

## PoS author manual

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### PoS Editorial Office

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This manual explains the use of the PoS  $\LaTeX$  class and of the MS Word template file for authors submitting their contributions to conference proceedings PoS — Proceedings of Science.

**WARNING:** *if you have already published on PoS in the past, please do not use the old files, but only the specific one for the present conference.*

PoS.cls v1.2.0, 2005/11/08

*This manual is included in a compressed archive containing the files:*

PoSauthmanual.pdf

PoS.cls

PoSlogo.ps

PoSlogo.pdf

PoS-CONFtemplate.doc

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## 1. General

If you are an author taking part in a conference that is publishing its proceeding with PoS you can download from your author pages<sup>1</sup> a compressed archive `CONF_template.zip` containing the files:

```
PoSauthmanual.pdf
PoS.cls
PoSlogo.ps
PoSlogo.pdf
PoS-CONFtemplate.doc
```

`Pos.cls` is the L<sup>A</sup>T<sub>E</sub>X class to be used by L<sup>A</sup>T<sub>E</sub>X users, together with the file `PoSlogo.ps` or `PoSlogo.pdf`. These files are to be included in the same directory where you write your `.tex` file. See section 2.

`PoS-CONFtemplate.doc` is the doc file which MS Word users will be using to prepare their contribution. See section 3. For some conferences the MS Word template may not be included according to the organizer's instructions.

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<sup>1</sup>Login to your author pages and click on the link "work" and then on "template files and instructions".

When you have prepared your contribution, using the PoS style, and following these instructions you will have to produce a PDF file (see also sections 2.4 and 3.4). Then connect to the site <http://pos.sissa.it> and, using the username and password that you have received in the invitation to submit, go to your author pages and upload the file.

**WARNING:** *if you have already published on PoS in the past, please do not use the old files (LaTeX class, template, ...), but only the specific one for the present conference, because they are not the same.*

## 1.1 Required data

For PoS authors the use of the PoS style is compulsory and the following rules have to be followed in order to ensure that the whole proceedings of the conference are published with the same style.

PDF files submitted to PoS will not be modified by the Editorial Office. If your files do not respect the PoS style you will be requested to resubmit it.

All the contributions need to bear on the title page the following metadata:

- Title of the contribution;
- Short title for the running header;
- Names (first and family names) of all the authors grouped according to affiliation, each one with email address;
- Speaker: the one, among the authors, that is the speaker will be denoted by a footnote “Speaker”;
- Abstract of the contribution;
- Full conference title, date and venue.

The short title of the conference is required to appear in the running title of all pages except the first one.

When you submit your pdf file to PoS a watermark containing the official PoS identification number will be automatically added on the right hand side of the page. So please do not modify the page width and do not write on the margins. See figure 1.

## 2. L<sup>A</sup>T<sub>E</sub>X users

In order to use L<sup>A</sup>T<sub>E</sub>X to produce your contribution for PoS you first have to save the files `PoS.cls` and `PoSLogo.ps`<sup>2</sup> in the directory where you want to write your file. Notice that `PoS.cls` requires the use of packages `amssymb`, `fontenc`, `times`, `mathptmx`, `graphicx`.<sup>3</sup>

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<sup>2</sup>Use `PoSLogo.pdf` instead if you use `pdflatex`.

<sup>3</sup>With font Times the characters corresponding to `\j` and `\jmath` are missing. So they have been replaced with the corresponding Computer Modern characters, to produce `j` and `J`. Purists may prefer the use of other symbols.

role of quarks and leptons.

posed to have taken place in the early uni-  
the fact that what we know with confidence  
there a QCD transition? Probably, because  
gnitude higher than that at the start of nucle-  
troweak transition is already three orders of  
ould it have been different? Where should  
progress we need to understand as much as  
our knowledge of fundamental interactions.

I theory, for early times, around and before  
ularization. We will give an impression by

**thermalization**

le of this section.



POS (LATT2005) 022

POS author manual

**Figure 1:** Examples of the watermark and the page number of a paper in its final version.

They are all standard packages, but should they be missing on your computer you can download them from <http://texcatalogue.sarovar.org/>.

It is important not to alter the page size, text width, text height... In particular do not use packages like `geometry`.

## 2.1 The title page

To begin your file you must cut and paste the preamble from the email of invitation to submit. This should already contain all the data for your contribution. You just have to add other authors (if any) and the abstract. Anyway here it is explained in detail.

Use at the beginning of your file:

```
\documentclass{PoS}
```

Then with the commands

```
\title
\author
\abstract
\FullConference
\ShortTitle
\PoS
```

you will be able to insert the data describing your article.

The command `\ShortTitle` contains the title of your contribution, possibly abbreviated, for it to appear in the running title from page 2 onwards. Please check that it is not too long!

As an example, here is the portion of the source file that generated the title page of this manual.

```
\documentclass[toc]{PoS}

\title{PoS author manual}

\ShortTitle{PoS author manual}

\author{PoS Editorial Office\\
  S.I.S.S.A. - Via Beirut 2/4 Trieste, Italy\\
  E-mail: \email{pos-eo@pos.sissa.it}}

\abstract{This manual explains the use of the PoS \LaTeX\ class and of
the MS Word template file for authors submitting their contributions to
conference proceedings PoS --- Proceedings of Science....}

\FullConference{This manual is included in a compressed archive
  containing the files:\\
  \tt PoSauthmanual.pdf\\
  PoS.cls\\
  PoSlogo.ps\\
  PoSlogo.pdf\\
  PoS-CONFtemplate.doc}

\begin{document}
...
```

Of course in this case the field `\FullConference` has been used “improperly” for this is not a paper in a conference. More correctly it could look like:

```
\FullConference{Wofgang Amadeus Mozart workshop\\
  Salzburg, Austria\\
  October, 1-2 2004}
```

Also in the present title page there is no speaker; the way to make it is the following

```
\author{\speaker{F.~Leporello} and D.~Anna\\
  Universidad de Sevilla, Spain\\
  E-mail: \email{leporello@unisev.se},
  \email{anna@unisev.se}}
```

If there are many authors with different addresses you can use the following format:

```
\author{First Author,$^a$ \speaker{Second Author}$^{ab}$
  and Third Author$^{bc}$\\
  \llap{$^a$}Affiliation, University\\
  Address\\
```

```

\llap{\$^b\$}Department, Research center\\
    Town, Country\\
\llap{\$^c\$}Faculty\\
    Postal code, Country\\
E-mail: \email{first@mail.org}, \email{second@mail.org},
    \email{third@mail.org}}

```

On the title pages you can use also: `\PACS{...}` to characterize your work with PACS codes and `\dedicated{...}` for a dedication to appear below the abstract

## 2.2 The paper body

For the rest of the paper you need not to follow any strict rules. Just avoid changing the class settings such as section styles, headers, fonts, etc.

The page header will be generated automatically with the short title and the speaker name.

To insert figures remember that the package `graphicx` is preloaded by default together with the PoS class.<sup>4</sup> This allows to insert a figure like in the following example:

```

\begin{figure}
\includegraphics[width=.6\textwidth]{figure.eps}
\caption{This is the caption of the figure.}
\label{fig1}
\end{figure}

```

Also tables can be freely used with the standard command

```

\begin{table}
\begin{tabular}{....}
....
\end{tabular}
\caption{This is the caption of the table.}
\label{tab1}
\end{table}

```

Please always put the caption *below* the figures and the tables to keep this style uniform throughout the proceedings.

For theorems use standard declarations in the preamble such as

```

\newtheorem{theorem}{Theorem}
\newtheorem{lemma}{Lemma}
...

```

the style being determined in the `Pos.cls`. Please do not number theorems within sections nor lemmas within theorems.

---

<sup>4</sup>Documentation can be found here [4].

Other special commands include: `\appendix` that switches the section numbering to letters instead of numbers, and `\acknowledgments` to produce a title for acknowledgments (to be used at the end of the paper).

For a more detailed help on the use of  $\LaTeX$  you can refer to standard books such as [1] or the all-inclusive [2], or online resources like [3].

### 2.3 The bibliography

For the bibliography please follow these rules: Names, with initials, in roman character, title in italic, journal reference and, if applicable, arXiv reference (in brackets when the paper is published).

[3] F. Baggins, *Quantum effects of the One Ring*, *JHEP* **01** (3021) 006 [hep-th/2001033].

```
F.~Baggins, \emph{Quantum effects of the One Ring},
\emph{JHEP} {\bf 01} (3021) 006 [{}\tt hep-th/2001033].
```

For books: author in roman, title in italic, publisher, town year.

[12] B. Baggins, *There and back again*, Imladris Editions, Rivendell 3018.

```
B.~Baggins, \emph{There and back again},
Imladris Editions, Rivendell 3018.
```

For contributions to collective volumes please put both the title of the article and the title of the book.

[16] W.A. Mozart, *Don Giovanni*, in proceedings of *Mock conference*, PoS(MC2000)002.

```
W.A.~Mozart, \emph{Don Giovanni},
in proceedings of \emph{Mock conference},
\pos{PoS(MC2000)002}.
```

In particular notice above that to cite a paper that appeared on PoS the ID number should be used, and the command `\pos{...}` can be used that provides the hyperlink to the contribution. If the contribution is not yet published the link will work from the date of publication.

As for citations, the package `cite` is incompatible with the PoS class because it turns off hyperlinks. Instead the option `cits`

```
\documentclass[cits]{PoS}
```

can be used. It makes ranges collapse but without reordering.

### 2.4 The production of PDF

As a PoS author, you are requested to submit a PDF file, and you are free to produce this in your favourite way. Since there are many methods, that depend on the platform and on the  $\LaTeX$  distribution you are using, the following are only to be read as suggestions for some particular cases.

**IMPORTANT!** Please remember that the paper format must be A4 and *not letter*. So before creating the pdf file you must check the settings of your pdf creator or use the correct command line instructions (see below). Once the file has been created it is easy to verify the paper format: if the green PoS logo on the title page is partly cut off the format is wrong.

**Unix/Linux users** will generally produce the PDF launching programs from the command line. Once you have compiled the latex file the resulting DVI file can be converted into PS with, for instance:

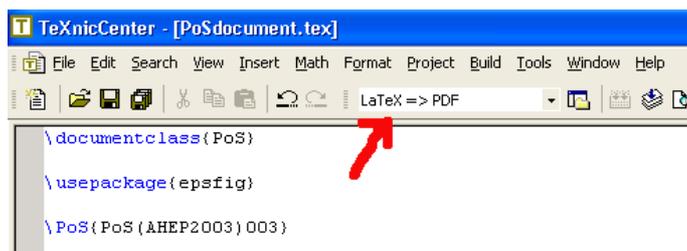
```
> dvips -Ppdf -z -G0 myfile.dvi -o
```

Then you can produce the PDF file with

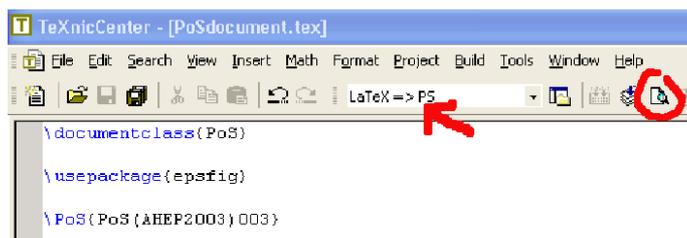
```
> ps2pdf -sPAPERSIZE=a4 myfile.ps
```

The use of pdf<sub>l</sub>atex is possible but not encouraged as compatibility is not guaranteed. Please remember that to use pdf<sub>l</sub>atex with pdf output you have to use the .pdf version of the PoS logo.

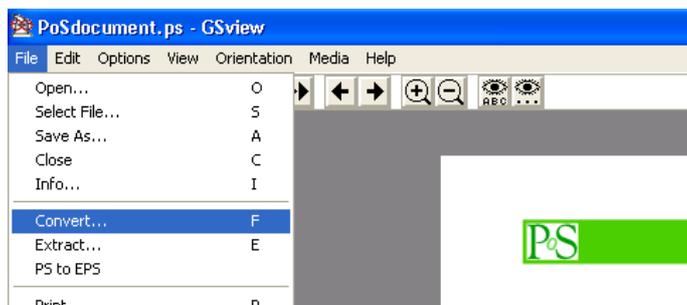
**Windows users** will often work with MikTeX and TeXnicCenter. If this is your case you can either choose the direct compilation LaTeX ⇒ PDF in this way:



If this does not work you can turnaround passing by the usual production of postscript and then PDF. This is done like this: select LaTeX ⇒ PS and after the compilation click to view the postscript with GSview:

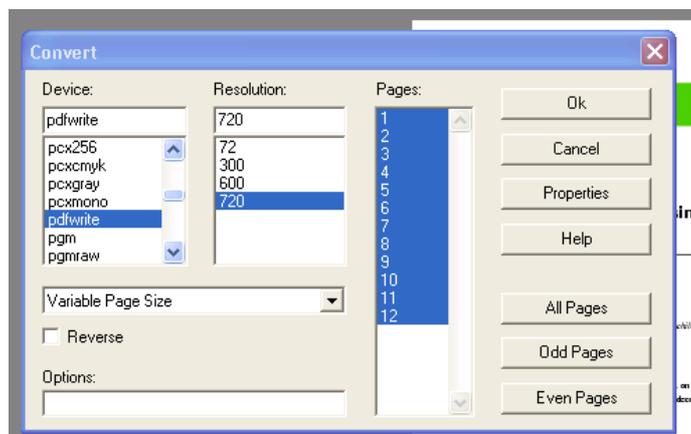


then choose Convert from the “File” menu



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and choose the device “pdfwrite”



If you do not have TeXnicCenter installed (for instance with MikTeX minimal distribution) you can open an MS-dos prompt and `cd` to the appropriate directory where you can enter the the following commands:

```
> dvips -Ppdf -z -G0 -t A4 myfile.dvi -o
```

and then

```
> ps2pdf myfile.ps
```

Of course the exact steps could be slightly different but the general idea should be this even if you have different distributions

If you are a Mac user you might be using TeXShop. In this case, the button “typeset” (see figure 2) will automatically give a pdf output, either through  $\TeX$  and ghostscript (suggested, in particular if you have postscript figures) or with pdflatex (needed if you have pdf or bitmapped figures).

### 3. MS Word users

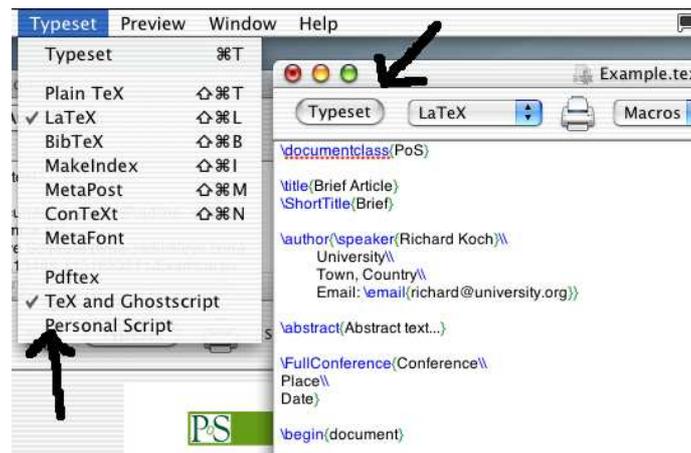
If you are an MS Word user you will find the file `Pos-CONFtemplate.doc` (where CONF is obviously the acronym of your conference) that is a sample file completely prepared in the PoS style. It will be very useful to save a copy of this file separately in case something goes wrong when you modify it.

You are requested to insert the data without altering the style, in particular for the first page.

The MS Word template can be used also with Open Office, although not all is perfectly compatible. In particular the email addresses need to be de-italicized and the footnotes renumbered (symbols like \*, †, ... on the first page and then numbers). Also fonts might not be exactly equal.

#### 3.1 The title page

In the title page you will find that the field with the full conference data, being the same for all the contributions of the conference, has been prepared for you.

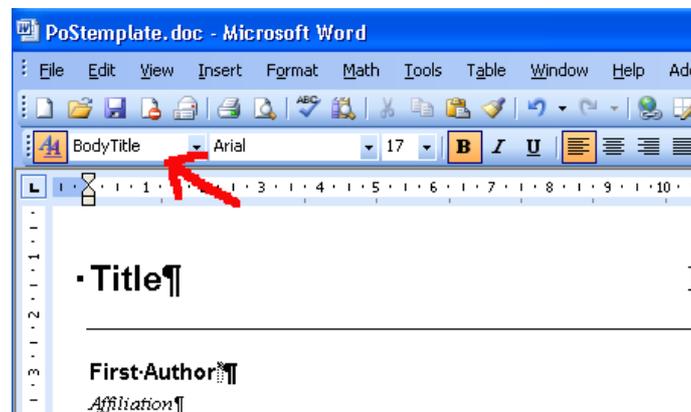


**Figure 2:** Compiling a L<sup>A</sup>T<sub>E</sub>X file with TeXShop.

All you need do is write your metadata in the places where you find “Title”, “Author”, “Affiliation”, “email” and “Abstract”.

The speaker must be indicated by a footnote “Speaker.” (one and only one among authors).

If necessary, to adjust the style, highlight the words you want to set and select the appropriate style from the menu in upper left part of your Word window:



This is the correct way to obtain that the article respects the PoS style.

For example on the first page you can select styles like the following:

BodyTitle is the style to be selected when writing the title of the paper;

BodyAuthor is for the name of the author;

BodyContact to be used in the affiliation

BodyAbstract for the email address.

and so on for the other parts of the document, including section headings, footnotes and the normal text.

### 3.2 The paper body

All pages bear a header which must contain the title of the paper (possibly abbreviated), on the left hand side in italic, and the name of the speaker, on the right hand side in normal character. In the template you will find in these places “Short title” and “Speaker name”.

To write the body of your paper you should always use the appropriate style, to be selected as shown in the previous figure. There are styles for section headings (automatically numbered), for the footnotes, for the text body. For instance:

Normale POS for normal text;

Heading 1 for section titles;

Heading 2 for subsection titles.

It is very important that you do not alter the layout (page size, spacings), nor the font. In this way all the contributions of the conference will look similar.

### 3.3 The bibliography

For the bibliography please follow these rules: names, with initials, in roman character, title in italic, journal reference and, if applicable, arXiv reference (in brackets when the paper is published).

These are the same examples that you will find at the end of your template file:

[3] F. Baggins, *Quantum effects of the One Ring*, *JHEP* **01** (3021) 006 [hep-th/2001033].

For books: author in roman, title in italic, publisher, town year.

[12] B. Baggins, *There and back again*, Imladris Editions, Rivendell 3018.

For contributions to collective volumes please put both the title of the article and the title of the book.

[16] W.A. Mozart, *Don Giovanni*, in proceedings of *Mock conference*, PoS(MC2000)002.

In particular notice that to cite a paper that appeared on PoS the ID number should be used, and it can be linked directly to the web page of the article as in the bibliography of the MSWord template ([http://pos.sissa.it/cgi-bin/reader/contribution.cgi?id=PoS\(MC2000\)002](http://pos.sissa.it/cgi-bin/reader/contribution.cgi?id=PoS(MC2000)002))

### 3.4 Producing a PDF

As a PoS author, you are requested to submit a PDF file, and you are free to produce this in your favourite way. Generally in your MS Word window you will have to choose “Print” from the “File” menu. Then in the dialogue box choose “Print to file” and “Save as PDF”.

In general this feature is not present in the default MS-Word distribution for Windows (it should be available on Mac). You can easily download a free program like PDF-Creator or PDF Maker and install it, so that it can be invoked directly from your MS-Word menu.

**IMPORTANT!** Remember that the paper format must be A4 and *not letter*. So before creating the pdf file check the settings of your pdf creator. Once the file has been created it is easy to verify the paper format: if the green PoS logo on the title page is partly cut off, then the format is wrong.

## References

- [1] L. Lamport, *LaTeX: a document preparation system: user's guide and reference manual*, Addison-Wesley, Reading 1994.
- [2] M. Goossens, F. Mittelbach and A. Samarin, *The LaTeX companion*, Addison Wesley, Reading 1994.
- [3] T. Oetiker, H. Partl, I. Hyna and E. Schlegl, *The not so short introduction to LaTeX2 $\epsilon$* , [www.ctan.org/tex-archive/info/lshort/english/lshort.pdf](http://www.ctan.org/tex-archive/info/lshort/english/lshort.pdf).
- [4] D.P. Carlisle, *Packages in the "graphics" bundle*, <ftp://tug.ctan.org/pub/tex-archive/macros/latex/required/graphics/grfguide.ps>