



LaTeX Guide and FAQ

For EM / PM Version 13.0 / 13.1+ – 03/2017

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TeX Web Resources

There has been a significant increase in the number of TeX submissions to journals using Editorial Manager. While we do not offer direct technical support for TeX, just as we don't offer direct technical support for Microsoft Word, we have compiled a list of TeX-related web sites for journals to use, but please do feel free to distribute this information to your authors if you deem it helpful.

Preparing of a Tex Submission for Editorial Manager:

Upload Order of the TeX Submission files:

We suggest Uploading the TeX Submission files in the following order:

- Response to Reviewer as unprotected PDF or TeX-file
- Author Agreement as unprotected, not secured PDF
- testtex.tex (as manuscript item)
- testclo.clo (as manuscript item)
- testclass.cls (as manuscript item)
- teststyle.sty (as manuscript item)
- testbest.bst (as manuscript item)
- figa.eps (as figure item)
- figb.eps (as figure item)
- figc.ps (as figure item)
- figd.ps (as figure item)
- all other figures

Note: we suggest uploading only one TeX-Submission file, which is uploaded as manuscript item at the top of the item list by the original submission or revision. If you upload more than one TeX-Submission file, please Upload the Main TeX-File as first item and then all other TeX-files.

Note: Please do not upload Latex files as a supplementary material item. Because then the Reviewer PDF can't be built correct and reviewers will not have access to your submission.

Using of Sub folders in the TeX file(s)?

Please do not use any sub folders for all Tex-Files to build a Submission PDF in Editorial Manager. This includes all figures and tables, also for style files and bibliographic files.

All files from your Latex Submission must be in the same folder level:

Folder <my-latex-submission>

- Latex_sample_file.tex
- Other_TeX-files.tex (if available)
- Bibliographie.bib
- Sample.sty (if not installed on our EM PDF Builder)
- Sample.cls (if not installed on our EM PDF Builder)
- Sample.bbl (if not installed on our EM PDF Builder)
- Image_files.eps
- Image_files.tiff
- Image_files.png
- Image_files.pdf
- Etc.

Notes:

All .tex files, all .bst, .bib, .bbl, .cls, .clo, .pro, .cfg and .sty -files, should be uploaded as manuscript item. Please do not upload them as a Supplemental Material item.

We suggest further to upload all image files e.g. .tif, .tiff, .eps, .png, .gif, .bmp as a figure item.

The TeX file should be written in UTF-8 Format, to provide max. Compatibility.

Why I cannot upload a file e.g. CON.TEX to Editorial Manager?

The following file names cannot be uploaded to Editorial Manager, because it is a reserved file name in our Environment:

CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

Also avoid these names followed immediately by an extension; for example, NUL.txt is also not recommended.

Which TeX Version is supported?

In our PDF Builder we include a determination based on what is in the TeX file. The options are:

- LATEX
- PDFLATEX
- TEX
- XELATEX
- MIKTEX

For example it will attempt to build using LATEX first, if error, then it will try PDFLATEX that is what the EM Submission PDF log will displays if there is an error.

Note: Please disable all non-Standard Plug Ins in your TeX-Version for creating your TeX-Submission.

Error Message displayed - Cannot build PDF -> DVI Mode was used:

When you upload your LaTeX-Submission file and you will get in the created EM Submission PDF following Error message:

! 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.

Please go to your LaTeX Submission and change the settings in you file e.g. you have enabled dvips please change it to: %dvips.

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

Editorial Manager Support to upload a ZIP-File, which includes your completely TeX Manuscript Submission. The RAR-Format is current not supported.

Can I upload files with the file extension *.pdf_t?

The *.pdf_t is not a supported format. We suggest to rename the *.pdf_t files to a standard PDF extension to upload.

Can I use Macros with the Editorial Manager LaTeX Environment?

We cannot build TeX files with macros, because the software on our PDF Builders cannot recognize them. If you are using Macros with your local LaTeX-Installation please include them into your main LaTeX file without using Macros.

Which TeX-System is included in Editorial Manager?

In Editorial Manager we use pdfTeX, Version 3.14159265-2.6-1.40.16 (TeX Live 2015/W32TeX) - (preloaded format=pdflatex 2016.4.6) – based on a Windows OS Systems to create automatically from the TeX Resource which you have uploaded, an EM Submission- or Revision-PDF.

German diacritics will not display in my LaTeX Submission:

If your German diacritics will not display, please change them too:

`\A, \O, \U, \a, \o, \u` and `\ss` and as result you will get: Ä, Ö, Ü, ä, ö, ü and ß

If this still does not work, please use:

`{\A}, {\O}, {\U}, {\a}, {\o}, {\u}` and `{\ss}`

Which Style files are automatically supported from Editorial Manager supported?

The current LaTeX style files include all files that are part of the standard TeXLive 2015 installation.

The complete list of installed Style files you find below listed at [page 12](#).

How many Style Files can be used with Editorial Manager?

We suggest using only one LaTeX Style file for your submission. If you are using more than one LaTeX Style file e.g. the files `svjour3.cls/ svglov3.clo` and the `slashbox.sty`-file you will may get an error message by building the EM Submission PDF file:

! 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 solve this please go to the \usepackage – section in your LaTeX-file and modify the entries. In this Case both Style-Files try to define the \proof command.

Note: The detailed error message you find the EM Submission PDF. The Error will display to you always as: “! LaTeX Error:...”

For further question please contact the Editorial Office of your Site to use the correct style file for your Author Submission.

Which Image formats are supported for TeX-Submission?

Editorial Manager Supports the following Image formats for figures:
.png, .pdf, .jpg, .mps, .jpeg, .jbig2, .jb2, .PNG, .PDF, .JPG, .JPEG, .JBIG2, .JB2, .eps, .EPS, .ps, .PS, .tif, .TIFF

Can I use embedded Fonts in EPS Image file?

No, you cannot use embedded Fonts in EPS Image file. Please remove them for uploading into Editorial Manager. Alternatively you can convert your EPS File outside of EM to a PDF file and Upload this PDF file into EM.

My EPS Image files will not build with TeX files in Editorial Manager!

On the EPS files created by the authors there are lot of different compilations possible. Each program may use another standard to create an EPS-File.

We suggest opening the EPS-Files with e.g. Adobe Photoshop or similar programm and saving the figures in a more generic/other EPS format and try again.

Do you happen to know if there is a kind of free graphic format checker that checks if a file complies with a certain format?

There are 2 free image viewers for Windows OS available:

- 1: XNVIEW: <http://www.xnview.com/en/>
- 2: IRFANVIEW: <http://www.irfanview.de/> (English web site).

Both programs have the option to display also EPS-Files, but you have to install Ghostscript on your PC to open EPS-Files too.

On the Apple Mac OS X there is a great programm available called GraphicConverter: <http://www.lemkesoft.de/en/products/graphicconverter/>
Test Version is for free, Full Version you must purchase.

Can I use equal names for PDF and TeX files?

Editorial Manager does not support equal names for PDF and TeX files. This can lead to an error during PDF building in EM

Can I upload a protected Author Agreement as PDF file?

PDF files should never be uploaded if they are secured. The EM Submission PDF will not build. Please unprotect the secured PDF File and replace them during your manuscript submission or revision.

What submission item should I use for a TeX file?

The best submission item to use for a TeX file is a "Manuscript" or similar worded submission item description.

Please use for the file types: *.sty, *.bib, *.bbl, *.clo, *.cls also the submission Item "Manuscript" to upload this files into Editorial Manager.

Figures and graphics files should be uploaded as Figures during your Author submission.

What if my TeX file(s) doesn't build?

First, look in the PDF to see if an error message is available. The error will be displayed like this wording at the End of the Build PDF: "! LaTeX Error:..."

If the error message suggests that you have a missing a sty file, then this may be let cause that the Tex submission will not build.

If your submission still is not building after attempting to fix your TeX file from the suggested error message, you may want to verify the following:

- Are your images referenced correctly?
- Images cannot be referenced in sub folders; otherwise they will not appear in the PDF!
- Are all your accompanying files referenced correctly in your Tex file?

TeX file(s) doesn't build – missing style file – Troubleshooting:

1. When viewing a PDF where the LaTeX file did not convert properly, you will see one or more pages of TeXLive Error Code. The page will start out with text that reads something similar to:

pdfTeX, Version 3.14159265-2.6-1.40.16 (TeX Live 2015/W32TeX)

2. Below this will be lines of code, which is the LaTeX converter log file. Toward the bottom of this log file will be the point where the LaTeX converter flagged **an error that stopped it from converting the file**. Generally, this error will read:

```
! 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 case, the style file 'aries.sty' file is missing. Without the style file, the TeX Live System cannot create a proper PDF.

3. Please click at "Edit Submission" and upload the missing style file(s) as another "Manuscript" item.
4. Rebuild the EM Submission PDF.
5. Please view the new version of the PDF to make sure it is now correct displaying your TeX-Submission.

What if I see "?" Question marks in my PDF

If you see question marks in the references of your PDF, most likely your TeX file(s) are in subdirectories. TeX submissions cannot include subdirectories for your submission to properly build. All associated files must be in one directory for the submission to build.

What if I see "?" Question marks in my PDF instead of my bibliographic references?

Mostly at the End of your LaTeX-File you will include a link to your bibliographic references. We suggest using one of the 2 following methods to include your references to you LaTeX-Submission (using an external bibliographic file):

Method A:

```
\bibliographystyle{spmpsci}  
\bibliography{reference}
```

Bibliographic file is a *.bib file, here: reference.bib

Method B:

```
\bibliographystyle{plain}  
\input{Blockseminar_opt_trans.bbl}
```

Bibliographic file is a *.bbl file, here: Blockseminar_opt_trans.bbl

Why can't I submit TeX files and DVI files together?

The System will accept either a TeX file(s) *_OR_* a DVI file. If your DVI file does not build, then it is suggested you instead submit a TeX file. If you submit a DVI file and it does not build correctly, then you will need to provide the TeX file in order for the building problem to be researched.

What if my figures are not appearing?

It may be possible that your images are referenced in subfolders. Images cannot be referenced in sub folders, otherwise they will not appear in the PDF. An example of a correctly referenced image is:

`\epsfig{figure=all.d.eps,width=.5\textwidth}`. An example of an incorrectly referenced image is: `\epsfig{figure=images/all.d.eps,width=.5\textwidth}`

What if I view large or cut off EPS images?

If you view large or 'cut off images, then you will need to resize the image to fit on one 8.5 x 11 page. When there is a problem caused by not resizing PostScript files (the images get cut off...) the author will either need to resize the images or save the files in a format that EM can recognize as an image. (Perhaps as a TIFF or a JPEG-file).

Do I need to use my STY files too?

Yes. The *.sty files will be needed to properly build your submission. Please check out with the Journal Homepage, if the Publication offers a style file to use for a manuscript submission.

I have problems to include my equations in my Submission.

The most issues why the equations are not correctly built with Editorial Manager are syntax errors in the LaTeX file. Displayed Error message:

! LaTeX Error: Bad math environment delimiter.
See the LaTeX manual or LaTeX Companion for explanation.
Type H <return> for immediate help.

...
l.134 $W_n(s) = \sum_{n'=0}^{N-1} x_{n'} \psi \left[\frac{(n'-n)\delta t}{s} \right]$

This kind of errors can be solved by changing the LaTeX code as follows:
From:

$W_n(s) = \sum_{n'=0}^{N-1} x_{n'} \psi \left[\frac{(n'-n)\delta t}{s} \right]$

to:

$W_n(s) = \sum_{n'=0}^{N-1} x_{n'} \psi \left[\frac{(n'-n)\delta t}{s} \right]$

δt is not a proper LaTeX math symbol command. Based on the other equations I suspect the author meant to write δt .

$\left[\right]$ and \backslash are not the correct way to insert braces, assuming that is what the author is attempting to do. These can be replaced with $\left[\right]$ and $\right]$ for correctly sized square braces. Using $\left[\right]$ starts and ends math mode, but this has already been done by the author using $\begin{equation}$ and $\end{equation}$.

Note: The Option "Type H <return> for immediate help." is not available from the EM Submission PDF. You can only get the help from your local installed TeXLive System or use the Link to TeX Live Guide below.

Can I upload "*.diff" file to Editorial Manager to see the changes between the previous version and the revised version?

No, you cannot upload a "*.diff" file to Editorial Manager, this Feature is current not supported.

Bibliographic References in TeX-Files:

The author can insert references into his manuscript inline of the TeX-file; it's also possible to put the references into an external file. Most of the authors will insert their references at the end of their TeX file:

Sample: Inline the manuscript TeX file:

```
\begin{thebibliography}{smpmsci}

\bibitem{albrecher_thonhauser__optimal}
Hansj\"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}
```

Sample: external references – located outside of the *.TeX-file:

External references can be stored in one or more external files, referenced from the main TeX file:

Main-TeX-File:

```
\bibliographystyle{splncls}
%\bibliography{collaboration}
\bibliography{Medico,references-ernst,references-moeller}
\end{document}
```

External files with references:

```
Medico.bib
references-ernst.bib
references-moeller.bib
```

Installed LaTeX Style files on the EM PDF Builder for TeXLive 2015:

The current LaTeX style files include all files that are part of the standard TeXLive 2015 installation with 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.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\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\w-greek.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\theorem\thmsa.sty
\latex\aries\theorem\thmsb.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:

Beginners guide to TeX

This excellent introduction to TeX contains links to 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 would like to learn about what TeX is and where it came from, be sure to take a look at the article entitled "What is TeX?" There is a search function for files and documentation on the site as well as links to sign up for TeX users groups and announcements lists.

<http://www.ctan.org/>

User's Guide for the amsmath Package

<http://www.utexas.edu/ogs/etd/LaTeX/Mathematics+AMS/amsmathdoc.pdf>

LaTeX Encyclopedia

An Online LaTeX "encyclopedia". The site contains a table of contents with links to information on documentation, installation, typography, and a Navigator for the site.

<http://tex.loria.fr/>

LaTeX Math Guide

The American Mathematical Society's Short Math Guide for LaTeX.

<ftp://ftp.ams.org/pub/tex/doc/amsmath/short-math-guide.pdf>

LaTeX-Tutorial

<http://www.pages.drexel.edu/~pyo22/students/latexRelated/latexTutorial.html>

The TeX Live Guide - TeX Live 2016 – (updated June 2016)

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

TeX Live for Windows, Mac (MacTeX) and UNIX

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

WIKI – TeX Live

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

German: http://de.wikipedia.org/wiki/TeX_Live

DANTE – Was ist TeX (only in German language available)

<http://www.dante.de/tex.html>