A demonstration of the LaTeX 2ε class file for the *Oxford University Press Ltd Journal*

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Abstract: This paper describes the use of the LaTeX 2ε oupau.cls class file for setting papers for the *Oxford University Press Ltd Journal*.

1 Introduction

Many authors submitting to journals now use LaTeX 2ε to prepare their papers. This paper describes the oupau.cls class file which can be used to convert articles produced with other LaTeX 2ε class files into the correct form for publication in the *Oxford University Press Ltd Journal*.

The oupau.cls class file preserves much of the standard LaTeX 2ε interface so that any document which was produced using the standard LaTeX 2ε article style can easily be converted to work with the oupau style. However, the width of text and typesize will vary from that of article.cls; therefore, *line breaks will change* and it is likely that displayed mathematics and tabular material will need re-setting.

In the following sections we describe how to lay out your code to use oupau.cls to reproduce the *article*. However, this paper is not a guide to using LaTeX 2ε and we would refer you to any of the many books available (see, for example, Kopka and Daly (2003), Lamport (1994) and Mittelbach and Goossens (2004)).

2 The three golden rules

Before we proceed, we would like to stress *three golden rules* that need to be followed to enable the most efficient use of your code at the typesetting stage:

  (i) keep your own macros to an absolute minimum;
 (ii) as TeX is designed to make sensible spacing decisions by itself, do *not* use explicit horizontal or vertical spacing commands, except in a few accepted (mostly mathematical) situations, such as `\,`, before a differential d, or `\quad` to separate an equation from its qualifier;

3 Getting started

The oupau class file should run on any standard LaTeX 2ε installation. If any of the fonts, class files or packages it requires are missing from your installation, they can be found on the *TeX Live* CD-ROMs or from CTAN.

The *Journal* is published using Times fonts and this is achieved by using the `times` option as `\documentclass[times]{oupau}`. If for any reason you have a problem using Times you can easily resort to Computer Modern fonts by removing the `times` option.

4 The article header information

The heading for any file using oupau.cls is shown in Figure 1.

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```
\documentclass[times]{oupau}
%\documentclass[times,doublespace]{oupau}%For paper submission

\begin{document}

\runningheads{<Initials and Surnames>}{<Short title>}

\title{<Initial cap, lower case>}

\author{<An Author\affil{a},
Someone Else\affil{b}\corrauth\ and Perhaps Another\affil{a}>}

\address{<\affilnum{a}First author's address
(in this example it is the same as the third author)\\
\affilnum{b}Second author's address>}

\corraddr{<Corresponding author's address (the second author in
this example)>. E-mail: <corresponding author's email address>}

\begin{abstract}
<Text>
\end{abstract}

\keywords{<keywords>}

\received{<Article history>}
%\revised{<As needed>}
%\accepted{<As needed>}

\maketitle

\section{Introduction}
.
.
.
```

Figure 1: Example header text.

4.1 Remarks

(i) In `\runningheads`, keep the short title to no more than 50 characters; use '*et al.*' if there are three or more authors.

(ii) Note the use of `\affil` and `\affilnum` to link names and addresses. The author for correspondence is marked by `\corrauth` and `\corraddr` is used to give that author's address, which will be printed as a footnote.

(iii) For submitting a double-spaced manuscript, add `doublespace` as an option to the documentclass line.

(iv) Keywords are separated by semicolons.

5 The body of the article

5.1 Heading Levels

There are three main levels of heading: section, subsection and subsubsection, also known as A, B and C heads and generated by their corresponding LATEX commands, i.e. `\section`, `\subsection` and `\subsubsection`. You may also need paragraph and subparagraph headings, but consider using a list environment for separating smaller amounts of material. Capitalize all main words (nouns, names, etc.) in the section headings, and only the first word (and any proper nouns of course) in subsection and all lower headings.

5.2 Lists

Lists may be an appropriate alternative to using headings below the level of subsubsection. If the items in the list are complete or near complete sentences, they should each begin with capital letters and end with a full stop. If they are short phrases they should start with a lower case letter and end with a semicolon. Single items need no punctuation or capitals. The final item in any list should end with a full stop. If punctuation is used to introduce the list, use a colon.

There are two main ways of presenting a list: numbered and unnumbered.

5.2.1 Numbered lists

Use a numbered list if the order of the items is important, with either roman numerals or lower case letters, both in parentheses. This style helps distinguish such items from heading levels.

```
\begin{enumerate}
\item[(i)]
...
\item[(ii)]
...
\item[(iii)]
...
\item[(iv)]
...
\item[(v)]
...
\end{enumerate}
```

If the order of the list is unimportant, use a bulleted list, which is similar to the above example, except here there is no need for the optional argument in square brackets:

```
\begin{enumerate}
\item
...
\item
...
\item
...
\item
...
\item
...
\end{enumerate}
```

Where necessary, lists may be nested, i.e. use an enumerate environment within another enumerate environment, as follows:

1. ...
    (a) ...
    (b) ...
2. ...

5.3 Theorem-like environments

These are set as follows:

Theorem 5.1. *If B equals the Lebesgue measure, then for any measurable function, $\psi\colon R_+ \to R$, $E\psi(Q(0)) = (1-\alpha)\psi(0)$, with the understanding that the fraction in the right-hand side equals $\psi(Q(0))$ on the event $\{Q(0) = Q.(0)\}$.*

This formatting is achieved using

```
\begin{theorem}
\label{thm1}
...
\end{theorem}
```

Note the use of the LATEX `\label` command. References to this theorem will then take the form, `Theorem~\ref{thm1}`, and will be automatically renumbered if the order changes.

For definitions, examples, etc., again use the corresponding LATEX environment (i.e. `\begin{definition}...\end{definition}`, etc.). Proofs are set in a similar way:

```
\begin{proof}
...
\end{proof}
```

Proof. Use $K_\lambda > S_\lambda$ to translate combinators into λ terms. For the converse, translate λx ... by $[x < y]$ ... and use induction and the lemma.

5.4   Mathematics

`oupau.cls` makes the full functionality of $\mathcal{AMS}$TeX available. We encourage the use of the `align`, `gather` and `multline` environments for displayed mathematics.

5.5   Figures and tables

`oupau.cls` uses the `graphicx` package for handling figures.

Figures are called in as follows:

```
\begin{figure}
\centering
\includegraphics{<figure name>}
\caption{<Figure caption>}
\end{figure}
```

For further details on how to size figures, etc, with the `graphicx` package see, for example, Kopka and Daly (2003) or Mittelbach and Goossens (2004). If figures are available in an acceptable format (for example, .eps, .ps) they will be used but a printed version should always be provided.

The standard coding for a table is shown in Figure 2.

```
\begin{table}
\caption{<Table caption>}
\centering
\begin{tabsize}
\begin{tabular}{<table alignment>}
\toprule
<column headings>\\
\midrule
<table entries
(separated by & as usual)>\\
<table entries>\\
.
.
.\\
\bottomrule
\end{tabular}
\end{tabsize}
\end{table}
```

Figure 2: Example table layout.

5.6 Quotes and block quotes

- Use single quotes. Do not use double quotes, except for 'quotes "within" quotes'.
- Use the following style for block quotes. Do not use quote marks.

  Use for quotes that are more than about four lines in length. Indent from both margins. For direct quotes reproduce the exact spelling and punctuation of the original. Any interpolations should be enclosed in square brackets. Don't forget to acknowledge the source of your quote and seek permission if necessary. (See Permissions.)

  This is produced by

```
\begin{quote}
...
\end{quote}
```

Set in the same font size as the rest of the text and leave one line of space above and below.

5.7 Cross-referencing

The use of the LaTeX cross-reference system for figures, tables, equations, etc, is encouraged (using `\ref{<name>}` and `\label{<name>}`).

5.8 Acknowledgements

An Acknowledgements section is started with `\ack` or `\acks` for *Acknowledgement* or *Acknowledgements*, respectively. It must be placed just before the References (or before the appendix when applicable).

5.9 Bibliography

Use the package `\usepackage{natbib}` to achieve either of the following reference citations:

5.9.1 Numbered References

The commands for producing the reference list are:

```
\begin{thebibliography}
\bibitem{<bibid1>} <Reference details>
.
.
.
\bibitem{<bibid20>} <Reference details>
\end{thebibliography}
```

`and the same can be referred in the text using \cite{<bibid1>}`

This is a citation of reference [1] in the text and following is the output which occurs at the end of the document.

References

[1] Andreotti, A.; Mayer, A. L.: *On period relations for abelian integrals on algebraic curves.* Ann. Scuola Norm. Sup. Pisa (3) **21** (1967), 189–238.

5.9.2   Name/Date References

The commands for producing the reference list are:

```
\begin{thebibliography}
\bibitem[\protect\citeauthoryear{<complete author list>}{<first author etal.}{year}]{<bibid1>}
<Reference details>
.
.
.
\bibitem[\protect\citeauthoryear{<complete author list>}{<first author etal.}{year}]{<bibid20>}
<Reference details>
\end{thebibliography}

and the same can be referred in the text using \cite{<bibid1>},
\citet{<bibid20>} etc.
```

5.10   Double spacing

If you need to double space your document for submission please use the `doublespace` option as shown in the sample layout in Figure 1.

References

Kopka H, Daly PW. 2003. *A Guide to LATEX* (4th edn). Addison-Wesley.

Lamport L. 1994. *LATEX: a Document Preparation System* (2nd edn). Addison-Wesley.

Mittelbach F, Goossens M. 2004. *The LATEX Companion* (2nd edn). Addison-Wesley.