

THE RevMexAA(SC) L^AT_EX MACROS: A GUIDE FOR AUTHORS¹

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RESUMEN

Este documento describe el uso del “L^AT_EX document class” `rmaa.cls`, lo cual está diseñado para preparar artículos y resúmenes para aparacer en memorias de congresos publicados por la *RevMexAA (Serie de Conferencias)*.

ABSTRACT

This document describes the use of the L^AT_EX document class `rmaa.cls` for the preparation of articles and abstracts to appear in conference proceedings published by the *RevMexAA (Serie de Conferencias)*.

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`rm-extenso.tex` Full “in extenso” paper. Usually used for oral presentations.

`rm-onepage.tex` Single-page, compact paper. Usually used for poster presentations.

`rm-shortabstract.tex` Abstract only (maximum 300 words). Usually used when there are too many presentations for them all to be published “in extenso”, or when the authors do not wish to write up a longer paper.

The version of the `rmaa` document class described in this User Guide is 3.24 (2007/09/14). Its use requires a not-too-ancient version of L^AT_EX (post-1994). Some familiarity with the use of L^AT_EX is assumed in this guide. For the author requiring a general introduction to L^AT_EX, there are several books (e.g. L^AT_EX 2.4 Manual; Mittelbach et al. 2004) available, as well as many online tutorials (see list at http://www.tex.ac.uk/cgi-bin/texfaq2html?label=tutorials*). This guide aims to cover basic usage of the macros from an author’s point of view; more advanced topics are discussed in the “Guide for Editors” (Henney 2000).

Note that the PDF version of this document contains clickable links, both for internal cross-references (e.g., in the Table of Contents) and for external URLs.

2. DOWNLOAD AND INSTALLATION

The latest version of the macros can always be obtained from <http://www.astrosmo.unam.mx/rmaa>. There are three different packages, each designed for a different audience: authors

1. INTRODUCTION

There are three different kinds of conference contribution that can be typeset using these L^AT_EX macros, each of which has an associated example document, which should serve both as simple documentation and as a template for your own contribution:

¹The latest version of the macros should be available from <http://www.astrosmo.unam.mx/rmaa>

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of main journal papers (e.g., `rmaa3.24.tar.gz`), authors of contributions to conference proceedings (e.g., `rmsc3.24.tar.gz`), and editors of the main journal or conference proceedings (e.g., `rmaa_editor3.24.tar.gz`). Please make sure you have the right package. All packages are also provided in `.zip` format, chiefly for the convenience of MS Windows users.

Once you have downloaded the relevant package archive file, move it to the directory (folder) where you wish to work and unpack the archive. The procedure to do this may vary between systems. From the command line on Unix, Linux, or Mac OS X, you can use something like `tar -zxf rmsc3.24.tar.gz`.

To test that everything is working, you should compile the relevant example document: `rm-extenso.tex`, `rm-onepage.tex`, or `rm-shortabstract.tex`. You will need to invoke \LaTeX twice to get the cross references right. The procedure to view and print the document will vary between systems. On Unix, Linux, or Mac OS X, you can use `latex` and `dvips` to generate a postscript file (which can be converted to PDF via `ps2pdf`), or alternatively you can use `pdflatex` to generate a PDF file directly. Note that in the first case, any included graphics must be in EPS format, while in the second case, they must be in PDF, PNG, or JPG format. It is recommended that you omit the file extension from the filenames in the `\includegraphics` command, so that both `latex` and `pdflatex` can automatically find the correct figure file.

Assuming that the example document compiled and printed correctly, you can now start writing your own paper, using the example document as a template.

3. THE PREAMBLE

The first line to appear in your document should be

```
\documentclass[proceedings,<OPTIONS>]{rmaa}
```

which sets up the document to use the proceedings style of the `rmaa` class, using the further options given in `<OPTIONS>`, if any. The only options that might conceivably be useful for proceedings papers are

preprint Adds details of the conference to the page headers. Useful for astro-ph submissions.

onecolumn Produces single-column output. This may be necessary if you have many very long equations that do not fit in a single column.

However, better results can often be obtained by using linebreaks in the equations. For this, it is recommended to use the commands from the AMS package (`\usepackage{amsmath}`), as documented in American Mathematical Society (2002).

The following commands can be used after the `\documentclass` command, but before the `\begin{document}`.

3.1. The title page

```
\title{ <TITLE TEXT> }
```

The `\title` command defines the title of the article. The title text should be entered in mixed case. It will be automatically converted to upper case when typesetting the title page, but remains in mixed case for the index.

```
\author{ <NAME#1>,\altaffil{ <ADDRESS#1> }
         <NAME#2>,\altaffil{ <ADDRESS#2> }
         and
         <NAME#3>\altaffil{ <ADDRESS#3> } }
```

The `\author` command defines the authors of the article. Within this command, one can use the `\altaffil` command to define the authors' affiliation as a footnote. The individual authors should be entered in the style `A.~B. Lastname` to avoid line breaks within the name. Line breaks may be inserted by hand using `\\`. If the authors have various different affiliations, then one can use the alternative form:

```
\altaffiltext{1}{<ADDRESS#1>}
\altaffiltext{2}{<ADDRESS#2>}
...
\author{ <NAME#1> \altaffilmark{ <LIST#1> }
        <NAME#2> \altaffilmark{ <LIST#2> } }
```

Each separate affiliation is specified with the `\altaffiltext` command and will be typeset in a footnote.³ The first argument to `\altaffiltext` is the number of the footnote and the second argument is the text of the affiliation. The `\altaffilmark` command is then used within the `\author` command to specify a list of footnoted affiliations for each author, e.g. `\altaffilmark{1,3,4}`. Care should be taken that the `\altaffiltext` commands are entered in the correct order, starting with number 1. It is also possible to combine the `\affil` and

³Each address should end with a period.

`\altaffilmark` commands. See the sample documents for further examples.

The affiliations entered via the `\altaffil` and `\altaffiltext` commands should be full postal addresses, plus the email address of at least the first author.

```
\resumen{ <SPANISH TEXT> }
\abstract{ <ENGLISH TEXT> }
```

These two commands define the abstract in Spanish and English. The abstract text may contain several paragraphs, but it should not be overly long, since both abstracts must fit on the first page. If the author does not use the `\resumen` command, the Spanish text will be set equal to the English text.

```
\setkeyword{ <KEYWORD TEXT> }
```

The `\setkeyword` command adds `<KEYWORD TEXT>` to the list of keywords (or subject headings). The keywords should be entered in alphabetical order in the following style and should be chosen from the list⁴ used by ApJ, AJ, A&A, and MNRAS (please do not invent new keywords!). No more than six keywords are allowed.

Single-page poster contributions should not use `\resumen`, `\abstract`, or `\keywords` (see `rm-onepage.tex`).

3.2. Running headers

```
\shortauthor{ <NAME> }
\shorttitle{ <TITLE> }
```

These define a shortened version of the author and title for use in the running headers. Only the author surnames should be used here (first author et al. if there are more than 3) and “&” should be used instead of “and”.

3.3. Indexing

The following commands are used in constructing the table of contents and index when the `book` style option is used to typeset an entire proceedings volume:

```
\listofauthors{ <NAMELIST> }
\indexauthor{ <AUTHOR#1> }
...
\indexauthor{ <AUTHOR#N> }
```

⁴<http://www.journals.uchicago.edu/ApJ/keywords.html>

where `<NAMELIST>` is in the format `A.~N.~Other, B.~Second, \& C.~Third`, while `<AUTHOR#1> ...<AUTHOR#N>` are in the format `Other, A. N.` There should be one `\indexauthor` command for each author and it is important that these appear *after* the `\listofauthors` and `\title` commands. Although these commands produce no printed output in the individual papers, it would save the editors some work if you put them in.

3.4. Other commands for editors

The following commands are designed principally for the use of the editors, although authors may want to use them in conjunction with the `preprint` option.

```
\SetConfTitle{ <TITLE OF CONFERENCE> }
\SetYear{ <YEAR> }
\SetVolume{ <VOLUME #> }
\SetFirstPage{ <PAGE #> }
\ReceivedDate{ <DATE> }
\AcceptedDate{ <DATE> }
```

These should all be self-explanatory. The first four commands set quantities that are used in constructing the header to the first page (the conference title is only printed if the `preprint` option is used). The page range for the article is calculated automatically. This means that \LaTeX must be run twice after changing the first page with `\SetFirstPage`.

4. THE MAIN BODY

The main body of the document should be enclosed within the following pair of commands:

```
\begin{document}
...
<ARTICLE TEXT>
...
\end{document}
```

The first command after the `\begin{document}` should be

```
\maketitle
```

This will format title, authors, abstracts and keywords.

Within the main body of the document all standard \LaTeX commands can be used. Commands provided by the many optional packages distributed with \LaTeX may also be used so long as the package is loaded via the `\usepackage` command in the preamble. However, authors are requested to avoid using

commands that change the document fonts, page layout or other “stylistic” parameters. One should also bear in mind that not all optional packages have been checked for compatibility with the `rmaa` class.

4.1. Sectioning commands and cross references

Authors are encouraged to use the standard \LaTeX sectioning commands to subdivide their article:

```
\section{ <TITLE> }
\subsection{ <TITLE> }
\subsubsection{ <TITLE> }
\paragraph{ <TITLE> }
```

These will be automatically typeset in the RevMexAA style. Cross-referencing is made easier by the use of the `\label{<LABEL>}` command immediately after each sectioning command, where `<LABEL>` is any mnemonic string. Elsewhere in the document, the section can then be referred to as `\S~\ref{<LABEL>}`. The `\label` command can also be used with equations and with figures and tables (see below). The style that should be used for cross-references is, for example, Figure 3, Table 1, equation (12), and § 5.1, where the section symbol “§” is produced by the \LaTeX command “\S”.

4.2. Tables

Tables should be entered using the `table` and `tabular` environments in the following way:

```
\begin{table}
\caption{<TABLE HEADING> \label{<LABEL>} }
\begin{tabular}{<(FORMAT)>}\toprule
<HEADER LINE> \\ \midrule
<FIRST DATA LINE> \\
...
<LAST DATA LINE> \\ \bottomrule
\end{tabular}
\end{table}
```

In two-column styles, if it is required that the table span both columns, then `\begin{table*} ... \end{table*}` should be used instead. Details of more advanced techniques, together with advice on producing high-quality tables is given in Fear (2005).

Footnotes to the table caption, to column headings, or to individual entries can be specified by the `\tabnotemark` and `\tabnotetext` commands. An example of their use is given in the sample document `rm-extenso.tex`.

Experimental support for multi-page tables is provided via the `longtable` environment. Advice on its use will be provided on request.

4.3. Figures

Figures should be included using the standard \LaTeX figure environment. Authors are encouraged to embed postscript figures directly in their document, for which we strongly recommend the use of the standard \LaTeX command `\includegraphics`.⁵ The extended features of the `\includegraphics` command provided by the `graphicx` package may be used. There is no need to explicitly load this package, it is loaded automatically.

For a single-column figure, the following commands could be used:

```
\begin{figure}\centering
\includegraphics{<PSFILENAME>}
\caption{<FIG CAPTION> \label{<LABEL>}}
\end{figure}
```

By default, the graphics file will be scaled to the full column width. Alternatively, one of the optional arguments `width`, `height`, or `scale` can be used to set the desired size. Further examples are given in `rm-extenso.tex`. For figures that span two columns, one should use `figure*` instead of `figure`. For further information, authors are encouraged to consult Reckdahl (1997), which contains a wealth of detail on the use of imported graphics. More details on the preparation of figures is also given in the “Guide for Editors”, q.v.

4.4. Reference list and citations

There are three broad methods for dealing with citations.

4.4.1. Semi-automatic method

This is currently the recommended method for most authors. The reference list at the end of the article is constructed by hand (preferably using entries generated by ADS), whereas the in-text citations are handled automatically using commands from the `natbib` package.⁶

How to enter the reference list The reference list should appear at the end of the article and should be formatted using the standard \LaTeX bibliography environment as follows:

```
\begin{thebibliography}
\bibitem[<AUTHORYEAR>]{<KEY>} <TEXT>
...
\end{thebibliography}
```

⁵Historically, many different macro packages for the inclusion of postscript figures have been in use because older versions of \LaTeX lacked a standard interface (e.g. `epsf`, `psfig`). There is no longer any reason to use these.

⁶The `natbib` package is loaded and configured automatically by `rmaa.cls`.

The required format of the `\bibitem` is best explained by examples:

```
\bibitem[García-Díaz &
Henney(2007)] {2007AJ...133..952G}
García-Díaz, M.~T., \&
Henney, W.~J.\ 2007, \aj, 133, 952
```

```
\bibitem[Henney et al.(2007)]
{2007AJ...133.2192H} Henney, W.~J.,
O'Dell, C.~R., Zapata, L.~A.,
García-Díaz, M.~T.,
Rodríguez, L.~F., \& Robberto,
M.\ 2007, \aj, 133, 2192
```

```
\bibitem[Henney(2007)]
{2007dmsf.book..103H} Henney, W.~J.\
2007, in Diffuse Matter from Star Forming
Regions to Active Galaxies: A Volume
Honouring John Dyson, Edited by
T.~W. Hartquist, J.~M. Pittard, and
S.~A.~E.~G. Falle. Series:
Astrophysics and Space Science
Proceedings. ISBN-10 1-4020-5424-6
(Dordrecht: Springer), p.103
```

By far the easiest way of obtaining the `\bibitem`s is by using ADS. Select the references you need by ticking the boxes in the “Query Results from the ADS Database” list. Then go down to the section that says “Retrieve the above records in other formats or sort order” and choose “AASTeX format” from the first drop-down list. If you have selected many references at once, then you may also want to choose “Sort by first author name”. The resultant `\bibitem`s can then be cut-and-pasted into your paper. In the case of references to papers in common astronomy journals, the ADS results are nearly always fine. For references to books and conference proceedings, the quality is very variable and the diligent author may need to edit the result to conform to the standard style (see recent issues of RevMexAA or RevMexAA(SC) for examples).

If you have long FTP or HTTP addresses in your reference list (or anywhere else), then you should use the `\url` command, which avoids problems with special characters in the address (such as `~`) and allows L^AT_EX to choose sensible linebreaks:

```
\url{http://www.astroscu.unam.mx/~rmaa}
```

How to cite references in the text For a citation used as a noun in a normal sentence, one should use `\citet{⟨KEY⟩, ⟨KEY⟩, ...}`, where each `⟨KEY⟩` matches that of a `\bibitem` in the `thebibliography` environment:

```
\dots following the excellent suggestion
of \citet{2007AJ...134.1679O}.
```

```
...following the excellent suggestion of O'Dell et
al. (2007b).
```

For a parenthetical citation, one should use `\citep{⟨KEY⟩, ⟨KEY⟩, ...}`:

```
The subject of photoionized stellar jets
\citep{2007AJ...133..952G,
2007AJ...133.2192H} is a fascinating
one.
```

```
The subject of photoionized stellar jets (García-
Díaz & Henney 2007; Henney et al. 2007) is a
fascinating one.
```

A useful quick-reference sheet for the `natbib` commands is Daly (2007), which explains more complicated techniques, such as in the following example:

```
However,
\citeauthor{2007AJ...133.2192H}'s
model fails to consider (pace
\citealp{2007AJ...133.2343O}) the
incontrovertible argument of
\citet[eq.~13]{2007A&A...471..193S},
which renders futile any such effort
\citep[see also][]{2007AJ...134.1679O}
and which should already have been well
known in \citeyear{2007AJ...133.2192H}.
```

```
However, Henney et al.'s model fails to consider
(pace O'Dell et al. 2007a) the incontrovertible ar-
gument of Stasińska et al. (2007, eq. 13), which
renders futile any such effort (see also O'Dell et
al. 2007b) and which should already have been well
known in 2007.
```

4.4.2. Fully automatic method

This method is currently experimental, although it seems to work fine. The in-text citations are specified using `natbib` commands in exactly the same way as in the previous method, but now BIB_TE_X is used to automatically generate the reference list too. The big advantage of this method is that it guarantees consistency between the in-text citations and the reference list and ensures that the reference list is in the correct order.

You will need one or more `.bib` files that contain all your references in BIB_TE_X format. Instead of using the `thebibliography` environment, you simply put

```
\bibliography{⟨BIBFILE⟩, ⟨BIBFILE⟩, ...}
```

at the end of your document, where each \langle BIBFILE \rangle is the name of a .bib file (but without the .bib extension). There is no problem if the \langle BIBFILE \rangle s contain many more references than you will use— \LaTeX will just select the ones that you cite.

One very easy way to create a useful .bib file is as follows. Create a “Private Library” in ADS for your project and populate it with every paper that might conceivably be relevant. This can be done in various stages, starting of with relevant keyword, object, or author searches. Once you have saved a few core papers, you can “grow” the library by retrieving all the references in or citations to the papers already in the library. Once you have a few hundreds (or thousands) of papers in the library, then you can dump it all in \LaTeX format by pressing the “Select all records” button, choosing “ \LaTeX reference list” as the return format, and then pressing the “Retrieve selected records” button.

Using this method requires an extra step when compiling your document. After adding new citations you have to run \LaTeX , \LaTeX , then \LaTeX again.

4.4.3. Manual method

Of course, it is also possible to enter both the reference list and the in-text citations by hand. However, this is tedious and error-prone, so it is not recommended.

4.5. Balancing the columns on the last page

In the two-column style, the columns on the last page should be as close to the same length as possible. Making \LaTeX do this automatically is beyond my capabilities, so authors are requested to balance the columns manually by using the \adjustfinalcols command. This command should be inserted at the place in the text where the left-hand column should break to give two columns of equal length. Obviously, this should be left until the final draft of the document, or left to the editors even.

The \adjustfinalcols command also tries to typeset the authors’ full addresses (previously specified by the \fulladdresses command, see § 3.1) at the bottom of the final page. If this is not possible because of lack of space, then the addresses are put on the next page. Please note that the mechanism to achieve this is rather fiddly and, although I have tested it extensively, I can’t guarantee it will work in all conceivable circumstances. Please let me know if you run across any problems. It does not do a very good job if there are footnotes on the final

page (but is this likely?). If the \adjustfinalcols command is not used then the full addresses will be set after the end of the \thebibliography environment (on the same page unless there is no room or we are in the second column of double-column mode). If you don’t have a bibliography for whatever reason and you are not using \adjustfinalcols , you can explicitly trigger the full addresses with the $\text{\outputfulladdresses}$ command.

4.6. Special commands

For the convenience of authors, special commands for astronomical journals and some common astronomical and mathematical symbols are provided. These are the same as those provided by the AAS macros (Biemesderfer & Barnes 1995).

REFERENCES

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- García-Díaz, M. T., & Henney, W. J. 2007, *AJ*, 133, 952