

## **Submitting LaTex files**

Some journals accept submissions either in Microsoft Word or in LaTex format. LaTex is constructed as a series of macros on top of the TEX typesetting program. LaTex adds to TEX a collection of facilities which simplify typesetting for authors by allowing them to concentrate on the logical structure of the document rather than its visual layout.

Careful use of the LaTex mark-up philosophy results in uniform layout rather than the *ad hoc* results of some word-processing systems. Authors are advised to let the defaults control font selection etc., rather than tinker themselves. The LaTex system provides a consistent and comprehensive document preparation interface. Among other things, LaTex can automatically number list entries, equations, figures, tables and footnotes, as well as sections and subsections. Using this numbering system, bibliographic citations, page references and cross references to any other numbered entity (e.g. sections, equations, figures) are straightforward.

Authors who intend to submit a LATEX article should consult the Instructions for Contributors or contact the editor to request their journal's class file. If you cannot obtain your journal's specific files, use the standard article class, with the default '10pt' option.

When submitting the final article, ensure that the following are included and are clearly labelled.

- 1. A PDF of the article.
- 2. The LaTex source code used to produce the PDF.
- 3. A copy of any author-defined macros and style files.
- 4. If you have used BibTex, the .bib, .bbl and .bst files that were used.
- 5. Any other files necessary to prepare the article for typesetting.

The files for the *final* article should be text-only with no system-dependent control codes.

