

LaTeX Guide, FAQs, and Resources for EM/PM

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Submitting LaTeX Files to Editorial Manager

The following information has been compiled for publications to use and distribute to authors as a helpful resource. Editorial Manager (EM) does not offer direct technical support for preparing documents in LaTeX.

Quick troubleshooting

The most common issues that users encounter occur when uploading multiple LaTeX files to EM:

- **Files are in the incorrect order:** You may need to reorder files after you have uploaded them. Correct order:
 - 1. Primary manuscript file (.tex)
 - 2. Bibliography files
 - 3. Optional style files
 - 4. Nomenclature files
 - 5. Figure files
- A style file is missing: You may need to upload your style file if it is not among the TeX Live files already installed in EM.
- A compressed file contains subfolders: Subfolders within a zip file interfere with the PDF building process.

Recommended upload order of LaTeX submission files

We recommend uploading a single .tex submission file as a Manuscript item (as selected from the Item Type list for either an original submission or a revision; see the Submission process section for details). If you are submitting more than one .tex file, upload the primary .tex file first, as the main Manuscript item, and then upload additional LaTeX files: bibliography files, optional style files, nomenclature files, and figure files.

Once your files are uploaded, the order can be changed, if necessary, before completing the submission process. Each file should also be identified by Item Type.

We suggest uploading LaTeX submission files based on the file extension in the following order. The recommended Item Type for each file type appears in parentheses.

- 1. Response to Reviewer, as either a non-password-protected PDF or a .tex file
- 2. Author Agreement, as either a non-password-protected PDF or a .tex file
- 3. Main manuscript file (.tex)
- 4. Bibliography files (.bib, .bbl)
- 5. Optional style files (.bst, .clo, .cls, .sty)
- 6. Nomenclature files (.ilg, .nls, .nlo)
- 7. Image files (.eps, .ps, .pdf, .png, .jpg, .tiff). We recommend using a single image file format for figures.

Some file types may not be allowed by individual publications. Not all submissions will include all file types.

Do not upload LaTeX files as Supplemental items, because the Reviewer PDF will be built incorrectly.

Submission process

Uploading a single .tex file as the primary manuscript item

- 1. Select the Article Type and click Proceed to begin the Attach Files step.
- 2. Upload the primary manuscript file (.tex) and click Proceed.
- 3. Upload any other submission files.
- 4. When all the submission files have been uploaded, click Proceed to continue through the remaining submission steps. (These may vary, depending on publication configuration.)

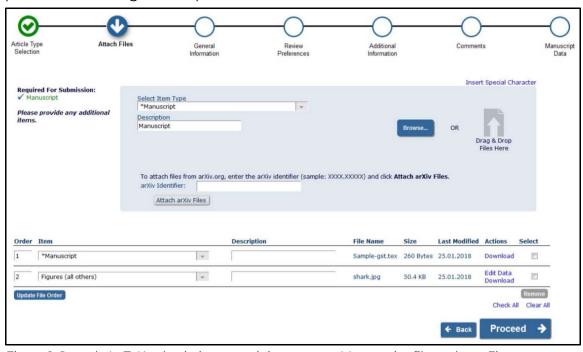


Figure 1. Sample LaTeX submission containing one .tex Manuscript file and one Figure

- 5. Manuscript Data is the final submission step. Enter Title, Authors, and other information as requested by publication. Enter this information carefully; all details article type, title, order and spelling of authors' names, keywords, abstract, funding information, etc. should exactly match those in the TeX manuscript file.
- 6. When you have entered all required information, click Build PDF for Approval. Once EM generates the submission PDF, view the submission and approve it.



Figure 2. Enter Manuscript Data at the final submission step and click Build PDF for Approval

Uploading a submission comprising multiple LaTeX files (compressed into a zip file or tar.gz archive)

Compressed submission files containing subfolders cannot be processed by EM. All LaTeX submission files must be stored at the same folder level within a zip file.

- 1. Select the Article Type and click Proceed to begin the Attach Files step.
- 2. Use the Browse button or the Drag & Drop option to upload the compressed file containing your LaTeX files. The system checks the zip file contents for viruses, unpacks the zipped file, and displays the individual files in the item list.

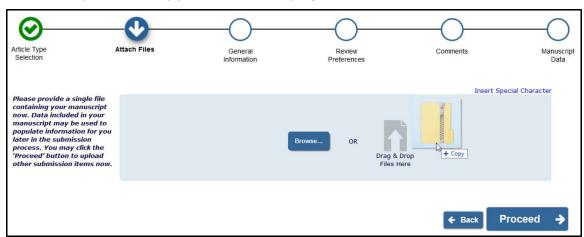


Figure 3. Upload the compressed file containing your LaTeX submission files

- 3. Make sure files are in correct order: specify the correct file order in the Order column. List LaTeX manuscript files (.tex) first, followed by LaTeX supporting files (.bbl, .bst, .sty, .bib, .nls, .ilg, and .nlo). List image files last.
- 4. Assign item types: Use the Change Item Type list to select correct item types. You may also select the correct item type for each file individually in the Item column. Item type names will vary by publication; follow the instructions for your publication.
 - In the example in Figure 4 below, Manuscript should be selected as the item for LaTeX files (TeX document, bibliography, style, nomenclature), and Figure as the item for image files.
- 5. You may also enter a description for each file in the Description column.
- 6. When finished, click Proceed to continue to the next submissions step.



Figure 4. Reorder files as needed and select the correct Item Type for each

- 7. Manuscript Data is the final submission step. Enter Title, Authors, and other information as requested by publication.
- 8. When you have entered all required information, click Build PDF for Approval. Once EM creates the submission PDF, view the submission and approve it.

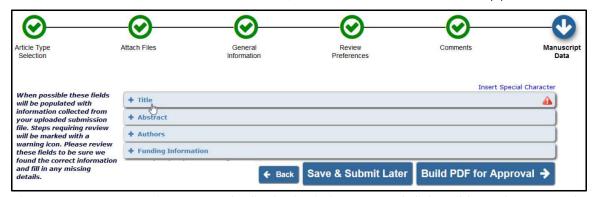


Figure 5. Enter Manuscript Data at the final submission step and click Build PDF for Approval

Frequently Asked Questions

Which TeX system is included in EM?

EM uses TeX Live 2022 for Windows to create submission and revision PDFs from your LaTeX submission files.

This is pdfTeX, Version 3.141592653-2.6-1.40.24 (TeX Live 2022) (preloaded format=pdflatex 2022.4.8)

Which TeX implementations and packages are supported by EM?

The PDF builders determine which TeX engine to run based on the content of your LaTeX submission. EM includes:

- LaTeX
- pdfLaTeX
- pdfTeX
- TeX
- XeLaTeX

EM attempts to build the PDF using LaTeX first. If that build does not succeed, the system tries pdfLaTeX. Any compilation failures will be indicated in the EM submission PDF log.

Note: You should disable all non-standard plug-ins in your local TeX installation when creating your LaTeX submission.

Can I use subfolders in my TeX submission files?

No. LaTeX submissions containing subfolders cannot be processed by EM. All submission files – including figures, tables, and style and bibliographic files – must be stored at the same folder level. For example:

Folder <my-latex-submission>

- LaTeX_sample_file.tex
- Other_LaTeX-files.tex (if used)
- Bibliography.bib or Bibliography_file.bbl
- Nomenclature files (.nls, .ilg, and .nlo)
- Sample.sty (if not available on our EM TeX installation)
- Sample.cls (if not available on our EM TeX installation)
- Sample.bbl (if not available on our EM TeX installation)
- Sample.bst (if not available on our EM TeX installation)
- Image_files.eps
- Image_files.png
- Image_files.pdf
- Any additional LaTeX submission files

Will the EM TeX environment allow me to use macros?

Custom macros are not automatically recognized by the software that EM's PDF builders use to compile LaTeX submissions, but they will work with Tex Live and EM if they are uploaded correctly. If you use a custom macro package, it should be

uploaded along with your submission files. Authors should upload custom macros as a Manuscript item type, not as a Supplemental Item. Macros should be given a filename supported by EM (see Which file types are excluded by EM?).

Will the EM TeX environment allow me to use the Python programming language?

EM cannot process LaTeX files that contain code or links to any external programming language, including Python. If your submission includes an image created using Python, please save it as an image file and reference the image in your .tex file.

In addition, packages or macros that require the shell escape function (e.g., the minted, TikZ, or pgfplots package used with \tikzexternalize) will not work in EM. These are only supported in a local TeX Live installation.

Can I use Overleaf (WriteLatex Ltd) to create my LaTeX manuscript and import it into EM?

Yes, you can use Overleaf to create your LaTeX manuscript using TeX Live 2022. When using Overleaf, please check the PDF carefully to ensure that the LaTeX file was compiled without any errors. Unlike EM, Overleaf generates a PDF even if compilation errors occurred – it does not stop at every error. In EM, however, compilation errors will generate an error log PDF only.

Click here to see the <u>Overleaf tutorials</u>, or copy and paste this link into your browser:

https://www.overleaf.com/learn/latex/Tutorials

Check the publication's author guidelines or contact the editorial office to find out if the site accepts LaTeX submissions from Overleaf.

Which file types are excluded by EM?

The following file types cannot be uploaded to EM, as they are reserved filenames within the EM environment: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

You should also avoid using these as filenames with a different extension (e.g., NUL.txt).

Files of any type with special characters in the filename will also be excluded (e.g., G+.eps). In addition, filenames should contain only one period to mark the extension (e.g., fig.l.eps is not supported by EM, but figl.eps is correct).

Can I use the same filenames for both PDF and LaTeX submission files?

EM cannot process a submission containing two or more files with the same name, even if their extensions are different. This can cause errors when generating the PDF.

Can I upload a file in a compressed ZIP or RAR format?

EM supports zip files and tar.gz archives that contain your complete set of LaTeX submission files. EM does not currently support the RAR archive format.



Can I upload files with the extension .pdf_t, .pdf_tex, or .pdftex_t?

No. The .pdf_t, .pdf_tex, and .pdftex_t file formats are not supported by EM. We suggest converting these submission files to PDF (rather than simply renaming them with a standard .pdf extension) prior to uploading them. Then change the references to these filenames in the main TeX file accordingly and rebuild the PDF in EM.

Do I need to include a style (.sty) file?

Yes. EM requires a .sty file to properly compile your submission. Please check the journal's homepage, as the publication may provide a standard style file that you can include when submitting your manuscript.

How many style files can be used in EM?

We recommend including only one LaTeX style file with your submission. If you use more than one LaTeX style file (e.g., svjour3.cls or svglov3.clo along with the slashbox.sty file), you may see the following error message when EM builds your PDF:

! LaTeX Error: Command \proof already defined. Or name \end... illegal, see p.192 of the manual. See the LaTeX manual or LaTeX Companion for explanation. Type H <return> for immediate help.

To resolve this issue, go to the \usepackage section of your LaTeX file and modify the entries. In this example, both style files are trying to define the \proof command, resulting in a conflict.

If you have additional questions, contact the publication's editorial office for more information on the correct style file for your submission.

Which style files are automatically supported by EM?

EM supports all LaTeX style files that are included in the standard TeX Live 2022 installation. The complete list of installed style files is available here.

Which item types should I select for LaTeX submission files?

Select the Manuscript item type for .tex, .bbl, .bst, .sty, .bib, .nls, .ilg, and .nlo files.

Select the Figure item type for images and graphic files.

Depending on the publication, Manuscript, Figure, or other item types may have different names. Contact the publication's editorial office if you need clarification.

Do not upload LaTeX files as Supplemental items.

When I upload PDF or EPS files, why is Supplemental the only item type available at the Attach Files step?

During submission, EM reads information contained in the header of each submission file you have uploaded. If the file cannot be read or is found to be corrupted, then Supplemental is the only item type available. Figure or Manuscript cannot be selected. (As with Manuscript and Figure, the Supplemental item type may have a different name.)

To resolve this issue, check your submission files on your own computer. Open PDF files using Adobe Reader, and EPS files using an image viewing application.

Which image formats are supported for LaTeX submissions?

EM supports many image file formats, including .png, .pdf, .jpg, .mps, .jpeg, .jbig2, .jb2, .eps, .ps, and .tif (note that .tif files cannot be used within the \includegraphics command)

Can I use embedded fonts in an EPS image file?

No. EM cannot process embedded fonts in EPS image files. Please remove them before uploading EPS files. Alternatively, you can convert your EPS file locally to a PDF and upload the PDF file to EM.

EM cannot compile my LaTeX submission containing EPS image files. What's wrong?

EPS files created by authors can be compiled in many different ways. Different programs use various standards for creating EPS files.

We recommend opening EPS files in Adobe Illustrator or a similar image editing program. Opening EPS files in Adobe Photoshop and saving them in a different file format may help, but saving vector files in Photoshop can compromise the image quality. Try submitting your image files again after saving them to a new file format, such as .jpg or .png.

Are there any free graphic format checking utilities available?

Graphic format checking utilities determine whether a file complies with a certain format.

Two free image viewers are available for Windows:

- XnView: http://www.xnview.com/en/
- IrfanView: http://www.irfanview.com/

Both programs can display EPS files, but you must also have Ghostscript available on your computer to open EPS files.

No free utilities are available for Mac OS X, but a program called GraphicConverter is available for sale: http://www.lemkesoft.de/en/products/graphicconverter/

Can I upload a DIFF file to EM to view the differences between versions of my submission files?

No. This feature is not currently supported by EM.

What should I do if my LaTeX files cannot be compiled?

Click View Submission to open the PDF and check whether an error message appears in the TeX compiler log file shown in the PDF.

If your submission files did not compile properly, you will see one or more pages containing TeX Live error codes. The header will be similar to this:

```
pdfTeX, Version 3.141592653-2.6-1.40.24 (TeX Live 2022/W32TeX)
```

The TeX compiler log file information will appear below this line. This indicates the point at which an error occurred that prevented the file from being compiled. Generally, the error will look something like this:

```
! LaTeX Error: File 'aries.sty' not found.

Type X to quit or <RETURN> to proceed, or enter new name.

(Default extension: sty)

Enter file name:
! Emergency stop.
```

In this example, the aries.sty style file is missing. The submission files cannot be compiled without the style file referenced in the primary .tex manuscript file.

Follow these steps to add the missing style file:

- 1. Click Edit Submission and upload the missing style file as a Manuscript item. (Do not select the Supplemental item for the style file.)
- 2. Rebuild the submission PDF.
- 3. View the new version of the PDF to verify that the LaTeX submission has been compiled and is correctly formatted in the PDF.

If the submission still cannot be compiled after you have added the missing style file, check the following:

- Are your images referenced correctly in the .tex manuscript file? (Make sure they are not stored in subfolders. LaTeX submissions containing subfolders cannot be processed by EM.)
- Are all other accompanying submission files referenced correctly in your .tex file?

Why do I not see my nomenclature displayed in the PDF?

Since EM's TeX installation doesn't include the MakeIndex program, authors must create and upload their nomenclature files as part of their submission – otherwise the nomenclature will not appear in the PDF. Ensure that you have uploaded your .nls, .ilg, and .nlo files as Manuscript items.

Why do I see question marks in my PDF?

If question marks appear in your PDF instead of the referenced items in your associated submission files, you may have submitted a compressed file containing one or more subdirectories. EM cannot process LaTeX submissions in compressed files that include subfolders. All related submission files within a compressed file must be stored at the same directory level.

Why does my PDF show question marks instead of bibliographic citations?

If you have compiled your bibliography in a separate file and question marks appear in your PDF instead of the content in the associated bibliography file, your .tex manuscript file may contain incorrect formatting. Try using one of the following methods to reference a separate bibliographic file:

Method A: If the bibliography is a .bib file (reference.bib):

\bibliographystyle{spmpsci} \bibliography{reference}

If the bibliography does not appear when the .bib file is used, try uploading the author's .bbl file and follow Method B below.

Method B: If the bibliography is a .bbl file (Blockseminar_opt_trans.bbl):

\input{Blockseminar_opt_trans.bbl}

For more information, see the Bibliographic References in .tex Files section.

Why do German diacritics not render in my LaTeX submission?

If German diacritics are not displayed correctly in your submission PDF, change them to \"A, \"O, \"U, \"a, \"o, \"u, and \ss in the submission files. These should render as \ddot{A} , \ddot{O} , \ddot{U} , \ddot{a} , \ddot{O} , \ddot{U} , and \ddot{B} , respectively.

If this does not work, try using {\"A}, {\"O}, {\"U}, {\"a}, {\"o}, {\"u}, and {\ss}.

Why am I having trouble including equations in my submission?

The most common reason why equations are not correctly built is that there are syntax errors in the primary .tex manuscript file. In this case, the following error message will appear:

```
! LaTeX Error: Bad math environment delimiter. See the LaTeX manual or LaTeX Companion for explanation. Type H <return> for immediate help. ... 1.134 \ \text{W_n(s)} = \sum_{n'=0}^{N-1} x_{n'} \ \frac{(n'-n) \det\{s\}}{}
```

This kind of error can be solved by changing the syntax of the equation as follows.

Change this line:

```
W_n(s) = \sum_{n'=0}^{N-1} x_{n'} \psi^{\frac{(n'-n)\cdot (n'-n)\cdot (n'-n
```

To this:

```
W_n(s) = \sum_{n'=0}^{N-1} x_{n'} \left[ \frac{(n'-n)\cdot (n'-n)\cdot (n'-n)\cdot
```

In the example above, \deltat is not a valid LaTeX math symbol command. In addition, \[and \] do not use the correct syntax for inserting braces. Replace these with \left[and \right], respectively, to display correctly sized square braces. The \[and \] commands start and end math mode, but the existing \begin{equation} and \end{equation} commands achieve this already.

Important: The LaTeX Help option "Type H <return> for immediate help" is not available via the submission PDF created by EM. The Help shortcut can only be accessed from within your own local TeX Live setup or through the <u>TeX Live Guide</u>.

Why are my EPS images too large or getting cut off in the PDF?

If your EPS images are shown too large or are being cut off, then you must resize each image so that it fits on a standard A4 or letter-sized page. Another alternative is to save the files in a <u>different image format</u> supported by EM.

Why are my figures not appearing in the PDF?

You may have stored your images in subfolders. EM cannot process LaTeX submissions in folders with a directory structure, so it cannot find files referenced in a different directory from the root.

Example of a correctly referenced image:

\epsfig{figure=alld.eps,width=.5\textwidth}.

Example of an incorrectly referenced image

\epsfig{figure=images/alld.eps,width=.5\textwidth}

Why can't I submit .tex files and DVI files together?

The system will accept either .tex or DVI files, but not both. If your DVI file is not generated, then we recommend submitting a .tex file instead.

A "DVI mode" error message appears in the PDF. What should I do?

When you upload your LaTeX submission files, you may see the following error message in the submission PDF:

! Package hyperref Error: Wrong DVI mode driver option 'dvips', (hyperref) because pdfTeX or LuaTeX is running in PDF mode. See the hyperref package documentation for explanation. Type H <return> for immediate help.

To resolve this error, correct the setting in your .tex manuscript file by changing the dvips command to %dvips.

Why can't EM compile my XeLaTeX submission?

EM makes an automatic determination of the TeX package used. However, if the PDF builder does not succeed in compiling your files correctly, click View Submission and check to see whether an error message appears in the compiler log file shown in the PDF.

A message similar to the following may appear:

Package: fontenc 2022-06-14 v2.1 Standard LaTeX package and/or ! LaTeX Error: Cannot determine size of graphic in fig5.pdf (no BoundingBox)

To ensure that the PDF builds correctly, insert this directive into line I of your .tex manuscript file:

%!TEX TS-program = xelatex

Next, save your .tex file using a different file name from the original and replace the uploaded .tex file with the new file. When you complete the submission and build the PDF again, EM should successfully process your XeLaTeX submission.

Bibliographic References in .tex Files

Authors can embed inline bibliographic references in the .tex manuscript file, but it is also possible to consolidate the bibliography into a separate file.

Example: bibliographic references within the manuscript file:

\begin{thebibliography}{spmpsci}

\bibitem{albrecher_thonhauser_optimal}

Hansi\"org Albrecher and Stefan Thonhauser.

\newblock Optimal dividend strategies for a risk process under force of interest.

\newblock {\em Insurance: Mathematics and Economics}, 43(1):134 -- 149, 2008.

\bibitem{azcue_muler_optimal}

Pablo Azcue and Nora Muler.

\newblock Optimal reinsurance and dividend distribution policies in the Cram\'er--Lundberg model.

\newblock {\em Mathematical Finance}, 15(2):261 -- 308, 2005.

\end{thebibliography}

Example: separate bibliography file:

Bibliographic references can also be stored in one or more separate bibliography files, referenced as follows by the primary .tex manuscript file:

\bibliographystyle{splncs}

%\bibliography{collaboration}

\bibliography{Medico,references-ernst,references-moeller}

\end{document}

External bibliography files referenced in the .tex manuscript:

Medico.bib

references-ernst.bib

references-moeller.bib

LaTeX Style Files Installed on EM's TeX Live PDF Builder

For the list of installed standard TeX Live style files, see:

EM_PM_LaTeX_style_files.pdf (858 KB)

Installed LaTeX files include the following additions:

\latex\aries\amslatex \latex\aries\biomedcentral \latex\aries\birkhauser

\latex\aries\collegemathjournal

\latex\aries\elsevier \latex\aries\iop

\latex\aries\notredamejfl

\latex\aries\pss_template_latex

\latex\aries\scientificword

\latex\aries\springer \latex\aries\theorem \latex\aries\vesita

\latex\aries\worldscientific \latex\aries\ametsoc.cls \latex\aries\ametsoc2014.bst

\latex\aries\harvmac-nonstop.tex

\latex\aries\icm2010.cls \latex\aries\jeep.sty \latex\aries\LaTex \latex\aries\ls-R

\latex\aries\maa-monthly.sty \latex\aries\setstack.stv

\latex\aries\setstack.sty \latex\aries\tcilatex.tex

\latex\aries\amslatex\jams-l.cls \latex\aries\amslatex\mcom-l.cls \latex\aries\amslatex\tran-l.cls

\latex\aries\biomedcentral\bmcart.cls

\latex\aries\biomedcentral\bmcart-

biblio.sty

\latex\aries\birkhauser\birkjour.cls \latex\aries\birkhauser\birkmult.cls \latex\aries\collegemathjournal\college

-math-j.sty

\latex\aries\elsevier\cas-dc.cls \latex\aries\elsevier\cas-sc.cls \latex\aries\elsevier\elsarticle.cls \latex\aries\elsevier\elsart.cls \latex\aries\elsevier\elsart1p.cls \latex\aries\elsevier\elsart3p.cls \latex\aries\elsevier\elsart5p.cls \latex\aries\elsevier\espcrc2.sty \latex\aries\iop\iopams.sty \latex\aries\iop\iopart.cls \latex\aries\iop\iopart10.clo

\latex\aries\iop\iopart12.clo \latex\aries\notredamejfl\jfl.cls

\latex\aries\pss_template_latex\w2sp-

pss.clo

\latex\aries\pss_template_latex\wgreek.sty

\latex\aries\pss_template_latex\wiley2sp.cls \latex\aries\scientificword\sw20elba.sty \latex\aries\scientificword\sw20jart.sty \latex\aries\scientificword\sw20lart.sty

\latex\aries\springer\pepsart.cls

\latex\aries\springer\SolarPhysics.cls \latex\aries\springer\spr-astr-

addons.sty

\latex\aries\springer\spr-sola-

addons.sty

\latex\aries\springer\svglobal.clo \latex\aries\springer\svglov2.clo \latex\aries\springer\svglov3.clo \latex\aries\springer\svjour.cls \latex\aries\springer\svjour2.cls \latex\aries\springer\svjour3.cls \latex\aries\springer\svjour3.cls \latex\aries\springer\spbasic.bst \latex\aries\springer\spmpsci.bst \latex\aries\springer\spmpsci.bst \latex\aries\springer\spmpsci.bst \latex\aries\theorem\thmsa.sty \latex\aries\theorem\thmsb.sty \latex\aries\theorem\thmsc.sty \latex\aries\theorem\thmsc.sty \latex\aries\theorem\thmsc.sty \latex\aries\theorem\thmsd.sty

\latex\aries\theorem\thmsupp.tex

\latex\aries\vesita\cej.cls

\latex\aries\worldscientific\ws-ijqi.cls

Helpful TeX Links

Getting Started with TeX, LaTeX, and Friends

This excellent introduction to TeX and LaTeX contains a basic explanation of TeX, a more thorough overview, and FAQs. You'll also find user help, documentation, sample documents, and a list of recommended reference books. http://www.tug.org/begin.html

The Comprehensive TeX Archive Network

If you know absolutely nothing about TeX and want to learn what it is and where it came from, be sure to read the article entitled "What is TeX?" This resource includes a search function for files and documentation, as well as announcements and links for registering with TeX user groups and mailing lists. http://www.ctan.org/

LaTeX Math Guide

The American Mathematical Society's Short Math Guide to LaTeX (from Version 2.0, December 2017):

https://mirror.las.iastate.edu/tex-archive/info/short-math-guide/short-math-guide.pdf

Latex Mathematical expressions from Overleaf

LaTeX's features for typesetting mathematics make it a compelling choice for writing technical documents. This article shows the most basic commands needed to start typesetting math using LaTeX.

https://overleaf.com/learn/latex/Mathematical_expressions

Preventing compilation errors using Overleaf

This article explains how to check for compilation errors when using Overleaf. https://www.overleaf.com/learn/latex/Questions/Tips_and_Tricks_for_Troubleshooting_LaTeX

The TeX Live Guide - TeX Live 2022 (updated March 2022)

http://www.tug.org/texlive/doc/texlive-en/texlive-en.pdf

New Features in TeX Live 2022 and MacTeX-2022

Summary of notable changes in both versions for the TeX Live 2022 upgrade. https://tug.org/mactex/newfeatures.html

TeX Live for Windows, Mac (MacTeX), and UNIX

https://www.tug.org/texlive/

TeX Live Wikipedia entry

http://en.wikipedia.org/wiki/TeX_Live