

L^AT_EX Instructions for Authors

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1 Introduction

This document explains to authors how to install and use the L^AT_EX style files for research journal articles from Now Publishers.

2 The Contents of the Archive

The archive contains two folders: *Author-Instructions*, and *nowauthortexmf*. The content of the *Author-Instructions* folder is described below. The other folder and files should never be touched and only need to be installed.

The folder *Author-Instructions* contains the following files and folders:

AuthorLaTeXInstructions.pdf : This PDF, containing the instructions to create L^AT_EX articles.

Examples: A folder containing a set of example L^AT_EX files and PDF output. These include:

LaTeX: A folder comprising two subfolders with a complete set of L^AT_EX source files for two journal articles. These are *dea-001*, and *dea-002*. You can test your installation using the files in *dea-001* and *dea-002* in Section 5.

PDF: A folder containing the output PDFs obtained after successfully compiling the files described above.

CFR-Example: A folder containing examples of the output for figure and table captions for *Critical Finance Review* (see Section ??).

now-sample.bib: An example bibliography file with different types of publication entries. (see Section 4.8).

3 Installation

These instructions assume that you have a working L^AT_EX installation version. In principle, the installation process only requires you to copy the files to a place in your L^AT_EX environment and make your environment aware that they exist. In Section 3.2, we give an example of how to install the files in the MikTeX system. Finally, you may need to configure your T_EX editor to be able to run the programs completely (see Section 3.3). If you have problems installing these files in your own system, please contact us at production@nowpublishers.com.

We use Computer Modern fonts for some of the journals. You will need to make sure that these fonts are installed. Refer to your system documentation on how to do this.

3.1 Quick Install

To get up and running quickly, unzip *nowauthortexmf.zip* and copy the following files into the same folder as your L^AT_EX file.

```
    nowsort.bst
    example-journaldata.tex
    example.tex
    now-biblatex.sty
    now-cfr-init.cfg
    now-cfr.sty
    now-jmb-biblatex.sty
    now-jmb.sty
    now-journal.cls
    now-jws.sty
%    nowauthortexmf/bibtex/bst/now/nowsort.bst
%    nowauthortexmf/tex/latex/NOW/author/example-journaldata.tex
%    nowauthortexmf/tex/latex/NOW/author/example.tex
%    nowauthortexmf/tex/latex/NOW/author/now-biblatex.sty
%    nowauthortexmf/tex/latex/NOW/author/now-cfr-init.cfg
%    nowauthortexmf/tex/latex/NOW/author/now-cfr.sty
%    nowauthortexmf/tex/latex/NOW/author/now-jmb-biblatex.sty
%    nowauthortexmf/tex/latex/NOW/author/now-jmb.sty
%    nowauthortexmf/tex/latex/NOW/author/now-journal.cls
%    nowauthortexmf/tex/latex/NOW/author/now-jws.sty
```

If you do not have biber.exe you will need to download it from <http://biblatex-biber.sourceforge.net/> and copy it to the same folder as your L^AT_EX files and make it known in your PATH.

You can now typeset as normal. Follow the instructions in section 4 and beyond to create your article.

3.2 Installation in MikTeX

Step 1: If you do not have biber.exe you will need to download it from <http://biblatex-biber.sourceforge.net/>.

Step 2: Unpack the zip file into a temporary folder.

Step 3: Move the folder *nowauthortexmf* and the file biber.exe to a local folder, preferably already known to your L^AT_EX environment. For example *C:\localtexmf*. If you do not already have a suitable folder, create *C:\localtexmf* and move everything there. If you choose this option, add a folder *C:\tex* in *C:\localtexmf*; this folder can remain empty and unused but needs to be present to add the path to MikTeX.

Step 4: Move the folders *Author-Instructions* to a folder in your typesetting environment. You can run the example L^AT_EX files from this folder to test your installation.

Step 5: Start the MikTeX (Admin) Settings program. Select the Roots tab and add the following paths (See Figure 1 for an example):

- C:\localtextmf
- C:\localtextmf\nowauthortextmf

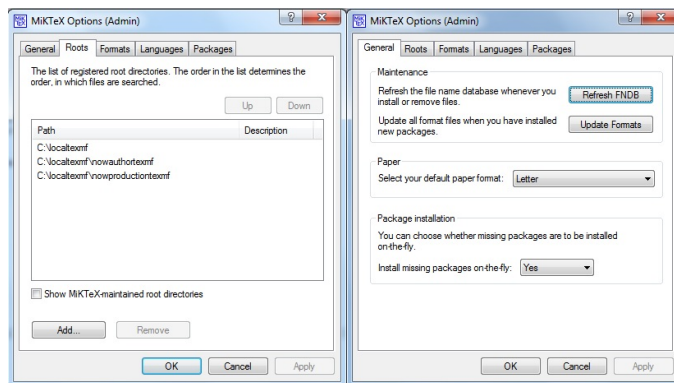


Figure 1: Adding the paths in MikTeX.

Select the General tab and press both Refresh FNDB and Update Formats (also see Figure 1 for an example).

3.3 Running biber From Your T_EX Editor

We use *biber* to compile the bibliography. You can set up TeXWorks to run biber as follows.

Step 1: Select Edit - Preferences from the menu and then tab "Typesetting".

Step 2: Click on + to create the biber tool (see Figure 2 for example). Enter:

Name: *biber*
Program: *biber.exe*
Arguments:
\$basename

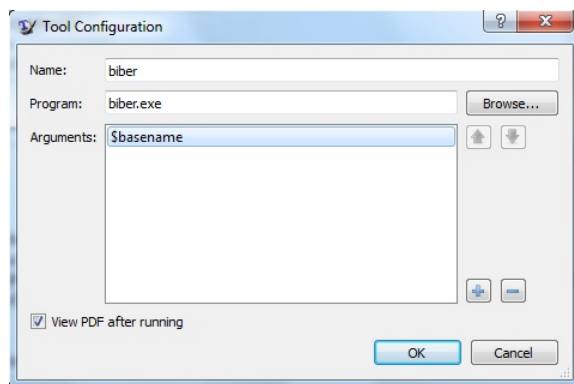


Figure 2: Adding the biber tool in TeXworks Preferences.

4 Create the Article Source

The now-journal class file is based on the standard L^AT_EX article class file so you can use any commands you normally would.

A bibtex file must be used for references (see Section 4.8).

NOTE: Do not modify any class or style files included in our distribution. If you do so, we will reject your files.

4.1 The Document Class

Authors are requested to create a generic version of their manuscript for use until the paper has been accepted. At the start of your file use: `\documentclass[example,biber]{now-journal}`

4.2 The Article Data Box

The article data box command is used to enter the ISSN number of the journal, the DOI of the article, and the copyright. For example:

```
\articledatabox{ISSN 2161-1823; DOI 10.1561/100.00000001\\
\copyright 2015 A. Smith}}
```

4.3 Authors and Affiliations

Author names and affiliations are inserted as normal but if an author shares an affiliation with another author not in sequence, then the affiliation number can be used to associate that author with a previously defined affiliation.

For example:

```
\author{Smith,Allan}
\affil{Affiliation 1}
\author{Jones,Burt}
\affil{Affiliation 2}
\author[1]{Black,Chris}
```

Would produce:

Allan Smith¹, Burt Jones² and Chris Black¹

¹Affiliation 1

²Affiliation 2

4.4 Keywords

Encode keywords as follows:

```
\keywords{keyword 1,keyword 2,...}
```

To assign JEL codes to your article, you can add the command

```
\keywords[JEL]{JEL code 1,JEL code 2,...}
```

You can use either one of these commands or both. Make sure that there are no spaces after the comma that separates the keywords and/or JEL codes.

4.5 Abstract

Ensure that the paper's abstract is defined in the `\begin{abstract}` environment.

4.6 Acknowledgments

To include acknowledgments, use the `\creditline{}` command in the preamble.

4.7 Disclaimers

To add a disclaimer, use the `\disclaimer{}` command in the preamble.

4.8 Bibliography

Use a bib file for the references. Consult the `sample-now.bib` file for an example of different reference types. Add the following command in the preamble to include the references:

```
\addbibresource{<file name>.bib}
```

You can process the bib file with `biber` using the `BibLaTeX` style. To process your file with `biber`, set the documentclass to:

```
\documentclass[<option>,biber]{now-journal}
```

Add `\prinbibliography` at the end of article for all journals, **except** for *The Journal of Web Science* .

4.9 Exceptions for Critical Finance Review

The *Critical Finance Review* requests that authors use the following commands for figure and table captions, and they should be used in the following order:

`\Note{}` This command is optional and is used to assign a note to a figure or table

`\Source{}` This command is optional and is used to indicate the source of the (data in a) figure or table.

`\caption{}` The caption contains the figure title.

`\Description{}` This contains a description of the figure or table.

`\Interpretation{}` This contains the interpretation of the figure or table.

A Description, Interpretation, or both must be present under the figure or table caption. See *CFR-Example.tex* for an example of the input and *CFR-Example.pdf* in *CFR-Example* folder for an example of the output.

5 Compile the Article

The instructions for compiling an article are given for MikTeX using TeX-Works as an example T_EX editor. We have provided two examples in folders *Examples\LaTeX\verb\dea-001* and *Examples\LaTeX\verb\dea-002*. The steps below use these examples to illustrate the process. Please follow the steps, using *dea-001* and *dea-002*:

Step 1: Copy the files

Author-Instructions\Examples\LaTeX\dea-001

to your L^AT_EX environment. Look at our examples *dea-001* and *dea-002*. Folders like these must be created for each article, and must that contain all the source file. The name of the main L^AT_EX file must be the same as the name of the folder.

Step 2: Open the file *dea-001\dea-001.tex* in TeXWorks, select the option pdfLaTeX and compile the file.

Step 3: Select the option biber and run it on the file.

Step 4: Compile again using pdflatex.

Step 5: Inspect the PDF for bad typesetting. The output PDF should be similar to *Examples\PDF\dea-001.pdf*. Work from the first page when making adjustments to resolve bad line breaks and bad page breaks. Re-run pdfLaTeX on the file to check the output after each change.

Step 6: Repeat the process for *dea-002\dea-002.tex*. The output PDF should be similar to *Examples\PDF\dea-002.pdf*. To fine tune the output, work from the first page when making adjustments to resolve bad line breaks and bad page breaks. Re-run pdfLaTeX on the file to check the output after each change.

You can follow the same six steps for new articles in other journals.