User Manual

DTM Journals

Prepared by SPi TeX-Support

1 Introduction

Cambridge University Press has developed an authoring template to assist authors in preparing their article in LaTeX. This document is a manual for authors who are preparing their article for a journal using the Cambridge Data/Math Template. The general guidelines and descriptions for how various elements should be coded follow below.

2 Template Files

The template contains the following files:

1. README.txt
2. CUP-JNL-DTM.cls (Class file)
3. User-Manual.pdf
4. Sample.pdf
5. Sample.tex (Sample Template)
6. Fig1.eps,Fig2.eps,Fig3.eps (sample images)
7. CUP_Logo.eps, DataMath_Logo.eps (DTM logos)

3 How to Start and Prepare Your Article

It is assumed that you possess basic knowledge in LaTeX. Ensure that you have LaTeX2e version installed on your computer. You are provided with one class file in the "CUP-JNL-DTM.cls". This template can be kept with your manuscript files. Note that the class file depends on the following packages which are standard and available during LaTeX installation:

1. crop.sty 2. url.sty 3. soul.sty 4. geometry.sty 5. ltxcmds
6. booktabs.sty 7. etoc.sty

All of the above are standard packages available on every LaTeX installation. The additional packages (amsmath, amssymb, amsfonts, amsthm, etc) used in the sample tex files are providing add-on functionalities to the template.

We have provided a sample tex file (sample.tex) as a template for your article. We would suggest you use the sample template file to start with your project. Please have a copy of the template file for your article and start editing as required. The sample.tex file contains the lines for calling class files, preamble and major sample elements for an article. You can add your actual manuscript content in place of these sample elements. The standard structure of each element for article is explained in detail below.

4 Preamble

The preamble part is between the document class line and beginning of your document. This is the area you can use to add additional packages and their command definitions for any global parameters:

```
\usepackage{graphicx}
\usepackage{multicol,multirow}
\usepackage{amsmath,amssymb,amsfonts}
\usepackage{amsthm}
....
```

If any package needs to be used and any macros need to be defined, please use the preamble area. In addition to the above, there are two commands available to change the article type and journal year as follows:

```
\articletype{RESEARCH ARTICLE}
\jyear{2020}
```

5 Major Structures/Elements

The major parts of your article contents are divided into three main elements: the frontmatter, mainmatter, and the backmatter. The below table shows the main elements.

Article

Frontmatter	Mainmatter	Backmatter
\begin{Frontmatter}		\begin{Backmatter}
\title{...}	\section{...}	\paragraph{....}
\author{...}	body	\paragraph{...}
\address{...}	\section{...}	\bibliographystyle{apalike}
\abstract{...}	body	\bibliography{SampleRefs}
\end{Frontmatter}		\end{Backmatter}

6 Article Opener

All the article opening elements are coded inside a wrapper tag `\begin{Frontmatter}` ...`\end{Frontmatter}`. A typical article opener coding is shown below:

```
\begin{Frontmatter}
    \title{Article Title for Data and Policy Journal (DTM)}

    \author[1,2]{First Author}
    \author[2]{Second Author}

    \address[1]{\orgdiv{...}, \orgname{...}, \orgaddress{...}}
    \address[2]{\orgdiv{...}, \orgname{...}, \orgaddress{...}}

    \keywords{...}
    \abstract{....}
\end{Frontmatter}
```

7 Major Elements

7.1 Section headings

The template allow 4 levels of headings in different styles

```
\section{This is an A head this is an A head}
```

A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading.

```
\subsection{This is a B head this is a B head}
```

A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading.

```
\subsubsection{This is a C head}
```

A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading.

```
\paragraph{This is a D head}
```

A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading. A sample paragraph under the section heading.

7.2 Maths

AMS math coding is preferred for all maths in your article. Avoid "eqnarray" coding for normal display math coding. AMS math provides almost a complete solution for math typesetting. Please visit the Website https://www.ctan.org/pkg/amsmath for details.

7.3 Figure and Tables

Figures and tables are handled in a standard LaTeX manner; however, a few additional tags like `\FIG{}{}` and `\TBL{}{}` are introduced. For the figures, the `\FIG{\includegraphics{...}}{Caption text}` command includes images first and then caption as second argument.

```
\begin{figure}[t]
\FIG{\includegraphics{image}}
{\caption{Caption text....}
\label{chap1:fig1}}
\end{figure}
```

The `\TBL{caption}{table-body}` command accepts two arguments: caption first, table body next. Basically three rules can be given as: `\toprule`, `\midrule`, `\botrule`. Spanned rules or any additional rules are also acceptable, since the booktabs.sty is already used by the template.

```
\begin{table}[b]
\TBL{\caption{Tables which are too long to fit,
should be written using the "table*" environment as shown here.}}
{\begin{tabular*}{\textwidth}{@{\extracolsep{\fill}}llll@{}}\toprule
\TCH{column 1} & \TCH{column 2} & \TCH{column 3} &
\TCH{column 4}\\\midrule
row 1    & data 1   & data 2  & data 3 \\
row 2    & data 4   & data 5  & data 6 \\
row 3    & data 7   & data 8  & data 9 \\\botrule
\end{tabular*}}
\end{table}
```

The table footnotes are coded as normal footnote `\footnotetext[n]{...}` in the second argument after the table-body, but there an additional wrapper tag fntable for the table-body as shown below:

```
\begin{table}
\TBL{\caption{....}}
{\begin{fntable}
\begin{tabular}{...}
....
\end{tabular}
\footnotetext[1]{...}
\footnotetext[2]{...}
\end{fntable}}
\end{table}
```

7.4 Lists

The normal LaTeX list coding can be followed: "enumerate", "itemize", and additional "unenumerate" are used to code ordered and unordered lists. All these environments are allowed with nested lists as well. The "description" lists are used for descriptive types of lists like Terms and Definitions.

8 Backmatter Elements

All the backmatter elements should be placed within the `\begin{Backmatter}...\end{Backmatter}`

8.1 References

BibTeX is the preferred format for references. BibTeX automates most of the work involved in styling references in articles. Using BibTeX options, both citations and references can be automatically updated to the preferred reference

style. That is, you need not apply reference style tags for each element manually; it promotes structured writing. Basically, BibTEX works with two parts of the references: *content* and *style*. The *content* is stored separately in a plain text database file called .bib, in which each entry is structured in a manner with different types of entries and fields. The *style* and presentation of the database content are processed with the help of BibTeX program using a style file called .bst (bibliography style file). The Cambridge Data/Math Template uses APA style for the bibliography by default, but please **consult the journal's information page on Cambridge Core to ensure you are using the proper reference style**.

8.1.1 Bibliography and Citations

Once the database is prepared and the style file is available, both bib style file and bib database file need to be called out at the end of the document as shown below:

```
\bibliographystyle{apalike}
\bibliography{Sample-refs.bib}
```

After successfully compiling the LaTeX file, program "bibtex.exe" needs to be run — another utility in LaTeX, executed separately at prompt/terminal to generate the actual bibliography. This program needs the LaTeX filename to generate a bibliography output file in the extension of .bbl file. The resulting bibliography is ready for typesetting with all formatting tags rendered according to the chosen reference style. Finally, once again run the LaTeX file, preferably twice, to view the bibliography in DVI window. For more details, please visit http://www.bibtex.org.

Author Support

General support for LaTeX related questions can be obtained from the Internet newsgroup comp.text.tex. Frequently asked questions are available in various Web sites dealing with LaTeX. In addition, CUP is extending support to authors through helpdesk for any technical assistance/guidance. Please log your support tickets at https://cuptexsupport.spi-global.com/CUPTexSupport/