



LREC 2022

How to produce the Workshop Proceedings?

**For the ACL Anthology and in compliance with LREC
template**

13^{ème} édition

20 au 25 juin 2022

Palais du Pharo, Marseille, France

CONTENT

1. ACCESS THE PUBLICATION CONSOLE AND ACLPUB	3
2. PRODUCE THE PROGRAM AND CHECK THE PAPERS/AUTHORS	4
2.1 From the Manager Console/Final Submissions	4
2.2 From the Manager Console/Publication Console.....	4
3. GENERATE THE PROCEEDINGS (BOOK AND ONLINE VERSION)	6
3.1 From Templates tab	6
3.2 Other book features	6
3.3 From Margins tab	7
3.4 From CDROM tab	7
3.5 From Program tab	8
3.6 From Toc tab	9
3.7 From Generate tab	9
3.8 Role of the files in the Proceedings.....	10

Introduction

This document provides an overview¹ on how to produce the proceedings using the ACLPUB Module on START. For the workshops, both the Book (PDF) and the online version (CDROM) should be produced by the workshop organizers.

To produce the proceedings, you should appoint a **Publication Chair** who is familiar with:

- START, the application from SOFTCONF used to produce the proceedings (both the online and the PDF versions)
- Latex (or has access to Latex support).

The Publication Chair may get support from rec-proceedings@elda.org.

1. Access the Publication Console and ACLPUB

When logging in as a manager, you display the **Manager Console** interface (below) from where you have managed the submissions and reviews of your workshop's papers. Most of the tasks will be done on the **Publication Console** (under **Links**).

The screenshot shows the 'Manager Console' interface. At the top, there is a navigation bar with 'User', 'Manager', 'Committee', 'Publication', and 'Registration' tabs, and a '2 Warn' indicator. The main content area is divided into several columns of links and tools:

- Administration Accounts:** Manage Administration Accounts
- Conference Setup:** Conference Setup Tool, Upload Image Header and CSS, Announcement to Users, Disable Warnings
- Submission Setup:** Setup Submission Parameters, Customize Confirmation Letter, Submission Page Editor, Visibility/Phasing/Deadlines, Preview Submission Pages
- Manage & Monitor Submissions:** Manage Submissions, Make a New Submission, Get Submission Archive, Get Author Information, Delete (duplicate) Submissions, Send Mail to Authors
- Committee Management:** Committee Scratchpad, Manage User Accounts, Send Account Information, Sendmail Tool for Committee
- Review Procedures & Policies:** Setup Reviewer Policies, Manage Conflicts-of-Interest, Multi-Track Conference Management
- Bidding:** Setup Bidding, Mail to Start Bid Process, Monitor Bid Responses
- Assignments & Reviews:** Review Form Editor, Assign Reviewer Duties, Meta Review Settings, Start the Review Process, Monitor Review Progress, Review Report Generator
- Decision Making:** On-Line Meeting Functions, Manage Decision-Making Process, Master Accept/Reject Checklist, Print Reports for Meeting, Author Response Management
- Final Submissions:** Monitor Final Submissions
- Inform Authors of Decisions:** Accept/Reject Notification Tool, Show Reviews to Authors
- Links:** Publication Console, Registration/Payment Console
- Other Tools:** Spreadsheet Maker, Mail Tool, Mail Archive, Web Services, Beta and Legacy Tools

At the bottom, it says 'START Conference Manager (V2.61.0 - Rev. 6458)'.

Then select **ACLPUB** from **Conference Program** in the START Publication Chair Console interface (below).

The screenshot shows the 'START Publication Chair Console' interface. At the top, there is a navigation bar with 'User', 'Manager', 'Committee', 'Publication', and 'Registration' tabs. The main content area is divided into several columns of links and tools:

- Submission Setup:** Setup Submission Parameters, Submission Page Editor, Visibility/Phasing/Deadlines, Preview Submission Pages
- Monitor & Manage Submissions:** Manage Submissions, Get Submission Archive, Get Author Information
- Final Submissions:** Monitor Final Submissions
- User Data Profile Refresh:** Refresh Author Information, Edit Author and User Information
- Reformat Submission Data:** Title Case Formatter for Titles/Authors
- Conference Program:** Accepted Submissions, Schedule Maker, Proceedings, Springer LNCS, ACLPUB
- Mobile Apps:** Conference4ME
- Other Tools:** Spreadsheet Maker, Mail Tool, Mail Archive

At the bottom, it says 'START Conference Manager (V2.61.0 - Rev. 6458)'.

¹ An extensive Guide is provided by START: <https://acl-org.github.io/ACLPUB/start.html>

The main steps to produce the Proceedings consist in:

- A. Produce the program (check the papers, the authors, organize the sessions)
- B. Draft the cover and preliminary pages (cover, title page, ISBN),
- C. Produce the Book as a PDF and the online version.

2. Produce the program and check the papers/authors

To produce the program and check the papers and the authors, you need to Login to START as a Manager and go through the following steps.

2.1 From the Manager Console/Final Submissions

User Manager Committee Publication Registration

Manager Console

- Administration Accounts**
 - Manage Administration Accounts
- Conference Setup**
 - Conference Setup Tool
 - Upload Image Header and CSS
 - Announcement to Users
 - Disable Warnings
- Submission Setup**
 - Setup Submission Parameters
- Manage & Monitor Submissions**
 - Manage Submissions
 - Make a New Submission
 - Get Submission Archive
 - Get Author Information
 - Delete (duplicate) Submissions
 - Send Mail to Authors
- Committee Management**
 - Committee Scratchpad
 - Manage User Accounts
 - Send Account Information
- Bidding**
 - Setup Bidding
 - Mail to Start Bid Process
 - Monitor Bid Responses
- Assignments & Reviews**
 - Review Form Editor
 - Assign Reviewer Duties
 - Meta Review Settings
 - Start the Review Process
 - Monitor Review Progress
 - Review Report Generator
- Final Submissions**
 - Monitor Final Submissions
- Inform Authors of Decisions**
 - Accept/Reject Notification Tool
 - Show Reviews to Authors
- Links**
 - Publication Console
 - Registration/Payment Console

- Go to **Monitor final submissions** to check that all papers are uploaded.

2.2 From the Manager Console/Publication Console

User Manager Committee Publication Registration

START Publication Chair Console

- Submission Setup**
 - Setup Submission Parameters
 - Submission Page Editor
 - Visibility/Phasing/Deadlines
 - Preview Submission Pages
- Monitor & Manage Submissions**
 - Manage Submissions
 - Get Submission Archive
 - Get Author Information
- Final Submissions**
 - Monitor Final Submissions
- User Data Profile Refresh**
 - Refresh Author Information
 - Edit Author and User Information
- Reformat Submission Data**
 - Title Case Formatter for Titles/Authors
- Conference Program**
 - Accepted Submissions
 - Schedule Maker
 - Proceedings
- Mobile Apps**
 - Conference4IME
- Other Tools**
 - Spreadsheet Maker
 - Mail Tool
 - Mail Archive

Generate a schedule of the accepted submissions.

START Conference Manager (V2.61.0 - Rev. 6458)

This is the most important action as it allows to produce the schedule of the conference/workshop and hence to structure the appearance of the papers in the proceedings.

Schedule Maker

[Generate](#) Generate your schedule.

[View schedule](#) View the latest schedule you generated.

[View author index](#) View the author index.

[zip](#) Download an archive with the latest schedule you generated (zip).

[Instructions](#) [Theme](#) [Ordering](#) [Visual ordering](#)

You must read the instructions carefully; they are very much detailed and clear. If you do have more than 20 papers, I highly recommend that you use the export of the excel file template, fill it with you own data and then use the "**Import excel file**" service. **Make sure to export and save your program regularly.**

It is easier to use the excel files to download or revise the program and generate or view the program until it is fine.

N.B. There is no need to change the theme

2.3 Ordering:

For the program in the excel file, please look at the format: select the Advanced options: hide fields in the spreadsheet (click here to show/hide) and then go to the bottom and select your columns for the excel file. Then export the results and adapt it to your list of papers as you have schedule them (sessions, rooms, time slots etc.). Then import your schedule. And check it is parsed by the START tool.

Once imported you can see your schedule in the "Visual Ordering"

2.4 Visual ordering,

This tab can help you review your scheduling before it is generated. You can also use it directly for the scheduling (if the number of papers is low, less than 20?); but it is better to use ORDERING once you import your excel file of the schedule to adjust the program, adjust the sessions, etc.

With the following tabs, you should check the consistency, add sessions, see the "Expand/Collapse" for the details, **if you make any edit, save the changes.**



If you want to start over, create an empty Excel file and import it to delete the current program.

You have to recheck for consistency and errors. Pay attention to date, time, and format.

Then export the clean version and after that you can play with the commands on the left.

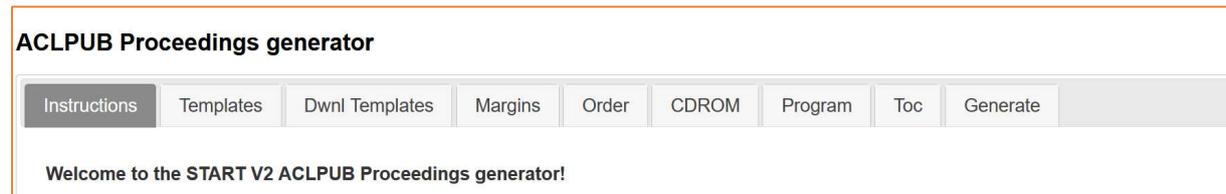
- You should now also **generate** the schedule.
- You should also **View the schedule** and check it.
- You should also **View Author index**

If you need to correct the titles and/or the authors (capital letters missing, typos), then:

- For authors, go to the section **User Data Profile Refresh/User Data Profile Refresh** and then **Refresh author Information** or **Edit Author and User Information**.
- For titles go to **Reformat Submission Data/Title Case Formatter for Titles/Authors**.
- Go back to **Schedule Maker** and generate of the schedule all over again.

When you are done, go to the **ACL PUB**.

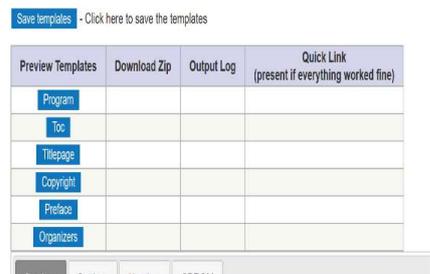
3. Generate the Proceedings (Book and online version)



All steps can be accessed through the tabs. Please start by reading the instructions carefully from the Instructions Tab.

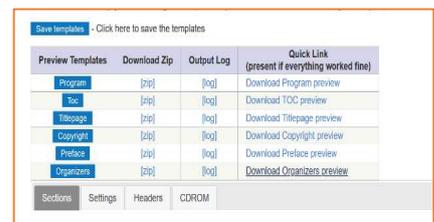
3.1 From Templates tab

- Unless you need specific layout, the templates have been inserted by the ELRA team and you can edit the latex versions of the title page, copyright page (incl. ISBN number), Preface, list of organizers.
- As an alternative you can upload all these files (do it ONLY if you have fancy Latex pages with images logos etc.)



- Select **Sections**:

- Click on *Program, Toc, TitlePage, Copyright, Preface, Organizers* (these are properly generated if you can see a Link to Download & Preview), if not check your Latex files. Make the changes and **SAVE** them before recompiling.



- Select **Settings**:

- adjust the citation-stamp: "Citation information" is pasted (stamped), in general, at the bottom of the first page only of every paper but could also be put on top. You only need to change the position of the Latex Box (`\put(105,209)` on top or `\put(105,15)` on bottom). The text should be inserted by the LREC team.

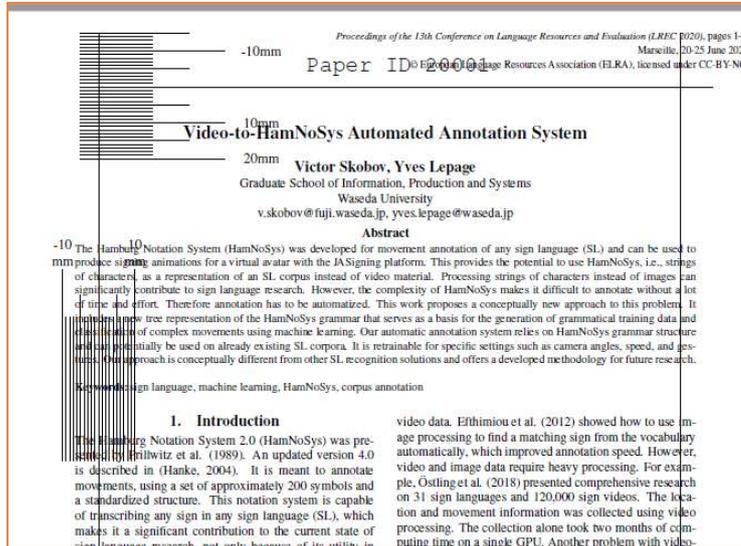
3.2 Other book features

- You may want to change layout of your **book** (not necessary)

➔ The section **Headers** (unless you want to change the title) can be skipped.

3.3 From Margins tab

- Adjust the size of your pages (you only need to do that after the generation of the draft)
- Review the pages after the generation of the DRAFT (see below) and you can resize the pages as needed. See example of a page to scale with 0.90.



3.4 From CDROM tab

- Fill in all the fields (the URLs for the online version is sent by the LREC team), in particular the title of your workshop without adding 2022, the chairs (up to 20 but just leave the ones not needed as they are).

CDROM information

This tab allows the specification of the information related to electronic proceedings. This information is stored in the ACLPUB meta file contains a set of customizable fields. The default value of each field is in the format TOBEFILLED value, where value is TOBEFILLED. Finally, the fields below allow up to twenty chairs to be listed. If you have less than

Field	
Abbreviation	LRECWorkshpabbreviatedname
Title	Workshop with the 13th Language Resources and Evaluation
URL	https://lrec2022.lrec-conf.org/en/WS-URL ASSIGNEDBYEL
Book Title	Proceedings of The Workshop XXX within the 13th Language
Short Book Title	Workshop XXX Proceedings
Volume	1
Month	June
Year	2022
Location	Marseille, France
Publisher	European Language Resources Association
Chair 1	Your Chairs -- Chair 1
Chair 2	Your Chairs -- Chair 2
Chair 3	Your Chairs -- Chair 3
Chair 4	TOBEFILLED-Post, Matt
Chair 5	TOBEFILLED-Post, Matt
Chair 6	TOBEFILLED-Post, Matt
Chair 7	TOBEFILLED-Post, Matt
Chair 8	TOBEFILLED-Post, Matt
Chair 9	TOBEFILLED-Post, Matt
Chair 10	TOBEFILLED-Post, Matt
Chair 11	TOBEFILLED-Post, Matt
Chair 12	TOBEFILLED-Post, Matt
Chair 13	TOBEFILLED-Post, Matt
Chair 14	TOBEFILLED-Post, Matt
Chair 15	TOBEFILLED-Post, Matt
Chair 16	TOBEFILLED-Post, Matt
Chair 17	TOBEFILLED-Post, Matt
Chair 18	TOBEFILLED-Post, Matt
Chair 19	TOBEFILLED-Post, Matt
Chair 20	TOBEFILLED-Post, Matt
SIG	If you need to relate to A SIG

3.5 From Program tab

The program generated during previous steps (Schedule maker, templates) should look like:

Conference Program	
Thursday, June 20, 2022	
09:00–12:30	Session Oral 1: Session 1 Test 1
09:00–09:10	<i>Video-to-HamNoSys Automated Annotation System</i> Victor Skobov and Yves Lepage
09:10–09:20	<i>Measuring Lexical Similarity across Sign Languages in Global Signbank</i> Carl Börstell, Onno Crasborn and Lori Whynot
09:20–09:30	<i>Utterance-Unit Annotation for the JSL Dialogue Corpus: Toward a Multimodal Approach to Corpus Linguistics</i> Meyumi Bano, Rui Salgado, Tomohiro Okada and Yusuke Miwa

You may not need it in addition to the table of content in your PDF version (it will be generated automatically for the online version).

Under this tab, first time you will see under **custom program.tex NO**

Use custom program.tex Use custom program.tex: NO Set to: <input type="button" value="Yes"/> <input type="button" value="No"/>	Import/Save Program Click below to import the program.tex generated by the ACLPUB scripts, or to save the current one. <input type="button" value="Import Program"/> <input type="button" value="Save Program"/>
---	--

- First, *import the program*. This will give you a Latex file. If you need to make changes (e.g., deleting a blank page, changing lines or paragraphs, adding break lines etc.), edit the Latex file. Once the program imported, you need to do:

- Select (left side) *Use custom program* and set it to *YES*.

Use custom program.tex Use custom program.tex: Yes Set to: Yes No	Import/Save Program Click below to import the program.tex generated by the ACLPUB scripts, or to save the current one. Import Program Save Program
--	--

- Make latex changes then save the program.

3.6 From Toc tab

- Make changes if needed (just as for the Program), do not forget to save the customized version.

3.7 From Generate tab

This is the tab that allows you to generate the PDF book and the online version that we will put on the LREC web site.

Note: The order of the papers in the book is mutated by the order of the proceedings used into the [Schedule Maker](#).

Generation Buttons	Download Zip	Log(s)	Quick Link (present if everything worked fine)
Copyright Signatures			
Draft			
Shipout			
All			

- Generate the **Copyright signatures** although it is not used
- Generate the **Draft** and check the margin, the citation-stamp etc.
- Generate the **Shipout** and check the proceedings (cover pages, ToC, Papers, authors index, etc.)
- Generate **All**,
- If everything went well, you will see the Quick Link of the files to download:

Note: The order of the papers in the book is mutated by the order of the proceedings used into the [Schedule Maker](#).

Generation Buttons	Download Zip	Log(s)	Quick Link (present if everything worked fine)
Copyright Signatures	[zip]	[output log]	Download copyright signatures
Draft	[zip]	[output log] [book log]	Download draft
Shipout	[zip]	[output log] [book log]	Download shipout
All	[zip]	[output log] [book log]	Download final tarball proceedings.tgz (this is the file that needs to be sent to the ACL publication chair)

- download the zip file and check the **book.pdf**

➔ Notify the LREC team @ lrec-proceedings@elda.org when you are done. We will check and set-up the online site and ask you to verify that everything complies (you do not have to notify ACL, we will take care of this).

3.8 Role of the files in the Proceedings

You may want to check the role of the files used in the generation of the book proceedings in the table below.

File	Role in Proceedings
titlepage.tex	Title Page.
copyright.tex	Copyright Page. Where ISBN and Sponsor Logos go.
preface.tex	Preface Page. Welcomes readers to the proceedings and gives some detail on the event.
organizers.tex	Organizers Page. Lists the organizing committee, program committee, invited speakers, panelists, etc.
toc.tex	Table of Contents Page. This will be filled out automatically, but you can customize if you want.
program.tex	Schedule Page. This too fill be filled out automatically, but you can customize if you want.
spine.tex	Book Spine, for use in the printed handbook (not used).
citation-stamp.tex	The Official Proceedings Footer that gives the citation details of the conference. Appears on the bottom of the first page of each article in the proceedings.
order	Determines the papers ordering in the proceedings and the schedule.
copyright-signatures	Authors' copyright signatures, not used (we get the rights print the papers at the submission stage).