citation should be on the same line as the end of the quotation. (Smith 2003)

1. Web addresses

Please only include URLs in the references list (where appropriate) or in footnotes to the main text. All web addresses should have normal text formatting – please avoid the “blue underlined” style of hyperlink as these look odd in print.

1. Footnotes

Put footnotes at the bottom of the page. They should be numbered.[[1]](#footnote-1) Footnotes should be separated from the text by a line.[[2]](#footnote-2) Footnotes should be in 9 point Times New Roman. Footnotes should be used *sparingly*.

1. Acknowledgements

If you need to include an acknowledgements section, please place it at the end of the abstract, but before the References section. Use the **SALA31 References Heading** style for the *Acknowledgements* heading.

1. Figures and tables

If your abstract contains **figures** or **tables**, place them near where they are first discussed, rather than at the end. Wide figures may run across both columns, but avoid this unless absolutely necessary (and be aware that we may need to relocate figures in the process of editing). Colour figures are discouraged, unless you have verified that they will be understandable when printed in black ink.

Provide a **caption** for every table or figure; number each one sequentially in the form: “Figure 1. Caption of the Figure.” “Table 1. Caption of the Table.” Enter the captions of the figures and tables below the body, using 11 point text. There is a style for this: **SALA31 Caption**.

In the body of the text, always refer to “Table 2”, “Figure 1” and so on. Do **not** refer to “the table above”, “the following figure”, or similar: as noted above, your graphs may move as a result of the editorial process.

1. Publication

Extended abstracts which are accepted to the conference will be printed in the conference abstract book, which will also be published online on the Lancaster University website.

References

Bloggs, J.F. and Brown, Q.V. 2004. *The very complicated nature of corpus linguistics*. Anytown: Anytown University Press.

Green, N., Frodnow, S.P.V. and Klopps, A.B. 2005. “How to think of a title for a journal article”. *International Journal of Nonexistent Papers* 24 (11): 503-512.

Hat, H.H. 2006. *A classic research thesis with a very long title: and a subtitle*. Unpublished PhD thesis, University of Anytown. Available online at http://www.anytown.edu/hat/archive/thesis.pdf

Smith, X. 2003. “Some thoughts on submitting abstracts to conferences”. In J. Jones and F. Farmer (eds.) *All about conferences*. London: Example Press.

1. This is how a footnote should appear. [↑](#footnote-ref-1)
2. Note the line separating the footnotes from the text. Word should produce this automatically by default. [↑](#footnote-ref-2)