CISM Courses and Lectures: Instructions for the Preparation of Manuscripts with LaTeX 2ε

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Abstract This document specifies the formatting requirements for final manuscripts that are to be published in the series *CISM Courses and Lectures*. It also explains how template and style files can be used. Specific instructions for the editor(s) of the volume are also included.

1 Overview of Manuscript Preparation and Delivery

CISM Lecture Notes are published by SpringerWienNewYork. The preparation of the manuscript is completely based on electronic tools. No paper has to be produced by the authors. The default text processing system to use for preparing the manuscript is LaTeX 2ε.

When the electronic manuscript is ready, please transform it in PDF format. Remember to include all the fonts in your PDF file and use only Type 1 or TrueType fonts, but, if possible, don't use TrueType fonts. Please avoid Type 3 fonts since they are resolution-dependent.

Authors should send their contributions to the editor(s) of the volume.

Editors should collect all the papers and prepare a two-page preface and a table of contents, both according to the template files available via the CISM web site. Please remember that each contribution should start on a right (recto) page. Right pages have odd page numbers, and the first contribution should start on page 1. Transform the preface and the table of contents in PDF format as well. When the whole manuscript is ready, editor(s) should send the PDF files to the CISM Printery (`publications@cism.it`).

For further questions about the use of the template and style files, problems related to PDF files, etc., send an e-mail to the CISM Printery (`publications@cism.it`).

The template files were first developed for he CISM sponsored conference UM97[1] (Jameson et al., 1997), further refined for the UM99 conference (Kay, 1999).

2   Using the Template and Style Files

In addition to the instructions that you are now reading, template files for LaTeX 2_ε are available via the CISM Web site. Probably all authors will be able to prepare their manuscripts using one of the template files: the basic strategy is to copy the template file and replace the text in it with the text for your own manuscript, using the formatting examples provided in the template files.

3   Following the Instructions

Some contributed volumes include individual papers that deviate visibly from the prescribed style. In a coherent, well-edited volume, this sort of deviation is not acceptable. In the interests of all authors and readers, the editor(s) will check each final manuscript. In order to do this, each author should send a preliminary copy of his/her manuscript to the editor(s). If a manuscript deviates noticeably from the prescribed style, the authors will be asked to make the necessary adjustments and to resend their manuscript on short notice. If you anticipate any difficulties with this arrangement, please contact the editor soon.

Font.   If you like Times you may use the `times` package, but only in conjunction with the `mathtimes` package for typesetting mathematics: mixing Computern Modern Roman fonts for mathematics and Times for text produces unpleasant pages.

Running heads.   Running heads will be added to each page by the publisher, so please don't add them yourselves except perhaps temporarily for your own convenience during manuscript preparation. Please, use short running heads.

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[1] We thank Anthony Jameson from the Department of Computer Science, University of Saarbrücken, Germany, for his effort in preparing the original version of the template files.

Page numbers. The page numbers will be placed in the header by the publisher, nevertheless the style file inserts page numbers—starting from one—centered at the bottom of each page: they may help you and *are needed by the publisher.*

3.1 Formatting the Beginning of the Manuscript

Title, authors, and institutes. Note that each author's address includes only the institution, the town, the two-letter abbreviation of the state (if the address is in the U. S.), and the country. Note also that acknowledgements to colleagues and funding agencies come in a footnote to the authors' names, not in a separate section of the text. Such a footnote is generated by `\thanks{...}`.

As is usual in English, the major words in the title are to be capitalized. Specifically:

Do not capitalize:
- conjunctions (*and, or, but*);
- articles (*the, a, an*);
- prepositions of fewer than four letters (like *of* and *for*).

Do capitalize all other words, including:
- words of the above types if they come at the beginning of a heading or after a colon or a dash;
- other short words, wherever they come (like *Is* and *Not*);
- prepositions with four or more letters (like *During* and *With*);
- words that occur as the second part of a hyphenated compound (as in *Real-Time*).

Abstract. The length of the abstract should not exceed 150 words.

3.2 Formatting the Main Text

The package `CCLAuthor` provides three levels of headings correponding to the usual *section, subsection* and *subsubsection* of the *article* document class.

First-level headings. They are entered by means of `\CCLsection{...}` or `\CCLsection*{...}` if unnumbered.

Second-level headings. `\CCLsubsection{...}` places a numbered second-level heading, `\CCLsubsection*{...}` an unnumbered one.

Third-level headings.   They are entered with \CCLsubsubsection{...}. The heading at the beginning of this paragraph is an example of this type of heading. There is no numbering and no extra capitalization of major words. The heading ends with punctuation. The subsequent text continues on the same line.

3.3   Other Formatting Elements

Figures.   Figures must be clear and very neat, so we recommend a resolution of 600 dpi at least. Color figures should use the CMYK mode, not the RGB mode. Center each figure horizontally, and place the caption after the figure (e.g. see Figure 1). Note that there is no extra capitalization of words in figure captions and that each caption ends with a period. Capitalize the word Figure in all in-text references that include numbers (e.g., "see Figure 1").
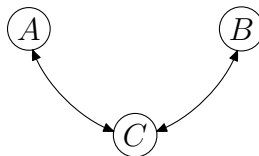

Figure 1. A directed graph on three vertices.

Commands for Figure 1:
```
\begin{figure}[htbp]
    \centering
    \includegraphics{samplefig}
    \caption{A simple...}\label{fCCL}
\end{figure}
```

Tables.   Center each table horizontally, and place the caption before the table (e.g. see Table 1). Note that there is no extra capitalization of words in table captions and that each caption ends with a period. Capitalize the word Table in all in-text references that include numbers (e.g., "see Table 1").

Table 1. Average page length for manuscripts.

Category	No. of pages
Papers	10/lecture (average)

Commands for Table 1:

```
\begin{table}[htbp]\centering
    \caption{Average ...}
    \begin{tabular}{|r|l|}
        \hline
        Category & No. of pages \\
        \hline
        Papers & 10/lecture  \\
         & (average)  \\
        \hline
    \end{tabular}\label{tCCL}
\end{table}
```

Lists. LaTeX 2$_\varepsilon$ puts a considerable amount of vertical space between consecutive list items. The `CCLAuthor` package removes the extra space and produces tighter lists by default. One can get the standard LaTeX 2$_\varepsilon$ list spacing with the command `\defaultlists` before the list environment.

3.4 References to Literature

The general method used is that of giving the name(s) of the author(s) and the year, using parentheses. The template file is set up for the plainnat style. Some typical usages are shown below:

`\citet{CG91} investigated`... gives
Charniak and Goldman (1991) investigated...

`...is well known  \citep{CG91}`. gives
is well known (Charniak and Goldman, 1991).

`\citet[chap.~11]{Fagin:ea95} proved ...` gives
Fagin et al. (1995, chap. 11) proved...

`In two influential articles, \citet{Rich79, Rich89} discussed ...`
gives
In two influential articles, Rich (1979, 1989) discussed ...

`A recent study \citep{Fagin:ea95} suggests...` gives
A recent study (Fagin et al., 1995) suggests...

`It is claimed \citealp[see][p. 2]{Fagin:ea95}, and \citealp{CG91}) that...`
gives
It is claimed (see Fagin et al., 1995, p. 2, and Charniak and Goldman, 1991)
that...

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The bibliography generated by the `plainnat` style looks like the following one.

Bibliography

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R. Fagin, J. Y. Halpern, V. Moses, and M. Y. Vardi. *Reasoning About Knowledge.* MIT Press, 1995.

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