LaTeX Guide, FAQs, and Resources for EM/PM

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Contents

LaTeX Guide: Submitting LaTeX Files to Editorial Manager

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

- **A zipped file contains subfolders:** Subfolders 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 next page 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 files are uploaded, the order can be changed if necessary before completing the submission process. Each file also needs to 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)

Some file types may not be allowed by individual publications. Not all submissions will have 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 vary, depending on publication configuration.)

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.
6. When you have entered all required information, click Build PDF for Approval. Once EM creates the submission PDF, view the submission and approve it.

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)

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.

Upload the compressed file containing your LaTeX submission files

3. Make sure files are in correct order: Enter correct number 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 instructions for your publication.

   Example in illustration below: Choose Manuscript item for LaTeX files (document, bibliography, style, nomenclature). Choose Figure 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.

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.
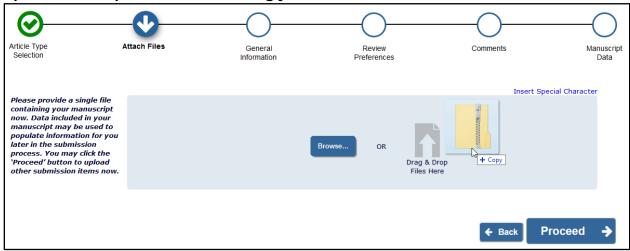
Enter Manuscript Data on the final submission step and click Build PDF for Approval

Frequently Asked Questions

Which TeX system is included in EM?

EM uses TeX Live 2020 for Windows to create submission and revision PDFs from your LaTeX submission files.

```
pdfTeX, Version 3.14159265-2.6-1.40.21 (TeX Live 2020/W32TeX)
(preloaded format=pdflatex 2020.5.12)
```

Which TeX implementations and packages are supported by EM?

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

- LaTeX
- pdfTeX
- TeX
- XeLaTeX
- MiKTeX

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 available)
- 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?

No. EM cannot process LaTeX files with macros. Macros are not recognized by the software that EM's PDF builders use to compile LaTeX submissions. Do not submit LaTeX files containing macros, even if your local TeX installation uses macros.

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.

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. Click here to see the Overleaf tutorials 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 followed by a different extension. For example: NUL.txt.

Files of any type with special characters in the filename will also be excluded. For example: G+.eps.

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 building 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 LaTeX manuscript submission. EM does not currently support the RAR archive format.

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

No. The .pdf_t and .pdf_tex file formats are not supported by EM. We suggest renaming .pdf_t submission files with a standard .pdf extension.

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/ 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 TeXLive 2020 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 graphics 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, .png, .pdf, .jpg, .jpeg, .jbig2, .jb2, .eps, .ps, .tif.

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 the EPS files with Adobe Photoshop or a similar image-editing program and saving them in a different file format. Then try submitting the files again.

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.de/ (English web site)

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

No free utilities are available for Mac OS X. 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 to see 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 3.14159265-2.6-1.40.21 (TeX Live 2020/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 I do not see my nomenclature displayed in the PDF?

If the nomenclature files are missing from your submission, then 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 including one or more subdirectories. EM cannot process LaTeX submissions in compressed files that include subfolders. All associated 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, you may have incorrect formatting in your .tex manuscript file. 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}

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

\bibliographystyle{plain}

\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 Ä, Ö, Ü, ä, ö, ü, and ß, 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.
 ...
l.134 W_n(s) =\sum_{n'=0}^{N-1} x_{n'} \psi*\[ \frac{(n'-
n)\deltat}{s}\]
```

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*\[\frac{(n'-n)\deltat}{s}\]

To this:

> W_n(s) =\sum_{n'=0}^{N-1} x_{n'} \psi*\left[\frac{(n'-n)\delta_t}{s}\right]

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 TeX Live Guide.

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 different image format 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 2017/04/05 v2.0i 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 1 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}
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}
```

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.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\springer\spbasic.bst
\latex\aries\springer\spmpsci.bst
\latex\aries\springer\spphys.bst
\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

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 tos LaTeX (from 2017):
https://mirror.las.iastate.edu/tex-archive/info/short-math-guide/short-math-guide.pdf

LateX Tutorial
http://www.pages.drexel.edu/~pyo22/students/latexRelated/latexTutorial.html

The TeX Live Guide – TeX Live 2020 (updated March 2020)
http://www.tug.org/texlive/doc/texlive-en/texlive-en.pdf

TeX Live for Windows, Mac (MacTeX), and UNIX
https://www.tug.org/texlive/

TeX Live Wikipedia entries
English: http://en.wikipedia.org/wiki/TeX_Live
German: http://de.wikipedia.org/wiki/TeX_Live

DANTE (Deutschsprachige Anwendervereinigung TeX e.V.): Was ist TeX (available only in German)
https://www.dante.de/tex-latex-co/