CRC Press/Taylor & Francis Group
Manuscript Preparation with LaTeX

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Contents

1. CONTACTING CRC PRESS

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LaTeX helpdesk: texhelp@taylorandfrancis.com

2. PUBLICATION PROCESS

- Authors submit a pdf of the first set of sample chapters completed for a formatting review. Editors should submit a pdf of the first draft of contributed chapters.
- When the content is final, authors submit the complete pdf and LaTeX files and permission information.
- Manuscript, artwork, electronic files, and permission documents are reviewed. If complete, they are transmitted to the production department.
- The production department assigns a Project Editor (PE) who handles publication details and transmits the material to the printer.
- A professional proofreader/copyeditor reviews the pdf file.
- About two months after a manuscript has been submitted, the corrected pdf pages are sent to authors to make the corrections indicated by the proofreader. Pages for edited volumes are sent to volume editors or the contributors.
- Authors return the final corrected pdf for the PE's review.
- The final version of the manuscript is sent to printer.

3. COLOR AND FONTS

• **Black and white books**: If your book will be printed in black and white, all color must be removed from text and figures before creating a pdf file and all text and figures must be submitted in greyscale mode. Scanners may create a file in RGB color mode color even if they appear to be black and white on your screen so scan in greyscale mode.

• **Full (four)-color books**: Computer monitors use three colors (RGB = red, green, blue) while printers use four colors (CMYK = cyan, magenta, yellow, black). Do not save color images in RGB color mode as they will be converted to CMYK mode and a color shift may result when the printer chooses a fourth color. See the section *Color* on page 12 for details.

• **Two color**: Images intended to print in two color (one PMS color & black) should be built in PMS and black with the PMS number for the second color specified. If there is difficulty in LaTeX in building your file with the PMS, prepare them using either the Cyan or Magenta channels only and indicate the PMS color you wish to use.

Font issues

All fonts must be embedded in your file before the book can be printed. See the section *Font Embedding* on p. 13 for details.

4. MANUSCRIPT SIZE

If the number of pages will be 10% more or fewer than the number cited in your contract, discuss the length with your Acquiring Editor. Do not make your text any wider or longer than the allotted live area. For books featuring a 6 1/8 x 9 ¼-inch paper size, the text area is 4.5 x 7.5 in. For books with a 7 x 10-inch paper size, the text area is 5.5 x 8.5 in.

5. GENERAL GUIDELINES

Any book formatted by the author should be provided as a fully formatted electronic file with all text, running heads, equations, tables, and artwork properly placed, ready for printing without further formatting required. When your book is complete, provide the final pages with all equations, tables, and/or figures as LaTeX and PDF files.

6. NUMBERING TABLES, FIGURES, EQUATIONS

Tables and figures should be numbered consecutively within each chapter for all books Examples:

Chapter 1

Fig. 1.1, Fig. 1.2 etc.
Table 1.1, Table 1.2 etc.
Eq. 1.1, Eq. 1.2 etc.

Chapter 2

Fig. 2.1, Fig. 2.2 etc.
Table 2.1, Table 2.2 etc.
Eq. 2.1, Eq. 2.2 etc.

• Do not number your figures/tables/equations consecutively throughout the entire book.
• Do not use 3-digit numbering schemes that include the section number such as 4.2.1 for figures, tables, or equations as this adversely affects the electronic edition.
• Follow each figure with its relevant figure caption, making the caption 1-point size smaller than the font for the rest of the text.
• If a lengthy equation must be "wrapped" onto the next line, break it in a logical place. Do not extend an equation outside the text area and into the margin.

The **figure** number and caption should appear **below** each figure, with punctuation.

The **table** number and caption should appear **above** each table, without punctuation.

Table 6.6 Number of cars in parking lot

	9 a.m.	**11 a.m.**	**1 p.m.**	**3 p.m.**	**5 p.m.**
Red	10	2	7	9	N/A
Blue	12	12	10	11	N/A
Green	6	7	4	6	N/A

Tables: Include a heading for each column of data and align decimal points. A zero should precede the decimal point in a number *less than one* (0.25). Do not use ditto marks (”). Use N/A or an en-dash (–) to indicate data that are not available. Footnotes in table data should appear as superscript lower-case letters (11.4^{b}) if only a few items need footnotes. If you include more than three references in a table, you might devote a column to references.

7. FRONT MATTER

Do not number your front matter (title page, table of contents, preface.) If LaTeX automatically numbers pages, use Roman rather than Arabic numerals for front matter pages. Your Chapter 1 (or Section I) page opener should be Page ‘1’ of your manuscript.

8. INDEXING

Authors of LaTeX books are required to provide the index for their manuscripts unless otherwise specified in the contract. CRC usually indexes edited LaTeX books.

9. PERMISSIONS GUIDELINES

The author is responsible for obtaining all necessary permissions for copyrighted material. Contact your Acquisitions Editor if you will use copyrighted material as when permission is needed is a complicated issue. If there is any doubt, secure permission. Most publishers prefer you obtain permission through the Copyright Clearance Center (http://www.copyright.com/get-permissions/).

Basic points:

- Assume material on the Internet is copyrighted unless the site explicitly says it is not. Material is copyrighted when created and put in fixed form; copyright registration or a copyright symbol is not required.
- Work created on or after January 1, 1978 is copyrighted for the authors’ life plus 70 years.
- Work created before January 1, 1978 is probably protected for 95 years.
- Many publishers, especially journals, allow authors to reuse their work without permission. Check your Copyright Transfer Agreement.

- Most figures have to be considerably altered before you can use them without permission.
- You cannot copyright facts and figures/tables based on equations or data count as facts. You can copyright the act of creating a figure or table. Thus for these types, you cannot use a scan of my figure without permission but you can create one that looks identical. The exception is a particularly creative figure such as Minard's 1869 figure about Napoleon's invasion of Russia, which would be copyrighted if the copyright period had not expired. Do cite the original.
- "Fair use" involves a balance of several factors, one of which is whether the use is commercial or nonprofit/educational. Fair use cannot be relied upon for CRC publications.
- STM Permission Guidelines is an agreement among a large number of publishers that grants "requests for small portions of text and a limited number of illustrations" that applies to book and journal content. See the list of participants at the link.

10. SCANNED ART RESOLUTION

Resolution for scanned images should be no less than 600 dpi.

11. TRADEMARKS

The trademark symbols® and TM should be appended to a copyrighted name at first occurrence only. Common trademarks can be found at MIT Trademark List.

12. SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

Two of the most common source lines used for illustrations are shown below. A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body. Some copyright holders request specific wording of source lines as a condition to granting permission and their requests should be accommodated. Source lines should be included even if material is not subject to copyright such as U.S. government publications.

Figure Source Line for Journal Article:

Source: Data from Richard Adams, "Investment and Rural Assets in Pakistan," Economic Development and Social Change 47, no. 1 (2010): 155-73.

Table Source Line for Book:

(Reprinted with permission from Steven Shapin, The Scientific Revolution (Chicago: University of Chicago Press, 2006), 15-64.)

Add “Adapted from” or “Modified from” to your source line if you adapt or modify copyrighted material. Contact your Editorial Coordinator if you have questions about source lines.

13. REFERENCES

Taylor & Francis follows *Chicago Manual of Style, 16th edition* for reference style but other styles are acceptable if in common use and done consistently.

Authored book

Woods, D. D. and E. Hollnagel. 2006. *Joint cognitive systems*. Boca Raton: Taylor & Francis.

In text: (Woods and Hollnagel 2006)

Chapter in Multi-Authored book

Wiens, J. A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush, and G. A. Clark, 355–403. Cambridge: Cambridge Univ. Press.

Note: In Reference section, when there are more than six authors, first three are listed, followed by et al. In text, first author listed followed by et al.

Journals

Terborgh, J. 1974. Preservation of natural diversity. *BioScience* 24:715–22.

Electronic journal

Testa, B., and L. B. Kier. 2000. Emergence and dissolvence in the self-organization of complex systems. *Entropy* 2, no. 1 (March): 1–25. http://www.mdpi.org/entropy/papers/e2010001.pdf.

Unpublished Documents

Schwartz, G. J. 2000. Multiwavelength analyses of classical carbon-oxygen novae. PhD diss., Arizona State Univ.

O’Guinn, T. C. 1987. Touching greatness. Paper presented at the annual meeting of the American Psychological Association, New York.

Online Documents

Adamic, L.A., and B.A. Huberman. 1999. The nature of markets in the World Wide Web. Working paper, Xerox Palo Alto Research Center. http://www.parc.xerox.com/istl/groups/ iea/www/webmarkets.html (accessed March 12, 2001).

14. CHAPTER ABSTRACTS

Many publishers, including Taylor & Francis, have concluded that it is essential to include chapter abstracts and ORCID iDs for all authored and edited books. Our books have been removed from important search sites because of the lack of abstracts.

ORCID iDs increase discoverability, identifying authors and linking them to all their works. Register for a free iD at https://orcid.org/.

Abstracts make your book more visible to online searches, especially by library users. They will not be included in the printed book but they become part of the electronic book's metadata. If you do not supply chapter abstracts, we will create them using a software program.

Authors should submit abstracts and iDs as a separate Word file named "Chapter Abstracts" followed by the book title and ISBN. The heading for each abstract should include the chapter number and title, and if an edited book, the names of contributors. Do not include abstracts in the LaTeX file.

Each chapter abstract should be 150–200 words. Use an impersonal voice, e.g., "this chapter discusses" rather than "we discuss." Do not list key words but use them in the abstract.

A sample abstract:

In recent years, development of combination therapy has been in the forefront of drug research and development. Researchers have increasingly become interested in identifying agents that act synergistically when combined. Such synergy is usually characterized through either Bliss independence or Loewe additivity. As previously discussed, various statistical methods have been developed to assess drug synergy. The methods in general estimate synergistic effect, using pooled data from compounds administered individually and in combination. Although pooling data may, in many situations, lend one the ability to more accurately estimate model parameters, it has diminished return in drug synergy assessment when monotherapy and combination data are pooled.

This chapter discusses an emerging two-stage response surface method to maximize the use of information from data collected from both monotherapy and combination studies and provides more accurate estimation of drug synergy. The theoretical development of the method is elucidated in detail and further illustrated through a numerical example. Several nonlinear model fitting methods are also explained.

15. PARTS OF A BOOK

This document will help guide you in constructing your book using LaTeX. Ultimately, you will have to produce a pdf file that can be used by a printing press. It is expected that you have some experience with LaTeX and know the basics. it's best to worry first about structuring the content, using the correct high level commands. If this is done well, then the formatting can be changed at the end without having to go in and tweak the source code in many places.

The template/example included with your style file illustrates how to properly organize the contents of your book. We explain a few features, but you may prefer just to examine the file itself and pick up what to do directly from there.

A book is divided into three parts: the frontmatter, mainmatter, and back-matter. This division is implemented by the corresponding LaTeX commands:

\frontmatter, \mainmatter and \backmatter.

The format for each part is as follows:

frontmatter This contains everything before the first chapter begins. Pages are indicated by lower case **Roman numerals**. We typeset pp. i-iv. Your first page is p. v, the dedication if there is one and the contents if there is not.

mainmatter This contains the chapters and appendices. Pages are indicated by **Arabic numerals** and start at page "1."

backmatter This contains the bibliography, index and glossary if it exists. This command is often not even necessary, as the routines for generating the bibliography and index suppress chapter numbering.

The quotes are around "chapters" because LaTeX classifies things like the preface and bibliography as chapters. All new sections/chapters begin on right-hand side pages. The command \cleardoublepage ensures this behavior.

a. Frontmatter

The \frontmatter command automatically sets the page numbering to lower case Roman numerals. The frontmatter contains the following:

half-title page
series information
Library of Congress information
title page
dedication
table of contents
foreword
preface

list of figures
list of tables
acknowledgments
list of symbols, preferably in that order.

Our production department creates the half-title page, title page, and Library of Congress page. Not all of these items are necessary and it is possible to include other elements.

To set the first page to the appropriate number, use the command \setcounter{page}{the_page_number}.

The following commands automatically generate their corresponding sections: \tableofcontents, \listoffigures, \listoftables. For "chapters" like the preface, use the command:
\chapter*{Preface}

The *preventschapternumbering. If the style file doesn't include the Preface in the table of contents, then use the command:
\addcontentsline{toc}{chapter}{Preface}
immediately after the chapter is begun.

b. Mainmatter

The \mainmatter command automatically sets the page numbering to Arabic and begins again at "1." The main matter comprises the chapters, which should be kept in separate tex files, preferably in subdirectories. To place them in your document, use
\include{chapters/chapter1/ch1}
\include{chapters/chapter2/ch2}
...
\include{chapters/appendices/a1}

where chapters/chapter1 is a subdirectory of your current directory, and ch1.tex is the chapter tex file.

c. Backmatter

The backmatter should include the bibliography and index, and other things such as a glossary. **The appendices are part of the main matter.**

d. Bibliography

It is best to use the BibTEX database system for the bibliography, rather than hard-coding the references into the main tex file. No particular bibliography format is required. The default plain style is acceptable, but it's possible to use other reasonable styles. For more detailed information, examine the template or consult the free, online LaTeX wikibook: en.wikibooks.org/wiki/LaTeX/Bibliography_Management#BibTeX.

e. Index

Create the index with the makeidx package. Place the command \makeindex in the preamble, and \printindex at the end after the bibliography. As before, for more detailed information, examine the template or consult the free, online LaTeX wikibook: en.wikibooks.org/ wiki/LaTeX/Indexing.

16. GENERAL LATEX MATTERS AND ADVICE

Submit your file in .pdf format, not ps or dvi. The standard LaTeX compiler outputs dvi files, which convert to ps and then pdf, or directly to pdf, by auxiliary programs such as dvips, ps2pdf or dvipdfm. Alternatively, the pdflatex engine produces a pdf directly. The provided style files work best with letter sized paper rather than a4.

a. Graphics

The standard LaTeX compiler can include only eps (Encapsulated Postscript) figures. PDF LaTeX on its own cannot include eps figures, but does include pdf figures as well as jpg and png raster graphics. Figures should be placed inside a figure environment so that they may "float." Each figure should have a caption, and should also be referenced elsewhere in the document. Graphics files are one of the biggest hang-ups in production. The two toughest issues involve embedding fonts and color encoding.

b. Tables

Tables should be placed inside the table environment so they can be floated like figures. Tables should have captions and be referenced from within the manuscript. Usually tables should not have vertical rules. If tables are too wide to fit in the margins, they may be rotated clockwise so that they take up the entire page. If tables are too long to fit on one page, use the longtable package. If tables are too wide, rotate them sideways with the rotating package.

c. Formatting

Don't use hard-code formatting such as spacing, line breaks or page breaks into your manuscript early on as this is "premature optimization." LaTeX determines line and page breaks on its own using a sophisticated algorithm, that nonetheless can occasionally provide a sub-optimal result. Manually coding in line or page breaks should only be done at the end, since any edits may make those choices inappropriate after the text reflows.

Avoid widows and orphans. There are automated facilities to deal with them, namely \widowpenalty and \clubpenalty.

Check the .log file for errors, warnings and bad boxes—especially overfull boxes that jut into the margin. Enabling the option draft in the class file can be a useful way to detect overfull boxes. Make sure there are no "multiply- defined labels" warnings so that the references are correct.

d. Further Resources

The LaTeX Companion: The best and most complete guide.
LaTeX Wikibook en.wikibooks.org/wiki/LaTeX
LaTeX FAQ www.tex.ac.uk/cgi-bin/texfaq2html?introduction=yes
CTAN www.ctan.org

e. Typographical Rules

These typographic rules go a long way toward making your book look professional.

- Make sure that the chapter, section, subsection, etc. headers are capitalized consistently. LaTeX doesn't automatically do this for you. Preferably, prepositions should be in lower case, with the rest capitalized. The easiest way to check this is by looking at the table of contents.
- Use en-dashes -- to indicate a range of values in the text, e.g. 1--10 for 1–10.
- Em-dash do not have space around them—do it like this.
- Use \dots for ellipsis…not three periods ...
- Angle brackets are given by 〈ρ〉 $\langle\rho\rangle$, and not < ρ > $<\rho>$.
- For absolute values, it's best to use |−λ| $\lvert-\lambda\rvert$, rather than the vertical bar | − λ| $|-\lambda|$. Note the spacing around the minus sign. For convenience you may wish to define a macro
- \newcommand{\abs}[1]{\ensuremath{\lvert#1\rvert}}
- To be used like so, |−λ| \abs{-\lambda}.
- There's also a command for the norm, much like the absolute value. It's given
- by || − λ|| $\lVert-\lambda\rVert$, which is better than || − λ||
- $||-\lambda||$.
- Include a non-breaking space, ~ (tilde,) between words that should not be separated in a line break. For instance, Archimedes~\cite{Arc10}, or Henry~VIII.
- Use SI units. Variables and quantities should be in math mode, but SI units should be set in upright roman type. For example, x nm x~nm is correct, but x nm $x~nm$ is incorrect. The siunitx package provides a nice way to consistently typeset these units http://ctan.org/pkg/ siunitx.

f. Color

Most manuscripts will not include color and any included graphics should be in the greyscale color mode. Some figures may appear to be in black and

white but are actually encoded in RGB (red, green and blue.)

If your document includes color, then it should be in CMYK (cyan, magenta, yellow and black) color mode. These are the colors used with the plates for offset printing presses.

The RGB color mode is designed for computer monitors. Colors will appear on your monitor slightly differently than they will in print.

It's possible to convert color modes with various programs, but this can often cause distortions of varying severity. Therefore, it's best to set the color mode correctly when graphics are created.

To use color for text inside LaTeX simply load the xcolor package with the cmyk option \usepackage[cmyk]{xcolor}. Note that this only sets the color mode for colors created with LaTeX; it doesn't necessarily do anything to included graphics. Detailed and complete instructions on how to use the xcolor package can be found here: http://www.ctan.org/pkg/xcolor

g. Font Embedding

All fonts must be embedded in the pdf.

What is font embedding?

In order to properly display the fonts that are specified in the pdf file, the pdf viewer must get the font data from somewhere. It can search certain paths on the local computer and if it finds what it needs, it correctly displays the fonts. Pdf files also have the capacity to embed fonts by storing the font information in the pdf itself, so that the files can be shared with other computers that might not have the necessary fonts in their system.

What happens when fonts are not embedded?

If you try to view a pdf that has fonts that are not on your computer, and are also not embedded in the pdf, the pdf viewer automatically and temporarily substitutes fonts that it believes to be similar to the specified font. Therefore, the file won't necessarily look "broken"—you may not even be aware that the fonts are not embedded. Furthermore, the font substitution not only causes the "look" of the characters to change, it may affect the spacing and layout of the page.

The problem

If fonts are not embedded, then you can't be certain that the file you are viewing looks exactly the same as the file that was originally created. For this reason, printers prefer not to accept such files.

Checking if fonts are embedded

In Adobe Reader X,go to File→Properties→Fonts, and check if each font is listed as "Embedded" or "Embedded Subset."

Common problems with other programs

Certain graphics programs do not automatically embed fonts or provide facilities for embedding fonts; or even worse, some specify fonts to be used that do not even exist on the local computer. Ideally, fonts should be embedded by the graphics generating program at the time the figures are created, and not after the fact. However, it's still possible to leave them unembedded in the figure file, and then embed them in the final pdf. This is not the best way to do it; if the pdf is regenerated from LaTeX, the fonts will have to be embedded again.

What LaTeX does

LaTeX usually embeds the fonts that it uses by default but it will not necessarily embed the fonts on included graphics. The pdfTEX engine does nothing to embed fonts in graphics that are included with it. The standard LaTeX engine is typically used with Ghostscript or other conversion utilities (often automatically and behind the scenes,) and it may embed fonts on .eps files when the document is converted to pdf if the fonts are present on the system and Ghostscript can find them. Programs such as ps2pdf are a part of Ghostscript.

Rarely, LaTeX generates Type 3 fonts when asked to render certain fonts. Type 3 fonts are usually bitmaps, and a proper font encoding scheme should be used to avoid this situation when possible.

Solutions

For fonts to be embedded, in the first place they need to be present and accessible on the local computer. The easiest methods involve the use of premium programs such as Adobe Illustrator. A free program that can be used is Ghostscript, which is usually installed with LaTeX. It can be more difficult to use since it requires some obscure commands on the command line. There is also a GUI that can be used with Ghostscript, called GSview. A short guide on how to use GSview to embed fonts can be found at this website http:// www.wikihow.com/Create-a-PDF-With-Embedded-Fonts-Using-GSview.

There are a few things to beware of when embedding fonts for a large pdf.

- The program might not be able to embed the fonts if they're not on the computer or accessible to it.
- The program might *substitute* fonts. For instance, if a sans serif font like Arial is used but unavailable, the program might substitute Helvetica, a similar font. You probably wouldn't notice the difference but more drastic substitutions can occur depending on the font.
- Symbols might show up incorrectly if a substitute font is used.

Always double check the pdf to make sure that no errors occurred after embedding the fonts. Something could have changed in the conversion process. Therefore, it's best to embed the fonts for each individual figure file, since those can be checked more easily than an entire book.

17. FREQUENTLY ASKED LATEX QUESTIONS

a. Hyphens, En Dashes, Em Dashes and Minus Signs

A hyphen is typeset with the basic dash -, -. An en dash is two dashes --, –. An em dash is three dashes ---, —. Since a minus sign is a mathematical feature, it should be typeset in math mode $-$, −.

b. Running Headers on Otherwise Blank Pages

To remove running headers and page numbers on otherwise blank pages, use the emptypage package \usepackage{emptypage}. http: //www.ctan.org/tex-archive/macros/LaTeX/contrib/emptypage.

c. Manually Changing the Page Number

To manually change the page number, use \setcounter{page}{7}, to set it to page seven for example. This should probably not be used anywhere other than at the beginning of the document to make room for some front matter. Something has gone wrong if it's being used several times.

d. The Running Head is Too Long

If the running head is too long, the most direct solution is to shorten the title of the book, chapter or section that's causing the problem. The title can be shortened in LaTeX since the title pages will be made separately anyway.
If it's not possible to shorten the chapter or section title, then use the following commands when beginning the new chapter or section:

```
\chapter[TOC version]{Header version}
\chaptermark{Running   head  version}
or
\section[TOC version]{Header version%
\sectionmark{Running head version}}
\sectionmark{Running head version}
```

e. Fixing Hyphenation in the Table of Contents

If undesirable hyphenation is happening in the table of contents, the easiest way to fix it is by inserting a line break before the hyphenated word in the ToC version of the header (see previous question,) using the command \\.

```
\chapter[Some Very Long \\ Hyphenated Stuff]
        {Some Very Long Hyphenated Stuff}
```

f. Adding Chapters to the Table of Contents

To add the "Chapters" like the preface to the Table of Contents, use the command

```
\chapter*{Preface}
\addcontentsline{toc}{chapter}{Preface}
```

when the Preface is started. To add contents that are automatically generated, such as the List of Figures, use the command

```
\cleardoublepage
\addcontentsline{toc}{chapter}{\listfigurename}
\listoffigures
```

There's also a package tocbibind that can automatically add some of these items to the Table of Contents, although it's been found to sometimes have side effects, such as changing certain page style.

g. Issues with Fonts Not Used in Graphics

Sometimes there are font issues unrelated to included graphics, such as blurry or Type 3 fonts. In these cases, it's use the Type 1 font encoding and the Latin Modern fonts with LaTeX. These fonts are an updated, better version of LaTeX's standard Computer Modern fonts. It may take time for the package manager to install the lmodern package the first time it's used.

```
\usepackage[T1]{fontenc}
\usepackage{lmodern}
```

h. Trademarks

To put a trademark in the text, use the command \textregistered,

To make it a superscript, use ^{\textregistered}® The command \textsuperscript is needed since the standard way of writing a superscript in LaTeX^, only works in math mode.

i. Footnotes are Not Working

If the \footnote{} command isn't working correctly for whatever reason, an alternative is to use the command \footnotemark[1] to place the mark, and then use \footnotetext[1]{The footnote text.} to place the footnote text. Note that they might not appear on the same page if the text isn't placed properly, so be careful when using his.

j. End of Proof Boxes Are Out of Place

When using the amsthm package and its proof environment, the end of proof box can end up in the wrong position if the last line of a proof is a displayed equation. To fix this, use the \qedhere command.

```
\begin{proof} Here's the proof,
\begin{equation}  a^2+b^2=c^2.
\qedhere
\end{equation}
 \end{proof}
```

If that doesn't work properly and produces an error message, use\mbox{\qedhere}.

k. Figure References Are Wrong

If the \label{} command comes before the \caption{} command inside the figure environment, then a reference to the label will incorrectly give the section number rather than the figure number. For example, this way is bad,

```
\begin{figure}
\label{}
\includegraphics[width=\columnwidth]{filename}
\caption{}
\end{figure}
```

and this way is good,

```
\begin{figure}
\includegraphics[width=\columnwidth]{filename}
 \caption{}
  \label{}
   \end{figure}
```

18. KRANTZ STYLE FILE DETAILS: Only for authors using the krantz style file.

a. Using the Style File

The file krantz.cls should be kept in the same directory as your main tex file. At the beginning of your main tex file use the command

\documentclass[option1,option2,etc.]{krantz}.

Some of the custom options are described below, but most of the options for the standard book document class are inherited as well.

b. Trim Size Options

There are two options for the trim size.

krantz1: 6 1/8 × 9 1/4 inches: The default trim size.

krantz2: 7 × 10 inches:

Changing the trim size will affect the number of pages and equations, figures and tables may break into the margins. It's best to set the trim size correctly as soon as possible to avoid having to go back and fix things up later.

c. Chapter Table of Contents

If you'd like to have a table of contents for each chapter listed at the beginning of each chapter, use the option given below.

\documentclass[ChapterTOCs]{krantz}

This option is generally not necessary for authored books, but is commonly used for edited books where chapters are produced by different contributors.

d. Multi-Author Chapters

To list the different authors who have contributed to a chapter, use the command \chapterauthor{Author Name}{Author Affiliation} before the chapter is started with \chapter{Chapter Title}. You will need to have the ChapterTOCs option enabled for this to work.

e. Running Heads

By default the running heads have the book title on the verso (even) pages and the chapter title on the recto (odd) pages, but it's possible to have the chapter title on the verso page and the section title on the recto page with the command \HeadingsChapterSection placed in the preamble of the document. This command should be used carefully however. If a section doesn't appear soon enough after a new chapter begins, the running head will be blank on the recto pages. Care must be taken to make sure that parts like the Table of Contents, List of Figures, and so on have the right running heads as well.

f. Other Options

There are other options available, but you will not likely need them. You can see them in the krantz.cls file if you wish. If no options are specified, the default options are: letterpaper,10pt,twoside,onecolumn,final,openright

g. Other Packages

• To reduce or eliminate all of the font warnings that LATEX has a tendency to produce, use the packages \usepackage[T1]{fontenc} followed by \usepackage{lmodern}.

The lmodern package is an update of the standard Computer Modern fonts used with LATEX. It might take a while for the lmodern package to install its fonts the first time you use it.

• To have chapter bibliographies, use the bibunits package.

• To have chapter indices, use the multind package.