

CISM Courses and Lectures: Instructions for the Preparation of Manuscripts with L^AT_EX 2 ϵ

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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 word/text processing system to use for preparing the manuscript is LaTeX 2e. The use of Microsoft Word is not encouraged (especially when mathematical formulae are present in the papers). Anyhow, detailed template files and instructions have been developed and tested for both LaTeX and Word.

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. Please avoid Type 3 fonts, that are resolution-dependent. If your paper exceeds 4 Megabytes, please split it into two or more files and smaller than 4 Mb. 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 are 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 use the CISM ftp server for sending the PDF files to CISM. Please contact Mrs. Monica Del Pin (M.DelPin@cism.it) who will provide you a user-name, a password and the precise URL to use. Editors can alternatively send the whole material stored on a CD. CISM printing office will send to the editor(s) a draft version of the cover and of the first pages of the volume, to be checked and approved for printing.

For further questions about the use of the template and style files, problems related to PDF files, etc., you can send an e-mail to the Cism printing office at ciscud31@nettuno.it.

The template files were first developed for the CISM sponsored conference UM97¹ (?), further refined for the UM99 conference (?). Authors who have access to the printed proceedings of UM97 or UM99 (CISM volumes no. 383 and 407 respectively) can see how the resulting volume is to look. Alternatively, individual UM97 and UM99 papers can be downloaded from the on-line proceedings (<http://um.org/>).

1.1 Using the Template and Style Files

In addition to the instructions that you are now reading, template files for Microsoft Word are available via the CISM Web site.

Probably all authors will be able to prepare their manuscripts using one of the template files. If you can do so, the basic strategy is to copy the template file and replace the text in it with the text for your own manuscript, using the examples of formatting given in the template files. In this case, you won't have to pay attention to the parts of the instructions below that are enclosed in square brackets ('[...]'), since these refer to numerical parameters that are set correctly by the style files.

1.2 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 by e-mail or fax 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.

2 Basic Properties of the Style

Margins. [All text and graphics must fit into a rectangle of 135 by 190 mm (5.32 in. x 7.48 in.).]

Font Use Times (New) Roman as the basic font if at all possible. If this font is not available, use the most similar font that you can get.

Paragraphs [Don't leave extra space between paragraphs, except where necessary to avoid white space at the bottom of the page. Indent the first line of each paragraph by 5 mm (0.2 in.)- unless it comes right after a section heading.]

Page numbers and running heads These elements 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.

¹We 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.

2.1 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.

2.2 Formatting the Main Text

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

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

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

Third-level headings. They are entered by means of `\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.

2.3 Other Formatting Elements

Figures. Figures must be clear and very neat, so we recommend a resolution of 600 dpi at least. 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 simple directed graph on three vertices.

Example: commands used
for inserting Figure 1.

```
\begin{figure}[htbp]
\centering
\includegraphics{samplefig.mps}
\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)

Example: 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}
```

Lists. $\text{\LaTeX} 2_{\epsilon}$ 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 $\text{\LaTeX} 2_{\epsilon}$ list spacing with the command `\defaultlists` before the list environment.

2.4 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
? investigated...

`...is well known \citep{CG91}.` gives
is well known (?).

`\citet[chap.~11]{Fagin:ea95} proved ...` gives
?, chap. 11 proved...

`In two influential articles, \citet{Rich79, Rich89} discussed ...` gives
In two influential articles, ?? discussed ...

`A recent study \citep{Fagin:ea95} suggests...` gives
A recent study (?) suggests...

`It is claimed \citealp[see][p. 2]{Fagin:ea95}, and \citealp{CG91}) that...`
gives
It is claimed (see ?, p. 2, and ?) that...

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