

L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> SVMULT Document Class  
Editor Instructions  
for  
– Contributed Books –

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# 1 Introduction

This *editorial supplement* gives advice on how to collect, edit and compile the complete set of authors' contributions for your planned book. It comes with the SVMULT tool package specific to – *Contributed Books (global)* –.

The components of the SVMULT tool package (for editors) are:

- the *Springer L<sup>A</sup>T<sub>E</sub>X* class `svmult.cls` (major version 3) as well as the *template* with preset class options, packages and coding examples;  
*Tip:* Copy these files to your working directory, run L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> and produce your own example \*.dvi file; rename the template file as you see fit and use it for your own input.
- *Author Instructions* with style and coding instructions *specific* to – *Contributed Books* –;  
*Tip:* Follow these instructions to set up your files, to type in your text and to obtain a consistent formal style; use these pages as checklists before you submit your ready-to-print manuscript.
- the *Reference Guide* describing the SVMULT features independent of any specific style requirements.  
*Tip:* Use it as a reference if you need to alter or enhance the default settings of the SVMULT document class and the templates.

For *volume editors only* the SVMULT tool package is enhanced by

- the *editor instructions* for compiling multiple contributions into a single book.

# 2 Step-by-Step Instructions

Although we assume that you wish the layout of your book to reflect the individual work of the contributing authors we recommend that all authors of your book use the same basic macros, styles, and sample input files for their manuscript, i.e. the L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> SVMULT package. Please advise your authors accordingly.

In contrast to our macro package for monographs the SVMULT document class provides a text layout specific to – *Contributed Books (global)* – with

- the names and affiliations of the contributing authors mentioned in the header of the contribution itself;

- a front and back matter “reserved” for editorial contents, such as foreword, preface, table of contents, list of contributors, introduction to the volume, common appendix and subject index, etc.

Please advise your authors of the structure you prefer for the contribution header, see Sect. 2.3 of the *Author Instructions*.

For default settings, detailed instructions on stylistic and formal standards as well as on the inclusion of figures we refer you also to the *Author Instructions*.

## 2.1 Setting up a Root File for Your Book

In order to compile all the contributions into a single book it will be necessary that you check the  $\TeX$  file of each individual contribution.

Assuming that the authors have used the Springer template `author.tex` for their own input and thus have all used the same file structure, you must in the *preamble* of each of these  $\TeX$  files

- delete everything including the command `\begin{document}`. Any individual styles and definitions the author has used must be moved to your *root* file (see below)!

At the *end* of each contribution file

- delete the commands that format the index (`\printindex`) and delete `\end{document}`.

Save each single contribution as an individual file.

Set up a *root* file complete with all commands needed to invoke the class, the packages and the individual contributions.

## 2.2 Initializing the Class

Enter

```
\documentclass{svmult}
```

at the beginning of your root file. This will set the text area to a `\textwidth` of 11.8 cm or 4.65 in and a `\textheight` of 18.95 cm or 7.46 in with a `\headsep` of 12 pt (space between the running head and text).

*N.B.* Trim size (physical paper size) is 15.5 × 23.5 cm or 6<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>4</sub> in.

For a description of all possible class options provided by SVMULT see the “New Class Options” section in the enclosed *Reference Guide*.

*Tip:*  
Use the preset  
template  
*editor.tex*

## 2.3 Required Packages

The following selection in the past has proved to be essential in preparing a fully formatted (i.e. ready-to-print) manuscript.

Invoke the required packages with the command

```
\usepackage{}
```

<code>graphicx.sty</code>	is a powerful tool for including, rotating, scaling and sizing graphics files (preferably *.eps files)
<code>makeidx.sty</code>	provides and interprets the command <code>\printindex</code> which “prints” the index file *.ind (compiled by an index processor) on a chosen page
<code>multicol.sty</code>	balances out the columns on the last page of, for example, your subject index, glossary or the like

For a description of other useful packages tested with the SVMULT document class see Sects. 2.3 and 3.1 in the *Reference Guide*.

## 2.4 Structuring Commands

Use the declarations

```
\frontmatter  
\mainmatter  
\backmatter
```

in the root file to divide your manuscript into three parts: (1) the *front matter* for the dedication, foreword, preface, introduction to the volume, table of contents and , if applicable, the list of contributors; (2) the *main matter* for the individual contributions; (3) the *back matter* for a possible common appendix, bibliography, index, list of symbols, etc.

## 2.5 Compiling the Contributions

Use this root file for the compilation of your book (see Sects. 2.1–2.4, or adapt and use the sample root file `editor.tex` which comes with this package.)

Insert the individual contribution files with the `\include` command and compile your root file.

## 2.6 Index

Provided that the contributing authors have coded “their” entries for the book’s subject index with the command `\index{}` you may use the *MakeIndex* program to automatically generate a common subject index.

Please check the output for any redundancy before submitting your manuscript files.

Be sure to use the style file `svind.ist` with the index processor *MakeIndex* to give your index the required Springer layout.

For a description of SVMULT enhancements to the index environment refer to Sect. 3.5 of the enclosed *Reference Guide*.

### 3 Submitting your Manuscript

As soon as you have finalized the content and structure of your book and have compiled all contributions, send us all the source files (text and figures), i.e. \*.tex, \*.eps, \*.cls, \*.sty, as well as the digital output, i.e. \*.dvi, \*.ps, \*.pdf; and a 600 dpi printout.

Please direct any queries concerning your book project to your contact person at Springer-Verlag. He or she will be happy to respond directly or pass on your query to the expert in charge.