EAGLES

Expert Advisory Group on
Language Engineering Standards

EAGLES
DOCUMENT LAYOUT
AND
STYLE GUIDE

EAG–EB–LAY.3

Version of 12th Aug, 1997

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Chapter 1

Contributors

Editors' note: A standard comment for all EAGLES documents.
This document, as with all EAGLES documents, is the result of cooperative work involving a number of individuals, contributing in different ways.

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Editors' note: To achieve the above format, use a 2 column tabular based on the following:

Initial(s) + Surname	*(chapter/section numbers involved in)*
Institution/Company	
Address	*Tel: in international format*
Address	*Fax:*
Country	*E-mail:*

The above was produced as follows, note also how to incorporate hyperlinks to web pages and e-mail.

```
\begin{tabular}{ll}
J.\ M\latex{\raisebox{.6ex}{c}}\html{c}Naught&~\\
\htmladdnormallink{Centre for Computational
Linguistics}{http://www.ccl.umist.ac.uk} & ~\\
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M60 1QD & E-mail:
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\end{tabular}
```

1.2 Comments and feedback

Thanks to M.I. Dreeming (Some Company) and B.L. Indinwunai (Some University) for feedback on earlier versions of this document.

1.3 Editors and assistants

Editors' note: A standard piece of text for the Editorial Board, Secretariat and Webmaster, who process all documents for publication.

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Chapter 2

Introduction

This report has two objectives:

- To give layout and style guidelines for EAGLES
- To indicate how LaTeX can be used in observing layout guidelines.

By adopting certain LaTeX commands, immediate observance of certain guidelines becomes possible without further effort on the writer's part. For each stylistic point we make where LaTeX helps in this way, we will also explain how to use LaTeX to get the desired effect. Those familiar with LaTeX thus may skip over 'how-to' sections.

All you need to compose a LaTeX text is a basic ASCII text editor. One that carries out matching of parentheses, brackets etc. is a bonus.

It is essential, when writing documents for EAGLES, that you realise that your documents will be used as a basis for producing both PostScript versions for printing and HTML versions (at present, until DSSSL/XML become stable and widely known) for mounting on the World Wide Web. Given the current lack of expressivity of HTML, not everything that one can accomplish in LaTeX is easily converted to HTML. Thus, writers must be aware that certain compromises have to be reached to allow a dual-path publication strategy. This applies particularly to linguistic structures (trees, features structures, etc.) that one may wish to include. In several cases, in order to achieve a suitable work-around, it is necessary to duplicate material in a slightly differnt format for both LaTeX and HTML environments. As neither the WG Editors nor the Editorial Board have the manpower or time available to carry out wholesale duplication and subsequent modification of affected material, it is up to individual authors to help by following the guidelines in this document, thus ensuring that their documents can be more easily processed and especially more straightforwardly converted to HTML.

A special case concerns (large) appendices (e.g. annotated text fragments, exemplary lists of feature structures for various phenomena, i.e. with little or no intervening text). Here, we propose not to convert such material to HTML, but simply to provide a ftp-able PostScript file, thus there is no need to take care of rendering such usually voluminous material more suitable for HTML conversion. Our reasoning is that such material is likely to be consulted off-line in any case.

2.1 Important files

The file *initial.tex* included at the head of this report is commented and gives several commands you may wish to employ. We suggest you latex and print this present document and then print off the two source files *layout.tex* and *initial.tex* and keep them handy while reading this text.

You should always include the file *initial.tex* at the beginning of your main text file by inserting the command `\input{initial}` (no *.tex*) as the first line of your text: this contains such details as page dimensions and other parameter settings, most of which you should not alter. Other information in this file can be altered or added to. Typically, you would alter only header and footer information to reflect the relevant details of your document (search for `\pagefooter` and `\pageheader`). Normally, you would edit only the 2nd

and 3rd fields of the header (chapter heading or other string, and the relevant document number) and the 1st and 3rd fields of the footer (document status and date). You might also add abbreviated commands, acronyms etc. to the list in *initial.tex*, however please do not delete existing abbreviated commands.
Several files are automatically included by *initial.tex*, thus you should ensure these are available. They should have been distributed along with this file. You should not edit any of these style files. Table 2.1 summarises these automatically included files. The last three are included in the normal LaTeX distribution.

EAGLES declarations	initial.tex
Headers and footers	headerfo.sty
For processing EPSFs	psfig.tex
HTML-related LaTeX commands	html.sty
HTML-related LaTeX commands	verbatim.sty
Arithmetic calculation	calc.sty
Bibliographic references	harvard.sty
Linguistic structures	lingmacros.sty
Linguistic structures	tree-dvips.sty
Required by tree-dvips.sty	tree-dvips91.pro
Linguistic structures	avm.sty
Not needed for LaTeX-ing, LaTeX2HTML use only	heqn.sty
Times Roman	times.sty
Index generation	makeidx.sty
Graphics and figures	graphics.sty

Table 2.1: Auto-included files

In addition, the (path)name of any EPSF you include must be specified in your text (this subject is discussed below in section 3.12). Other files may be necessary, e.g. to handle linguistic trees.
Editors' note: Please consult the Editorial Board if you plan to use any style files or complex user commands not mentioned here, as there are implications for conversion to HTML that must typically be taken into account.
For further general information, you should consult your local facility's LaTeX user manual, or invest in a copy of Lamport (1994). In this report, we largely assume that you know the basics of LaTeX already and how to run the system. However, there follows a synopsis of how to write in LaTeX.

2.1.1 Synopsis

LaTeX is freeform in that one simply types ASCII strings in a text editor. You do not attempt to e.g. format your text using the editor. Instead, you embed certain commands, themselves ordinary strings, in the text as you write it. When the LaTeX system is run over your file, it will read the commands and carry out the relevant actions. Normally, you will have a separate viewer program that allows you to inspect the formatted result and to print it off. Commands are distinguished in that they begin with a \ character. Some commands have arguments, others do not. Many commands come in `\begin` — `\end` pairs, thus you have to specify where you want some effect to start and where it should end. Other commands demand that you place the text affected within curly braces. We will see examples below. Thus, you can only see what the output looks like after you have run LaTeX, which is odd for those who are used to WYSIWYG[1] word processors. One advantage, however, is that files can easily be mailed and exchanged. Moreover, one can get very sophisticated control over text layout. Where LaTeX falls down in terms of easiness of use is where diagrams are concerned. We will see how to get round this below.
A major plus in using LaTeX is that it is generally straightforward to effect a conversion from LaTeX to HTML, this being more or less a mapping from one mark-up language to another. We use the LaTeX2HTML package for conversion, which is very well supported and with which the editing team has valuable experience.

[1]Often referred to as WYSIAYG (What You See Is All You Get) by LaTeX aficionados.

A document must have a `\documentclass` declaration at the top. The one recommended for EAGLES is to be found at the top of the file *initial.tex* which should be included at the beginning of your own text. However, special considerations apply if you are working on a joint document: you may be asked by your editor to supply only parts of an overall document and may thus not need to wrap your text up as a document — however, it would aid editors enormously if you were able to treat your own text as a document while you wrote it, in order to make sure the text can in fact be processed properly when the editor eventually integrates it in the overall document.
The text body of each document begins after the command `\begin{document}` and the entire document (plus bibliography, etc.) ends with the command `\end{document}`. Prior to `\begin{document}` you will find declarations that govern e.g. page dimensions, line spacing and so on. These are again part of the contents of *initial.tex*.
In a large report consisting of many sub-parts, use the LaTeX `\input{}` command to include a series of files. Here is an example, where three files called *intro.tex*, *nouns.tex* and *verbs.tex* are included. Do not use the `\include` command. New pages may not be necessary in some LaTeX styles.

```
\newpage
\input{intro}
\newpage
\input{nouns}
\newpage
\input{verbs}
```

Chapter 3

Layout guidelines

3.1 Page dimensions

Do *not* specify e.g. any LaTeX A4 style file, or otherwise attempt to define your own dimensions in LaTeX, as the relevant dimensions are set up automatically for you in *initial.tex*.

3.2 Fonts

We have chosen to use 11 point Times Roman as the default EAGLES font. Different sizes will be commented on below, in relation to e.g. headings, titles, etc. Note that, by using the normal LaTeX font and size changing commands and particularly by using normal sectioning commands, many of the sizes mentioned will appear automatically if you are using the 11pt style file.

3.2.1 How to specify font and sizes

The relevant normal text point size is already specified in *initial.tex*. Many printers have Times Roman as a default. Editors will generally take care of ensuring Times Roman is selected. LaTeX offers a number of sizes based on the 11 point default. These are referred to using abstract labels, and scaling is carried out automatically in proportion. The main sizes with their LaTeX commands are given in table 3.1, in relation to the 11 point style. A size-changing command will remain in effect until changed, however its scope can be restricted, as we shall see.

Point	LaTeX command
11	\normalsize (default)
10	\small
9	\footnotesize
8	\scriptsize
6	\tiny
12	\large
14	\Large
17	\LARGE
20	\huge
25	\Huge

Table 3.1: LaTeX commands to change point size

3.3 Overall layout

The overall layout of an EAGLES document should be, in order

1. Title
2. EAGLES document number (in *author* field)
3. Date
4. Table of contents
5. List of tables (if appropriate)
6. Chapters 1 . . . *N*
7. Bibliographic references
8. Appendices (possibly including an index)

3.3.1 Front matter

The title should be set in 17 point (this can be achieved by using `\LARGE` in the 11pt style) and in bold. The document number should be inserted in the `\author` field. Document numbers are obtained either from the Editor of your Working Group or from the EAGLES Secretariat: they should not be invented arbitrarily as we use a classification system.
The date should appear in the `\date` field. All material will be centred automatically if the `\maketitle` command is used, as in this document. See the titlepage of the present document for an example. Sometimes you may have to intervene to indicate a better line break in a title, by inserting \\ where you want a break.
The table of contents is automatically constructed, in the correct sizes and with the correct layout, by the command `\tableofcontents`. The same is the case for the list of figures: `\listoffigures` and the list of tables `\listoftables`
Do not attempt to number sections, this is done automatically, through use of the sectioning commands. The table of contents and list of figures are numbered in roman numerals.
The file *initial.tex* contains various LaTeX settings and declarations that are common to all EAGLES documents. You should include this file right at the beginning of your document, before any other material, via the command: `\input{initial}` (NB: no *.tex*).
The following shows the contents of *initial.tex*. The % character is a comment character.

```
%% initial.tex -- EAGLES document header material
%% revised by JMcN 12/8/1997

%% Use of LaTeX 2e required

%%\documentclass[11pt]{article} % for standalone article style

\documentclass[11pt]{report}

\usepackage{html}    %% required for latex2html commands

\usepackage{makeidx}    %% required for indexing

\usepackage{harvard}    %% required bibliography package
\usepackage{graphics}
\usepackage{verbatim}

\citationstyle{dcu}    %% required citation style
```

```
%%\makeindex     % activate when want to create *new* index

\usepackage{headerfo} %% headers and footers
\usepackage{calc} %% needed to calculate page dimensions
\usepackage{times} %% required font
\usepackage{psfig} %% for inclusion of EPS files
\usepackage{lingmacros} %% for linguistic structures
\usepackage{tree-dvips} %% for linguistic structures
\usepackage{avm} %% for linguistic structures
\begin{htmlonly}
\usepackage{heqn} %% for example numbering
\end{htmlonly}


%% new paragraph and subparagraph commands
%% allow text to start on following line

\makeatletter
\renewcommand{\paragraph}{\@startsection
 {paragraph}%
 {4}%
 {\z@}
 {-3.25ex plus -1ex minus -.2ex}%
 {1.5ex plus 2ex}%
 {\normalsize\bf}}

\renewcommand{\subparagraph}{\@startsection
 {subparagraph}%
 {4}%
 {\z@}
 {-3.25ex plus -1ex minus -.2ex}%
 {1.5ex plus 2ex}%
 {\normalsize\bf}}
\makeatother


%% Activate the following commands if you wish to
%% redefine table of contents horizontal spacing
%% to accommodate long section numbers in
%% large reports (e.g. 19.11.10)

%%\makeatletter
%%\renewcommand{\l@subsection}{\@dottedtocline{2}{1.5em}{3em}}
%%\renewcommand{\l@subsubsection}{\@dottedtocline{3}{4.5em}{3.9em}}
%%\renewcommand{\l@paragraph}{\@dottedtocline{4}{8.4em}{3.7em}}
%%\renewcommand{\l@subparagraph}{\@dottedtocline{5}{12.1em}{3.7em}}
%%\makeatother

% dimensions for A4 page (210 x 297mm) (set in 11pt)
% note: \topmargin is measured from a position 1in from top of page,
%       and \...sidemargin from 1in from side of page

\normalsize         % make sure use base point size as basis
                    % for calculations

% now calculate and set height of text body
\setlength{\textheight}%
  {255mm-\topskip}              % change mm as appropriate
```

```
\newcounter{tempc}
\setcounter{tempc}{\textheight}
\newcounter{tempcc}
\setcounter{tempcc}{\baselineskip}
\setcounter{tempc}%
 {\value{tempc}/\value{tempcc}}
\setlength{\textheight}%
  {\baselineskip*\value{tempc}+\topskip}

% set width of text body
\setlength{\textwidth}{165mm}   % change mm as appropriate

% set side margins. Printer places output 1 inch in from left,
% again to be helpful

\setlength{\oddsidemargin}{0.25in} % 1.25in margin for binding
\setlength{\evensidemargin}{0.25in}% when using 2-sided output

% set head and footer stuff
\setlength{\headheight}{.2in}
\setlength{\headsep}{.3in}
\setlength{\footskip}{.5in}

% set top margin to start nearer top of page
\setlength{\topmargin}{-40pt}  % normally 27pt


\frenchspacing
\sloppy                        % don't be so fussy with line breaks


\pageheader{EAGLES}{\em Document Layout and Style Guide}{EAG--EB--LAY.3}
\pagefooter{{\em Internal use}}{\thepage}{August, 1997}
\pageheaderlinetrue
\pagefooterlinetrue


\setcounter{tocdepth}{5}
\setcounter{secnumdepth}{5}

%% deal with indenting for linguistically acceptable/unacceptable

%% calculate width of asterisk   (as in *sheeps)
\newlength{\astspace}
\settowidth{\astspace}{\mbox{*}}

%% linguistically ungrammatical/unwellformed
\newcommand{\un}{*}

%% linguistically acceptable
%% (indented by width of ungrammatical asterisk)
\newcommand{\ac}{\latex{\hspace*{\astspace}}\html{~~}}

%% 2 line gloss command

\newlength{\original}
\newlength{\gloss}
\newcommand{\ngloss}[2]{%
  \settowidth{\original}{#1}%
```

```
  \settowidth{\gloss}{#2}%
  \ifdim\gloss>\original\settowidth{\original}{#2}\fi%
  \parbox[t]{\original}{#1\\#2\vspace*{2pt}}%
  }


\newcommand{\latexhtml}[2]{\latex{#1}\html{#2}}
\newcommand{\ednote}[1]{\par{\em Editors' note: #1}\par}

\newcommand{\EX}[1]
{\latex{\underline{{\em Examples\/}}}\html{{\em Examples\/}}:
\par\begin{flushleft}\begin{itemize}
{#1}%
\end{itemize}\end{flushleft}\par
}

\newcommand{\primed}[1]{\html{${#1}\/^{\prime}$}\latex{{\em #1}$'$}}

%%================ POS TAG ANNOTATION

%% Tag annotations -- use these for  POS tagged words

%% colour for pos tag in html -- IGNORE
\newcommand{\sans}[1]{\textcolor{red}{{#1}}}


\newcommand{\Tg}[2]{{\bfseries #1}\index{#1}/%
{\footnotesize\latex{\sffamily #2}\html{\sans{#2}}}}
%% USE: \Tg{maison}{pos=n \& gend=f}
%% automatically indexes the word being tagged. Word tagged is in bold.
%% This is the default tag mechanism.

\newcommand{\tag}[2]{%
{#1}/{\footnotesize\latex{\sffamily #2}\html{\sans{#2}}}}
%% USE: If {\em X} is autonomous and if a conceptual interpretation is
%% possible, then \tag{{\em X\/}}{pos=n}.
%%
%% i.e. where do not want bold tag (or indexing of wordform)

\newcommand{\bun}[1]{%
{\footnotesize\latex{\sffamily #1}\html{\sans{#1}}}}
%% USE: where want just to refer to feature bundle
%% e.g. The tag \bun{pos=noun} is used to indicate...

\newcommand{\T}[1]{{{\bfseries #1}\index{#1}}}
%% Just the wordform being discussed, no tag. Bold face and indexed.


%-----------------------------------------------------------------------

\setlength{\parindent}{0mm}     % no indented paragraphs

%% END of initial.tex
```

The first lines of *layout.tex*, showing how to include *initial.tex*, construct the titlepage page and arrange for table of contents, etc., are given below. The environments `latexonly` and `htmlonly` are used to customise the document for LaTeX and HTML respectively.

```
% Recommended EAGLES document layout, with LaTeX hints

\input{initial}   % ALWAYS include to set up page dimensions, etc


\def\avmtreeparms{\avmvskip{.1ex}\avmhskip{.5em}%
\avmbskip{-.2em}\daughterskip=4ex\sisterskip=3em}

\newcommand{\ind}[1]{\mbox{${\setlength{\fboxsep}{0.35mm}%
\fbox{{\scriptsize #1}}}$}}

\newcommand{\earg}[1]{\underline{\mbox{{\rm #1}}}}


\begin{document} % start of your main text

%% set up EAGLES colours for HTML -- DO NOT TOUCH
\begin{htmlonly}
\definecolor{eaglesblue}{rgb}{.4,.8,1}
\definecolor{eaglescat}{rgb}{.8,0,0}  %% CC 00 00 204 00 00
\end{htmlonly}

\begin{latexonly}

% CONSTRUCT TITLE FIRST: give components, then compose them
% via \maketitle

\title{\centerline{\psfig{figure=logo-let.eps,width=155mm}}
\vspace*{2ex}
\LARGE \bf EAGLES\\ DOCUMENT LAYOUT\\ AND\\ STYLE GUIDE}

% Use \\ to generate a newline
% to get convenient centring of title elements.

\author{EAG--EB--LAY.3}

% EAGLES document number goes in author field

\date{Version of 12th Aug, 1997}

\thispagestyle{empty}
\maketitle           % command to correctly construct title
\thispagestyle{empty}

\end{latexonly}

\begin{htmlonly}

\begin{rawhtml}

<TITLE>EAGLES Document Layout and Style Guide</TITLE>

<CENTER>
<IMG ALT="EAGLES logo"
SRC="http://www.ilc.pi.cnr.it/EAGLES96/seagles.gif">
<P>
```

```
<H1>EAGLES<br>Document Layout<br>and<br>Style Guide</H1>

<H2>EAG--EB--LAY.3</H2>

<H3>Version of 31st Aug, 1996</H3>

</CENTER>
\end{rawhtml}

\tableofcontents
\listoftables
\listoffigures
\end{htmlonly}

\begin{latexonly}
\pagenumbering{roman}
\parskip = \bigskipamount       % lots of nice space
\newpage

\pageheader{EAGLES}{\em Contents}{EAG--EB--LAY.3}
\pagefooter{{\em Internal use}}{\thepage}{August, 1997}

\tableofcontents
\listoftables % if appropriate
\listoffigures
\newpage
\pagenumbering{arabic}

\setcounter{page}{1}

\pageheader{EAGLES}{\em Document Layout and Style Guide}{EAG--EB--LAY.3}
\pagefooter{{\em Internal use}}{\thepage}{August, 1997}

\end{latexonly}
```

Note that, in order to generate appropriate cross-references, a table of contents and a list of figures, you must run LaTeX *twice* over your file, as it needs two passes to gather the relevant information.

3.4 Sectioning

We adopt a hierarchical sectioning scheme: (chapter,) section, subsection, subsubsection, paragraph, subparagraph (the deepest level)[1].
Each chapter (or each section, when using *article.sty*) should start on a new page. Header and footer information does not appear on the first page of a chapter.
No heading of any type should be italicised or underlined.
Headings should be capitalised *only initially*, unless they contain words which are normally capitalised:

Correct:
2.1 The syntactic level
4.2 Evaluation in Information Retrieval

Wrong:
2.1 The Syntactic Level
4.2 Survey of Relevant Literature

3.4.1 Authors

All EAGLES documents have an 'institutional author', i.e. EAGLES. The reason for this is to promote consensus building in the outside world by avoiding giving the appearance of individual or small-group work. Standards do not have authors, for example. It follows that an EAGLES document is referred to as e.g. EAGLES (1997d). We expand on citation in section 4.1.
Also, typically, many people contribute to the production of a document, perhaps in non-written forms, e.g. through discussion in a workshop or via tele-conference. It is appropriate thus to credit several types of person as having contributed to the document.
The first chapter (or section, for *article.sty*) of the document is therefore devoted to giving details of contributions:
`\chapter{Contributors}`
with relevant `\sections` for each type (e.g. Authors, Comments and feedback, Editors, . . .). See the example at the beginning of this document.
Full address and contact details should be given for the main authors, following the format to be found at the beginning of this document.

3.4.2 How to handle sectioning commands

To generate a sectioning level, use the relevant sectioning command with the heading text as an argument:
`\chapter{Introduction}` or
`\section{State of the art survey}`
and so on. *Numbering is automatically generated*. You may therefore shift e.g. a section around or delete it without having to worry about numbering. You may work independently of others without having to worry about numbering of other sections or subsections etc.
After a sectioning level command, leave a blank line and then begin the body of your text. You do not need to indicate the end of a sectioning level. To get a new paragraph, leave a blank line.
Headings are automatically emboldened and set in a larger type appropriate for the level, where necessary,
Each chapter will automatically begin on a new page, in the *report* document style.
Here is an example of sectioning structure:

```
\chapter{Introduction}
\section{What this chapter is about}
\section{Who should read it}
\chapter{Survey}
```

[1] A paragraph in LaTeX is not like an 'ordinary' paragraph: think of it simply as a subsubsubsection — although you cannot use subsubsubsection as a command.

```
\section{The state of the art}
\subsection{Corpus representation}
\subsection{Corpus tagging}
\subsubsection{Probabilistic taggers}
\paragraph{Unix-based taggers}
\subparagraph{Case study one}
\subparagraph{Case study two}
\paragraph{PC-based taggers}
\subsubsection{Rule-based taggers}
\section{Conclusions}
\chapter{Recommendations}
```

Please follow where appropriate the agreed chapter plan for your group's work.
To generate appendices at the end of your document, use the command:
`\appendix`
where you want appendices to begin.
This has the effect of changing 'Chapter' to 'Appendix' in sectioning chapter headings, and of generating letters (starting from 'A') rather than chapter numbers. Thus to generate Appendix A and Appendix B, at the end of your document, use:

```
\appendix
\chapter{Addresses}
\chapter{Evaluation test suites}
```

which will produce:
Appendix A
Addresses
Appendix B
Evaluation test suites
Appendices, like chapters, start on new pages automatically. Instructions on how to generate appendices at the end of chapters can be provided if your require them.

3.5 Italics, bold, etc.

Use *italics* in the following circumstances:

- To *emphasise* a word or phrase
- For the value of a lingistic feature: **pos** value *noun*
- To highlight a newly introduced term:
  "A *corpus* is a collection of language texts to which can be attached a number of *attributes*."

Bold should be used in the following circumstances:

- To refer to features, tags, labels, etc. in running text or isolated examples:
  - "We recommend adoption of **NN** and **VT**."
  - "Each text in a corpus should have a value for **TEXT_TYPE**[2]"
  - "Case Grammar uses the case-set {**AGENT**, **PATIENT**, ...}"
  - "**TEXT_TYPE** has the values {*Article*, *Book*, ...}"
- When giving short commented lists (see use of *description lists* (3.11.3))

[2]Note that you must use `\_{}` to generate an underline character.

firearm — A weapon from which a shot is discharged by gunpowder

sword — A weapon with a long blade for cutting or thrusting

3.5.1 How to embolden and italicise

To *italicise*, place the text to be italicised within `{\em }`. To **embolden**, place the text to be emboldened within `{\bf }`. For example: `{\em plural}` and `{\bf NN}`. Remember to leave a space after `\em` and `\bf`, and after other commands where these would otherwise run into normal text and so not be recognised as commands.
Note that, if you combine a size changing command with e.g. an embolden command, you should place the size changing command *before* the embolden command: `{\large \bf Results}`.

3.6 Dashes

We use three different kinds of dashes:

- Hyphen dash
- Range dash
- Punctuation dash

3.6.1 How to produce dashes

- One dash (in LaTeX: `-`) for a hyphen, as in hyphen-ated.
- Two dashes (`--`) for a range, as in A–Z.
- Three dashes (`---`) for punctuation — like this.

3.7 Indentation

Paragraphs should not be indented. Spacing between paragraphs is dealt with below.

3.7.1 How to stop indentation and obtain correct paragraph spacing

Insert the command `\parindent = 0in` before the first chapter of your text. As for spacing, we prefer to increase the normal space between paragraphs for greater legibility, therefore you should ensure that the command `\parskip=\bigskipamount` also occurs just before the first chapter of your text.

3.8 Line spacing

The required spacing will be set automatically in the LaTeX *report* and *article* style, the default being single line spacing. Do not use double spacing.

3.9 Justification

All normal text should be fully justified (flushed left and right). This is taken care of by default in LaTeX. Lists, quotations, etc. are also justified by default (in the case of lists, justification will occur by default in the form of a hanging indent).

3.10 Spaces

Please attempt to observe the following wherever possible, although we realise this is somewhat laborious. It would be of great help to editors, however, if you could remember to look out for the following cases.
When using italic mode `{\em }`, you will need to insert a small amount of space on occasion to prevent italicised characters from leaning over into normal characters. To do this, insert `\/` between the last italicised character and the closing curly brace. So to get:

> This is easy, *is*n't it?

as opposed to:

> This is easy, *is*n't it?

all you do is type: `This is easy, {\em is\/}n't it?`
You do not have to insert spacing if the following character is a simple punctuation mark, such as a comma.
Use `\␣` immediately after a full stop which does not end a sentence, to stop extra space being inserted as in: `e.g.\␣` which gives e.g. and not e.g. or `B.B.C.\␣` giving B.B.C. and not B.B.C. and so on.
When an upper-case letter terminates a sentence, use `\@` immediately after it, before the full stop, as in:

> ... turn to chapter II. This chapter ....

which is produced by:

> ... turn to chapter II`\@`. This chapter ...

This ensures the correct amount of space after the full stop.
Similarly, `\␣` and `\@` are used after other sentence terminators ('?', '!', ':' and so on).

3.11 Lists

Lists can take several forms. Choose from the following:

3.11.1 Bullet lists

Bullet lists are for simple lists where you do not wish to refer to members of the list, but merely wish to list a number of points and to make them stand out from the main text. The first letter is normally in Upper case.

- Bullet lists are useful;
- They are easy to construct;
- You can indent them and LaTeX will generate a new 'bullet' character:
  - Like this;
  - And this;
    - Or even this.

Bullet lists should *not* be used where the writer mentions there is a specific number of items ("There are 3 points to consider") or where they refer to elements of the list ("The second point proves..."): in these cases, use an enumerated list.

3.11.1.1 How to construct a bullet list

Here is how to construct the above list. Type a `\begin{itemize}` command followed by an `\end{itemize}` command (good idea to know you have taken care of the end of the list). Insert your list members between the begin and end commands. Each member of the list is preceded by the command `\item`. In general, note that American spelling is used for LaTeX commands ...

```
\begin{itemize}
\item Bullet lists are useful;
\item They are easy to construct;
\item You can indent them and \LaTeX\ will generate a
      new 'bullet' character:
 \begin{itemize}
  \item Like this;
  \item And this;
   \begin{itemize}
    \item Or even this;
    \end{itemize}
 \end{itemize}
\end{itemize}
```

3.11.2 Enumerated lists

When you wish to number a list, especially for reference purposes, use an enumerated list. The first letter is usually in upper case.

1. This is the first item;
2. And this is the second;
   (a) This is the first item of a new indented list;
   (b) And this is the second thereof;
3. This is the third item of the first list.

3.11.2.1 How to construct an enumerated list

The relevant command is similar to the *itemize* one, but substitutes *enumerate* for *itemize*. Enumerated lists can be indented and different numberings (1, 2, ... or (a), (b), ...) and so on will be generated for you automatically at each level.
Here is how the above list was generated:

```
\begin{enumerate}
\item This is the first item;
\item And this is the second;
  \begin{enumerate}
   \item This is the first item of a new indented list;
   \item And this is the second thereof;
  \end{enumerate}
\item This is the third item of the first list.
\end{enumerate}
```

3.11.3 Description lists

A final type of list that you can use is the *description list*. This gives a list with highlighted (emboldened) initial elements of each member of the list:

pistol — A handgun whose chamber is integral with the barrel;

revolver — A handgun with a cylinder of several chambers brought successively into line with the barrel and discharged with the same hammer;

rifle — A shoulder weapon with a spirally grooved bore.

If there is much material to put in a description list, prefer a subdivision into smaller sections (i.e. the next smaller subdivision).

3.11.3.1 How to construct a description list

Here is how to achieve this. Substitute *description* for *itemize* in the basic bullet list command. The element you wish to highlight is placed *immediately* after `\item`, between square brackets:

```
\begin{description}
\item[pistol] --- A handgun whose chamber is integral with the barrel;
\item[revolver] --- A handgun with a cylinder of several
chambers brought successively into line with the
barrel and discharged with the same hammer;
\item[rifle] --- A shoulder weapon with a spirally grooved bore.
\end{description}
```

3.11.4 Mixed lists

Lists of different types can be mixed:

1. First enumerated member;

   - A first bulleted member;
   - Another one;

2. Back to enumeration;

3.11.4.1 How to construct mixed lists

Here is how this was achieved:

```
\begin{enumerate}
\item First enumerated member;
  \begin{itemize}
  \item A first bulleted member;
  \item Another one;
  \end{itemize}
\item Back to enumeration;
\end{enumerate}
```

3.11.5 Punctuation of lists

Each list item should start with an upper-case letter. In a series of short items (one sentence maximum), end each item except the last with a semi-colon. Place a full-stop after the last. If a list contains many long items (more than one sentence in some items) then place a full stop at the end of each item.

3.12 Tables and diagrams

Tables should be widely used, as they are a good means of presenting information in a concise, clear form: just what is required in a handbook for easy reference and unambiguous description.
Diagrams are very welcome also. Make sure that diagrams and tables are correctly glossed and captioned.
Tables may be boxed or unboxed (in general, it is better to box a small table to make it stand out better from surrounding text).

3.12.1 How to construct tables and diagrams

Tables are tricky to generate with LaTeX although with practice it becomes easier. The work involved pays dividends as there is a straightforward translation to HTML, thus avoiding lots of images cluttering our EAGLES web documents. Diagrams, graphs, etc., are best drawn in some graphics editor that allows you to generate an EPSF (Encapsulated PostScript File) which can then be incorporated rather straightforwardly in a LaTeX document.
Normally, you should enclose any table or diagram in a *table* or *figure* environment, respectively. Diagrams and tables enclosed in these environments *float* typically in LaTeX, such that they may not appear exactly where you thought they might: it all depends on how well LaTeX can re-arrange material to fit a figure in at some point. If you insert new material, your figure may float to some new position when you print your text. It is even possible to generate whole pages of nothing but tables and figures. If you do not allow tables and diagrams to float, this often causes rather messy output.
Tables are constructed by giving a specification for the number of columns needed and whether, for each colum, the text in it should be centred, leftjustified or rightjustified. You can also specify whether you wish the table to be boxed and/or to have dividing lines between the columns/rows.
In the following simple example, we specify 1 left justified column and 1 right justified column, with double lines down each side of the table, and single lines between columns and across the top and bottom. (NB: The justification used here is simply for exemplification. Normally, this table would have 2 leftjustified columns in all probability.) The command `\hline` will draw a horizontal line. The command `\\` ends a row (which may take up more than one line in your file).

```
\begin{tabular}{||l|r||}\hline
 Working Group & Chairperson\\ \hline\hline
 SLWG  & Roger Moore\\ \hline
 EWG  & Maghi King\\ \hline
\end{tabular}
```

The specification `{||l|r||}` takes care of how many columns, which justification and what kind of vertical lines we want. Each row including the initial *tabular* row has a `\hline` command to generate a horizontal line (in the case of *tabular* the horizontal line is the first one generated to give the line across the top). The data in each row are separated by &. Note that if we use & for other purposes (e.g. E&AWG) we must place a backslash before it. Note that tabular & is a *separator* and not a terminator. Tabbing makes no difference: we have used tabs here just for clarity when reading the source file — they are not strictly necessary. You should indicate an empty cell in a row by placing a *tilde character* in it.
Now we place the table in a table environment which will allow it to float to a reasonable position:

```
\begin{table}[!htb]
\vspace{1.5ex}
\centering
\begin{tabular}{||l|r||}\hline
 Working Group & Chairperson\\ \hline\hline
 SLWG  & Roger Moore\\ \hline
 EWG   & Maghi King\\ \hline
\end{tabular}
\caption{A table in a table environment\label{ls:tab}}
```

```
\vspace{1.5ex}
\end{table}
```

The table is enclosed between `\begin{table}` and `\end{table}`. Usually, we put in a small amount of vertical space on each side of the table, using e.g. `\vspace{1.5ex}`, and we also centre the entire table (via `\centering`) and lastly attach a *caption*, which contains appropriate text. Please conform to this general layout, and please make sure captions are given.
The caption illustrates how a *cross-reference* should be done. LaTeX will automatically take care of cross-references: you should not attempt to do this yourself. The procedure is straightforward. At the appropriate point in your text, you insert a `\ref` command, and in the caption, you insert a `\label` command with the same reference. You can shift tables and figures around, and `\ref` indications in the text, and they will be kept track of. Here is the actual example, as it appears. Where it will appear is unknown as we type this, however we have tried to persuade LaTeX to put it where we specify it (immediately after this paragraph) by attaching the argument `[!htb]` to `\begin{table}`, which tells LaTeX to try putting the table where it is written in the file: *h = here* and if this would appear messy or is impossible, then to try other places, in order *t = top of page* or *b = bottom of page*. You can also force a table to be written on a page dedicated to tables: *p = on a separate page of figures*. This floating behaviour of tables makes a caption, and a cross-reference, indispensable. Please refer now to table 3.2. This last sentence was written:
`Please refer now to table~\ref{ls:tab}.`

Working Group	Chairperson
SLWG	Roger Moore
EWG	Maghi King

Table 3.2: A table in a table environment

By omitting the vertical bars and the `\hline` command, we can produce a table without any lines around it.
Note also that you do not need to use the table environment: you can just produce tabulars that do not float. Most of the tables in the EAGLES ELM series (cf. the documents of the EAGLES CLWG) were produced as simple tabulars, as otherwise the reports would have been illegible with so many tables floating with respect to often short stretches of text describing their contents.
It is also possible to produce multicolumn tables. Here is an example:

NOUNS		
Feature	**Values**	
POS	n	
Type	common	proper
Number	sing, plural	sing, plural
Gender	m,f	m,f

which was produced by:

```
\begin{center}
\begin{tabular}{|l||l|l|} \hline
\multicolumn{3}{|c|}{\bf NOUNS}\\ \hline\hline
{\bf Feature}&\multicolumn{2}{c|}{\bf Values}\\ \hline\hline
pos&\multicolumn{2}{c|}{n}\\ \hline
type&common&proper\\ \hline\hline
number&sing, plural&sing, plural\\
gender&m,f&m,f\\ \hline
\end{tabular}
\end{center}
```

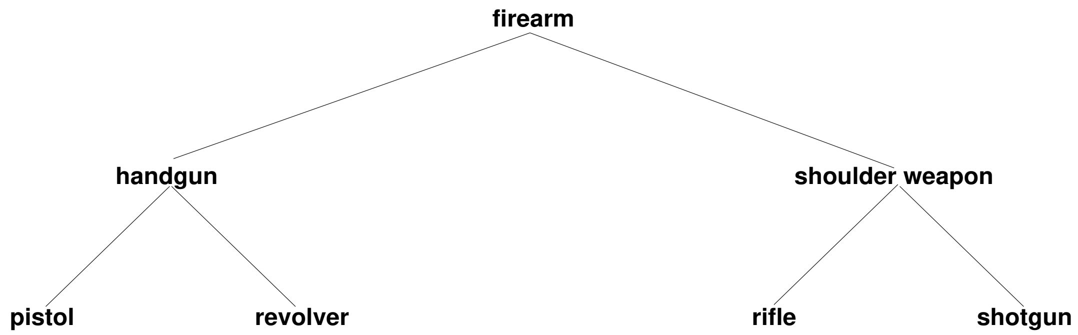


Figure 3.1: Generic-specific relationships

Note that this neatly captures the hierarchical nature of the features and values to a useful extent.
As for diagrams, we recommend that these be produced externally to LaTeX and saved in EPSF form (Encapsulated PostScript File), unless you love drawing pictures in LaTeX. Most good packages that offer drawing facilities allow you to produce EPSFs. It is also best to deal with any need to orient your diagram or other figure before saving it as an EPSF. We can scale resultant figures within reason, but again it is better if you do this with your drawing package, as if you have e.g. a large figure with much small detail which we then scale down to fit on the page, you may find the small detail becomes illegible.
Here is an example of a floating figure that incorporates a simple tree diagram, scaled to a width of 15cm (scaling is proportional, we do not need to specify the height).
We attempt to place our diagram (figure 3.1 — written: `figure~\ref{ls:tree}`) at the top of the page. The command `\psfig` takes care of reading in the external EPSF given as an argument. For this to work, you must make sure you have included the file *initial.tex* as it looks for and reads in the file *psfig.sty* which contains the relevant command. If *psfig.sty* is not in the same directory as this current file, then you should alter the relevant `\usepackage` command in *initial.tex* to give the relevant pathname of *psfig.sty*. You may have to also alter the pathname in the expression *figure=filename* if your EPSF is not in the current directory.
Here is our figure:

```
\begin{figure}[t]
\centering
\vspace{1.5ex}
% now give filename of an EPSF to include at this point
\psfig{figure=tree2.eps,width=15cm}
\vspace{1.5ex}
\caption{Generic-specific relationships\label{ls:tree}}
\end{figure}
```

The LaTeX code to produce the figure occurs in the source file roughly where this sentence is.

3.13 More on cross references

In our EAGLES documents, we are urged to employ cross-references to good effect.
Cross references can be used to link more than figures (where they are essential, as we have seen). For example, you may wish to refer to a particular section. You should do this using a cross-reference, as if things change (especially section and page numbering) then your cross-reference(s) will not be affected. Cross-references are also important in that they are a ready made source of hyperlinks, for conversion to HTML.

3.13.1 How to handle cross-references

Here is how to achieve this:

```
Section~\ref{ls:recom} deals with recommendations...
< intervening text>

\subsection{Recommendations\protect\label{ls:recom}}
 This section presents\ldots
```

The character '~' is here used to prevent the reference indication from being separated from 'Section' by too much space: it is a 'tie'.
The argument to `\ref` and to `\label` can be arbitrary text within LaTeX constraints. You may have more than one `\ref` with the same argument. You should adopt a systematic approach to the composition of unique cross-reference arguments, and avoid simple structures such as 'ex:1' as these may cause problems should someone else use this too in another document.... A good approach is to prefix each label with a short acronym for the document. Labels should however not be overlong as this causes memory problems in conversion to HTML: `\label{ls:tnoun}` is a useful label form and length ('ls' for this present document — "Layout and Style Guide"), whereas `\label{styledoc:nountables}` is not so useful for our purposes.
Note that when labelling a sectioning command for cross-reference, the label must go inside the braces of the sectioning command itself, and be prefixed by the command `\protect`. This will cause warning messages to appear concerning multiply-defined labels. This is unproblematic and can be ignored (unless you happen to have really used, in error, the same name for a label to label two *different* locations in your document).

3.14 Quotations

Quotations should be enclosed in double quotation marks: ` ``...'' `.

3.14.1 How to handle quotations

We use the `\begin{quote}` `\end{quote}` command, which automatically indents material from both sides. The following example, drawn from OUP's *Edpress News*

> "It's is not, it isn't ain't, and it's it's, not its, if you mean it is. If you don't, it's its. Then too, it's hers. It isn't her's. It isn't our's either. It's ours, and likewise yours and theirs."

is achieved by:

```
\begin{quote}
``It's is not, it isn't ain't, and it's it's, not its, if you mean it
is.  If you don't, it's its.  Then too, it's hers.  It isn't her's.  It
isn't our's either.  It's ours, and likewise yours and theirs.''
\end{quote}
```

3.15 Footnotes

If you must use notes, please use footnotes, rather than endnotes at the end of a chapter[3]. Do not use footnotes for bibliographic references. Very long footnotes are deprecated.

[3]This is what a footnote looks like.

3.15.1 How to generate a footnote

To generate a footnote, use the `\footnote{}` command and put your footnote text as its argument. Note that you should take care of punctuation properly at the end of the footnote, especially if it happens to occur at the end of a sentence. Note that footnotes go *inside* any closing punctuation.
The above footnote was written:

```
at the end of a chapter\footnote{This is what a footnote
looks like.}. Do not use
```

3.16 Centring – How to centre material

To centre text, enclose the material to be centered between `\begin{center}` and `\end{center}`. For example:

centred text

achieved by:

```
\begin{center}
centred text
\end{center}
```

Note that, in *figure* environments, you should use a different command to achieve a centred figure, namely `\centering` (with no begin and end expressions). Refer to the source for figure 3.1, for example, to see how this is done.

3.17 Verbatim mode – How to reproduce unformatted material

Sometimes, you may find you need to type text "as is" without any formatting or other operations being carried out on it. To achieve this, enclose the material you wish to remain untouched by LaTeX between the commands `\begin{verbatim}` and `\end{verbatim}`. Note that *whatever* is typed between these commands will be exactly reproduced and will be unaffected by any LaTeX formatting, italicising, sectioning, etc., commands that may be contained in it. You would have to make sure for example that the material was divided up into lines of appropriate length for the final printed page. This *verbatim* mode is useful for such things as program fragments, SGML examples, etc. The quality of text produced looks like typewritten text as opposed to properly printed text. We used verbatim mode for the example fragments of LaTeX commands throughout this document (otherwise our examples would have been interpreted as LaTeX commands and acted upon . . .).
If you wish to quote a small amount of verbatim text, for example within a sentence, then use the `\verb` command. Here is an example:
Please note that `\verb+\begin{itemize}+` *is a LaTeX command.*
In the `\verb` command, you must delimit material to be printed verbatim by some character, such as '+'. If you have more than one `\verb` command on a *text file line* then use a different delimiter pair for each occurrence.

3.18 Quotation marks

Please do not overuse quotation marks. If you write the following:

> "Each corpus is described by a set of 'attributes' which . . . "

then you are obscuring the fact that ‘attributes’ is in fact a *term* — or if it is not, you should be using a different form which *is* a term, or you should remove the single quotation marks. As previously seen in section 3.5, you should use *italics* to denote a term (which should in turn ideally be defined in your glossary). Words under discussion as linguistic examples (especially words from a foreign language) should be surrounded by single quotation marks, if they are single or compound wordforms. Phrases under discussion should be surrounded by double quotation marks. For example:

> ... however, ‘comment’ in “comment ça va?” is to be tagged as ...

3.18.1 How to produce different kinds of quotation mark

To generate single quotation marks, use `` `...' ``, to give ‘this’ and *not* `'...'`, which gives ’this’. To generate double quotation marks, use ``` ``...'' ```, to give “this phrase” and *not* `"..."` which gives ”this phrase”.

3.19 Linguistic structures, etc.

As linguistic structures and examples can rapidly arrive at a high degree of complexity, it is essential that, if the following mechanisms are not suitable, you check with your WG editor or the Editorial Board if you propose to use LaTeX styles or commands that are not mentioned here. This is important as otherwise conversion to HTML may be adversely affected. Entire documents whose source LaTeX may be used as a basis for best-compromise solutions for linguistic structures in LaTeX and HTML environments are EAGLES (1995b) (for linguistic tags) and EAGLES (1996a) (for all the other linguistic structures discussed here). Please contact Alessandro Enea (enea@ilc.pi.cnr.it) in order to gain access to the source LaTeX files.

3.19.1 Linguistic tags

Material tagged for part of speech or tagged with *flat* feature bundles may be produced as follows.
We may tag a wordform in bold with a feature bundle and also automatically index the wordform so tagged. The feature bundle appears in sans serif (or, in HTML, in red).

> **maison**/pos=n & gend=f

This is achieved via:

```
\Tg{maison}{pos=n \& gend=f}
```

This is the *default* tagging mechanism for EAGLES, i.e. we wish the wordforms to be in bold face and also to be indexed for ease of reference..
In situations where you wish the tagged wordfrom to be non-bold, for example in a formally expressed test, we have:

> Given *X*, if *X* is autonomous and if a conceptual interpretation is possible, then *X*/pos=n.

This is achieved via:

```
Given {\em X}, if {\em X} is autonomous and if a
conceptual interpretation is possible,
then \tag{{\em X\/}}{pos=n}.
```

No indexing is done in such circumstances.
In order to refer to a feature bundle on its own, we have:

> The tag pos=noun is used to indicate ...

This is achieved via:

```
The tag \bun{pos=noun} is used to indicate \ldots
```

3.19.2 Glosses

It is possible to display both 2- and 3-line glosses (where the third line is a natural rendering of the second gloss line). However, it is necessary to duplicate material within environments specific to LaTeX and HTML (otherwise unwieldy images are produced by the conversion process).
Examples of how to do this follow.
2-line glosses use the `\ngloss{}{}` command where the first argument contains the original and the second argument the gloss.

De gelovige heeft een kaars in *haar* handen
The worshipper holds a candle in *her* hands

This is achieved as follows:

```
\begin{latexonly}
\ngloss{De}{The} \ngloss{gelovige}{worshipper} \ngloss{heeft}{holds}
\ngloss{een}{a} \ngloss{kaars}{candle} \ngloss{in}{in}
\ngloss{{\em haar}}{{\em her}} \ngloss{handen}{hands}
\end{latexonly}
\begin{htmlonly}
\begin{tabular}{llllllll}
De&gelovige&heeft&een&kaars&in&{\em haar}&handen.\\
The&worshipper&holds&a&candle&in&{\em her}&hands.
\end{tabular}
\end{htmlonly}
```

As for 3-line glosses, these again use the `\ngloss{}{}` command where the first argument contains the original and the second argument the gloss. A third line is added for the natural rendering, after a newline and slightly indented to account for the leading single quotation mark.

“Professore, vorrei dirle, spero riveder**la** presto.”
Professor (man), I want to tell-her, I hope to see-her soon
‘Professor, I want to tell you, I hope to see you soon.’

This is achieved as follows:

```
\begin{latexonly}
\ngloss{De}{The} \ngloss{gelovige}{worshipper} \ngloss{heeft}{holds}
\ngloss{een}{a} \ngloss{kaars}{candle} \ngloss{in}{in} \ngloss{{\em
haar}}{{\em her}} \ngloss{handen}{hands}

\ngloss{``Professore,}{\hspace*{0.4em}Professor (man),}
\ngloss{vorrei}{I want}
\ngloss{dirle,}{to tell-her,}
\ngloss{spero}{I hope}
\ngloss{riveder{\bf la}}{to see-her}
\ngloss{presto.''}{soon}\\
\hspace*{0.1em}`Professor, I want to tell you, I hope to see you soon.'
\end{latexonly}
\begin{htmlonly}
\begin{tabular}{llllll}
``Professore,&vorrei&dirle&spero&riveder{\bf la}&presto\\
Professor (man),&I want&to tell-her,&I hope&to see-her&soon\\
\multicolumn{6}{l}{`Professor, I want to tell you, I hope to see you
soon.'}
\end{tabular}
\end{htmlonly}
```

3.19.3 Starred material

Linguistically incorrect or deprecated material may be signalled as follows:

- *This houses ...
- This house ...

This is achieved by:

```
\begin{itemize}
\item \un This houses \ldots
\item \ac This house \ldots
\end{itemize}
```

where the `\un` command introduces an asterisk and the `\ac` command introduces an asterisk-width space, to even up the indentation.

3.19.4 Numbered example sentences

We recommend that numbered examples be avoided unless absolutely necessary, as these prove difficult at present to convert to HTML. By 'necessary', we mean if there is a need to *refer* to examples by number in a discussion (rather than saying, e.g. "Example (4) shows..."). There is a workaround, however it involves duplicating material within environments specific to LaTeX and HTML. Examples of how to do this follow.

3.19.4.1 Enumeration: Example 1 — A single numbered example sentence

The subject of an extraposition verb such as 'bother' in (1) is a pleonastic element and cannot therefore be regarded as being semantically selected:

(1) It bothers Bill that Mary left

The example was produced as follows:

```
The subject of an extraposition verb such as 'bother' in
(\ref{3ex1}) is a pleonastic element and cannot therefore
be regarded as being semantically selected:

\begin{latexonly}

\enumsentence{\label{3ex1}It bothers Bill that Mary left}

\end{latexonly}
\begin{htmlonly}

\par
\begin{tabular}{ll}
\begin{equation}
\mbox{\htmlimage{align=nojustify}.}
\end{equation}\label{3ex1}\&It bothers Bill that Mary left}
\end{tabular}
\par

\end{htmlonly}
```

Note that this layout pattern must be adhered to *strictly*, particularly with respect to placement of labels. Note also the *necessary* '.' in the element:

```
\mbox{\htmlimage{align=nojustify}.}
```

3.19.4.2 Enumeration: Example 2 — several sentences in the same numbered example

The subject of a raising verb such as ‘seem’ is either contentful or pleonastic (2) according to the complement’s subject subcategorisation:

(2) Mary seems to be happy
It seems to bother Bill that Mary left

This was produced as follows:

```
The subject of a raising verb such as ‘seem’ is either
contentful or pleonastic (\ref{3ex3}) according to
the complement’s subject  subcategorisation:

\begin{latexonly}

\enumsentence{\label{3ex3}
Mary seems to be happy\\
It seems to bother Bill that Mary left}

\end{latexonly}
\begin{htmlonly}

\par
\begin{tabular}{ll}
\begin{equation}
\mbox{\htmlimage{align=nojustify}.}
\end{equation}\label{3ex3}&Mary seems to be happy\\
~&It seems to bother Bill that Mary left
\end{tabular}
\par

\end{htmlonly}
```

Note here the *necessary* tilde character in the first cell of the second row of the tabular. Note further that we *cannot* at present cope with examples that are sub-numbered (3a, 3b, etc.) as we cannot convert the LaTeX mechanism used for this to HTML. Thus, if you wish to *refer explicitly* to each sub-example, we recommend that you create separate *numbered examples*: one numbered example for each original sub-example, *in an enumsentence/tabular environment of its own*. Note that glosses (3.19.2) may if necessary be numbered by adopting an approach similar to the one given here.

3.19.5 Linguistic trees

Trees may be constructed using the commands specified in *lingmacros.sty* and *tree-dvips.sty*. It is necessary to place a tree within a figure environment: this ensures proper conversion to HTML, as well as allowing the tree to float to a suitable place on the physical page. The command `\modsmalltree{<numberofcolumns>}{<treetable>}` (*lingmacros.sty*) allows tree nodes to be arranged on the basis of a tabular (table) structure. That is, each node is a cell of the table, and each row of the table represents a level of the tree. Spacing is achieved by leaving empty cells. A node itself is specified via a label and a contents (typically, a flat feature bundle). Each label must be unique for the tree it occurs in. The command `\node{<label>}{<contents>}` (*tree-dvips.sty*) is used to specify a node: each table cell to be used as a node will thus have a `\node{}{}` command embedded in it. For example, `\node{c}{finite}` labels a particular node as node ‘c’ and associates the feature value ‘finite’ with it. The labels themselves do not appear: they are used only to identify nodes for processing purposes. Finally, nodes that are connected via branches are specified in a separate series of `\nodeconnect{<node>}{<node>}` commands, in pairwise fashion. This ensures that lines are drawn

between all pairs of nodes that are connected by branches. It is important that `\nodeconnect{}{}` commands are given *outside* the `\modsmalltree{}{}` command.
It is equally possible to draw trees using a graphics editor, producing an EPS file and incorporating the tree in a figure environment as previously explained (3.12.1).
Figure 3.2 contains a tree structure. The commands to produce this structure are as follows:

```
\begin{figure}[!htb]
\vspace{1.5ex}
\centering
\modsmalltree{9}{&&&&\node{a}{Finiteness}\\
&\node{b}{non-finite}&&&&&\node{c}{finite}\\
&\node{d}{Verb-form/Mood}&&&&&\node{e}{Verb-form/Mood}\\
\node{f}{inf}&\node{g}{part}&\node{h}{ger}
&\node{i}{sup}&&\node{j}{ind}&\node{k}{sub}
&\node{l}{impr}&\node{m}{cond}
}
\nodeconnect{a}{b}
\nodeconnect{a}{c}
\nodeconnect{b}{d}
\nodeconnect{c}{e}
\nodeconnect{d}{f}
\nodeconnect{d}{g}
\nodeconnect{d}{h}
\nodeconnect{d}{i}
\nodeconnect{e}{j}
\nodeconnect{e}{k}
\nodeconnect{e}{l}
\nodeconnect{e}{m}
\caption{A tree structure\label{ls:ltree}}
\vspace{1.5ex}
\end{figure}
```

There are 4 rows to the table, i.e. 4 levels to the tree. The maximum number of table rows used is 9 (seen in the bottom row). You do not have to specify the remaining empty cells to the right of the rightmost occupied cell of a row as can be seen in all rows except the bottom row. However, it does not hurt to do so. Note that the `\nodeconnect{}{}` commands occur outside the scope of the `\modsmalltree{}{}` command: they immediately follow it and are still within the scope of the figure environment. The reason for this is that conversion to HTML will produce an image for the entire figure and requires commands to be in this order.

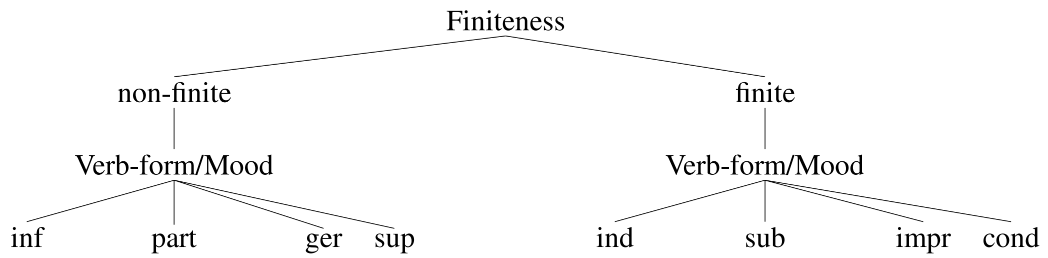


Figure 3.2: A tree structure

3.19.5.1 Numbered trees

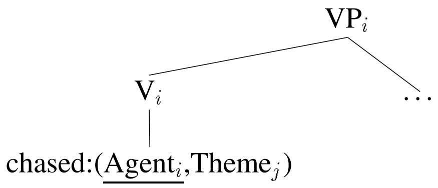
It is possible to produce numbered linguistic trees, however, as for numbered linguistic example sentences, we do not recommend this unless absolutely necessary, as again duplication of material is involved for both

LaTeX and HTML environments. Examples follow.

3.19.5.1.1 Trees: Example 1 — A numbered tree

The index of the external thematic role is passed on to the maximal projection of its predicate as indicated in (3) where the external argument is underlined following Williams' notation.

(3)



The example was produced by the following:

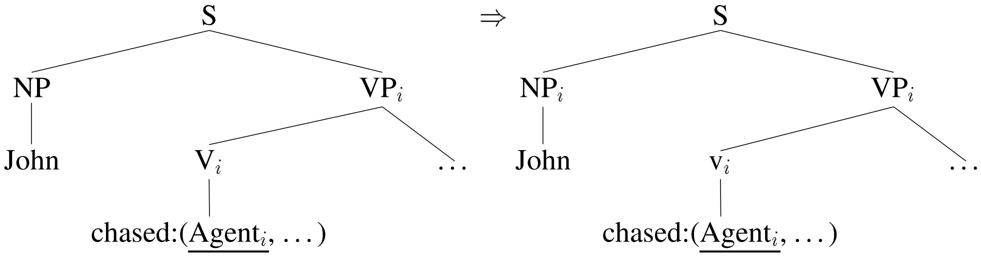
```
The index of the external thematic role is passed
on to the maximal projection of its predicate as
indicated in (\ref{3ex6}) where the external
argument is underlined following Williams' notation.

\begin{latexonly}

\enumsentence{\label{3ex6}
\evnup[6ex]{
\modsmalltree{3}{&\node{a}{VP$_{i}$}\\
\node{b}{V$_{i}$}& &\node{c}{\ldots}\\
\node{d}{chased:($\earg{Agent$_{i}$}$,Theme$_{j}$)}&&
}
}
}
\nodeconnect{a}{b}
\nodeconnect{a}{c}
\nodeconnect{b}{d}

\end{latexonly}
\begin{htmlonly}

\par
\begin{tabular}{ll}
\begin{equation}
\mbox{\htmlimage{align=nojustify}.}
\end{equation}\label{3ex6}&\begin{figure}[h]
\htmlimage{align=middle}
\modsmalltree{3}{&\node{a}{VP$_{i}$}\\
\node{b}{V$_{i}$}& &\node{c}{\ldots}\\
\node{d}{chased:($\earg{Agent$_{i}$}$,Theme$_{j}$)}&&
}
\nodeconnect{a}{b}
\nodeconnect{a}{c}
\nodeconnect{b}{d}
\end{figure}
\end{tabular}
\par
```

`\end{htmlonly}`
Points to note here are that again the layout format must be strictly adhered to, with respect particularly to the placement of labels and the inclusion of '.' in the equation environment. The command `\evnup{}` (*lingmacros.sty*) is required to line up the enumerated tree with the associated number on the page. For the version destined for conversion to HTML, the layout is quite complex: a tabular (effectively within `\modsmalltree{}{}`) inside a figure alongside an equation, both the latter inside a tabular.

3.19.5.1.2 Trees: Example 2 — Two trees in a numbered example

Predication is stated as a coindexing procedure which relates a predicative phrase with a c–commanding NP at S–structure, as in (4):

(4)



This example was produced as follows:

```
Predication is stated as a coindexing procedure
which relates a predicative phrase with a
c--commanding NP at S--structure,
as in (\ref{3ex8}):

\begin{latexonly}

\enumsentence{\label{3ex8}
\evnup[9ex]{
\modsmalltree{4}{~&\node{a2}{S}&~&~\\
\node{b2}{NP}&~&\node{c2}{VP$_{i}$}&~\\
\node{d2}{John}&\node{e2}{V$_{i}$}&~&\node{f2}{\ldots}\\
~&\node{g2}{chased:($\earg{Agent$_{i}$}$, \ldots)}&~&~
}
$\Rightarrow$
\modsmalltree{4}{~&\node{A}{S}&~&~\\
\node{B}{NP$_{i}$}&~&\node{C}{VP$_{i}$}&~\\
\node{D}{John}&\node{E}{v$_{i}$}&~&\node{F}{\ldots}\\
~&\node{G}{chased:($\earg{Agent$_{i}$}$, \ldots)}&~&~
}
}
}
\nodeconnect{a2}{b2}
\nodeconnect{a2}{c2}
\nodeconnect{b2}{d2}
\nodeconnect{c2}{e2}
\nodeconnect{c2}{f2}
\nodeconnect{e2}{g2}
\nodeconnect{A}{B}
\nodeconnect{A}{C}
\nodeconnect{B}{D}
\nodeconnect{C}{E}
\nodeconnect{C}{F}
\nodeconnect{E}{G}
```

```
\end{latexonly}
\begin{htmlonly}

\par
\begin{tabular}{llcl}
\begin{equation}\mbox{\htmlimage{align=nojustify}.} <NO LINE BREAK>
\end{equation}\label{3ex8}&\begin{figure}[h]
\htmlimage{align=middle}
\modsmalltree{4}{~&\node{a2}{S}&~&~\\
\node{b2}{NP}&~&\node{c2}{VP$_{i}$}&~\\
\node{d2}{John}&\node{e2}{V$_{i}$}&~&\node{f2}{\ldots}\\
~&\node{g2}{chased:($\earg{Agent$_{i}$}$, \ldots)}&~&~
}
$\Rightarrow$
\modsmalltree{4}{~&\node{A}{S}&~&~\\
\node{B}{NP$_{i}$}&~&\node{C}{VP$_{i}$}&~\\
\node{D}{John}&\node{E}{v$_{i}$}&~&\node{F}{\ldots}\\
~&\node{G}{chased:($\earg{Agent$_{i}$}$, \ldots)}&~&~
}
\nodeconnect{a2}{b2}
\nodeconnect{a2}{c2}
\nodeconnect{b2}{d2}
\nodeconnect{c2}{e2}
\nodeconnect{c2}{f2}
\nodeconnect{e2}{g2}
\nodeconnect{A}{B}
\nodeconnect{A}{C}
\nodeconnect{B}{D}
\nodeconnect{C}{E}
\nodeconnect{C}{F}
\nodeconnect{E}{G}
\end{figure}
\end{tabular}
\par

\end{htmlonly}
```

No comment, apart from enjoy yourself if you want to splurge the time and effort required to do something like this and make sure that you follow the layout format *exactly*.

3.19.6 Feature structures

Feature structures may be constructed using, among other facilities, the commands provided by *avm.sty*. It is necessary to include feature structures in a figure environment, to ensure proper conversion to HTML. However, it is not necessary to duplicate material, for un-numbered feature structures (numbered feature structures can be handled as for numbered trees and numbered sentences: by enclosing, for the HTML version, the feature structure in a figure environment, embedded in a tabular). Examples follow.

3.19.6.1 Feature structures: Example 1 — Simple

The example in figure 3.3 illustrates the classification.
The example was produced as follows:

```
The example in figure~\ref{4f7} illustrates
the classification.
```

A few participants in this competition swim for their country

$${}_{\text{caus\&chng}}\begin{bmatrix} \text{cause } \boxed{1} & {}_{\text{loc}}\begin{bmatrix}\text{man } + \\ \text{dir } - \end{bmatrix} \\ \text{change } \boxed{1} & \end{bmatrix}$$

Figure 3.3: Example 1

```
\begin{figure}[h!tb]
\centering
\renewcommand{\arraystretch}{2}
\avmoptions{sorted}
\begin{tabular}[t]{lll}
A few participants in this competition & swim
& for their country\\
\begin{avm}\[{caus\&{}chng}cause $\ind{1}$\;\[{loc}man $+$\\
dir $-$\]\\
change $\ind{1}$\]\end{avm}
\end{tabular}
\vspace{1ex}
\caption{Example 1\label{4f7}}
\vspace{1.5ex}
\end{figure}
```

3.19.6.2 Feature structures: Example 1 — Complex

Given that the subject of the infinitive VP complement is also assigned a role in the infinitive CONTENT description, a sentence such as “John tries to run” would be as follows:

$$\begin{bmatrix} \text{phon } \textit{try} \\ \text{synsem} \mid \text{loc} \mid \text{cat} \begin{bmatrix} \text{subcat } \langle \text{NP}_{\boxed{1}}, \text{VP}\left[\text{SUBCAT } \langle \text{NP}_{\boxed{1}} \rangle\right]:\boxed{2} \rangle \\ \text{content} \begin{bmatrix} \text{reln } \textit{try} \\ \text{tryer } \boxed{1} \\ \text{soa-arg } \boxed{2} \begin{bmatrix} \text{reln } \textit{run} \\ \text{runner } \boxed{1} \end{bmatrix} \end{bmatrix} \end{bmatrix} \end{bmatrix}$$

This example was produced as follows:

```
Given that the subject of the infinitive VP
complement is also assigned a role in the infinitive
CONTENT description, a sentence such as
``John tries to run'' would be as follows:

\vspace{1.5ex}
\begin{center}
```

```
\begin{htmlonly}

\begin{figure}[h]

\end{htmlonly}

\avmoptions{active}
\avmfont{\normalsize}
\avmsortfont{\scriptsize\it}
\begin{avm}
[phon \it try\\
synsem|loc|cat[subcat \<NP$_{@1}$,
VP[SUBCAT \< NP$_{@1}$\>]:@2 \> \\
   content[ reln \it try\\
          tryer @1\\
             soa-arg @2[ reln \it run\\
                  runner @1]]]]
\end{avm}

\begin{htmlonly}

\end{figure}

\end{htmlonly}

\end{center}
\vspace{1.5ex}
```

3.19.6.3 Feature structures: Example 3 — Frames

Frames are best captured in a tabular inside a table environment, as in the following fragment.
Unlike argument optionality, *frame alternations* always require the independent description of more than one frame to be related at the frame_list level. Let us consider first the case of the causative–inchoative alternation.
Frame_1 (table 3.3) and frame_2 (table 3.4) describe the constructions "John broke the vase" and "the vase broke", respectively.

frame_1	([slot_1	([slot_real_1(CatLabel: np, Subject: subj)]),
	slot_2	([slot_real_1(CatLabel: np, Subject: comp)])])

Table 3.3: "John broke the vase"

frame_2	([slot_1	([slot_real_1(CatLabel: np, Subject: subj)])])

Table 3.4: "the vase broke"

In order to express the fact that, in these examples, 'vase' is associated with two different slots in the two frames, we avail ourselves of the notation in table 3.5, specified at the frame_list level, which encodes the correspondence between slot_2 in frame_1 and slot_1 in frame_2.

frame_list	([related_1(FrameIndex: 1, SlotIndex: 2,	FrameIndex: 2, SlotIndex: 1)])

Table 3.5: Notation at the frame_list level

The examples were produced as follows:

```
Unlike argument optionality, {\em frame alternations}
always require the independent description of more than
one frame to be related at the frame\_{}list level.
Let us consider first the case of the causative--inchoative
alternation.

Frame\_{}1 (table~\ref{4t9}) and frame\_{}2 (table~\ref{4t10})
describe the constructions ``John broke the vase'' and
``the vase broke'', respectively.

\begin{table}[h!tb]
\centering
\begin{tabular}{lll}
frame\_{}1
& ([slot\_{}1
& ([slot\_{}real\_{}1(CatLabel: np, Subject: subj)]),\\
&  \ \ slot\_{}2 & ([slot\_{}real\_{}1(CatLabel: np, Subject:
comp)])])
\end{tabular}
\caption{``John broke the vase''\label{4t9}}
\end{table}

\begin{table}[h!tb]
\centering
\begin{tabular}{lll}
frame\_{}2
 & ([slot\_{}1 & ([slot\_{}real\_{}1(CatLabel: np,
Subject: subj)])])
\end{tabular}
\caption{``the vase broke''\label{4t10}}
\end{table}

In order to express the fact that, in these examples,
`vase' is associated with two different slots in
the two frames, we avail ourselves of
the notation in table~\ref{4t11}, specified at
the frame\_{}list level, which encodes the
correspondence between slot\_{}2 in frame\_{}1
and slot\_{}1 in frame\_{}2.

\begin{table}[h!tb]
\centering
\begin{tabular}{lll}
frame\_{}list
& ([related\_{}1(FrameIndex: 1, SlotIndex: 2,
& FrameIndex: 2, SlotIndex: 1)])
\end{tabular}
\caption{Notation at the frame\_{}list level\label{4t11}}
\end{table}
```

3.20 Miscellaneous hints

To get a percent character, use `\%`. Note that a % on its own will be taken as a comment character and the rest of the text file line it occurs on will be ignored.
To produce a pause or ellipsis . . . , use `\ldots` — do not type three full stops.
To generate an ampersand as in R&D, use `\&`.
To produce an underline character, use _{}.
To produce a tilde character (as opposed to the tilde used as a tie or to fill empty tabular cells), use \~{}.

Chapter 4

Bibliographic references and indexes

4.1 Bibliographic references

EAGLES uses the 'Harvard' style for bibliographic citations and references, *and no other*. This allows you to give references highly important for human knowledge by using the `\cite{}` command (Bresnan, 1982; Chomsky, 1981; Dowty, 1982; Dowty, 1989). This was produced with the following: `\cite{bre82,chom81,dow82b,dow89}`. There are even some references that are highly stimulating (Talmy, 1985). However, as Alsina & Mchombo (1988) demonstrates, you can also use a kind of 'nominal' form for citations. Carpenter (1992) also shows this. Here, we used the command e.g. `\citeasnoun{carp92}`

Sometimes you need to give a page reference (Jackendoff, 1972, p. 52), produced as follows: `\cite[p. 52]{jac72}`. However, you can only do this for the `\cite{}` command and not for the `\citeasnoun{}` command, unfortunately.

Note in particular that you do no need to insert parentheses around citations yourself: these are supplied automatically.

As for EAGLES citations, these appear with institutional authors (EAGLES, 1996c). We all know that EAGLES (1996b) is an important document. There are others, too (EAGLES, 1995a; EAGLES, 1995b).

You insert the bibliographic references in a file, in bib format. The bib file that goes with the current document is called *layout.bib*. Please study this to see how in particular to compose bibliographic entries for EAGLES documents: we use the "technical report" style of BIBTeX. You should also find associated files containing templates for the main forms of bibliographic entry (i.e. supplied with the present file and with *layout.bib*). The template for EAGLES reports is named 'er': the fields for author, institution and address are already filled in for you, thus you simply have to supply the key, the title and the document number.

The Harvard style file (*harvard.sty*) is included by *initial.tex* as is the specification of the particular citation style we have chosen for EAGLES ('dcu'). If you look at the end of *this* source LaTeX file you will see how to declare the bibliography for inclusion, using again the bibliography style 'dcu'.

To make sure the bibliography and citations are included, you need to give the following set of commands:

1. latex testfile
2. bibtex testfile
3. latex testfile
4. latex testfile

The format of the bib file is rather simple. See the file 'layout.bib'for examples.

We regret that we cannot accept bibliographies and citations in any form other than the ones specified above. In particular, the existence of a bibliographic database '.bib' file is required for ease of processing and especially for conversion to HTML. We cannot accept bibliographies specified via the `\bibitem{}` command of LaTeX. Please furthermore respect the conventions used by EAGLES which are amply exemplified in the file *layout.bib*, especially as regards use of initials, and-ing of joint authors, capitalisation, etc. One of the

reasons for using a database file plus the *harvard.sty* is that all citations and bibliographies are then displayed with a harmonious appearance; it is also easier for the central team to keep track of EAGLES bibliographic references in bib database format rather than in any other format.
Further instructions on how to use BIBTeX and the bib format are to be found in (Lamport, 1994).

4.2 Indexes

A documentation exercise as large as our one demands good indexing. We ask authors to take the trouble to mark items for indexing as they write. This is easily achieved by notating as follows:

```
The main recommendations for morphology\index{morphology} are
```

Be sure not to leave a space before the `\index` command. Appropriate utilities exist to actually produce the index on the basis of the writer's indexing.

Chapter 5

Linguistic style

Please adopt a scientific style. In particular, prefer 'We' to 'I'.
Do not use contractions such as "don't", "isn't", etc.
Do not use possessives to indicate plurality — thus "In the 80's" is wrong,
It is easy to see why this latter is preferable, as e.g. the 'plural' form "WG's" would yield nonsensical forms such as "In the WG's' reports, . . . " which should be "In the WGs' reports, . . . ".
Refrain from using value-judgement adverbs such as: 'obviously', 'clearly', 'naturally', etc.
Avoid circumlocution, which, as far as we are concerned, is nothing more or less than a device, indeed a much overused device, to fill up a page from top to bottom with very little information indeed, to be honest. Be factual and concise.
Do not overuse passive constructions. Prefer active constructions, as these will engage the reader's attention to a greater degree.
Prefer British English spelling to American English.

5.1 Abbreviations

Prefer forms without full stops in them: EC rather than E.C. All abbreviations should be *glossed* upon first introduction. Please also provide an appendix of glossed abbreviations with your document. However, please use full stops for forms such as 'e.g.', 'i.e.' and other similar forms.

5.1.1 Particular abbreviations and conventions

Particular abbreviations and conventions found useful by the WG should be noted and explained in the relevant section of the Introduction to the WG's chapter.

Chapter 6

Aiding conversion to HTML

Throughout these notes we have made reference to the need to be aware that LaTeX documents will be converted to HTML. For those authors who are willing to further help the editors in their efforts especially to create hyperlinks within documents, we give some easily applied commands that will allow the rapid creation of links once the documents come to be processed by the editing team.

6.0.1 Links to external WWW pages

The command

```
\htmladdnormallink{<active link text>}{<URL>}
```

can be used to establish a link to a known URL. For example, you may wish to link to the EAGLES home page. This is accomplished as follows:

```
the \htmladdnormallink{EAGLES home
page}{http://www.ilc.pi.cnr.it/EAGLES96/home.html}.
This was accomplished
```

6.0.2 Links within a document

To establish a link within a document, you can use the command

```
\htmlref{<active link text>}{<label>},
```

where the label is simply a LaTeX label. A little re-expression is often required to ensure a suitable text for the printed and the HTML version. For example, you may wish to refer to a particular section:
Our discussion of linguistic structures (3.19) is possibly hard to understand.
This was accomplished as follows:

```
Our discussion
of \htmlref{linguistic structures}{ls:lgst}\latex{ (\ref{ls:lgst})}
is possibly hard to understand.
```

The command `\latex{}` ensures that an appropriate section number will appear within parentheses *only in the LaTeX version* (section numbering is hardly of use in a hypertext environment).
Important note: Do not insert a label only in a command destined for HTML conversion — it will *not* appear in the LaTeX version as it will not be seen by the LaTeX system. Thus, ensure that any label appears *twice*, once as the 2nd argument of the `\htmlref{}{}` command and once in the scope of a `\latex{}` command. This is why, for example, a label is duplicated in the `\latexonly` and `\htmlonly` environments of enumerated examples.
Finally, please avoid the 'here' phenomenon, as in:

Click here for a detailed example.

where the ‘here’ would be an active link. This is a naive way to express a hyperlink. It is much better to say (in the HTML version):

A detailed example is available.

where the string “detailed example” becomes the active link. This would be achieved as follows:

```
A \hyperref{detailed example}{ls:fs} \html{is available}\latex{may
be found in section~\ref{ls:fs}}.
```

where the `\html{}` command analogously screens text from the LaTeX system but ensures it will appear in HTML when the file is converted.

Bibliography

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