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# Formatting Instructions

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## Abstract

The abstract paragraph should be indented  $\frac{1}{2}$  inch (3 picas) on both the left- and right-hand margins. Use 10 point type, with a vertical spacing (leading) of 11 points. The word **Abstract** must be centered, bold, and in point size 12. Two line spaces precede the abstract. The abstract must be limited to one paragraph.

## 1 Submission style

Please read the instructions below carefully and follow them faithfully.

Reports that exceed the page limit will not be graded.

Students are required to use the APLM L<sup>A</sup>T<sub>E</sub>X style files, which are adapted from the NeurIPS 2025 template.

The L<sup>A</sup>T<sub>E</sub>X style file contains two optional arguments: `preprint`, which anonymizes the authors and includes line numbering (for the first submission), and `final`, which creates a de-anonymized version for the second submission.

The file `apml_report.tex` may be used as a “shell” for writing your report. All you have to do is replace the author, title, abstract, and text with your own.

The formatting instructions contained in these style files are summarized in Sections 2, 3, and 4 below.

## 2 General formatting instructions

The text must be confined within a rectangle 5.5 inches (33 picas) wide and 9 inches (54 picas) long. The left margin is 1.5 inch (9 picas). Use 10 point type with a vertical spacing (leading) of 11 points. Times New Roman is the preferred typeface throughout, and will be selected for you by default. Paragraphs are separated by  $\frac{1}{2}$  line space (5.5 points), with no indentation.

The paper title should be 17 point, initial caps/lower case, bold, centered between two horizontal rules. The top rule should be 4 points thick and the bottom rule should be 1 point thick. Allow  $\frac{1}{4}$  inch space above and below the title to rules. All pages should start at 1 inch (6 picas) from the top of the page.

For the final version, authors’ names are set in boldface, and each name is centered above the corresponding address.

Please pay special attention to the instructions in Section 4 regarding figures, tables, acknowledgments, and references.

### 3 Headings: first level

All headings should be lower case (except for first word and proper nouns), flush left, and bold. First-level headings should be in 12-point type.

#### 3.1 Headings: second level

Second-level headings should be in 10-point type.

##### 3.1.1 Headings: third level

Third-level headings should be in 10-point type.

**Paragraphs** There is also a `\paragraph` command available, which sets the heading in bold, flush left, and inline with the text, with the heading followed by 1 em of space.

### 4 Citations, figures, tables, references

These instructions apply to everyone.

#### 4.1 Citations within the text

The `natbib` package will be loaded for you by default. Citations may be author/year or numeric, as long as you maintain internal consistency. As to the format of the references themselves, any style is acceptable as long as it is used consistently.

The documentation for `natbib` may be found at

`http://mirrors.ctan.org/macros/latex/contrib/natbib/natnotes.pdf`

Of note is the command `\citet`, which produces citations appropriate for use in inline text. For example,

```
\citet{hasselmo} investigated\dots
```

produces

Hasselmo, et al. (1995) investigated...

If you wish to load the `natbib` package with options, you may add the following before loading the `neurips_2025` package:

```
\PassOptionsToPackage{options}{natbib}
```

If `natbib` clashes with another package you load, you can add the optional argument `nonatbib` when loading the style file:

```
\usepackage[nonatbib]{neurips_2025}
```

#### 4.2 Footnotes

Footnotes should be used sparingly. If you do require a footnote, indicate footnotes with a number<sup>1</sup> in the text. Place the footnotes at the bottom of the page on which they appear. Precede the footnote with a horizontal rule of 2 inches (12 picas).

Note that footnotes are properly typeset *after* punctuation marks.<sup>2</sup>



Figure 1: Sample figure caption.

Table 1: Sample table title

Part		
Name	Description	Size ( $\mu\text{m}$ )
Dendrite	Input terminal	$\sim 100$
Axon	Output terminal	$\sim 10$
Soma	Cell body	up to $10^6$

### 4.3 Figures

All artwork must be neat, clean, and legible. Lines should be dark enough for purposes of reproduction. The figure number and caption always appear after the figure. Place one line space before the figure caption and one line space after the figure. The figure caption should be lower case (except for first word and proper nouns); figures are numbered consecutively.

You may use color figures. However, it is best for the figure captions and the paper body to be legible if the paper is printed in either black/white or in color.

### 4.4 Tables

All tables must be centered, neat, clean and legible. The table number and title always appear before the table. See Table 1.

Place one line space before the table title, one line space after the table title, and one line space after the table. The table title must be lower case (except for first word and proper nouns); tables are numbered consecutively.

Note that publication-quality tables *do not contain vertical rules*. We strongly suggest the use of the booktabs package, which allows for typesetting high-quality, professional tables:

<https://www.ctan.org/pkg/booktabs>

This package was used to typeset Table 1.

### 4.5 Math

Please use LaTeX (or AMSTeX) commands for unnumbered display math. (You really shouldn't be using  $\$$  anyway; see <https://tex.stackexchange.com/questions/503/why-is-preferable-to> and <https://tex.stackexchange.com/questions/40492/what-are-the-differences-between-align-equation-and-displaymath> for more information.)

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<sup>1</sup>Sample of the first footnote.

<sup>2</sup>As in this example.

## 4.6 Final instructions

Do not change any aspects of the formatting parameters in the style files. In particular, do not modify the width or length of the rectangle the text should fit into, and do not change font sizes (except perhaps in the **References** section; see below). Please note that pages should be numbered.

## 5 Preparing PDF files

Please prepare submission files with paper size “US Letter,” and not, for example, “A4.”

Fonts were the main cause of problems in the past years. Your PDF file must only contain Type 1 or Embedded TrueType fonts. Here are a few instructions to achieve this.

- You should directly generate PDF files using `pdflatex`.
- You can check which fonts a PDF file uses. In Acrobat Reader, select the menu Files>Document Properties>Fonts and select Show All Fonts. You can also use the program `pdf fonts` which comes with `xpdf` and is available out-of-the-box on most Linux machines.
- `xfig` “patterned” shapes are implemented with bitmap fonts. Use “solid” shapes instead.
- The `\bbold` package almost always uses bitmap fonts. You should use the equivalent AMS Fonts:

```
\usepackage{amsfonts}
```

followed by, e.g., `\mathbb{R}`, `\mathbb{N}`, or `\mathbb{C}` for  $\mathbb{R}$ ,  $\mathbb{N}$  or  $\mathbb{C}$ . You can also use the following workaround for reals, natural and complex:

```
\newcommand{\RR}{\mathbb{R}} %real numbers
\newcommand{\Nat}{\mathbb{N}} %natural numbers
\newcommand{\CC}{\mathbb{C}} %complex numbers
```

Note that `amsfonts` is automatically loaded by the `amssymb` package.

If your file contains type 3 fonts or non embedded TrueType fonts, we will ask you to fix it.

### 5.1 Margins in L<sup>A</sup>T<sub>E</sub>X

Most of the margin problems come from figures positioned by hand using `\special` or other commands. We suggest using the command `\includegraphics` from the `graphicx` package. Always specify the figure width as a multiple of the line width as in the example below:

```
\usepackage[pdftex]{graphicx} ...
\includegraphics[width=0.8\linewidth]{myfile.pdf}
```

See Section 4.4 in the graphics bundle documentation (<http://mirrors.ctan.org/macros/latex/required/graphics/grfguide.pdf>)

A number of width problems arise when L<sup>A</sup>T<sub>E</sub>X cannot properly hyphenate a line. Please give LaTeX hyphenation hints using the `\-` command when necessary.

### Use of generative AI

In this course, you may use generative AI as a tool to facilitate learning and to seek knowledge and deepening within the course. It is also permitted to use generative AI to produce material that is included in the answers to examination tasks, provided that all use is clearly reported, for instance, here.

Remember that you are fully responsible for the content of everything you submit, and must be able to stand by it and, if necessary, argue for it. An exception is made for AI tools for language checking. The use of such tools to only check spelling and pure grammatical errors in an existing text does not need to be reported.

## **References**

Use unnumbered first-level heading for the references. Any choice of citation style is acceptable as long as you are consistent. It is permissible to reduce the font size to small (9 point) when listing the references. Note that the Reference section does not count towards the page limit.

## **References**

### **A Technical Appendices and Supplementary Material**

Technical appendices with additional results, figures, graphs and proofs may be included. There is no page limit for the technical appendices.