

# The dgruyter Package<sup>\*</sup>

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## 1 Introduction

The `dgruyter` package assists in preparing manuscripts for De Gruyter with  $\LaTeX$ . It provides some special commands for journal articles as well as for books and generates the required appearance. Together with corresponding font packages it allows to produce the final layout of De Gruyter books and journal articles.

The README file describes the installation of the package.

The `dgruyter` package consists of the following files:

`dgruyter.sty` the  $\LaTeX$  package file  
`dgruyter.pdf` this documentation  
`dgruyter.ist/.xdy` index style files (for `Makeindex` and `Xindy`, respectively)  
`DG_attention.eps/.pdf`, `DG_exercise.eps/.pdf`, `DG_information.eps/.pdf`,  
`DG_notice.eps/.pdf`, `DG_question.eps/.pdf` vignette files (for special environments)  
`dg-degruyter.eps/.pdf`, `dg-mouton.eps/.pdf`, `dg-saur.eps/.pdf` logo files  
(for the main title page of a book)  
`book.tex` a  $\LaTeX$  master file for a book, to be used as a template  
`article.tex` a  $\LaTeX$  master file for an article, to be used as a template

**Note that the final layout will require the non-standard fonts DG Meta and MinionMath.** These fonts come with extra packages that have to be installed separately from the `dgruyter` package. Please ask your De Gruyter contact if you need more information.

`dgruyter.sty` itself checks whether these fonts are installed in your  $\TeX$  distribution, otherwise it switches to the standard  $\LaTeX$  font (Latin Modern). That is, the `dgruyter` package works without DG Meta and MinionMath as well.

This documentation is not intended to give an introduction to  $\LaTeX$ . For questions concerning  $\TeX$  systems/installations or the  $\LaTeX$  mark-up language in general please visit [www.tug.org](http://www.tug.org), [www.dante.de](http://www.dante.de), [uk.tug.org](http://uk.tug.org) or any other  $\TeX$  user group worldwide. The essential reference for  $\LaTeX$  is *Mittelbach F., Goossens M. (2004) The  $\LaTeX$  Companion. 2nd edn.*, but there are many other good books providing insight into  $\LaTeX$ .

`dgruyter` tries to benefit from standard  $\LaTeX$  packages. (Have a look at `dgruyter.sty` to see which packages are used.) To learn more about the underlying packages we refer to their documentations (try for instance “`texdoc [package name]`” at your shell prompt or visit [tug.ctan.org](http://tug.ctan.org)).

## 2 General usage

We suggest to employ a recent  $\TeX$  installation: the most important distributions,  $\TeX$  Live, MiK $\TeX$ /pro $\TeX$ t, and Mac $\TeX$ , all provide at least 2012 versions. But older versions should (in principle) work as well.

To use the `dgruyter` package, put the files mentioned above in your working directory, edit the file `article.tex` or `book.tex` in your preferred text editor and run  $\LaTeX$  as usual. (See the following section for more detailed advises.)

## 3 Some important settings and package features

### 3.1 Options for the document class

$\LaTeX$ 's article class or book class know several options.

The following class options should *not* be used together with `dgruyter.sty`: `a4paper`, `a5paper`, `b5paper`, `letterpaper`, `legalpaper`, `executivepaper`, `landscape`, `10pt`, `11pt`, `12pt`, `oneside`, `twoside`, `titlepage`, `notitlepage`, `leqno`, `fleqn`, and `openbib`. (Corresponding settings are done by `dgruyter.sty` itself.)

The following class options, however, might be used: `draft`, `final`, `onecolumn`, `twocolumn`, `openright`, and `openany`.

Because `dgruyter.sty` already loads the `babel` package it is recommended to provide a language option together with `\documentclass`. Suitable language options are, e.g., `Ukenglish`, `USenglish`, or `ngerman`. (Note that `dgruyter.sty` itself passes `english` as a kind of fallback language to the `babel` package, anyhow.)

### 3.2 Engines, encoding packages, and fonts

The `dgruyter` package does not prescribe the  $\TeX$  engine to be used. The standard engine nowadays is `pdf $\TeX$` ; a recent alternative is `lua $\TeX$` .

With the standard engine `pdf $\TeX$` , one can choose between different output and input encodings. Output encodings are selected with the `fontenc` package.

`dgruyter.sty` already pre-loads the standard encoding T1. To provide further encodings, add to the  $\TeX$  preamble:

```
\usepackage[<encoding-options>]{fontenc}
```

One might also choose an input encoding other than the default ASCII encoding by adding

```
\usepackage[<encoding-option>]{inputenc}
```

to the  $\TeX$  preamble. For example, for the recommended UTF-8 encoding, choose the option `utf8`.

The modern `luaTeX` engine has a different approach to handle encodings: It uses Unicode/UTF-8 as a default. So, in general no encoding settings (via package loading) are required.

The standard package to use fonts with `luaTeX` is the `fontspec` package. To use this, add something like `\usepackage[no-math]{fontspec}` to your preamble. (The alternative `XeTeX` engine works similar.)

If the `fontspec` package is loaded, the math fonts will be set-up with the `unicode-math` package.

Please load the packages `fontenc`, `inputenc`, or `fontspec` before loading `dgruyter.sty` itself.

As already mentioned, `dgruyter.sty` checks whether the specific De Gruyter fonts are installed. More precisely, it checks whether a file `DGMetaSerifScience.sty` exists. If it exists, it presumes that the fonts `DG Meta Science`, `DG MetaSerif Science`, and the math font `MinionMath` are installed through the respective packages from De Gruyter. Otherwise errors will result.

### 3.3 The `dgruyter` package and its options

To use the `dgruyter` package, add `\usepackage[<options>]{dgruyter}` to your  $\TeX$  preamble.

`dgruyter.sty` knows two option groups: layout-format options and mode options.

#### 3.3.1 Layout-format options

Format options specify the layout size of your document.

<b>small</b>	150 × 230 mm
<b>medium</b>	170 × 240 mm (only available for books)
<b>big</b>	210 × 280 mm

The `big` layout is (mostly) a two-column layout.

Note that exactly one format option must be provided. Please ask your De Gruyter contact which one to choose.

### 3.3.2 Mode options

Mode options specify the output mode.

`online` <default> produces the document optimised for screen reading, i.e., with the final page format, hyperlinks and bookmarks.

`print` produces the document optimised for printing, i.e., hyperlinks and bookmarks are switched off.

`work` produces the document as in online mode but additionally with a layout frame for the type-area that simplifies type-setting and page-breaking.

In general, the final document is to be delivered in print mode.

### 3.4 Symbols for IPA

The `tipa` package is preloaded. Note that this is done with the option `safe` in order to retain normal behaviour of `\!` and similar commands in math mode.

### 3.5 Formulae

According to the De Gruyter style guide lines, displayed formulae should be centred and equation numbers must be at the right margin, so do *not* use the `fleqn` option (for equations aligned left) or the `leqno` option (for equation numbers on the left), either.

The `amsmath` package is preloaded, and you are encouraged to use its mark-up like the `\frac{}{}`  command or the `{align}` environment instead of old-style mark-up like the `\over` command or the `{eqnarray}` environment.

### 3.6 Theorem-like environments






`dgryuter.sty` provides two theorem styles: `dgdef` (upright text body) and `dgthm` (text body in italics). Please use these styles to introduce new theorem-like environments with the `\theoremstyle` and `\newtheorem` commands.

### 3.7 Text boxes

The `dgryuter` package provides the new `{note}` environment for highlighted text passages. `{note}` will display its content between two horizontal rules. The environment provides an optional argument to add a vignette in the margin. Write, e.g.,

```
\begin{note}[DG_attention]
  This is a special box.
\end{note}
```

to add the “attention” vignette. The following vignettes can be used in your document:

DG\_attention – , DG\_exercise – , DG\_information – , DG\_notice – ,  
and DG\_question – .

### 3.8 Graphics

The standard interface for graphic inclusion is the `\includegraphics` command provided by the `graphicx` package (which is also preloaded). Use the package option “draft” to (temporarily) switch off graphic inclusion (this may save processing time when generating PostScript or PDF output). Note that the `\graphicspath` command allows to declare one or more folders where the `graphicx` package looks for the image files, therefore it is not necessary to type in the whole file path into each `\includegraphics` command.

### 3.9 Tables

Preloaded packages are: the `array` package (for introducing new column types), the `multirow` package (row spanning cells), the `tabularx` package (automatic column width calculation), and the `supertabular` package (multi-page tables).

Because the table layout requires horizontal rules but forbids vertical rules, the `booktabs` package is also preloaded. The required horizontal rules at the top and at the bottom of the tabular material will be inserted automatically. To separate the table head and the table body, use the `\midrule` command *after* the `\\` of your table’s last heading line: It generates an additional rule and will also switch from the tabular head font to the tabular body font. For tables without header add `\starttabularbody` immediately after `\begin{tabular}{...}`.

There is a switch `\baretabulars` to return to LaTeX’s standard look & feel for tabulars. Respectively, `\layouttabulars` reactivates the required tabular layout. (Note that these switches act locally).

Please restrain from highlighting table cells with colors (black included). Instead of colors please use horizontal rules in order to structure the table.

Sample table for illustration:

```
\begin{table}
\caption{Beispielstabelle}
\begin{tabular}{lllll}
Theoretische Idee & & Praktische Idee & & \\
Religiöses Gefühl & & Ästhetische Gattung & & \midrule
Seele & & Bestimmung des Menschen & & Begeisterung & & Episch \\
Welt & & Gut und Böse & & Ergebung & & Dramatisch \\
Gott & & Vorsehung & & Andacht & & Lyrisch \\
\end{tabular}
\end{table}
```

### 3.10 Floats

Captions of figures, tables, etc. are generated with the help of the `caption` package.

For narrow floating objects (i.e. images or tabulars whose widths are equal or less than half of the text width) it is recommended to place the caption besides the object. To achieve this, the preloaded `sidecap` package provides the environments

`{SCfigure}` and `{SCtable}`. Please do not use the SC environments if the resulting caption will need more vertical space than the object itself.

### 3.11 Rotating floats

The preloaded `rotating` package provides the two environments “`sidewaysfigure`” and “`sidewaystable`”. They allow the rotation of floating objects.

### 3.12 Bibliography

It is recommended to use the standard bibliography mechanism. You might copy and paste your bibliography entries from elsewhere into the `thebibliography` environment or, more elegantly, use `BIBTeX`. The `dgruyter` package does not prescribe any particular bibliography style.

The `natbib` package is preloaded, so an author-year-style bibliography layout is possible. The special citing commands `\cit`, `\citep` and so on can be used. Feel free to configure `natbib`, e.g. with `\setcitestyle{numbers}` in your document preamble to force the numerical mode.

### 3.13 Index

The traditional tool for index generation is `Makeindex`. The `dgruyter` package provides the `Makeindex` style file “`dgruyter.ist`”. To use `Makeindex` type, e.g.

```
makeindex -c -s dgruyter.ist book
```

If you need a more elaborate index generation tool (e.g. for better alphabetical sorting in German books) you might prefer the program “`Xindy`”. The corresponding style file is `dgruyter.xdy`. To use `Xindy` type, e.g.,

```
texindy -M dgruyter book.idx
```

or for German books

```
texindy -g -M dgruyter book.idx
```

For creating multiple indexes the usage of package `splitidx` is recommended. For including the additional index please run:

```
makeindex xxx
```

“xxx” = name of the additional index

## 4 Journal articles

The `dgruyter` package is designed to produce journal articles as well as whole books. In this section, some features concerning journal articles are discussed; the following section will then give some special advice concerning books.

All the explanations given so far hold, in particular, for journal articles. Here, some information concerning (1) the article header and (2) the end of an article are added. In addition, (3) some special structures for journals material beyond individual articles are commented.

To use the `dgruyter` package for a journal article, it is necessary to employ  $\text{\LaTeX}$ 's `article` document class.

The logo file `dg-degruyter.eps`/`dg-degruyter.pdf` is required in the running head of journal articles; therefore please make sure that the respective files can be reached by your tex-engine.

## 4.1 The article header

In a  $\text{\LaTeX}$  article it is common to first provide some title and meta information and then call the `\maketitle` command to process and output all this information. The same holds when `dgruyter.sty` is active. Here are the user macros one can/must use to provide article-specific information before calling `\maketitle`:

`\articletype{...}` For an article type like “Editorial”; it will be rendered at the top of the header.

`\articlesubtype{...}` For an article subtype like “Research Article”; it will be rendered under the article type.

`\openaccess` To mark an article with “Open Access”; it will be rendered in the right upper corner.

`\author[...]{...}` For the author name. The `author` command can be used as with the `authblk` package, that is, it can occur more than once. The optional argument can be added to refer to a corresponding `\affil{...}` command, and besides that one can use the starred version, `\author*{...}`, to mark the author as the corresponding author.

`\affil[...]{...}` For an affiliation; the syntax is as with the `authblk` package. Note that an optional e-mail address should be added after the actual affiliation, like: `\affil{Institute ..., University ..., e-mail: johnq.public@inst.org}`.

`\runningauthor{...}` This optional macro is to provide author names specifically for the running header, e.g. `\runningauthor{John Q. Public et al.}`.

`\title{...}` For the title of the article.

`\runningtitle{...}` This optional macro is to provide a specific (shorter) title for the running header.

`\subtitle{...}` For an optional sub-title of the article.

`\abstract{...}` For the abstract.

`\keywords{...}` For key words.

`\classification[...]{...}` For classification information. The optional argument is to provide a classification system (e.g. MSC, PACS, or JEL).

`\communicated{...}` For the person who “communicated” the paper.

`\dedication{...}` For a dedication.

`\received{...}` For the “received” date, e.g. `\received{May 19, 2013}`.

`\accepted{...}` For the “accepted” date, e.g. `\accepted{June 30, 2013}`.

`\journalname{...}` For the (abbreviated) journal name, e.g. `\journalname{Biol. Chem.}`.



`\journalyear{...}` For the year (default is the present year).  
`\journalvolume{...}` For the journal volume.  
`\journalissue{...}` For the journal issue.  
`\startpage{...}` For the article's start page.  
`\aop` A switch that activates output of “; aop” (i.e. “ahead of print”) and, at the same time, suppresses output of the journal volume, the journal issue, and the article's page range.  
`\DOI{...}` For the DOI of the paper.  
`\contributioncopyright[...]{...}{...}{...}` For copyright information in case De Gruyter does not solely holds the copyright or the work is an open access publication. The optional argument expects the name of an image file, usually a Creative Commons logo (by-nc-nd.eps, by-nc-nd.pdf). The three obligatory arguments are for the copyright year, the copyright holder, and a copyright text (e.g. a Creative Commons text), respectively.  
`\articlenote{...}` A container for information about supplemental material and/or pre-publication information. It should be used at the end of the article. For example, use `\articlenote{\textbf{Supplemental Material:} The online version ...\ \textbf{Note:} This ...}`.

The contents of `\journalname{...}` and the subsequent macros will be rendered in the running header of the article's start page.

As already mentioned, all this information will be output by invoking the `\maketitle` command.

## 4.2 At the end of an article

At the end of an article, there is one special environment that can be used: `{acknowledgement}`. The acknowledgement should be placed before the bibliography.

## 4.3 Some journal-specific macros beyond individual articles

### 4.3.1 Graphical abstracts

The `{thegraphicalabstractsection}` environment sets up the layout for a section with graphical abstracts. Inside this environment a list of `\graphicalabstract` commands should be given.

`\graphicalabstract` has five obligatory arguments:

- #1 the author's names
- #2 the article's title
- #3 the article's meta information (DOI, journal name)
- #4 the abstract
- #5 file name of an image

### 4.3.2 The list of contributors

The `{contributors}` environment sets up the layout for a section contributors. The environment has one optional argument to overwrite the default title (“List of contributors”). Inside this environment a list of `\contributor` commands should be given.

`\contributor` has five obligatory arguments:

- #1 the contributor’s names
- #2 the contributor’s address
- #3 the contributor’s e-mail address
- #4 file name of a contributor’s picture
- #5 a short vita

### 4.3.3 Reviews

For reviews, two additional macros are provided, `\reviewauthor` and `\reviewinfo`. They should be used as shown in the following example:

```
\articletype{Buchrezension}
\reviewauthor{Peter Rezensent}
\affil{Universität Musterstadt, Musterstraße 3, 11111 Stadt, E-Mail: paul@muster.de}
\title{Die Kraft der Kunst}
\DOI{10.1515/dzph-2013-0002}
\reviewinfo{\textbf{Erika Mustermann:} Die Kraft der Kunst, Suhrkamp 2012}
\maketitle
Lorem ipsum ... \par
\articlenote{[additional information]}
```

The title of a review is optional and can be omitted if it has not been provided.

## 5 Books

This section gives some special advise concerning books. First, all the information to build the title pages is given. Then, the macros are presented which are needed to write a contribution in a multi-author book (e.g., a collection or conference proceedings). Finally, two macros are introduced which are required to create the very last page of a book that contains information on other books published in the same series.

To use the `dgruyter` package for a whole book, it is necessary to employ  $\text{\LaTeX}$ ’s book document class.

Note that a book usually consists of three parts: the front matter, the main matter, and the back matter.  $\text{\LaTeX}$ ’s book class provides three commands to invoke these parts: `\frontmatter`, `\mainmatter`, and `\backmatter`. It is highly recommended to take care of the correct use of these commands in your document.

Because a book usually is an extensive document, it might be a good idea to separate it into several files. It is appropriate to put each chapter in a separate file

and include all these files in the  $\text{\TeX}$  master document using the `\include{...}` command. (Think also about `\includeonly{...}` to speed up  $\text{\TeX}$  processing while working on a certain chapter of the book!)

## 5.1 The title pages

The title pages are the first part of the front matter of the book. With the `dgruyter` package it should be sufficient to provide several meta information on the book to generate the title pages (comprising the imprint page), i.e., the pages I–IV of the book. The macros for the meta information are:

`\author{...}` The author name(s) (as in the standard book class).  
`\title{...}` The title of the book (as in the standard book class).  
`\distributionseries{...}` The name of a distribution series to which the book belongs (e.g. “De Gruyter Studium”).  
`\seriestitle{...}` The title of a series to which the book belongs.  
`\seriessubtitle{...}` The sub-title of a series to which the book belongs.  
`\serieseditor{...}` The editor names of the respective series.  
`\seriesvolume{...}` The volume number of the book within the respective series.  
`\subtitle{...}` An (optional) subtitle.  
`\editor{...}` The editor names(s) to be given on the main title page (and also on the half-title page if no authors are given). If unsure, ask your De Gruyter contact.  
`\collaborator{...}` Collaborator information for the main title page.  
`\edition{...}` The edition information of the book.  
`\publisherlogo{...}` The De Gruyter imprint. The macro expects the name of a graphic file, at the moment one of `dg-degruyter`, `dg-mouton`, or `dg-saur`.  
`\classification[...]{...}` For classification information, to be rendered at the top of the imprint page. The optional argument is to provide a classification system (e.g. MSC, PACS, or JEL).  
`\authorinfo{...}` The author information to be rendered at the top of the imprint page.

**Bibliographical Information** Bibliographical data is captured by the following commands:

`\copyrighttext{...}` Copyright information.  
`\isbn{...}` The ISBN of the book.  
`\eisbnpdf{...}` The eISBN (PDF) of the book.  
`\eisbnepub{...}` The eISBN (EPUB) of the book.  
`\issn{...}` The “International Standard Serial Number” (it is used for journals or series).  
`\copyrightyear{...}` For the year (default is the present year).  
`\cover{...}` The name of the cover designer.  
`\typesetter{...}` The name of the type-setter.  
`\printbind{...}` The name of the print office.

If you are unsure about specific information leave them (except for author and title) or ask your De Gruyter contact.

After providing this information, it is sufficient to invoke `\maketitle` (right after `\frontmatter`).

To typeset a dedication page after the title pages, use the `\dedication` macro.

Then, in most books, follows a preface, the table of contents, and perhaps some other lists such as a list of figures or a list of abbreviations. This finishes the front matter.

## 5.2 Chapterwise bibliographies

Some books require chapterwise bibliographies instead of a single bibliography in the backmatter. Then, the option `sectionbib` has to be added to the `\documentclass` command in order to get the proper layout for the chapter bibliographies.

If you want to use `bibtex` to generate several chapter bibliographies, the additional package `chapterbib` might help. See its documentation for further information.

## 5.3 Contributions in multi-authored books

All the explanations given for journal articles in principle hold for contributions as well. In this subsection the main differences and special features for a contribution in a multi-authored books are pointed out.

Please note that contributions are conceptualised as book chapters. So, even when writing only a single contribution, the  $\text{\LaTeX}$  document class has to be `book`.

Each contribution needs an initialisation. This is done with the command `\contribution` – it is similar to the `\chapter{...}` command to start a “normal” chapter in a book, and it is crucial for the contribution header rendering mechanism to work.

Following the `\contribution` command, all the header and meta information to the contribution should be given – like in a journal article. After that, the command `\makecontributiontitle` finishes the header and triggers its rendering. (Keep in mind that the `\maketitle` command is reserved for the whole book’s title pages.)

Here are the user macros one can/must use to provide contribution-specific header and meta information before calling `\makecontributiontitle`:

`\contributionauthor[...]{...}` For the contributor (i.e. the chapter’s author(s)) name. The `contributionauthor` command can be used as the `\author` command with the `authblk` package, that is, it can occur more than once. An optional argument can be added to refer to a corresponding `\affil{...}` command, and besides that one can use the starred version `\contributionauthor*{...}` to mark the author as the corresponding author.

`\affil[...]{...}` For an affiliation; the syntax is as with the `authblk` package. Note that an optional e-mail address should be added after the actual affiliation, like: `\affil{Institute ..., University ..., e-mail: johnq.public@inst.org}`.

`\runningauthor{...}` This optional macro is to provide author names specifically for the running header, e.g. `\runningauthor{John Q. Public et al.}`.

`\contributiontitle{...}` For the title of the contribution.  
`\runningtitle{...}` This optional macro is to provide a specific (shorter) title for the running header.  
`\contributionsubtitle{...}` For an optional sub-title of the contribution.  
`\abstract{...}` For the abstract.  
`\keywords{...}` For key words.  
`\classification[...] {...}` For classification information. The optional argument is to provide a classification system (e.g. MSC, PACS, or JEL).  
`\DOI{...}` For the DOI of the paper.  
`\contributioncopyright[...] {...} {...} {...}` For copyright information in case De Gruyter does not solely holds the copyright or the work is an open access publication. The optional argument expects the name of an image file, usually a Creative Commons logo (by-nc-nd.eps, by-nc-nd.pdf). The three obligatory arguments are for the copyright year, the copyright holder, and a copyright text (e.g. a Creative Commons text), respectively.

As already mentioned, all this information will be output by invoking the `\makecontributiontitle` command.

Note that a possible `\label{...}` for the contribution has to be placed directly after `\contributiontitle{...}`.

## 5.4 Presenting other series volumes at the end of the book

The very last page of a book might be used to promote publications of the same book series to which the actual book belongs. The `{seriespromotion}` environment can be used to produce such a page. The environment knows an optional argument to capture the heading of the page if this should differ from the series title that might already be given for the title pages.

Inside `{seriespromotion}`, each publication to be promoted can be tagged with `\otherpubl`, a macro with the following four arguments:

- #1 the volume of the book series
- #2 the authors of the book
- #3 the title of the book
- #4 ISBN information

Happy  $\TeX$ ing!

[Questions and comments to: [standards\[at\]degruyter.com](mailto:standards[at]degruyter.com)]