

# Workshop on Architectures and Standards for IVAs

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## 1 General Instructions

Manuscripts must be in two-column format. **Type single-spaced.** Use only one side of the page. Start all pages directly under the top margin. See the guidelines later regarding formatting the first page.

If the paper is produced by a printer, make sure that the quality of the output is dark enough to photocopy well. It may be necessary to have your laser printer adjusted for this purpose. Papers that are too faint to reproduce well may not be included.

**Do not print page numbers on the manuscript.**

The maximum length of a manuscript is two (2) pages excluding biographies.

## 2 Format of Electronic Manuscript

For the production of the electronic manuscript you must use Adobe's Portable Document Format (PDF). This format can be generated from postscript files: on Unix systems, you can use `ps2pdf` for this purpose; under Microsoft Windows, Adobe's Distiller can be used. Note that some word processing programs generate PDF which may not include all the necessary fonts (esp. tree diagrams, symbols). 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 of the option of including 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 processor may generate very large postscript/PDF files, where each page is rendered as an image. Such images may reproduce poorly. In this case, try alternative ways to obtain the postscript and/or 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.

For reasons of uniformity, Adobe's **Times Roman** font should be used. In  $\LaTeX$ 2 $\epsilon$  this is accomplished by putting

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

in the preamble.

### 2.1 Layout

Manuscripts should have two columns to a page, in the manner these instructions are printed. The exact dimensions for a page on A4 paper are:

- Left and right margins: 2.4 cm
- Top margin: 2.4 cm
- Bottom margin: 5 cm
- Columns width: 7.9 cm
- Gap between columns: 0.4 cm

For reasons of uniformity, use Adobe's **Times Roman** fonts, with 10 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** ( $\LaTeX$ 2 $\epsilon$ 's default). Note that the latter is about 10% less dense than Adobe's Times Roman font.

### 2.2 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:** Use the bibliography style provided with the  $\LaTeX$  template and named "wasiva.bst". For Word users, please refer to the ACL Bibliography style but use initials only for first names.

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

The provided  $\LaTeX$  and Bib $\TeX$  style files roughly fit the ACL format, allowing regular citations, short citations and multiple citations.

**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.**

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

## 2.3 Footnotes

**Footnotes:** Put footnotes at the bottom of the page. They may be numbered or referred to by asterisks or other symbols.<sup>1</sup> Footnotes should be separated from the text by a line.<sup>2</sup>

## 2.4 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 10 point text.

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<sup>1</sup>This is how a footnote should appear.

<sup>2</sup>Note the line separating the footnotes from the text.