

## 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 word processing template file for authors submitting their contributions to PoS — Proceedings of Science conference proceedings.

**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.*

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

PoSauthmanual.pdf

PoS.cls

PoSlogo.ps

PoSlogo.pdf

PoStemplate.odt

skeleton.tex

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## 1 General

If you are an author taking part in a conference that is publishing its proceedings 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
PoStemplate.odt
skeleton.tex
```

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-template.odt is the file which word processing users will be employing to prepare their contribution. See section 3.

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<sup>1</sup>Login to your author pages and click on the link “Workarea” 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 2.5 and 3.4). Then connect to the site <https://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 (L<sup>A</sup>T<sub>E</sub>X 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 rules below 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. They are all standard packages, but should they be missing on your computer you can download them from CTAN.

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

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

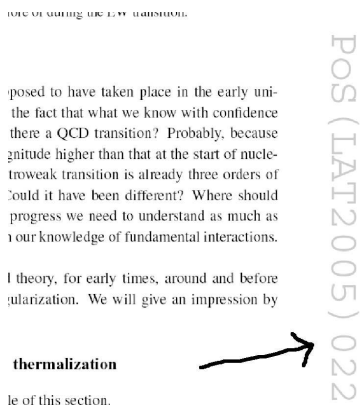


Figure 1: Examples of the watermark of a paper in its final version.

## 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 following commands you will be able to insert the data describing your article:

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

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!

The command `\FullConference` contains the information related to the conference:

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

The command `\author` contains the authors with the indication of who the speaker is:

```
\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. 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.

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 (such as books or conference proceedings) please put both the title of the article and the title of the collection.

[16] W.A. Mozart, *Don Giovanni*, in proceedings of *Mock conference*, [PoS\(MC2000\)002](#) (2000).

```
W.A. Mozart,
\emph{Don Giovanni},
in proceedings of \emph{Mock conference},
\pos{PoS(MC2000)002} (2000).
```

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, please use the standard command `\cite{...}`.

### 2.3.1 Bibtex

If you have your bibliographic records in bib format, we suggest to use the style file [JHEP.bst](#).

Once the bst file has been downloaded in the same directory of your tex source, the procedure is, for instance:

- add the following at the end of your source file:

```
\bibliographystyle{JHEP}
\bibliography{my-bib-database}
```

- run the first compilation, then generate the bibliography, then run the final compilations:

```
pdflatex skeleton
bibtex skeleton
pdflatex skeleton
pdflatex skeleton
```

## 2.4 Tips & tricks

Please note that the *PoS class is incompatible with the babel package*. This causes all citations in the paper body to go blank. At the moment, if you encounter this problem, please try to comment out the babel package.

If your paper had *two or more speakers* and you want them to appear in the running header (at the top of the page), please try this workaround:

```
\author{\speaker{First Author}\...\}
\author{Second Author$^*$\...\}

\begin{document}

\makeatletter
\setbox\@firstaibox\hbox{\small F. Author, S. Author}
\makeatother
```

## 2.5 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  $\text{\LaTeX}$  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. If you need to obtain the PDF from a compiled DVI file, you could proceed as follows:

```
dvipdfm myfile.tex
```

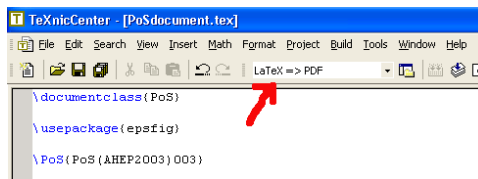
or

```
x=myfile ; dvips -Ppdf -z -G0 $x.dvi -o && ps2pdf -sPAPERSIZE=a4 $x.ps
```

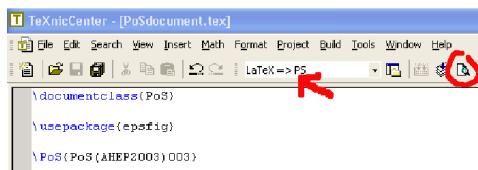
If you compile with `pdflatex` to obtain the PDF file directly, and your default format is letter, please try using the `a4paper` option to the `PoS.cls`, as in:

```
\documentclass[a4paper]{PoS}
```

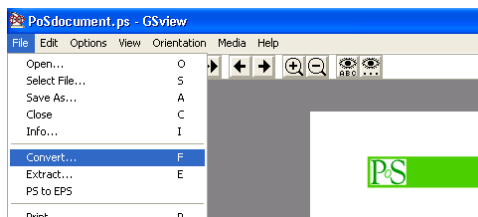
**Windows users** will often work with MikTeX and TeXnicCenter. If this is your case you can either choose the direct compilation  $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X} \rightarrow \text{PDF}$  in this way:



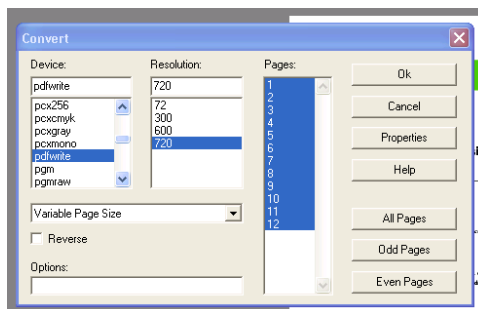
If this does not work you can turnaround passing by the usual production of postscript and then PDF. This is done like this: select  $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X} \rightarrow \text{PS}$  and after the compilation click to view the postscript with GSview:



then choose “Convert” from the “File” menu



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
```

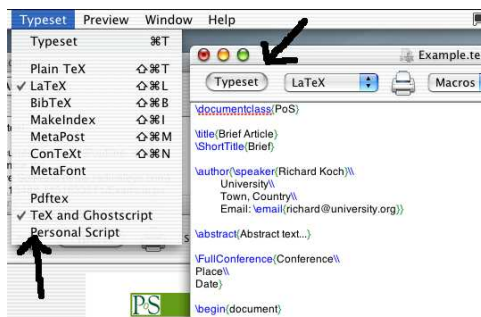
and then

```
ps2pdf myfile.ps
```

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



**Mac users** might be using TeXShop. In this case, the button “typeset” (see below) 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 Users of word-processing software

If you are an WYSIWYG word-processing software (such as OpenOffice or MS Word) you will find the file PoS-template.odt 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 template can be used also with newer versions of MS Word, although not all is perfectly compatible. Please verify that the email addresses are not typeset in italic and that the footnotes are correctly numbered (symbols like \*, †, ... on the first page and then numbers).

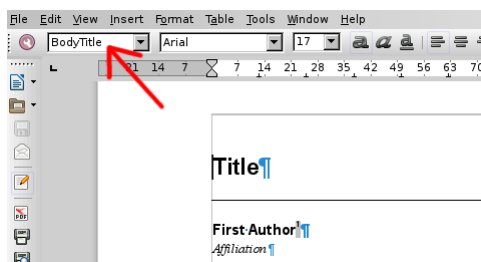
#### 3.1 The title page

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.

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 appropriate style menu, usually in the upper left part of your word processor 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.

### 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 (such as books or conference proceedings) please put both the title of the article and the title of the collection.

[16] W.A. Mozart, *Don Giovanni*, in proceedings of *Mock conference*, [PoS\(MC2000\)002](#) (2000).

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 template ([https://pos.sissa.it/cgi-bin/reader/contribution.cgi?id=PoS\(MC2000\)002](https://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, your word processor will provide a function to export the file as PDF or you can try to print the document to a PDF file (“File”→“Print”→“Print to file”→“Save as PDF”).

**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, *TEX: a document preparation system: user’s guide and reference manual*, Addison-Wesley, Reading 1994.
- [2] M. Goossens, F. Mittelbach and A. Samarin, *The TEX companion*, Addison Wesley, Reading 1994.
- [3] T. Oetiker, H. Partl, I. Hyna and E. Schlegl, *The not so short introduction to TEX2 $\epsilon$* , [lshort.pdf](#).