Sample Article for Oxford University Press Journals

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Abstract

This sample is a guideline for preparing technical papers using LaTeX for manuscript submission. It contains the documentation for your LaTeX Class file, which implements the layout for your manuscript for all Journals of OUP. This sample article uses a class file named `ouparticle.cls` that all authors need to use for their manuscript preparation. It is similar in use to the `article` class file of LaTeX, but has some extra fields in the preamble and some extended commands for other parts of the article.

Keywords: word1; word2; word3; and word4

1 Introduction

It is assumed that the author is familiar with either plain TeX, $\mathcal{AMS}$-TeX or a standard LaTeX setup and, hence, only the essential points are described in this document. Nevertheless, we hope that this document is generally sufficient for describing the requirements for preparation of manuscripts. For more details, please see the *LaTeX User's Guide* or *The not so short introduction to LaTeX 2_ε*.

2 Installation

Provided with `ouparticle.cls` are the files `sample.tex` (this document explains the various features of `ouparticle.cls`) and `sample.pdf` (how the output using `sample.tex` should be). Your paper can be compiled with standard LaTeX, preferably with the current LaTeX 2_ε version. It will probably work with older versions of LaTeX 2_ε; however, this has not been tested. The file `ouparticle.cls` needs to be copied into a directory where TeX looks for input files. The other files need to be kept as a reference while preparing your manuscript. Please use the predefined commands from `sample.tex` for title, authors, abstract, body, etc.

3 Preparing your manuscript

3.1 General guidelines

1. LaTeX and $\mathcal{A}\mathcal{M}\mathcal{S}$-LaTeX provide a rich set of commands for all common, important features of your paper. Use them; avoid definitions and use of custom commands.

2. There is no need to redefine any TeX, LaTeX or $\mathcal{A}\mathcal{M}\mathcal{S}$-LaTeX commands.

3. Avoid direct formatting for headings cleanly set as section headings.

4. Use LaTeX commands for font changes. For example: use `\textbf{phrase}`, not `{\bf phrase}`; use `\mathcal{C}`, not `{\cal C}`; etc.

3.2 How to start with `ouparticle.cls`

Before you type anything that actually appears in the paper, you need to include a `\documentclass{ouparticle}` command at the very beginning, and then the two commands that have to be part of any LaTeX document, `\begin{document}` at the start and `\end{document}` at the end of your paper.

3.3 Document structure

The main structure of your paper is as follows:

```
\documentclass[12pt,...]{ouparticle}
\usepackage[...]{packages}

\title{...}
\author{
    \name{...}
```

```
    \address{...}
    \email{...}
        \and
    \name{...}
    \address{...}
    \email{...}
        \and
    \name{...}
    \address{...}
    \email{...}
}
\abstract{...}
\keywords{...}

\maketitle

\begin{document}

\section{....}
...
\subsection{....}
....
\end{document}
```

3.4   Options

By default, all of the options within `article.cls` are available with this class file. This class file provides the following additional options.

oneline: This option will set your entire manuscript in one line spacing. It will not affect the footnote, figure and table environments.

halfline: This is to set your entire manuscript in half line spacing.

endnotes: To make all footnotes to endnotes. You may follow the same coding `\footnote{text}` for both footnotes and endnotes. Once you use this option you have to use the `\theendnotes` command at the place where all the endnotes have to be set in your paper.

numbib: This is the default option that numbers the bibliography items; this option does nothing with natbib and other packages.

nonumbib: For unnumbered bibliography.

3.5 Front matter

The title of the manuscript is simply specified by using the `\title{text}` command in the same manner as in this sample. Author's information consists of the name of the author and the corresponding institutions with addresses, as given in this example. Include an electronic mail address if available, inserting it into the `\email{text}` commands. You may follow the same coding if there are more than one author; separate authors with `\and`. Please identify the corresponding author with his/her electronic mail address by `\thanks{text}`. An abstract for your paper is specified by using `\abstract{text}`. A `\keywords{text}` macro may also be used to indicate keywords for the article. Use `\maketitle` after the abstract and keywords to make the header of your article.

3.6 Sections and subsections

To begin a new section, give the heading of that section in the `\section{text}` command. A section number is supplied automatically. Use the starred form (`\section*{text}`) of the command to suppress the automatic numbering. If you want to be able to make reference to that section, then you need to `label` it (see Section 3.14). You can have sections up to five levels. The sectioning commands are `\section`, `\subsection`, `\subsubsection`, `\paragraph` and `\subparagraph`.

3.7 Ordinary text

The ends of words and sentences are marked by spaces. It does not matter how many spaces you type. The end of a line counts as a space. One or more blank lines denote the end of a paragraph.

There are a number of things for which you need to follow different methods. As you know, quotation marks, quotes within quotes, dashes, ellipsis, etc. should be as per the LaTeX standard input. LaTeX interprets some common characters as commands, and therefore you must instead type those common characters as specific LaTeX commands to generate them. Those characters are $, &, %, #, {, and }.

3.8 Formatting

One should always use LaTeX macros rather than the lower-level TeX macros like `\it`, `\bf` and `\tt`. The LaTeX macros offer much improved features. The following table summarizes the font selection commands in LaTeX.

LaTeX text formatting commands

\textit	Italics	\textsf	Sans Serif
\textbf	Boldface	\textsc	Small Caps
\texttt	Typewriter	\textmd	Medium Series
\textrm	Roman	\textnormal	Normal Series
\textsl	Slanted	\textup	Upright Series

LaTeX math formatting commands

\mathit	Math Italics	\mathfrak	Fraktur
\mathbf	Math Boldface	\mathbb	Blackboard Bold
\mathtt	Math Typewriter	\mathnormal	Math Normal
\mathsf	Math Sans Serif	\boldsymbol	Bold math for Greek letters
\mathcal	Calligraphic		and other symbols

3.9   Figures and tables

Use normal LaTeX coding for figures and tables. Figure and table environments should be inserted after (not in) the paragraph in which the figure is first mentioned or grouped all together at the end of the file. They will be numbered automatically. The following is an example of typesetting a table.

```
\begin{table}
\caption{Table caption text.}
\label{key}
The table matter goes here.
\end{table}
```

As always with LaTeX, the `\label` must be after the `\caption`, and inside the figure or table environment. The reference for figures and tables inside text can be made using the `\ref{key}` command.

3.10   Equations

Equations are used in the same way as described in the LaTeX manual. Do not start a paragraph with a displayed equation. Equations are numbered consecutively, with equation numbers in parentheses flush right. For example, if you type

```
\begin{equation}\label{eq1}
\int^{r_2}_0 F(r,\varphi){\rm d}r\,{\rm d}\varphi = [\sigma r_2/(2\mu_0)]
\int^{\infty}_0\exp(-\lambda|z_j-z_i|)\lambda^{-1}J_1 (\lambda r_2)J_0
(\lambda r_i\,\lambda {\rm d}\lambda)
\end{equation}
```

then you will get the following output:

$$\int_0^{r_2} F(r,\varphi)\mathrm{d}r\,\mathrm{d}\varphi = [\sigma r_2/(2\mu_0)] \int_0^\infty \exp(-\lambda|z_j - z_i|)\lambda^{-1} J_1(\lambda r_2)J_0(\lambda r_i\,\lambda\mathrm{d}\lambda) \qquad (1)$$

It inserts space both above and below the equation. $\mathcal{AMS}$-LaTeX has several environments that make it easier to typeset complicated multiline displayed equations. These are explained in the $\mathcal{AMS}$-LaTeX User Guide. A `subequation` environment is available to create equations with sub-numbering of the equation counter. It takes one (optional) argument to specify the way that the sub-counter should appear.

3.11 Displayed text

Text is displayed by indenting it from the left and right margins. Quotations are commonly displayed. There are short quotations:

> This is a short quotation. It consists of a single paragraph of text. See how it is formatted.

and longer ones:

> This is a longer quotation. It consists of two paragraphs of text, neither of which are particularly interesting.
>
> This is the second paragraph of the quotation. It is just as dull as the first paragraph.

You can even display poetry.

> There is an environment for verse
> Whose features some poets will curse.
>
> For instead of making
> Them do *all* line breaking,
> It allows them to put too many words on a line when they'd rather be forced
> to be terse.

3.12 Listings

Another frequently displayed structure is a list. The following is an example of an *itemized* list.

- This is the first item of an itemized list. Each item in the list is marked with a '•'.

- This is the second item of the list. It contains another list nested inside it. The inner list is an *enumerated* list.

1. This is the first item of an enumerated list that is nested within the itemized list.

2. This is the second item of the inner list. LaTeX allows you to nest lists deeper than you really should.

This is the rest of the second item of the outer list. It is no more interesting than any other part of the item.

- This is the third item of the list.

3.13 Displayed sentences: theorems and such

These environments have to be defined with the help of LaTeX's `\newtheorem` command, and also with the $\mathcal{AMS}$-LaTeX package for theorems that is already with your class file. For example, `\newtheorem{thm}{Theorem}`. Predefined theorem styles can be used in your article to differentiate the theorem-like environments. You can have an extra command, `\newproof`, that can be used for displayed text. The following is an example of using the above-defined `thm` environment.

```
\begin{thm}
This is body matter for this environment.
\end{thm}
```

3.14 Cross-referencing

LaTeX possesses features for labelling and cross-referencing section headings, equations, tables, figures and theorems. Their proper usage in the context of section headings, equations, tables and figures are discussed in the appropriate sections.

Cross-referencing depends upon the use of 'keys' that are defined by the user. The `\label{key}` command is used to identify the links. Keys are strings of characters that serve to label section headings, equations, tables and figures that replace explicit, by-hand numbering. The `\ref{key}` command is used for cross-referencing.

Files that use cross-referencing (and almost all manuscripts do) need to be processed through LaTeX at least twice to ensure that the keys have been properly linked to the appropriate numbers.

3.15 Footnotes and endnotes

The footnote text can either appear at the bottom of a page or at the end of your paper. The `\footnote` macro *should not* be used in the front matter to provide additional information about authors (such as corresponding addresses); instead, use `\thanks{text}`

commands. The document option 'endnotes' is used to make endnotes. The command \theendnotes should be used to place the endnotes at the required location in the text. They will be put in a separate 'Notes' section.

3.16 Appendix

The \appendix command signals that all following sections are appendices, and therefore the headings after \appendix will be set as appendix headings. For a single appendix, use \appendix* followed by the \section{text} command to suppress the appendix letter in the section heading.

3.17 Special sections for notes and acknowledgements

If you wish to include a 'Notes' or 'Acknowledgements' section in your paper, use the \begin{notes}...\end{notes} macro. We use the same environment for both 'Notes' and 'Acknowledgements'. The following examples show to how to use this macro.

```
\begin{notes}
Please note that this class file is provided as it is, and
copyright by Oxford University Press. You are free to use this
class file, provided that you do not make changes in this class file.
If you do make changes, you are requested to rename the class file.
\end{notes}


\begin{notes}[Acknowledgements]
The authors would like to thank...
\end{notes}
```

3.18 References

The reference entries can be LaTeX typed bibliographies or generated through a BIBTeX database. BIBTeX is an adjunct to LaTeX that aids in the preparation of bibliographies. BIBTeX allows authors to build up a database or collection of bibliography entries that may be used for many manuscripts. They also save us the trouble of having to specify formatting. More details can be found in the *BIBTeX Guide*. For LaTeX reference entries use the \begin{thebibliography}....\end{thebibliography} environment (see below) to make references in your paper. We have provided the class file option to distinguish two styles of references. Those options are numbib and nonumbib. You can select one of these options with the \documentclass command. By default the class file will take the numbib option. The following is an example of LaTeX bibliography.

```
\begin{thebibliography}{0}
\bibitem{bib1}
Goossens, M., F. Mittelbach, and A. Samarin: {\em The {\LaTeX} Companion}.
Addison-Wesley, Reading, MA, USA, 1994.
\bibitem{bib2}
Knuth, D.E: {\em The {\TeX}book}. Addison-Wesley, Reading, MA, USA, 1984.
\bibitem{bib3}
Lamport, L.: {\em {\LaTeX} -- A Document Preparation System -- User's
Guide and Reference Manual}. Addison-Wesley, Reading, MA, USA, 1985.
\bibitem{bib4}
Smith, I.N., R.S. Johnes, and W.P. Hines: 1992, 'Title of the Article',
\textit{Journal Title in Italics} \textbf{Vol. no. X}, pp. 00--00
\end{thebibliography}
```

4   Macro packages

The following packages are compulsorily needed by the class file:

amsmath	graphicx
amssymb	endnotes
amsfonts	setspace
verbatim	geometry

The commonly used packages already used by this class file that authors can use whenever required are:

xspace	latexsym	url
amscd	multicol	algorithm
rotating	array	subfigure

Additionally, you can use other packages and these should be loaded using the `\usepackage` command.