

# Submission of Manuscripts to ASMQ

Submission of a manuscript implies that the work described has not been published before and that it is not under consideration for publication anywhere .

To submit a paper in French or English, send a LaTeX **and** PDF version of the paper to the Chief Editor or to one of the Associate Editors. An electronic submission is preferable.

The submission must include:

1. The original LaTeX file of the paper and any auxiliary files necessary to process the paper (such as ps/eps files for figures, bibtex files for bibliographies).
2. A pdf version of the paper. If sending a pdf file by email is not possible (e.g., because of the size of the file), please provide a web address from which the file can be downloaded. (The LaTeX file, however, should still be sent by email.)

**Notes:** Papers must be in LaTeX. We cannot process papers in formats other than LaTeX (such as Tex or Microsoft Word). When preparing your LaTeX file, please try to follow the guidelines below.

## Preparation of Manuscripts

### General Requirements

- **Abstract.** All papers must contain a brief abstract, in both French and English. The length of these abstracts should not exceed 125 words. If the authors cannot write their abstract in one of the two languages, some help will be provided from the members of the Editorial board. Please try to avoid displayed formulas and bibliographic references in the abstracts. The abstracts should not contain custom macros so that it can be compiled independently of the rest of the paper.
- **Running title.** If the title is too long to be used as running title, please provide a short title. The short title should not exceed 50 characters. In LaTeX this can be accomplished using the `\title` macro as follows: `\title[shorttitle]{fulltitle}`.
- **Acknowledgements.** Brief acknowledgements can be typeset at the end of the document, and before the bibliography.

## Document Class and LaTeX Template

The journal is typeset in LaTeX, using a variant of the `amsproc` documentclass, called `myasmq.cls` for the document in English and `monasmq.cls` for the documents in French. These files (`myasmq.cls` and `monasmq.cls`) can be downloaded from our website.

Moreover, we strongly suggest to the author to “copy and paste” their article in the LaTeX template that can also be downloaded from our website. This template includes all required fields and gives some hints on how to write a good document for the ASMQ. Using this template might accelerate the publication of your paper.

## Additional Guidelines for Papers in LaTeX

The following simple guidelines will help significantly reduce the time and cost involved in processing papers. Most of these guidelines are not ASMQ specific, but simply reflect good LaTeX practices.

- **Documentclass specific to ASMQ.** Use `\documentclass{myasmq}` or `\documentclass{monasmq}`.
- **Page dimensions.** If for a certain reason you do not use `\documentclass{myasmq}` nor `\documentclass{monasmq}`, the correct page dimension can be obtained by inserting the following command in the preamble of your paper:

```
\RequirePackage[papersize={7in,10in}, left=0.875in,textwidth=5.25in,  
top=0.8125in,textheight=8.4375in, foot=0.375in]{geometry}
```

(Observe that this command is included in the files `myasmq.cls` and `monasmq.cls`, so that the correct dimensions will be automatically obtained by using the command `\documentclass{myasmq}` or `\documentclass{monasmq}`.)

Do not use other commands that change page dimensions (such as `oddsidemargin` or `hoffset`, or `baselinestretch`), since such commands may interfere with the above settings and will have to be removed when processing the paper. Also, remove any options to the `"\documentclass"` command that change the font size or page dimensions, such as `[11pt]` or `[a4paper]`.

- **Bibliography.** Set references using `\bibitem` and the `thebibliography` environment. The references are sorted by alphabetical order of the first author. Abbreviations should, whenever possible, be taken from *Mathematical Reviews*.

**All items listed in the bibliography should be cited in the body of the paper.** There should be no "gratuitous" references. If you want a particular item to be listed in the bibliography, work in a citation using phrases like "See also ...", or "for related work on this topic see ...".

- **Avoid manual citations and manual cross references to theorems and equations.**

**Citations.** Use the built-in cite mechanism of LaTeX: instead of "[3]" or "[Wi96]" use the command `\bibitem{3}` or `\bibitem{Wi96}` and cite this reference in the text by using the command `"\cite{3}"` or `"\cite{Wi96}"`.

**Cross references to theorems.** Use the built-in cite mechanism of LaTeX: instead of manually referring to "Theorem 5", assign to Theorem 5 a label with the command :

```
\begin{theorem} \label{thm:5} ... \end{theorem}
```

and further refer to "Theorem `\ref{thm:5}`".

**Cross references to equations.** Use `"\eqref"` instead of `"\ref"` for references to (labelled) equations. This ams-latex command works just like `\ref`, but it automatically creates parentheses, which makes it easier to use. Also, avoid assigning a number to an equation to which there is no further reference in the text. To do so, use the command `\begin{equation*}... \end{equation*}`, or simply `\[ .. \]`.

This way of doing has a number of advantages, the most important of which is that it makes adding, reordering or deleting bibliography items, theorems or equations a painless process since LaTeX automatically renumbers references. (When you do this, be sure to run latex on the file (at least) twice, since the renumbering process requires two (or more) passes.) This also avoids the possibility of having two Theorems 5 for instance.

Such errors are frequent when manual numberings, citations or cross references are made. In this case, a renumbering of the theorems or of the bibliography items must be made by the members of the Editorial board. This is a delicate and time consuming process, and which turns out to be the main source of errors committed by the members of the Editorial board during the preparation of the final version of your paper.

- **Avoid manual formatting.** Do not use commands such as

- `\centerline{1. Introduction}`
- `{\bf Theorem 1.} {\it ...}`
- `\par\noindent{\it Proof.}`
- `{\it ...}`

to format sections, definitions, theorems, proofs, etc.; use instead appropriate LaTeX commands:

- `\section{Introduction}`
- `\begin{theorem} ... \end{theorem}` (along with a `\newtheorem` declaration)
- `\begin{proof} ... \end{proof}`.

Similarly, avoid explicit spacing commands like `\bigskip`, `\newline` or `\\` (except in multiline displays), or `\noindent`. LaTeX commands such as `\end{proof}` or `\section` automatically create an appropriate amount of space. Manual coding of theorems, proofs, section headings, etc., will have to be removed by us and replaced by corresponding LaTeX constructs; this is a laborious and time-consuming task. Excessive manual formatting may increase the time it takes us to process a paper by an order of magnitude.

- **Packages.** Standard packages, loaded with `\usepackage{...}`, are fine, if they are needed in the paper.
- **Pictures.** Figures, tables and diagrams have captions and are cited in the text. Electronically generated graphics should be provided as eps (encapsulated postscript) files.
- **Special note for users of Scientific Workplace (TCI).** Scientific Workplace can create LaTeX files, but for the files to be compatible with a standard LaTeX environment, they must be saved as **portable LaTeX** files; otherwise, the files created require proprietary macros and cannot be used outside SW.

Finally, remember that by following all these guidelines is the best way to assure a quick and errorless publication of your paper.