

Technical information for authors

by the IMF Publication and Registry Committee

Resent change: October 11, 2007 16:16

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Publication policy

The reader is encouraged to read the IMF [Publication policy](#) (currently only available in Danish, but will be translated as soon as possible) before reading this document.

0 What to publish

0.1 The IMF publication series includes research publications written by employees, students and guests at the Department.

A Submission

A.1 The author must send all relevant files for the publication to [Lars Madsen](#) or [Randi Mosegaard](#) by email. See also section [B](#) for further technical specifications.

If the combined size of the email and the attached material exceeds 5 Mb, the email will be rejected by the Department's email-system. In this case, please contact Lars Madsen or Randi Mosegaard for further help.

A.2 Authors who are not resident at the Department at the time of submission are required to specify current university and email address.

A.3 *In the EMAIL the author MUST specify which IMF publication series the paper should appear in: Preprints, Working Papers, Research Reports, Thiele Research Reports.*

If this request for submission is missing or incomplete, the publication will be rejected for formal reasons.

For more details see the IMF [Publication policy](#)

An example of a request formulation

The undersigned hereby requests submission for the attached publication entitled *My Title* to be published in the Preprint series at the Department of Mathematical Sciences, Faculty of Science, University of Aarhus.

An Author

A.4 The author is requested to state the number of free copies he or she would like to receive. The limit is a total of 50 free copies to the author/authors.

B Requirements for the submitted material

Technical questions regarding publications should go to
Lars Madsen (daleif@imf.au.dk)

B.0 IMF users

The users of the IMF L^AT_EX system (Linux) are requested to read section [B.3](#). The remaining requirements are usually met by the default for IMF users.

Scientific Workplace users should read the sections relevant for them, see below.

B.1 System requirements

The Department accepts submissions written in recent versions of $\text{T}_{\text{E}}\text{X}$ related systems only, i.e. $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X} 2_{\varepsilon}$ and plain $\text{T}_{\text{E}}\text{X}$ (preferably $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$). We do *not* accept papers written in $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}209$ *without prior agreement*.

Scientific Workplace users should go to section [B.7](#).

Word-files and files written in similar systems will *not* be accepted.

If you have problems fulfilling the requirements above (e.g. Word users), please contact Lars Madsen (daleif@imf.au.dk).

B.2 Submission formats

The Department accepts only three formats. Arranged in order of priority:

- Source code, i.e. all source files need for $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ to recreate the complete publication. This includes included external figures and reference files ($\text{BibT}_{\text{E}}\text{X}$), if used. See also section [B.4](#).
- PDF. As our main distribution format, these files have to be top quality, see section [B.5](#).
- PostScript. If the file is made correctly, this format is equally good as the PDF-format, in which case we perform the conversion into PDF using the newest version of Ghostscript. See also section [B.5](#).

B.3 Publication requirements

The Department has the following basic requirements:

- The publication *has* to be written using font size 12pt (`12pt` class option) and a normal line spacing. The papersize should be A4. Please note that $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ by default uses the american letter format (11 in by 8.5 in), so an author should use the `a4paper` class option.
- The publication has to be prepared for two-sided printing, normally achieved by using the `twoside` class option.
- The publication should be without errors and ready for publication. That is, all cross references and citations have to be correct. If any is missing, the publication will be returned to the author. The same goes if required files are missing.
- The publication should contain an abstract. This abstract will be published on the web with the publication. The author is asked *not* to use any user-defined macros in the abstract.

B.4 Specifications for source code submission

Please note that the source code will be archived with the actual publication, but the source will *not* be publicly available. The IMF has the following requirements for source code submissions:

- The author should as far as possible use standard \LaTeX packages which are available in all \LaTeX distributions. These packages will normally be found on [CTAN](#). The author is also encouraged to always use the latest releases of both \LaTeX and the various packages.
- If the author uses a specialized package (e.g. with his or her personal macros), the package should be submitted with the rest of the files.
- If the source for the publication consists of several files (including figures) the author is asked to collect these in a ZIP or .TAR.GZ archive. This can also be used to check if you have remembered all necessary files, and it will be easier for us to move the files around.
- When submitting a source code, our technical staff may alter the margins a bit and perhaps fix a few typographical errors. This is mainly done to save paper. For setting up margins we normally use `\usepackage[margin=3cm]{geometry}`.
The publication will also be examined and all bad hyphenations and overfull lines will be fixed. Subsequently a new PDF-version will be sent back to the author for approval. When the publication is accepted, the edited source code will be sent to the author.

Scientific Workplace users are asked to read section [B.7](#).

B.5 Specifications for submission of ready-for-print formats

When submitting ready-for-print formats (PDF or PostScript), the IMF has one specific requirement:

The fonts used in the file should be embedded in the file and has to be either 'Type 1' or 'TrueType' fonts.

It is acceptable to use some bitmap fonts for special symbols, e.g. through the use of the `bbm`-package.

Files that use mainly bitmap fonts will be rejected on grounds of poor visual quality and the author is advised to submit the source code instead.

Most modern \LaTeX distributions are configured to use 'Type 1' fonts by default. In case of problems, contact your local systems administrator.

Exemptions will only be granted in very special cases.

B.6 Figure and picture formats

For figures and other pictures the following formats are recommended

- PostScript (Eps and MPS (output from METAPOST)) for line drawings and dataplots.
- JPEG for photographs and/or bitmapfigures.
- PNG for bitmap figures.

The author should start out using these formats. Conversion from one format to another will always result in loss of quality. Line drawings should *always* be in vector graphics so that these can be scaled up and down without problems, which is not possible with bitmaps. If the author uses `pdflatex`, PDF conversions of PostScript is (of course) allowed.

The Windows format WMF (which is the default in Scientific Workplace) will not be accepted, since we cannot currently convert these into EPS. The author should convert these (using WMF2EPS) into EPS. See also section B.7.

For dataplots you may want to cut back on the number of datapoints and the figure will still show what was intended. Very large dataplots and bitmap-pictures will increase the file size dramatically and make it less attractive to download your publication.

If you use EPS-files which are converted JPG's, it is recommended to use the program `jpeg2ps` to perform the conversion from JPG to EPS. This conversion maintains the JPG's original compression and the created EPS-file will not be much larger than the original JPG.

B.7 Scientific Workplace

Scientific Workplace (SWP) users should note that the SWP default `.tex`-files are *not* portable, i.e. they can compile on an SWP installation only. The macro files used by SWP are not publicly available and they depend on the SWP version being used.

Any SWP user is therefore required to make his or her document portable before submission. This is done by saving the file (with a new name) and using the *Portable L^AT_EX format* option in the *Type* dropdown menu.

Again, please note that the default figure format (`.wmf`) used by SWP is not accepted. The author is required to convert these to EPS. Note that newer versions of SWP should be able to perform this conversion using `wmf2eps`.