Fields Institute Communications and Monographs

Manuscript Preparation
Guidelines for Authors

1　Introduction

The Fields Institute has an agreement with the American Mathematical Society, under which the Society acts as the Institute's publisher. The Scientific Advisory Panel serves as editorial board for Institute publications. The Institute's publishing program includes lecture notes of graduate courses and research monographs, with the series title *Fields Institute Monographs*, and collections of refereed papers presented by visiting members at the Institute or at off-site conferences, with the series title *Fields Institute Communications*.

The information in this manual explains to authors how to use the Fields Institute's style files for electronic submission of work, and help maintain our standard of high quality.

2　Electronic Manuscript Format

You are requested to submit your manuscript using AMS-LaTeX and the Fields Institute's style files. (AMS-TeX style files are also available but the use of AMS-TeX will slow our publication process.) Please do **not** use Plain TeX.

2.1　What You Will Need

1. **Access to LaTeX** (version LaTeX 2_ε from December 1994 or later).

2. **AMS-LaTeX, version 1.2 or later**. If you do not have a current version, you may retrieve it through the AMS World Wide Web site at `http://www.ams.org/tex` (this web page also has information on obtaining AMS-LaTeX through other means).

3. **The Fields Institute style files**. These style files are installed for use by visitors on the Fields Institute unix system, and may already be installed on the computing system at your own institution. Otherwise, you should obtain them from the AMS web site as described below.

4. **The information handbooks** entitled *AMS Author Handbook*, and *Instructions for Preparation of Papers and Monographs: AMS-LaTeX*, are very useful to authors of Fields Institute publications.

5. **Sample papers**. The files fic-art.tex and article.top (for the *Communications* series) and fim-bibl.tex, fim-ch1.tex, fim-chap.tex, fim-ind.tex, fim-pref.tex, and chapter.top (for the *Monographs* series) provide examples of how to format manuscripts properly.

2.2　Obtaining Style Files, Handbooks and Examples

The files described in items 3, 4 and 5 above are available free of charge, from the American Mathematical Society web site

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`http://www.ams.org/tex/author-info.html`

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Scroll to the *Fields Institute Communications* or *Monographs* section as appropriate, and select the **amslatex** link. You will see a list of files. The file **fic-l.cls** (*Communications* series) or **fim-l.cls** (*Monographs* series) is the style file: download it and place it in the same directory as your manuscript. The remaining files are the two handbooks (handbk-l.tex and instr-l.tex), sample papers, and supplementary information.

These files may also be obtained by ftp from `e-math.ams.org`. If you are unable to obtain them from the AMS by either of these methods, the Fields Institute will provide them to you by e-mail upon request.

3 The Top Matter of Your Manuscript

A *Communications* manuscript should begin with the line `\documentclass{fic-l}`, followed by top matter material (specifying title, author, etc.) using the outline given in the "article.top" sample file, as below. A *Monographs* manuscript should begin with `\documentclass{fim-l}`, followed by top matter material as in the "chapter.top" sample file.

3.1 Title

Choose a title that helps the reader see the place of your paper within the body of mathematics. It must clearly identify both the general field involved and the particular branch of it under consideration. A good title contains several well known key words, e.g., "Algebraic solutions of linear partial differential equations," and is short (a title of more than ten or twelve words is likely to be miscopied, misquoted, or distorted). Avoid jargon such as "a remark concerning" or "some contributions to the theory of". Avoid proper names unless mathematical usage associates them with the work. Titles may be used in information retrieval so every word in them is important. Insert your title in the `\title{}` command, in the sample outline. For example:

```
\title{Algebraic solutions of linear partial differential equations}
```

3.2 Author Information

Using the outline given in the sample files, fill in the appropriate information for each author. Delete the lines corresponding to "second author" if there is only one author. Add additional lines if there are more than two authors. Include an electronic mail address if available, inserting it into the `\email{}` line in the example outline. (For an author with no e-mail address, it is a good idea to delete the empty `\email{}` line.)

3.3 Grant Acknowledgements

Information on any grants or contracts under which the research was performed, including the grant number, should appear as a `\thanks{}` line as indicated in the example papers.

3.4 1991 Mathematics Subject Classification

The 1991 Mathematics Subject Classification numbers describing the primary and secondary fields of the paper must be included in a `\subjclass{}` line as indicated in the example papers. A list of these numbers may be found in the annual index of *Mathematical Reviews* published with the December issue starting in 1990, and on the AMS web site at `http://www.ams.org/msc/`.

4 Preparing the Content of Your Manuscript

4.1 General Guidelines

1. LaTeX and AMS-LaTeX provide a rich set of commands for all common, important features of mathematical papers. *Use them*, **not** commands you define yourself.

2. **Do not** redefine any TeX, LaTeX, or AMS-LaTeX commands.

3. **Do not** use any font-related commands (bold-face, italics, etc.) in headings. Use them only within the text of the manuscript.

4. Use the new commands of LaTeX 2_ε for font changes. For example: use `\textbf{phrase}` not `{\bf phrase}` to set "phrase" in bold; in math mode, use `\mathbf{x}` not `{\bf x}` to set "x" in bold; use `\mathcal{C}` not `{\cal C}` for calligraphic letter C; etc.

5. Avoid complicated low-level spacing commands. Simple code usually works best.

6. For papers in the *Communications* series, submit only a single .tex file. Do not use `\input` or `\include` files; instead, put the contents of any such files in the main source file.

4.2   Theorems, Proofs, Definitions, Remarks, Etc.

Use the environments that are provided for this purpose. For example, to give a proof, use:

```
\begin{proof}
Content of proof
\end{proof}
```

For theorems, definitions, remarks, etc., define appropriate environments with `\newtheorem` commands in your document's preamble, following the examples in the sample papers.

4.3   Figures and Graphics

Graphics that are to be incorporated into your paper can be included in one of two ways:

1. *Electronically as PostScript files.* This is the preferred method. Create an Encapsulated PostScript (EPS) file for each figure. Give each EPS file an appropriate name (consisting only of letters and numbers) followed by the extension ".eps". For *Communications* volumes, the filename preferably should identify the author; for example, a diagram of a singular surface submitted by Jones could be called "jonesurf.eps".

   In your source (.tex) file, place the line `\usepackage{graphicx}` immediately after the `\documentclass` line at the beginning of the file. *Note: for this you will need a version of LaTeX 2ε that is December 1995 or later.*

   At each place in your .tex file where you want to include a picture, place the following commands (replacing "jonesurf.eps" with the name of the EPS file, and replacing "A singular surface" with the caption you wish to appear in your paper).

   ```
   \begin{figure}
   \begin{center}
   \includegraphics{jonesurf.eps}
   \end{center}
   \caption{A singular surface}
   \label{singsurf}
   \end{figure}
   ```

   If desired, you may enlarge or shrink the picture by specifying your own width or height. For example, to make it 4 inches wide, use `\includegraphics[width=4in]{jonesurf.eps}`. LaTeX will leave the correct amount of space for the figure assuming the EPS file is properly formatted. If the spacing is not right, fix it in the program which created the EPS file, rather than inserting LaTeX spacing commands.

   The label allows the figure to be referenced in the text as "`figure~\ref{singsurf}`". LaTeX will automatically number the figure.

2. *As high-quality, camera-ready art drawn on paper.* If you must submit your figures this way, make sure they are drawn on nonabsorbent paper in black ink with clean, unbroken lines. Do not use lead pencil, ballpoint pen, or felt-tip pen. In your .tex file, be sure to leave the correct amount of space for the figure. This can be done using the same commands as above but replacing the `\includegraphics` command with a `\vspace` command. For example, to leave room for a picture that is 3 inches high, use `\vspace{3in}`.

4.4 Equations

AMS-LaTeX is unrivaled in its power to display mathematical formulas and equations. To fully exploit this power, refer to standard handbooks, such as the AMS-LaTeX User's Guide which can be obtained from the Internet at `ftp://ftp.ams.org/pub/tex/amslatex/math/amsldoc.tex`.

4.5 Citations and References

You start your bibliography by using the command `\begin{thebibliography}{99}` and finish it by using `\end{thebibliography}`. Entries should be given alphabetically by the last name of the first author.

A reference to a journal article should take the form of the following example:

```
\bibitem {A83} Aoki, T. \textit{Calcul exponentiel des op\'erateurs
microdifferentiels d'ordre infini.} Ann. Inst. Fourier (Grenoble)
\textbf{33} (1983), 227--250.
```

When typeset, this reference will look something like:

[1] Aoki, T. *Calcul exponentiel des opérateurs microdifferentiels d'ordre infini.* Ann. Inst. Fourier (Grenoble) **33** (1983), 227–250.

Notice that the article name is italicized with the `\textit` *command, the journal name is abbreviated, the volume number is put in bold-face with the* `\textbf` *command, and the page range is separated by an en-dash which is signified by two hyphens.* A full list of standard journal abbreviations can be found in the annual indexes to *Mathematical Reviews.*

The number [1] is supplied automatically by LaTeX. (Older versions of the Fields style files may omit this number; do not worry about this, as it will appear correctly when your files are processed at the Institute.) The "A83" in the above example is a key with which you can refer to the article in your manuscript, using the `\cite` command. For example: "`it is shown by Aoki in \cite{A83} that`" will appear as "it is shown by Aoki in [1] that". You must choose a different key for each item in your bibliography; it can be any combination of numbers and letters.

A reference to a book should give the author, title, edition (if not the first), name of series and number (if one of a series), volume, editor(s) (if applicable), publisher, city, year and pages, as in the following example:

```
\bibitem {D86} DeVore, R. A. \textit{Approximation of functions},
Proc.  Sympos. Appl. Math. vol. 36, Amer. Math. Soc., Providence, RI,
1986, pp. 34--56.
```

This, when typeset, appears something like:

[2] DeVore, R. A. *Approximation of functions*, Proc. Sympos. Appl. Math. vol. 36, Amer. Math. Soc., Providence, RI, 1986, pp. 34–56.

5 Submission of Your Manuscript

5.1 Permissions

Authors are responsible for obtaining written permission to use another person's work, including pictures, figures, and other art, whether or not it has been published previously. If the work has been published previously, the publisher is usually empowered to grant permission, but this is not always the case; the author or an heir sometimes retains such rights. Permission is not necessary, of course, for use of work in the public domain (such as U.S. government publications

or works on which the copyright has expired), but credit should be given, in any case, to the originator of the work.

Authors are advised to begin writing for permissions as soon as a manuscript has been submitted for consideration by an editor or editorial committee. A copy of the letter(s) granting permission must be sent to the Fields Institute not later than the final submission.

5.2   Proofreading

For author-prepared volumes, proofreading is the responsibility of the author, not the Fields Institute. Manuscripts must be proofread by the author before they are submitted to the Fields Institute.

5.3   Final Form Agreement

The AMS requires authors to declare if the submitted paper is in final form or not. Final form means that a longer or substantially similar version will not be published elsewhere. This is also important to the Fields Institute, so that papers in *Fields Institute Communications* and *Monographs* will be treated as refereed papers in a journal. When you receive the Final Form Agreement with your final proof copy, please sign it and return it to the Fields Institute with your corrected proofs.

5.4   Copyright Transfer Agreement

Authors retain the right to use all or part of their own work in future publications of their own. They are, however, asked to sign other rights over to the AMS. The Transfer of Copyright Agreement form will be mailed to you with the final proofs of your paper.

5.5   Final Acceptance

When the paper has been accepted by the editors, and any changes suggested by the referees have been made to the satisfaction of the editors, send a hard copy and any artwork to the Publications Manager at the Fields Institute. The .tex and any .eps files should be e-mailed to:

<div align="center">

`fieldpub@fields.utoronto.ca`

</div>

Please send a message to this same e-mail address to identify the author, title, editor, intended publication series and the full names of all submitted files. If you prefer to use ftp, send an e-mail message to the `fieldpub` address above requesting directions on how to ftp your files.

Once your paper has been received and typeset, it will be mailed to you in final proof form. The following forms also will be sent to you, for your signature.

- Final Form Agreement

- Permission Request Form

- Transfer of Copyright Agreement

Please return your corrected proofs and all signed forms to the Publications Manager at the Fields Institute:

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Fax: 416-348-9759
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