# Guidelines for *Proceedings* of the 1992 Annual Meeting of the TeX Users Group

The Proceedings Editor
Mimi Burbank
Supercomputer Computations Research Institute
B-186, Science Center Library
Florida State University
Tallahassee, FL 32306-4052 U.S.A.
Phone: 904-644-2440; FAX:
Internet: `mimi@vsmimi.scri.fsu.edu`

## Abstract

These Guidelines are for authors of papers being prepared for presentation at the 1992 Annual Meeting of the TeX Users Group and subsequent publication in the *Proceedings* issue of *TUGboat*. Their purpose is to help assure consistency in the presentation of information and in format. This is important when discussing TeX because of its reputation for producing beautiful work. Sources of information about TeX and its applications are still few in number, and these *Proceedings* may be expected to occupy a significant place in this literature.

## Papers

**Selection and preparation of papers.** Papers to be presented at the TeX Users Group Annual Meeting are selected by the Program Committee. These Guidelines are concerned with preparation of the papers for distribution as Preprints and for publication in the *Proceedings* of the meeting. Papers (including the bibliography) should be around 6 pages in length; in addition to the body of the paper, examples of input and output may be given in an appendix, for a total of up to 10 pages in all.

Papers are expected to maintain a technical, non-commercial orientation. Vendors are given the opportunity to introduce their products through exhibits, and are expected to use that forum for sales presentations and product demonstrations. However, technical presentations which deal with issues of design, implementation and effective use are encouraged.

**Preliminary version of the paper.** Authors should submit *two* paper copies *and* the source file of their text to the editor, at the address above, by the announced date (**April 30, 1992**). Electronic mail is preferred for transmission of the source; DOS or Macintosh discs can also be accepted, provided they are in ASCII or text-only format. Problems may occur with electronic transmission of files, some of which are discussed in the section Electronic Submission; see below.

The paper copies should be on regular paper rather than on film or high-quality paper because the copy will be marked by the editor; photocopies are acceptable. At this stage, art work (graphics insertions) also should not be originals.

As with papers submitted to regular issues of *TUGboat*, each paper to appear in the *Proceedings* will be reviewed by a volunteer competent in the particular subject area of the paper. This reviewer will examine the paper for accuracy, for quality of presentation, and for non-commercial orientation, and will make suggestions as necessary in those areas. The purpose of this review is to achieve a consistent high quality in all issues of *TUGboat*. In general, the comments of the reviewer will be conveyed to the author through the editor, and the reviewer will remain anonymous.

**Preprints.** Once the papers are reviewed and edited, the marked-up paper copy, revised source file, any suggestions from the reviewer, and a clean proof copy will be returned to the author. Suggestions from the reviewer must be addressed at this time.

---

Important Deadlines
First drafts due **April 30, 1992**
Revised versions due **June 30, 1992**
Meeting presentation **July 27–30, 1992**
Camera-ready copy due **August 15, 1992**

---

Authors will then prepare their revised versions, and send the new source file (via e-mail if possible) plus paper copy to the editor, who will arrange for reproduction of the preprints. The deadline for receipt of copy for the preprints by the editor is **June 30, 1992**.

Papers that do not conform to these Guidelines will encounter delays in production; authors are therefore urged to prepare their manuscripts with particular attention to the sections headed Timetable, Format, Contents, and Macro Packages.

The preprints will be made available at the Meeting. The author will be given another opportunity to refine the paper before publication in the *Proceedings* issue of *TUGboat*.

**Technical Note:** Some papers are at the cutting edge of TeX and technology. Should typesetting of an article be particularly difficult, the author may be required to provide camera copy for the Preprints. In addition, the article may be moved to a subsequent issue of *TUGboat*, in order not to delay publication of the *Proceedings*. The editor will discuss any difficulties with the author.

**Final version.** Following the Meeting, authors may elect to add new or updated information to their articles, resulting from their presentations and subsequent discussion with participants at the Meeting. Camera-ready copy including final changes, or revised source files, should be returned directly to the editor prior to the deadline, **August 15, 1992**. To avoid damage, place the material between cardboard and mark the package "Do Not Bend!"

## Timetable

Publication of the *Proceedings* of the Annual Meeting requires adherence to a rigid timetable. There are several important deadlines (see box, previous page) which authors have an obligation to meet.

Authors should contact the editor, at least 24 hours in advance, if there is any difficulty in meeting one of the deadlines, so that alternatives may be explored that will not delay production.

## Copyright

The *Proceedings* will be copyright by the TeX Users Group, with the actual copyright statement in the spirit of the GNU General Public License. That is, permission "will be granted to make and distribute verbatim copies [. . . ] provided the copyright notice and [. . . ] permission notice are preserved on all copies."

Authors are encouraged to agree to this form of copyright. However, any author wishing to retain full personal rights to an article may do so by including a copyright notice in the article file; the editor will confirm such a notice with the author.

## Format

While these Guidelines were prepared with the plain TeX macros, they describe both the plain TeX and LaTeX commands to be used to prepare articles for the *Proceedings*. (The relevant files are identified in the section Macro Packages, and the source file for these Guidelines can be used as a model for a plain-based article.) The *Proceedings* macros modify and augment the basic *TUGboat* macros. The present document describes only the *Proceedings* macros; authors should also consult the article on the basic *TUGboat* macros in Whitney and Beeton (1989).

**Title and author(s).** The text used for the `\title` and `\author` macros will appear both in the top matter on the first page of the article, and in the running heads on subsequent pages. Try to keep titles short, yet informative; full names are preferred to initials. If your title requires, respectively, slant font, italics, or the METAFONT logo, use `\sl`, `\it`, or `logo10 scaled 1440` (the latter if you have it; if not, use something similar at that size or rewrite the title); the title and the running heads should then appear as shown in this document. If your title is too long to fit in the running head, use

    \shorttitle #1\endshorttitle

in a plain TeX article or

    \shortTitle{...}

in a LaTeX article to provide an abbreviated version. If there is more than one author, use

    \shortauthor #1\endshortauthor

or

    \shortAuthor{...}

for a plain or LaTeX article, respectively, to provide an appropriate list of them (if necessary, last names only or, e.g., `Smith, {\it et al.}`).

**Author(s) addresses.** These should contain the author's complete mailing address, with (optional) telephone number and, whenever possible, appropriate electronic mail addresses (including identification of the network). The macros involved are `\address` and `\netaddress`.

**Abstract.** The abstract should be a quick overview of the article, between 60 and 100 words in length. It should comprise a summary of the main points of the

paper, with only brief references to the literature, if any. The abstracts will be used for translations and summaries to appear elsewhere.

For plain TeX files, use:

```
\abstract
<text here>
\endabstract
```

and, for LaTeX files:

```
\begin{abstract}
<text here>
\end{abstract}
\maketitle
```

LaTeX users should remember to insert the abstract **before** `\maketitle`.

Some authors find that a simple way to construct the abstract is to select key sentences from the article, once it has been written. It is essential that the abstract be self-contained: include no bibliographic citations and no footnotes. (You could mention *The TeXbook* by name, but don't refer to it using cryptic codes like Knuth (1984), etc. Leave that kind of thing for the body of your article.)

**Contents.** Articles should be 6–10 pages in length (10pt font on 12pt baseline) — approximately the equivalent of a 25-minute presentation. Creation of headers and footers is, on the whole, automatic. At the top of your file include the items listed at the beginning of this one, including the `\preprint` switch, which substitutes one form of footer for another. Comment out the `\preprint` line when final camera copy is produced. The actual page numbers for the published *Proceedings* will be pasted on when the files are being prepared by TUG for the printer. Authors should try to keep formatting fairly straightforward. Cross-referencing, if used, should be to sections and not to page numbers.

**Bibliography.** The *Proceedings* serve not only as a record of the Meeting, but also as a reference document for members unable to attend and for others who are not members of the TeX Users Group. Hence authors must not assume their readers are familiar with even the more commonly cited documents. All sources referred to in the body of the article must be properly identified in the bibliography. The following paragraphs describe the content and order of appearance of the various elements, and the format used to typeset the bibliographic entries. See previous TUG *Proceedings* for further examples; uniformity and consistency of style are the main objectives, to the extent possible.

**Contents of entries:** Authors' names should be listed in alphabetical order (last name first), followed by either the full name or initials; in the case of multiple authors, only the first author's name should be in reverse order.

*TUGboat* has a policy of strict adherence to the pattern, established in *The TeXbook*, of setting names of books and periodicals in the *slant font* (i.e., `{\sl slant font\/}`). The names of a number of books and periodicals which you may have occasion to cite have macros in the file `tugboat.cmn`,[1] including `\TUB` for *TUGboat*, `\TB` for *The TeXbook*, etc.; other macros in the file do useful things, such as refining the kerning for Addison-Wesley, etc. Authors are urged to print out the file `tugboat.cmn` and use it for reference.

For articles published in journals, enclose the title of the article in quotation marks, and use the slant font for the name of the journal. The volume and issue numbers should be included, as well as the page range of the article, followed by the year.

For articles published in books, put the article title in quotation marks, followed by the inclusive page numbers, using an en-dash. The title of the book should appear in the slant font. In the case of edited collections, the editor's name should be included. Place of publication is followed by the publisher. The date is the final element in the entry.

For books, each entry should include the full name(s) of the author(s), complete title of the book, place of publication and publisher, and date of publication.

For all titles, use capital letters on the main words. Multiple entries with the same author(s) should be listed in chronological order.

In general, style "A", as described in *The Chicago Manual of Style* (pages 438ff), is to be followed; our style diverges with respect to the position of page ranges for articles within books (between the article title and that of the book), and the position of the date for journal articles (end of the entry, as for books).

**Format of entries:** `tugproc.sty` contains the macro `\entry`, which sets the individual bibliographic entries. Bibliographies prepared with `ltugproc.sty` should use `\bibitem` as any regular LaTeX file. Below are some sample entries (see also *The Chicago Manual of Style* for examples of various types of document references):

---

[1] **Note:** This file, which contains macros common to both TeX and LaTeX usage, was previously called `tugboat.com`; however, in order to avoid confusion with DOS naming conventions, as well as to better indicate the *common* nature of its content, the name has been changed to `tugboat.cmn`.

Chen, Peehong, Michael A. Harrison, Jeffrey W. Mc-Carrell, John Coker, and Steve Procter. "An Improved User Environment for TeX." Pages 32–44 in *TeX for Scientific Documentation*, Jacques Désarménien, ed. (Lecture Notes in Computer Science 236). Heidelberg: Springer, 1986.

Knuth, Donald E. *The TeXbook*. Reading, Mass.: Addison-Wesley, 1984.

Parks, Berkeley. "TeX Tips for Getting Started." *TeXniques* 7, pages 129–138, 1988.

Wujastyk, Dominik. "The Many Faces of TeX. A Survey of Digital METAFONT Fonts." *TUGboat* 9(2), pages 131–151, 1988.

When referring to publications in the body of the article, use the following form for consistency throughout the volume: "… according to Knuth (page 420) …", "… according to Knuth (1984, page 420) …", or "… according to Knuth (*The TeXbook*, page 420) …", where the choice depends on how much is required for positive identification. But please do not say "… according to (Knuth, page 420) …".[2]

**Appendix.** Authors who wish to provide samples of input or output that will not comfortably fit in the two-column format of their articles are encouraged to put them in an appendix. An `\appendix` macro is supplied (in `tugproc.sty`) for the heading; it automatically starts on a new page and prints the material in a one-column full-width format. No special provision has been made yet for appendices in `ltugproc.sty`; if you require this facility, please notify the editor as soon as possible. Recall that the page limit *includes* any appendix material.

## Contents

In the previous section the basic elements of an article were outlined, from the top matter (title, authors, abstract) to the final items (bibliography and/or appendix). This section continues the discussion, with attention to questions about specific elements in your paper.

**Headings.** *Proceedings* style allows for up to three levels of headings. For those using `tugproc.sty`, the macros `\head`, `\subhead`, and `\subsubhead` are provided; `\endhead` terminates each of these headings. LaTeX provides `\section{...}`, `\subsection {...}`, and `\subsubsection{...}`. The same headings are used in regular issues of *TUGboat*, except that the first level differs from the *TUGboat* main head, by using 12 point extended bold instead of the usual 10 point that appears in ordinary issues.

(These Guidelines illustrate all three levels of headings.)

There is no requirement that any of these headings be used; they are available if you feel a need for them. The only constraint is that when more than one level is used, the hierarchy first-, second-, third-level should be followed. Articles which use other forms of headings (e.g., with different fonts or positions) will be made consistent with this style. The only centered headings used for the *Proceedings* are for the Abstract, titles or captions for tables and figures, and for the Appendix, if there is one.

a. Level-one headings should be in mixed case. The main words in the heading should begin with capitals, but *not* words such as `of`, `on`, `by`, `from`, `the`. Do not use all capitals!

b. For level-two headings, only the first word should begin with a capital. `tugproc.sty` users should omit punctuation at the end of this heading; a period will be supplied by the macro. Users of `ltugproc.sty` must insert the period.

c. For level-three headings only the first word should begin with a capital. Include punctuation at the end of this heading, unless the heading itself contains the first word or so of the new paragraph. No punctuation will be supplied by the macro. Paragraphs with this heading are indented.

**Footnotes.** Footnotes are for brief comments, not bibliographic information (see the subsection Bibliography, above). *TUGboat* style calls for footnotes referring to the text to be set at 10 point; in plain-based articles they must be numbered by hand (`\footnote{$^n$}{...}`). Footnotes in tables and figures should appear immediately below the table or figure, above the caption. The footnote flags in tables and figures should be marked with raised lowercase italic letters; asterisks, daggers, etc., should be avoided. Trademark acknowledgements should *not* be included in footnotes. (More on this below.) Other acknowledgements may be made in the first sentences of the paper, as a footnote, or, if lengthy, kept for a section at the end of the paper (just before the Bibliography) using a heading at the appropriate level, e.g., in plain style:

```
\head * Acknowledgements *
```

or the `\subhead` macro if you find you have no need in your article for a higher level.

**Verbatim TeX code.** When source code is to be represented in the article, verbatim techniques should be used. There are differences between plain TeX

---

[2] Example of a footnote.

and LaTeX verbatim techniques, which will be explained separately. Remember that displayed verbatim text will reflect the line breaks of the input file, and will be set in the `\tt` font. Vertical space above and below the displayed verbatim text will be inserted automatically.

If you desire particular visual effects in your verbatim text (e.g., column effects or indented macro continuation lines in macro definitions), use spaces and *not* tabs, which may hamper electronic transmission of your file (see section below) and will, in any case, not yield the desired results.

Extensive listings of files should be assigned to the Appendix, where they will be set one column per page. Use headings such as "Listing 1", etc., for identification. Please consider using smaller type, as discussed below, which might save space and paper. Passages in verbatim displays break automatically between columns and pages.

**Plain TeX (tugproc.sty):** `\verbatim` and `\endverbatim` are provided for displayed verbatim text. There is an automatic indent from the left margin. Initial spaces in the first line are ignored unless the null-switch is used: `\verbatim[]`.

If the text following displayed verbatim text is the continuation of the paragraph above the display, do not leave a blank line. A blank line will cause the automatic paragraph indent to be activated.

For short verbatim items in text ("in-line verbatim"), simply enclose the item between a pair of vertical bars, for example:

```
|verbatim|.
```

You might consider using the `\smallcode` switch to reduce a verbatim example to 9pt, in order to make a long line fit the narrow column, and/or to save space overall.

```
\verbatim[\smallcode]
This is nine point code.
\endverbatim
```

which will produce type of the following size

```
This is nine point code.
```

instead of this size:

```
This is ten point code.
```

If a significant portion of your displayed verbatim text requires this smaller size, it is better to use `\everyverbatim` for consistency:

```
\everyverbatim{\displaystyle{\smallcode}}
```

This is placed at the top of your text file (or wherever you want it to take effect), which avoids having to switch the size for each individual display.

**LaTeX (ltugproc.sty):** Displayed verbatim text uses the usual verbatim macro environment: `\begin{verbatim}` and `\end{verbatim}`.

If the displayed verbatim text is to be followed by a continuation of the paragraph, don't leave a blank line. A blank line will activate the usual paragraph indent.

For in-line verbatim text, use the `\verb+...+` construction (almost any character can be used as matching delimiters; see the LaTeX manual, pp. 65–66, 168).

Where verbatim material is either too long for the line or there is a need to conserve space, enclose the verbatim environment in a `\small` group, as shown below:

```
{\small
\begin{verbatim}
Your text
On these lines
\end{verbatim}
}
```

**Figures and tables.** It is left to authors to decide where to place figures and tables; these may be inserted in the text, or gathered together in an appendix. Captions should be centered; table captions should appear above, and figure captions below their respective elements:

Figure 1: Sample of new font `cmxxfr`

**Special effects.** Special effects include traditional art work (photographs, diagrams, etc.), which must be pasted into space left for that purpose. Special effects may also include special font work, or PostScript material which can be provided in electronic form. All three types require special handling.

**Art work:** If physical art work is required, photocopies only should be submitted with the preliminary version for preparation of preprints. Do not send originals. Originals should be sent only when submitting the final version (after presentation at the Annual Meeting).

Inserts (including photographs) should be clearly identified on the back (and for photographs, especially, very carefully, at the edge), e.g., "Fig. 1"; their location in the text should also be shown explicitly.

**Special fonts:** If your paper requires fonts which are not generally available, please indicate this clearly to the editor. You will most likely be asked to supply the METAFONT source(s). Additional time and effort may be required to process your paper; final output for the *Proceedings* will be prepared on a phototypesetter and unexpected effects have appeared in the past when fonts have not previously been tested at typesetter resolutions. This testing

must commence soon after receipt of the preliminary version, in order to resolve any potential problems.

**PostScript and other graphics insertions:** PostScript and other graphics have been included successfully in *TUGboat* issues, including the *Proceedings*. However, the author must inform the editor about such special elements. As with special fonts, testing must be done as early as possible, in order to avoid unexpected problems at later stages of production.

With respect to PostScript material, encapsulated PostScript is the only form of PostScript files that can be processed. Ask for the `epsf.sty` file from the editor.

If using a non-PostScript graphics program to generate non-text material, clearly identify the program (correct file names, version number, equipment and working environments). Make a special note to the editor that your article requires these additional items, which you may be asked to submit along with the electronic file of your preliminary version.

If problems encountered cannot be solved in a timely manner, the author may be asked to provide clean camera copy (300dpi minimum). This may be unavoidable for the preprints; an effort will be made to solve any such problems before final publication in the *Proceedings*.

**Spelling conventions.** Spelling consistency covers both common words and accepted spellings of commercial products. Authors are advised to look at various TEX publications, including *The TEXbook* and issues of *TUGboat*, for general guidance. See also the Appendix for some pertinent spelling conventions. Many items of this kind may be invoked easily using macros in the file `tugboat.cmn`, which is included in the macro package. The main question here is consistency. Either British or American spelling is acceptable; pick one and stick with it.

When two words describe a third ("left-justified text"), there is frequently a hyphen between the first two. *The Chicago Manual of Style* (1982) has a fairly extensive set of guidelines on dealing with such noun phrases (pages 176–181), which authors may find useful. The third edition of *Words into Type* (1974) also has a good section (pages 223–239).

Do not use `---` for em-dashes. Use `\Dash␣` instead. This inserts thin spaces before and after the dash, and provides proper control at line breaks.

By the way, in *TUGboat*, commas, etc., do not go inside quotes unless they are part of what is being quoted.

**Trademark acknowledgements.** Since the *Proceedings* are part of the regular *TUGboat* series, there is no need to acknowledge trademarks — these are covered in a general statement at the front of the issue. Authors are therefore asked *not* to include such information either in the text or in footnotes. If a product name is newly trademarked or may not be known to the editors, this fact may be conveyed in a comment or a covering message to the editor.

**Font use.** Font use should be consistent, and restrained. In other words, as with headings and footnotes, your use of fonts should be limited to what is essential to your exposition. The following conventions are suggested:

a. *Italics*, rather than **boldface**, should be used for emphasis; the *slant* font *could* also be used, but is better reserved for names of books and periodicals. Never use underlining. Use italic corrections (`\/`) where appropriate. Italics should not be used for titles of articles; see section on Bibliography.

b. The `typewriter` or `teletype` font (`\tt`) should be used for macro names or anything else to be keyed in, and will often include the backslash character (e.g., `\entry`); font names should also be in this font (e.g., `cmr12`). These examples are produced by using the appropriate verbatim techniques (see the subsection Verbatim TEX code, above). The `\tt` font is automatically used for verbatim text. See the Appendix to these Guidelines for a list of TEX-related words which are customarily set in this font.

c. The SMALLCAPS (`\smc`) font may be used if there are terms, especially product names, in uppercase (more or less), such as UNIX, ASCII, WYSIWYG. This is, however, a choice left to the author. For these particular examples key `{\smc smallcaps}`, `{\smc Unix}`, `{\smc ascii}`, `{\smc wysiwyg}`, respectively. Note: LATEX's `\sc` is the same as `\smc`.

d. There are certain font-related conventions for trademarks and other citations. See the Appendix for one list. The file `tugboat.cmn`, required for both plain TEX and LATEX macro packages, provides definitions for a number of frequently used terms and logos. If you do not have the METAFONT font (`logo*`), for example, use sans serif in an appropriate size; users of the plain TEX macros can type `{\niness METAFONT}`, to

get METAFONT.[3] LATEX users should use `\sf` if they need it.

## Electronic submission

Some extra care is required if your file is to be transferred on an electronic network to or from the editor. These problems are often the result of communications problems between different types of computer systems joined together in the networks. Among the causes are ASCII-to-EBCDIC conversions and restrictions on line length in some mail systems. Avoiding tabs has already been mentioned; sometimes they do not travel well and cause delays in processing files.

Another problem arises from lines that are too wide. Some systems along the net truncate lines which have more than 80 characters and others simply break such lines (the latter therefore can insert spaces in the middle of words). It is safest to set auto-fill or word-wrap at something fewer than 80 characters (65 to 70 usually works well) and to be careful to reformat after making insertions. Finally, avoid placing a period at the beginning of any line, as in some systems this indicates the end of a file, and everything following will be lost.

## Macro Packages

The following files constitute the macro packages for *Proceedings* of the Annual Meeting and are distributed with these Guidelines (`guidepro.tex`), which use the three plain TEX files listed first:

```
tugboat.sty    \ use with plain.tex
tugproc.sty    / use with plain.tex
tugboat.cmn    - use with BOTH
                 plain and latex
ltugboat.sty   \ use with latex.tex
ltugproc.sty   / use with latex.tex
```

The three `*tugboat` files are described in Whitney and Beeton (1989). The remaining two (`*tugproc`) files contain supplementary TEX and LATEX macros for the *Proceedings* issue of *TUGboat*.

If there are any macros that you define yourself for use in your paper, but whose definitions you do not print in the article (including its appendix), their definitions should be incorporated near the top of your source file.

---

[3] Sans serif will not be available unless the macro `\LoadSansFonts` has been invoked. Do not use `\LoadSansFonts` unless needed, as it will occupy memory unnecessarily. For an example of its use, see the top of this file and `tugboat.sty`.

If some of your macros are both listed and used, they should be put into a separate file which is `\input` at the top of your text file, *as well as* read in when it is to be listed, cf. `\verbfile` in Whitney and Beeton (1989, page 380). At this writing, no LATEX equivalent has yet been installed; please notify the editor as soon as possible if you need this facility.

This output was produced by processing the file `guidepro.tex` with `tugproc.sty`, `tugboat.sty`, and `tugboat.cmn`. A listing of `guidepro.tex` may be used as a model for authors using the plain TEX macros. For example, how was the next heading divided into two lines? The article by Whitney and Beeton has further details on use of the `*tugboat` files.

Any questions regarding any of these files should be directed to the editor.

## Updating your Article after Presentation

Following presentation of your paper at the Annual Meeting, you may wish to add information, or report on responses to it. Rather than incorporate these changes in the body of the article, you may find it simpler just to add a new section, "Update", for such additions. Use the appropriate heading level.

## Bibliography

*Chicago Manual of Style*, 13th ed. Chicago: University of Chicago Press, 1982.

*Words into Type*, 3rd ed., based on studies by Marjorie E. Skillin, Robert M. Gay, *et al.*, Englewood Cliffs, N.J.: Prentice Hall, 1974.

Whitney, Ron, and Barbara Beeton, "*TUGboat* Authors' Guide", *TUGboat*, **10** (4), pages 378–385, 1989. Also available electronically as the file `tubguide.tex`, via ftp from the usual archives, or by request to the editor.

The following article should be required reading for every person interested in computer composition, not only for its contents and references to the literature, but especially because it demonstrates how much one may achieve with a minimum of fancy features (fonts, format, etc.), each of which presents risks for impeding comprehension.

Southall, Richard. "First Principles of Typographic Design for Document Production" *TUGboat*, **5** (2), pages 79–90, 1984; corrigenda, *ibid.*, **6** (1), page 6, 1985.

# Appendix

## Spelling Conventions

| | |
|---|---|
| braces, curly braces (not "brackets") | proof copy |
| database | proofreaders |
| formatting, formatted | re-key |
| left justified *vs.* left-justified text | right justified *vs.* margins |
| minicomputer | uppercase, lowercase |
| multilevel | word processing |
| on-line | workstation |
| PCs, Macs, 1980s (no apostrophe) | |

## Typographic Representation

In addition to the following, consult previous *Proceedings* and other TeX-related documents. It is also strongly recommended that authors print out a copy of the file `tugboat.cmn`, which contains many already defined macros for logos and commonly used names. (Some of these are listed below.)

| | |
|---|---|
| ASCII  (or ASCII `{\smc ascii}`) | `pk`  (`|pk|`) |
| AT&T | `plain.tex`  (`|plain.tex|`) |
| Bitnet, Netnorth | `pxl`  (`|pxl|`) |
| `dvi`  (`|dvi|`) | *Textures* (italics; do not use `\TeX`) |
| EARN | `TANGLE`  (`|TANGLE|`) |
| Emacs | UNIX  (or Unix `{\smc Unix}`) |
| `gf`  (`|gf|`) | uucp |
| HP LaserJet | *vi* |
| imPRESS | `VIRTEX`  (`|VIRTEX|`) |
| `INITEX`  (`|INITEX|`) | WordPerfect |
| `log`  (`|log|`) | |

The following terms are already defined in `tugboat.cmn`. Please avoid redefining them, as the definitions provided are the official definitions used in all TUG publications.

| | |
|---|---|
| Addison-Wesley  (`\AW`) | PostScript  (`\PS`) |
| $\mathcal{AMS}$-TeX  (`\AmSTeX`) | SliTeX  (`\SliTeX`) |
| BibTeX  (`\BibTeX`) | TeX  (`\TeX`) |
| Lᴬ  (`\La`) | TeX Users Group  (`\TUG`) |
| LaTeX  (`\LaTeX`) | *The TeXbook*  (`\TB`) |
| (Lᴬ)TeX  (`\AllTeX`) | TeXhax  (`\TeXhax`) |
| METAFONT  (`\MF`) | TeX--XeT  (`\TeXXeT`) |
| PᵢC  (`\PiC`) | *TUGboat*  (`\TUB`) |
| PᵢCTeX  (`\PiCTeX`) | WEB  (`\WEB`) |