SCHOLARONE MANUSCRIPTS
Author LaTeX File Upload Guide

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INTRODUCTION

This guide will assist authors in preparing and uploading their submission files created with LaTeX so that they successfully convert to PDF and are easily viewed in the corresponding proof. *ScholarOne Manuscripts* does not create HTML proofs from LaTeX files.

If the particular journal is not set up to convert LaTeX files to PDF, then the author may be permitted by the journal to upload a PDF file generated from their LaTeX files and may upload their LaTeX files as supplemental files for publication.

PREPARING YOUR FILES

Follow the checklist below to ensure that your LaTeX files will properly convert to PDF.

☐   Files were generated using **pdfTeX** Version 3.14159, **TeXLive** 2012 or earlier versions.

☐   Verify your images, graphs, drawings or tables are in any of these formats: gif, jpg, png, ps, eps, pdf

☐   All supplemental LaTeX files such as classes/styles, reference files, and bibliographies are referenced properly in the main document. Verify that they are referenced and uploaded with exactly same name and capitalization.

☐   Verify your images are in single, flattened layer.

☐   The commands to include your images in the LaTeX (.tex) main document do not begin with dots or slashes before the image name. For example, the correct command would be "\includegraphics[xxx]{fig1.eps}" instead of "\includegraphics[xxx]{./fig1.eps}". It is recommended that all of your LaTeX-related files are created and saved in a single folder.

UPLOADING YOUR FILES

Tip: You can tell if the journal you are submitting to supports LaTeX files by checking the **File Designation** menu on the **File Upload** submission step. There will be a File Designation that includes the text **TeX/LaTeX Suppl File**.

To upload your files on journals that convert LaTeX files to PDF, follow these steps:
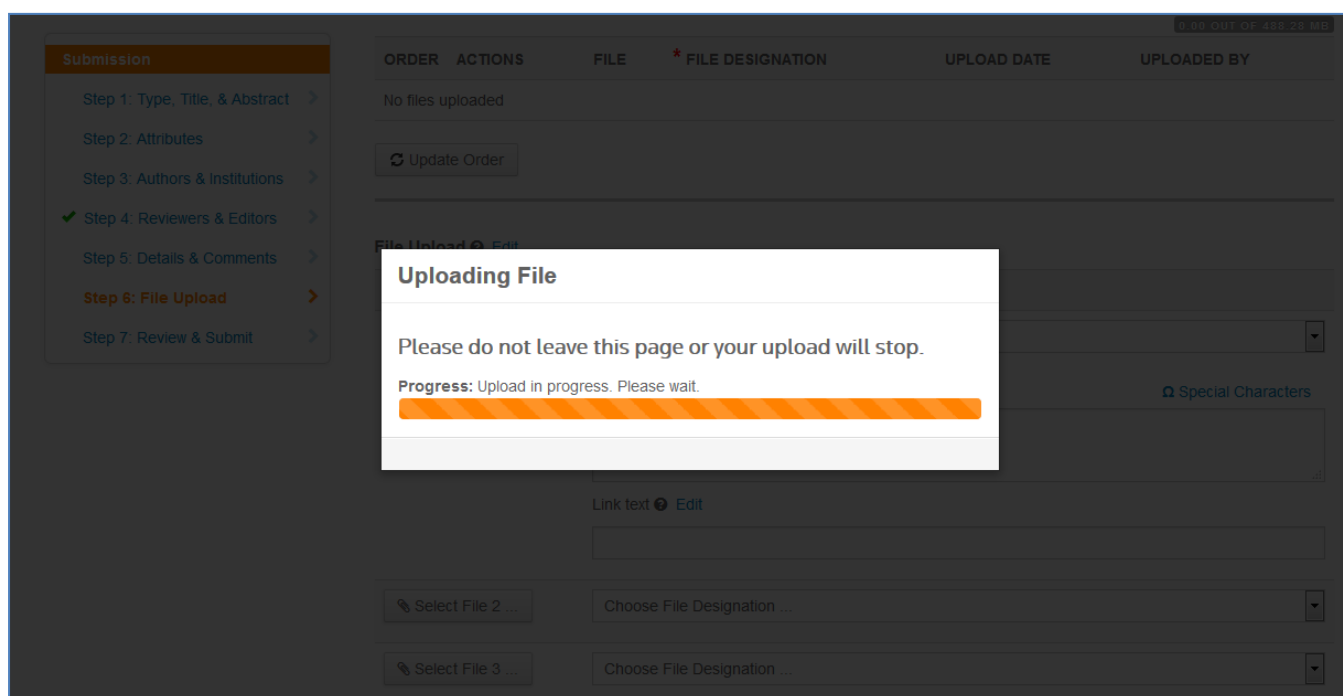
1.   Proceed to the **File Upload** step of your submission.

2.   Click the **Select File 1...** button under the **File Upload** section.

3.   Browse for the LaTeX (.tex) main document file on your computer.

4.   Select the main document-related **File Designation**.

Note: The journal will most likely include the best File Designation to select for your LaTeX (.tex) main document file in the Instructions on the File Upload step.

5. Click the **Select File 2...** button under the **File Upload** section.

6. Browse for one of the LaTeX Supplementary files.

7. Select the TeX/LaTeX Suppl File (or similarly named) **File Designation.**

8. Repeat Steps 6-7 for the remaining available file upload slots.

Tip: You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

9. Click **Upload Selected Files**.

Once the file upload has completed, you will see your files listed under the **Files** section.

10. Upload the remaining files as displayed in red with the text **[Missing],** as listed under the main document.

If all of the referenced files have been uploaded, you will see a green checkmark beside **Step 6: File Upload** on the **Submission** side menu and the PDF should render correctly.

- To view the **TeX Processor Log**, click the link with the same name under the main document. This will include any errors in your main document or supplemental files.

- To delete a file, click on **Remove...** under the **ACTIONS** column.

- To view your current PDF proof, click on **View PDF Proof.**

TROUBLESHOOTING

Below are some common questions and resolutions to LaTeX file upload and conversion difficulties.

WHY IS IT THAT AFTER I UPLOAD A NEW LATEX MAIN DOCUMENT THE FILES FAIL TO CONVERT TO PDF?

If any changes are made to the LaTeX main document after all of the supporting files have been uploaded, all files will have to be removed and re-uploaded.

I HAVE CHECKED THE TEX PROCESSOR LOG BUT MY FILES WILL STILL NOT CONVERT. WHERE CAN I GO FOR ADDITIONAL ASSISTANCE?

If you have checked the LaTeX processing errors under the TeX Processor Log link and are unable to fully understand the error message(s), please navigate to the following page for additional assistance: http://www.tex.ac.uk/

I AM UNABLE TO GET MY DVI FILE TO CONVERT WHEN IT IS UPLOADED. WHAT CAN I DO?

ScholarOne Manuscripts cannot guarentee the conversion of DVI files. If you cannot get your DVI file(s) to convert, upload your TeX/LaTeX supplementary files for PDF conversion instead.

A "TYPE 3 FONT ERROR" MESSAGE IS DISPLAYED WHEN I ATTEMPT TO GENERATE THE PDF PROOF. HOW DO I FIX THIS?

There are two main causes of the "Type 3 Font Error" message you received after you uploaded your LaTeX files:

1. One or more classes/styles are missing.
The ScholarOne file converters are pre-loaded with many basic LaTeX packages, however new or specialized packages may not be included. To resolve, upload all style sheets and class files referenced in the LaTeX (.tex) main document.

2. Your are using bitmap (raster) fonts.
To resolve, you will need to update your LaTeX (.tex) main document so that it uses vector fonts.

MY LATEX (.TEX) MAIN DOCUMENT SUCCESSFULLY UPLOADED BUT IT APPEARS IN RED AT THE FILE UPLOAD STEP, ALONG WITH THE ERROR MESSAGE "UNABLE TO CONVERT FILE.". HOW DO I FIX THIS?

This issue most often occurs when there is an incompatibility or other issue with the .bib or .bst file. To resolve the error, delete the uploaded .bib or .bst file, incorporate the contents (copy/paste) of the .bbl file generated in the LaTeX run into the LaTeX (.tex) main document, and then comment out the reference in the LaTeX (.tex) main document to the separate .bib and/or .bst file.

MY PDF PROOF IS TRUNCATED. WHY?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, make a note of where the truncation occurs in the proof, which will likely be immediately prior to the reference to the affected figure file. Open the figure file in an image editor, flatten the image by removing or combining the multiple layers, and re-save it. On the **File Upload** step, delete the previous figure file and upload the new flattened version.

WHY ARE THE SUPPLEMENTAL LATEX FIGURES SHOWING AS UPLOADED BUT THEY ARE NOTED AS MISSING?

When saving your LaTeX files, you may have subfolders on your computer for images that were not uploaded. The figure files are pointed to those subfolders in the LaTeX (.tex) main document. If you repoint the figure files(s) in the LaTeX (.tex) main document and then re-upload them, this should resolve the issue. Alternatively, you can save all of your LaTeX files, including your figures, into a single folder and then re-upload them to *ScholarOne Manuscripts*.

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