LaTeX 2ε SVProc Document Class
Editor Instructions
for
– Proceedings –

July 22, 2016

Contents

1 Introduction

This *editorial supplement* gives advice on how to collect, edit and compile the complete set of authors' contributions for your planned book. It comes with the SVProc tool package specific to – *Proceedings* –.

The components of the SVProc tool package (for editors) are:

- The *Springer Nature LaTeX class* `svproc.cls` (major version 1) and BiBTeX styles `spmpsci.bst, spphys.bst, spbasic.bst` as well as the *template* with preset class options, packages and coding examples;

  Tip: Copy these files to your working directory, run LaTeX 2_ε and produce your own example *.dvi or *.pdf file; rename the template file as you see fit and use it for your own input.

- *Instructions* with style and coding instructions *specific* to *proceedings*;

  Tip: Follow these instructions to set up the files, to typeset the text and to obtain a consistent formal style; use these pages as checklists before finally submitting the manuscript or print data.

- The *Reference Guide* describing the SVProc features independent of any specific style requirements.

  Tip: Use it as a reference if you need to alter or enhance the default settings of the SVProc document class and the templates.

For *volume editors only* the SVProc tool package is enhanced by

- the *editor instructions* for compiling multiple contributions into a single book.

2 Step-by-Step Instructions

Although we assume that you wish the layout of your book to reflect the individual work of the contributing authors we recommend that all authors of your book use the same basic macros, styles, and sample input files for their manuscript, i.e. the LaTeX 2_ε SVProc package. Please advise your authors accordingly.

In contrast to our macro package for monographs the SVProc document class provides a text layout specific to *proceedings* with

- the names and affiliations of the contributing authors mentioned in the header of each contribution's first page;

- a front and back matter "reserved" for editorial contents, such as preface, organization pages, table of contents, and author index, etc.

For default settings, detailed instructions on stylistic and formal standards as well as on the inclusion of figures we refer you also to the SVProc *Author Instructions*.

2.1 Setting up a Root File for Your Book

In order to compile all the contributions into a single book it will be necessary that you check the TeX file of each individual contribution.

Assuming that the authors have used the Springer Nature template `author.tex` for their own input and thus have all used the same file structure, you must in the *preamble* of each of these TeX files

- delete everything including the command `\begin{document}`. Any individual styles and definitions the author has used must be moved to your *root* file (see below)!

At the *end* of each contribution file

- delete the commands that format the index (`\printindex`) and delete `\end{document}`.

Save each single contribution as an individual file.

Set up a *root* file complete with all commands needed to invoke the class, the packages and the individual contributions with the `\include{⟨filename⟩}` command.

2.2 Initializing the Class

Enter

`\documentclass{svproc}`

at the beginning of your root file. This will set the text area to a `\textwidth` of 122 mm or 28-1/8 pi and a `\textheight` of 193 mm or 45-5/6 pi plus a `\headsep` of 12 pt (space between the running head and text).

N.B. Trim size (physical paper size) is 155×235 mm or $6\,^1/_8 \times 9\,^1/_4$ in.

For a description of all possible class options provided by SVProc see the "SVProc Class Options" section in the enclosed *Reference Guide.*

2.3 Required Packages

The following selection in the past has proved to be essential in preparing a fully formatted (i.e. ready-to-print) manuscript.

Invoke the required packages with the command

`\usepackage{}`

`graphicx.sty`	is a powerful tool for including, rotating, scaling and sizing graphics files (preferably *.eps files)
`multicol.sty`	balances out the columns on the last page of, for example, your author index
`footmisc.sty`	together with style option `[bottom]` places all footnotes at the bottom of the page

For a description of other useful packages and SVProc class options, special commands and environments tested with the SVProc document class see the *Reference Guide.*

2.4 Structuring Commands

Use the declarations

```
\frontmatter
\mainmatter
\backmatter
```

in the root file to divide your manuscript into three parts: (1) the *front matter* for the preface, organization pages, etc., table of contents; (2) the *main matter* for the individual contributions; (3) the *back matter* for a possible author index, etc.

2.5 Compiling the Contributions

If you would like to see a preliminary version of your complete proceedings you may want to use this root file for the compilation of your book (see Sects. 2.1–2.4, or adapt and use the sample root file `editor.tex` which comes with this package.)

Insert the individual contribution files with the `\include` command and compile your root file.

2.6 Author Index

The Author Index is also generated at Springer Nature, but you can help us present the authors' names in the correct way by submitting a list of authors. Please highlight complex family names, particles, or suffixes of author names; or differentiate between given name(s) and family name(s) - especially for authors who do not use the Western name order. It should be made quite clear, which part of the name is the given name and which is the family name. Please check that the names of the authors are written consistently throughout the proceedings volume. If one author has contributed to more than one paper, his or her name should be spelt and structured in an identical manner in all papers as well as in the Table of Contents and the Author Index.

2.6.1 Generating the Author Index Yourself

If you wish to generate the Author Index yourself please make sure that '`\index`' commands are placed in the header of each contribution between the `\title` and the `\maketitle` commands, e.g.:

```
\title{Hamiltonian Mechanics}
\author{Alberto Di Battista\and Paulo Lazzarino Del Grosso}
\index{Di Battista, Alberto}
\index{Lazzarino Del Grosso, Paulo}
\maketitle
```

You will need in addition the `\usepackage{makeidx}` command and the command `\makeindex` in your preamble. At the end of your input, please insert the command

```
\printautindex
```

In order to sort the authors' names alphabetically in the index you may use the *MakeIndex* program - please note that this is an external program and must be launched separately.

Please check the output for any redundancy before submitting your manuscript files.

3   Submitting your Manuscript

As soon as you have finalized the content and structure of your book and have compiled all contributions, send us all the source files (text and figures), i.e. *.tex, (for images: *.eps, *.jpg, *.png, *.pdf), *.cls, *.sty, as well as the digitial output, i.e. *.dvi, *.ps, or *.pdf.

Please direct any queries concerning your book project to your contact person at Springer Nature. He or she will be happy to respond directly or pass on your query to the expert in charge.