AN EXAMPLE GUIDE FOR THE "X-RAY AND RADIO CONNECTIONS" MEETING PROCEEDINGS

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Abstract

This document is an example of how we would like you to format your LaTeX contribution for the "X-ray and Radio Connections" meeting proceedings. You may edit this file (`xrrc.tex`) to create your document. Every journal seems to reinvent authors, affiliations and bibliographic entries – and here we do the same. For authors and affiliations we made a simple style file, for references and figures we prefer natbib and graphicx. More information on the formatting is included below. Note that we have adopted a short formatting for the addresses given above by using commas to separate address entries; see the example `xrrc.tex` file how to break very long address lines.

1 Introduction

This example document or template has a set of uniform definitions that will allow us to produce similar looking output for all contributions.

This document first gives the guidelines on how to submit your contribution, then we go deeper into the details of using the references with natbib macro's, including figures, tables, etc. In principle we use all the goodies of plain LaTeX with the standard graphicx package and natbib's references implementation.

2 When to submit your document

Please upload your contribution (including all relevant files) before **April 30th 2004** to ftp.aoc.nrao.edu (see http://www.aoc.nrao.edu/events/xraydio/upload.shtml). The deadline for receipt is set to 30 April 2004 so that your contribution can be linked from the Astrophysical Data Service (ADS). Late contributions will be posted on our meeting web page, but will not be accessible from the ADS query page until late 2007.

3 How to submit your document

We very much prefer LaTeX and (encapsulated) postscript files over any other type of documents – if you really cannot use LaTeX, please contact us at xraydio@aoc.nrao.edu . If you are using a Mac please make sure your figures are Level 2 postscript (rather than Level 3). Please name your all your files (latex and figures) with your abstract number and last name (the abstract number can be obtained from the abstract book, your ppt or pdf contribution link on the meeting web page, or by asking us). For example: 4.16_sjouwerman.tex, 4.16_sjouwerman.bbl (i.e. if you use BiBTeX), 4.16_sjouwermanFig1.ps, 4.16_sjouwermanTab1.tex, etc., and collect them in a (gzipped) tar-file: 4.16_sjouwerman.tar.gz. You do not need to return the xrrc.sty and natbib.sty style files, and we encourage you to also include a final postscript version of your contribution for us to compare with what we generate. When finished, please upload your single tar file to our ftp-site:

- `$ ftp ftp.aoc.nrao.edu`
  `...`
  `Name: anonymous`
  `Password:` your e-mail address
  `...`
  `ftp> cd incoming/xraydio`

```
ftp> bin
ftp> put x.y_yourname.tar (or ..tar.gz)
ftp> bye
```

- Send an e-mail to xraydio@aoc.nrao.edu that you have placed your document there for us to process.

We encourage the use of color figures, but we suggest you check that they can also be viewed properly in black and white – for people that want to print a copy. In particular, black and white output of color plots may make the distinction between different symbols or lines difficult, if not impossible. Postscript line figures should set the line width to at least 5 (in the postscript file using `setlinewidth`).

There are no official page limits, but to remain in proportions we do suggest the following number of pages:

Table 1: Suggested page allocations

Type of contribution	Number of pages
30 minute reviews	10 to 20
15 minute talks	4 to 8
poster contributions	2 to 6

3.1 Page and font size

Although the proceedings will be an electronic web publication, we do prepare a final "camera-ready" postscript and pdf copies using an 11pt font (on US letter and A4 size paper). The lay-out of the page has therefore been optimized for this format. Note that if you edit the style file, it will not have any effect on the final output. Please contact us with any formating difficulties. Final typesetting will be done in the Times Roman font, but if your local LaTeX installation doesn't supports this, you can comment the command `\usepackage{times}` at the top of the document. The final version will be a few lines shorter in Times Roman when compared with the standard Computer Modern LaTeX font.

4 Elements of your document

4.1 The title page with authors and affiliations

The title is placed after the `\begin{document}` command and created with the `\title{}` command, where the title goes between the { and }, is all in upper case letters and does not contain an ending period, nor any footnotes.

The authors are comma separated per affiliation and placed within the `\author{}` command and contains only the initials and surname(s). The affiliation is placed in the `\institute{}` command and the institute address in the `\address{}` command. Multiple authors can be combined per affiliation, and long address lines can be broken into two `\address{}` commands. We suggest that you leave out the `\address{}` commands in case you have many authors with different affiliations to shorten the title page. Email addresses go in the `\address{}` command – see the example for multiple authors.

Do not forget the `\maketitle` command before you continue, and the `\end{document}` at the very end of your file.

4.2 The abstract and other (sub)sections

The abstract is a required part of the document (for ADS) and is placed after `\maketitle`, between the { and } of the `\abstract{}` command. The abstract should be concise in summarizing the content and conclusions of the paper and preferably not more than 250 words and avoid references. Preferably acronyms won't occur in the abstract, however if they do they must be defined both there and at their first occurrence in the body.

Section and subsection headers are the same as in LaTeX; the style is to capitalize the first letter and to omit the ending period. In LaTeX, section numbering is taken care of automatically, as long as `\section{}`, `\subsection{}` and `\subsubsection{}` commands are used.

4.3 Figures and tables

Figures should be of sufficient resolution to be able to be printed, especially if along the way they have been stored in a format that offers up resolution in favor of color (e.g. JPEG). Please try and ensure a resolution of 300 dots per inch (d.p.i.), for good quality reproduction of figures.

In order to embed postscript figures in your LaTeX document, please use the `graphicx` package, which has a number of different options that allow you to display the figure the way you want to. This package is not described in all LaTeX textbooks, but you can find doc-

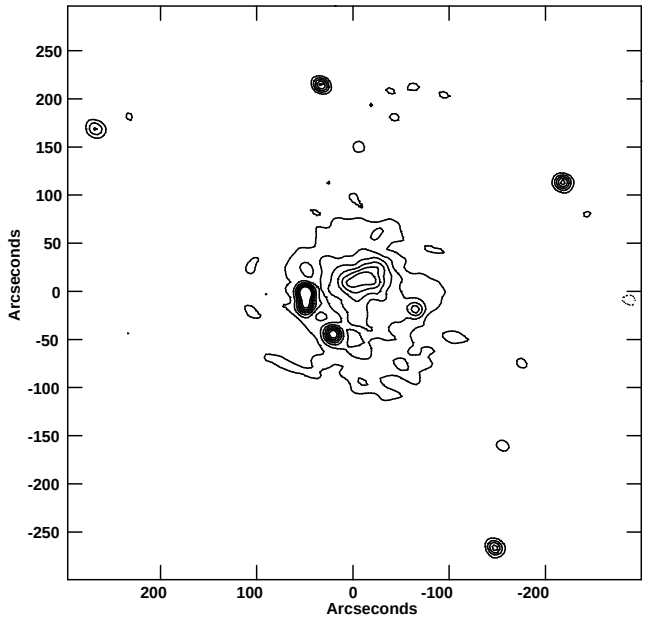

Figure 1: The caption for a test figure. You can use the label \label{fig:testfig} here to refer to the figure in the text with \ref{fig:testfig}. In order to actually include it use the \includegraphics{} command in the source file.

umentation on it in the more recent installations in the texmf/doc/latex/graphics directory.

If you choose to use another technique to include figures, please make sure that you send us all the relevant files that may not be part of the standard LaTeX distribution. If we encounter problems and cannot find a simple solution, we will contact you and ask you to solve them.

Tables should be formatted avoiding vertical lines (as shown above) and given a number and a sensible caption. In fact, both tables and figures should be numbered sequentially (a separate sequence for both!) and appear in order in the text and layout. Reference in the text to a figure should be as Fig. 1 (except if you start your sentence with "Figure 1"); for a table as Table 1.

Please note that we will not be able to scan in tables and figures or include them in hardcopy form. In order to be included, electronically readable figures and tables must be placed in your document and/or tar file.

4.4 Equations

Equation numbers must be right adjusted and run consecutively throughout your document. Use the standard format for equation numbering as given below.

$$ds^2 = a(t)^2 \left[\frac{dr^2}{1-kr^2} + r^2(d\theta^2 + \sin^2\theta d\phi^2) \right]. \quad (1)$$

Refer to equations in the following form: Equation (1) at the start of a sentence and Eq. (1) otherwise. If the equation extends over more than one line, the number should be on the last line.

Please use the following convention for formatting of symbols both in equations, and in the text:

- symbols should be typeset in the same font as the body of the text.
- use italics for symbols, except in the following cases:
  - vectors should be in bold face
  - standard functions remain in the normal (Roman) font: eg. $\ln(z)$ or $\exp(-ix)$

4.5 Footnotes

Please avoid the use of footnotes[1], especially to acknowledge instruments, organizations and/or support, etc. Use a final \section*{Acknowledgments} section for this purpose – Note the star after section which prevents LaTeX to number it, and that it is placed before the references list. Footnotes in the title will be moved to the acknowledgments section.

4.6 Movies, animations

You may include a web link to a movie that you provide to go with your proceedings. However, please write your proceedings in such a way that the movie is supplementary, rather than required to make sense of the document. If you are planning on including a movie contact us at xraydio@aoc.nrao.edu for more information.

4.7 References

The default LaTeX \cite{} command does not suffice for the common way to reference other people's work in astronomy. To solve for this, we allow you to choose to write the full reference out each time you use one (make sure they are correct), or to use the commonly used natbib package. The components

[1] If you *must* use a footnote, then see the example file for the syntax – and start with a capital letter and omit the ending period

used from natbib are the `\citet{}` and `\citep{}` replacements of LaTeX' `\cite{}`.

The reference list is placed alphabetically on first author between the `\begin{thebibliography}{}` and `\end{thebibliography}` commands and has the following syntax – note that there is no space between *authorref* and *(year)*:

`\bibitem[`*`authorref(year)`*`]{`*`shortname`*`}` *reference*

Thus one would write the reference in the references section as:

```
\bibitem[Sjouwerman \&
Dyer(2004)]{xrrc} Sjouwerman,
L.O. \& Dyer, K.K. 2004, ``X-Ray
and Radio Connections'', Pub-
lished electronically at http://
www.aoc.nrao.edu/events/xraydio
```

and use `\citet{xrrc}` in the text body to have the output with parenthesis on the year: Sjouwerman & Dyer (2004) or use `\citep{xrrc}` to have the output with parenthesis on the authors and year combined: (Sjouwerman & Dyer, 2004). See the sample `xrrc.tex` file for examples or ask your local friend.

Multiple references can be combined with a comma: `\citet{`*`pap2,pap1`*`}` gives: Second, First & Ird (2002); First & Ird (2001)

References with more than three authors may be abbreviated in the text, and references with more than six authors may be abbreviated in the references list, sorted on second author, with `et al.`; see the example below, assuming the second author is T.H. Ird.

Acknowledgments

The style used here has been adapted from examples obtained from a number of different sources.

References

First, T.H.E., Ird, T.H. 2001, ApJ, 111, 111

Second, T.H.E., First, T.H.E., Ird, T.H. 2002, A&A, 222, 222

Second, T.H.E. et al. 2004, in *"X-Ray and Radio Connections"*, eds. Sjouwerman, L.O. & Dyer, K.K., http://www.aoc.nrao.edu/events/xraydio

Second, T.H.E., Orth, F. 2003, AJ, 333, 333

Sjouwerman, L.O. & Dyer, K.K. 2004, *"X-Ray and Radio Connections"*, Published electronically at http://www.aoc.nrao.edu/events/xraydio