

# Guidelines for Submissions to Tribute Book

## General

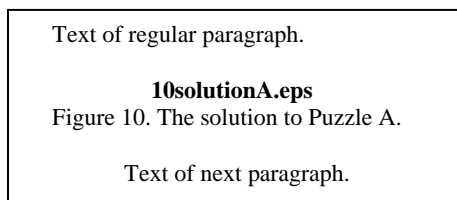
- Permissions:
  - If all or portions of your article have been published elsewhere, be sure that you have permission to republish that material.
  - Obtain permission to include any images from an outside source (i.e., not made by you).
- Note that figures will be treated as “floats,” meaning that their placement in relation to the text is flexible. Therefore, do not use such phrases as “in the figure below” or “as seen in the figure above.” Instead, cross-reference the figure number, e.g., “as seen in Figure 1.”
- All article titles and section headings should use headline-style capitalization.
- Please do not start your contribution with a section heading. Do not include an abstract.
- All references should be gathered in a bibliography at the end of the article. Please provide complete reference information: for example,  
Joe Author. *Book Title*. New York: My Press, 2008.  
Jane Doe. “Journal Article Title.” *Journal Title* 4:1 (2008), 14–28.

## For TeX Documents

- Use LaTeX article style: `\documentclass{article}`
- Use page size `\setlength{\textwidth}{27pc}`  
`\setlength{\textheight}{42pc}`
- Use `\section*`, `\subsection*`, etc.: i.e., all sections should be unnumbered.
- DO NOT hard code elements such as section headings, theorems, figures, tables, citations, cross-references, etc.: for example, type “`\begin{theorem} ...`” NOT “`\noindent\textbf{Theorem 1} ...`”
- Avoid redefining existing LaTeX commands. If you do have new definitions, include them in the preamble of your document (i.e., before `\begin{document}`). Do not embed any new definitions in the body of your article.
- Avoid using explicit vertical spacing commands such as `\vskip`, `\medskip`, etc.
- Likewise, avoid using explicit horizontal spacing commands. If you must use extra spacing, do it consistently, by means of a macro that can be adjusted globally by the compositor if necessary. Please add a comment if a specific spacing convention is to be retained.
- DO NOT insert forced line breaks or page breaks in your document.
- Include with your submission any auxiliary files necessary for running the article (style files, even if you consider them standard; nonstandard macro packages; .bib or .bbl files if using bibtex; .eps figures; and so on). Please note that some style files contain references to other style files, so include everything we could need.
- Please do not use .psfrag or .pstricks.

## For Word Documents

- DO NOT define complex tabular environments; instead use the Table function.
- Use styles instead of hard-coding elements (from the menu bar, Format → Styles and Formatting). Please use “Heading 1” style for top-level headings, “Heading 2” style for the next level, and so on. There should be a different style for every kind of element; for example, normal text, numbered lists, bulleted lists, definitions, theorems, etc. You can use the pre-defined styles if they seem appropriate, or you can create your own styles.
- Section headings should be unnumbered.
- Elements such as figures, tables, theorems, examples, etc. should be numbered 1, 2, etc. independently of each other.
- References at the end of the article should be listed in alphabetical order by author, and the citations should be [1], [2], etc.
- Please use Equation Editor or MathType for mathematical expressions.
- Please do not imbed figure files into the Word document. In the general place in which you would like the figure to appear, type the file name of the figure, center-aligned and bold-faced. Under that line of text, type the figure caption (no bold face, regular alignment). For example,



- For our reference, please provide a PDF of your article that includes the figures when you submit final files.

## For Art

- Figures in article:
  - All figures to accompany the text of an article should be submitted as *separate* files.
  - The preferred figure format is EPS. The next preferred format is TIFF. Please avoid low-resolution files such as .gif and .jpg.
  - All figures should be set as GRAYSCALE. Even if the figures appear black and white on the screen, check the image settings to be sure that they are not RBG in disguise.
  - Figures should be numbered Figure 1, Figure 2, etc. in the text. Please number your figure files to reflect the figure number (e.g., 01puzzleA.eps, 02puzzleB.eps, . . . , 10solutionA.eps, . . .).
- Color insert: If you would like to submit a figure for consideration for the insert, please use the following format:
  - CMYK color
  - Minimum of 300 dpi at maximum width of 4 inches.
  - TIFF format
  - Please name the figure file so that it reflects the name of the associated grayscale figure (e.g., C01puzzleA.eps).

Note that space on the insert may be limited and that color plate selection is at the discretion of the editors.