1. Equations must be part of sentences and must be punctuated: Let $x = 4$, then

$$\begin{aligned} f(x) &= 2y + 1 \\ &= \delta + \rho \\ &= \sqrt{4\phi}, \end{aligned}$$

for values of $\delta < 2$.

An equation is part of the sentence, so we can punctuate it using a full stop as in

$$\begin{aligned} y &= mx + c \\ &= 2x + 1. \end{aligned}$$

2. Do not use a colon before an equation: (wrong)

$$\begin{aligned} f(x) &= 2x + 1 \\ &= 4. \end{aligned}$$

3. Only number equations if you refer to them in the text.

4. We may also use inline equations, for example $\sqrt{\pi} = 1.7725$, and so on and so forth. It is not good practice to do large equations in line, say $y = \frac{\sin\theta}{\frac{\cos(\theta+\omega)}{2\pi\nu}}$. Does it look nice? I do not know – you must decide.

5. Use `\eqref{reftag}` to refer to equations. That is the right thing to do. We do not say "Eq. (2)" or "Eqn. (2)" or "Equation (2)". We say "(2)". My earth-quaking calculation is

$$\begin{aligned} z &= \zeta + 1 \\ &= \int_{-\pi}^{\pi} \sin\theta d\theta \\ &= \xi, \end{aligned} \tag{1}$$

where θ is the angle of ... Also shown in (**??**) is ζ, which forms part of the main estimation.

6. Always use **double quotes**, and not **"**this", **"**but this". The left quote can be made by typing the single quote on the left of your keyboard, usually to the left of the "1" button. The second quote is simply the double quote ".

7. Single quotes follow the same principles: not **'**this' but **'**this'.

8. To force "\", "{", "}" and "&", type `$\backslash$`, `\{`, `\}` and `\&`. The backslash before the character is a command and LaTeX will then obey.

9. An in-line reference is made with `\citet{Name}` and a reference in brackets with `\citep{Name}`. I beg you to note the "**t**" and "**p**". Use `\citet{book_AntSystem}` to refer Blou$_C$*ombinatorial*$_O$*ptimization*$_B$*oek*, *or* `\citep{book_AntSystem}` *to refer* Blou$_C$*ombinator*

10. The hyphen is obtained using "`--`" which gives "–", not a "-". We use "en-dashes" and some people even use "em-dashes".

11. Also, in your references, separate page ranges with "`--`", e.g. "pp. 445`--`456". This will show as "pp. 445–456".

12. Do not use informal language like "The results **don't** show a clear trend."

13. Make sure you use English correctly: "The list of results are shown in Table 1." vs. "The list of results is shown in Table 1."

14. Please use British English: *optimise*, *minimise*, *utilise*.

15. Do not use single words for captions. Typical idiotic captions are *Data*, *Information*, *Results*, *Conclusion*. Sometimes these captions are repeated, so if one looks at the "Table of Contents", you see several occurrences of *Data*, *Conclusions* etc.

16. Make Latin abbreviations italics, for example *e.g.*, *i.e.* and *etc*.

17. Show terms that are not widely known in italics on first use. These terms are typically related to the field of study, e.g. in inventory management, we calculate the *customer service level*. You, the author, decide when terms are important.

18. When typing monetary amounts, there is now space between 'R' and the amount: R1 000-00, but we space the thousands as usual with `\,`, *e.g.* R1 234 987 123-00.

19. When typing numbers, separate thousands with small spaces using `\,` – The difference is R500 000-00 (wrong) and R500 000-00 (good).

20. Avoid footnotes. Yes, LaTeXcan handle them pretty well, but footnotes are disturbing when reading.

21. Use `\ldots` to obtain ..., not "..."

22. Which editor to use? I do not know, but check http://tex.stackexchange.com/questions/339/latex-editors-ides?newsletter=1nlcode=93445%7c5101.

23. I use WinEdt, but I paid for it ($35 or so).

24. For all your LaTeXrelated questions, visit http://tex.stackexchange.com for answers.