THE ‘CRCKAPB’ LATEX STYLE FILE: INSTRUCTIONS FOR AUTHORS

Basic Instructions

A.N. AUTHOR
Affiliation
Institute address

1. Introduction

The CRCKAPB style file is a style file that should be used when preparing (submissions to) camera-ready books. The CRCKAPB style file is very similar to the ARTICLE style file of LaTeX.

Kluwer Academic Publishers distinguishes four types of camera-ready publications: an edited volume, a proceedings, a monograph and the NATO-series. The layout of the first two types is the same. Consequently, as far as the style file is concerned, we distinguish three types of camera-ready publications: (a) an edited volume or a proceedings, (b) a monograph and (c) a volume in the NATO-series.

2. The ‘Opening’ Environment

The title, subtitle, author names and affiliations and the date are handled by the `opening` environment in the preamble. The structure of this environment is similar for proceedings, edited volumes and the NATO books. Below an example of the `opening` environment for these types.

2.1. PROCEEDINGS, EDITED VOLUME, NATO

```
\documentstyle[proceedings]{crckapb} % or: editedvolume, NATO
\begin{opening}
\title{THE TITLE OF THE CONTRIBUTION}
\subtitle{If There Is Any}
\author{AUTHOR'S NAME}
\institute{Affiliation\\
Institute address}
\end{opening}
```

```
\begin{document}
....
\end{document}
```

Note the documentstyle option that indicates the type of camera-ready publication. This is not a style file!

Both the title and the author's name will *always* be typeset in roman capitals, the affiliation in italics, capital and lower case. In case of more than one author, the `\author` command should be repeated for every author.

```
\author{A.N. Author 1}
\author{B.N. Author 2}
```

If there is more than one author at the same institute, you should first use the `\author` command for each author and then use the `\institute` command.

```
\author{A. Author 1}
\author{B. Author 2}
\institute{Affiliation of Author 1 and Author 2}
\author{C. Author 3}
\institute{Affiliation of Author 3}
```

Two backslashes (`\\`) can be used within the `\title` and the `\institute` command to split them at an appropriate place. In the title, a `\protect` command should precede the backslashes.

2.2. MONOGRAPH

```
\documentstyle[monograph]{crckapb}
\begin{opening}
\title{THE TITLE OF THE CHAPTER}
\subtitle{If There Is Any}
\end{opening}
\begin{document}
....
\end{document}
```

The `\author` and `\institute` commands are not necessary here. The style file will put the word 'CHAPTER' and the chapter number in figures on the running head line of the title page and all subsequent even pages automatically.

3. Running Heads

The style file automatically typesets the title of your document as the running headline of all odd pages. However, when the title of your chapter is too long, the running title will be omitted in the printout. You can then make a short running title by putting a `\runningtitle` command between

the `\end{opening}` and `\begin{document}` commands. For instance, the running title of these instructions was created by the command:
`\runningtitle{THE CRCKAPB STYLE FILE}`

4. Abstract

If you want to make an abstract, you can use the `abstract` environment which is standard LaTeX. You need not enter the word 'Abstract'.

5. Headings

Please distinguish the following four levels of headings:

1. First-order Heading

This heading is created with the `\section` command.

1.1. SECOND-ORDER HEADING IN CAPITALS

This heading is created with the `\subsection` command. If no capital letters are used, it will automatically be converted to capital letters by the style file.

1.1.1. *Third-order Heading in Italics*

This heading is created with the `\subsubsection` command. You should use capital letters for every main word in this heading.

Fourth-order Heading in Italics. The `\paragraph` command created this heading. A full stop should be keyed in at the end of the heading. Again, you should use capital letters for every main word in this heading.

If you want to break one of the above-mentioned headings at a specific position, you can insert two backslashes in the heading, immediately preceded by a `\protect` command.

6. Figures and Tables

6.1. FIGURES

The `figure` environment produces space and a figure caption in the text. The numbering of figures is automatic.

```
\begin{figure}
\vspace{5cm}  % amount of vertical space needed
```

```
\caption{Caption text}
\end{figure}
```

The CRCKAPB style file puts figures wherever possible on the top of the page. This may not always work, in which case you need to be a little creative and consult the LaTeX manual.

6.2. TABLES

Tables can be generated in several environments for which we kindly advise you to refer to the LaTeX manual. An example of the convenient `tabular` environment for simple tables follows.

```
\begin{table}[htb]
\begin{center}
\caption{Caption text}
\begin{tabular}{lll}
\hline
Description 1 & Description 2 & Description 3\\
\hline
Row 1, Col 1 & Row 1, Col 2 & Row 1, Col 3\\
Row 2, Col 1 & Row 2, Col 2 & Row 2, Col 3\\
Row 3, Col 1 & Row 3, Col 2 & Row 3, Col 3\\
\hline
\end{tabular}
\end{center}
\end{table}
```

This produces:

TABLE 1. Caption text

Description 1	Description 2	Description 3
Row 1, Col 1	Row 1, Col 2	Row 1, Col 3
Row 2, Col 1	Row 2, Col 2	Row 2, Col 3
Row 3, Col 1	Row 3, Col 2	Row 3, Col 3

We wish to avoid using both vertical rules between columns and horizontal rules between rows. You should, however, always use the following three horizontal rules: a top rule, a middle rule and a bottom rule.

6.3. POSITIONING OF FIGURES AND TABLES

The position of a table in the text may not always be appropriate. As with figures, they are treated by TeX as 'floats'; the style file tries to put it wherever possible on the top of the page. On some occasions you may wish to put it at one particular spot in the text. The option [h] can then be used: \begin{table}[h]. However, if the table or figure cannot be placed on that particular position on the page, you will find it on a separate page at the end of your document. It is better, therefore, to use the option \begin{table}[htb] instead.

6.3.1. *Special Table Style File*
If it is necessary to create a table that stretches out over more than one page, you can obtain the style file SUPERTAB.STY from the Publisher.

7. Appendices

An Appendix can be generated by using the \appendix command, followed by a \section command. This results in a Roman numbered Appendix section.

8. References

When you use BiBTEX for your references, we kindly refer you to Section 8.3 below.

References are inserted in the thebibliography environment. We distinguish two styles of References lists: alphabetically sorted and numbered. You can select one of these styles by including the appropriate document style option in the \documentstyle command. If no documentstyle option is included, the references will be sorted alphabetically.

You can make a list of empty \bibitem{} commands to create your reference list, e.g.:

```
\begin{thebibliography}{}  % Note the empty braces!
\bibitem{}
Smith, I.N., Johnes, R.S. and Hines, W.P. (1992) Title of the
Article, {\it Journal Title in Italics}, {\bf Vol.~no.~X},
pp.~00--00}
\bibitem{}
Meyers, R.T. (1988) {\it The Likelihood of Knowledge\/}.
Kluwer Academic Publishers, Dordrecht.
```

When the documentstyle option [namedreferences] is selected, the above reference list will be alphabetical (as sorted by the author). Please note that the \begin{thebibliography} command should be followed by an empty pair of curly braces. In case the documentstyle option [numreferences] was used, the references will be numbered automatically in a list and the pair of curly braces after the \begin{thebibliography} command should contain a number that corresponds with the widest number in the list below it.

You must do the formatting of the bibitems yourself. For the layout conventions we kindly refer you to the volume editor or your contact person at Kluwer Academic Publishers.

8.1. CROSS-REFERENCES TO AN ALPHABETICAL REFERENCES LIST

If you want to use the `\cite` command to make automatic cross-references to your reference list, you should give every `\bibitem{}` in the `thebibliography` environment a key to be referred to and a `\citeauthoryear` command as an option to generate the desired reference in your text. The `\citeauthoryear` command should have two arguments: the author's name(s) and the year. It should be preceded by a `\protect` command, i.e.:
`\bibitem[\protect\citeauthoryear{authorname(s)}{year}]{key}`

In case of more than two authors, the argument with the author's name(s) should contain the first author's name with an *et al.*, e.g.:

```
\begin{thebibliography}{} % Note the pair of empty curly braces!
\bibitem[\protect\citeauthoryear{Smith {\it et al.}}{1992}]{Smith92}
Smith, I.N., Johnes, R.S. and Hines, W.P. (1992) Title of the
Article, {\it Journal Title in Italics}{\bf Vol.~no.~X},
pp.~00--00}
```

The following `\cite` commands can now be used in your article: `\cite`, `\shortcite`, `\citeauthor` and `\citeyear`. For the sample `\bibitem` above, the four `cite` commands would generate the following reference in your text:

`\cite{Smith92}`	generates: (Smith *et al.*, 1992)
`\shortcite{Smith92}`	generates: (1992)
`\citeauthor{Smith92}`	generates: Smith *et al.*
`\citeyear{Smith92}`	generates: 1992

With these commands or combinations of them you can create any reference in your text according to the references style that is agreed upon.

8.2. CROSS-REFERENCES TO A NUMBERED REFERENCES LIST

If you want to use the `\cite` command to make automatic cross-references to your reference list, you should give every `\bibitem{}` in the `thebibliography` environment a key to be referred to, e.g.: `\bibitem{Smith92}`. In your article you can refer to this `\bibitem` with `\cite{Smith92}`.

The `\cite` command will produce the number of the reference in square brackets, e.g. [2]. The `\shortcite`, `\citeauthor` and `\citeyear` commands as mentioned in Section 8.1 can also be used but they will produce the same output as `\cite`.

8.3. BIBTEX

You may use BIBTEX. But if you do so, please be sure that you send all the necessary files with the LATEX source file, i.e. the `bbl` file. We kindly refer you to the LATEX manual for its use.

9. Index

An index can be formatted within the `theindex` environment. This environment will create a new chapter with the title 'INDEX'. Within this environment, a two-column index can be formatted with `\item`, `\subitem` and `\subsubitem` commands (three levels of indentation).

10. Special Fonts

If you need to use the special fonts from the American Mathematical Society in your document, we have the file KAPFONTS.TEX available that enables you to use them in LATEX, provided you have the necessary .TFM files available on your computer. The file KAPFONTS.TEX makes the following fonts accessable within your LATEX file: MSAM, MSBM, the Euler Fraktur font and the Blackboard Bold letters.

11. Information

The CRCKAPB style file is available from:

KLUWER ACADEMIC PUBLISHERS
P.O. Box 17, 3300 AA Dordrecht, The Netherlands
Telephone: +31–78–334321; Fax: +31–78–334254
E-mail: EDITDEPT@WKAP.NL

The files SUPERTAB.STY and KAPFONTS.TEX are available from the same address.

If you encounter problems, or if you have suggestions for improving the CRCKAPB style file or these instructions, we would appreciate hearing from you.