Formatting Submissions to Acta Montanistica Slovaca Using *actamont.cls*, LATEX Document Class Template

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*This work is an instruction manual for submitting articles to scientific journal **Acta Montanistica Slovaca** using LATEX document class template "actamont.cls". Commands defined specially for "actamont.cls" to simplify the overall process are here described.*

Keywords: *Acta Montanistica Slovaca, Document Class, LaTeX, Submission*

Contents

1 Introduction

LATEX document class *actamont.cls* is a new standard for formatting submissions of articles to ***Acta Montanistica Slovaca*** journal. The *actamont* document class can be used with any LATEX distribution of version LATEX2e , that uses standard TDS (TEX Directory Structure) independently of platform used.

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2   Dependencies

The *actamont* document class is based on standard LATEX document class *article*. It is however redefined and simplified to ensure correct formatting of output file. To achieve this, some LATEX packages was used, that are part of many of the standard LATEX distributions. Dependencies for LATEX packages are (in alphabetical order) as follows:

- `babel`   % Required if `sk`, or `cz` option is declared along with `special` to load hyphenation patterns

- `caption`   % To make changes to caption formatting possible

- `color`   % For use with hyperlinks - blue color

- `fancyhdr`   % Needed to setup header and footer

- `fontenc`   % Standard encoding

- `graphicx`   % For graphical inputs (figures)

- `hyperref`   % Hyperlinks support

- `ifthen`   % Provides usefull programming commands for document class

- `inputenc`   % Required if `special`, `sk` or `cz` to add support for characters used in slovak/czech alphabet

- `natbib`   % For citations using BibTeX

All of the required packages are included in the final compressed version, *actamont.zip*, which is available online on the [Acta Montanistica Slovaca](#) website, under the [Download Templates](#) section. If all of the dependencies are satisfied by standard LATEX distribution, class file *actamon.cls* will be sufficient.

3   LATEX Document Preamble

In the document preamble, *actamont* class must be specified. If no extra options for *actamont* class are specified, document will be formatted as a standard format for submitting articles. It is possible to specify the `special` option, which will change the document format to submission for special issue of the journal. These options and their specific commands will be described more deeply in following subsections.

3.1   Submission

If *actamont* class will be specified without any options by using following command:

`\documentclass{actamont}`

document will be formatted for submitting an article to regular issue of **Acta Montanistica Slovaca** journal. This option is recommended for most authors. In this case, only two additional commands needs to be specified: `\title` and `\Author`. Please note the capital "A" on the `\Author` command, as it can be easily mistakenly replaced by standard, `\author` command. The `\title` command is a standard LATEX command for specifiing the article title. This command only has one argument, which is the actual text of the title:

`\title{text}`

The `\Author` command is a more robust one as it has five arguments:

`\Author{1}{2}{3}{4}{5}`

where the meaning of these arguments is as follows.

1. **Name** Name and surname of the author as it will be displayed on the title page and in the header. Do not use academical degrees. This argument is mandatory. All the other arguments are optional.

2. **Footnote** If left empty, all the following arguments will be ignored and no footnote for this author will be displayed. If filled with random symbol, number, character or text, i. e. "*", properly formatted footnote consisting of arguments 3, 4 and 5 will be displayed at the bottom of the page.

3. **Name with academical degrees** Full name consisting of all awarded pre and post name degrees.

4. **Address** Full address of institute, workplace, etc.

5. **e-mail** Authors e-mail address. Url format will be added automatically.

In many cases, the articles are not being published by single authors, but rather by a collective of authors. For this case, the *actamont* document class provides the following set of commands:

```
\SecondAuthor{1}{2}{3}{4}{5}
\ThirdAuthor{1}{2}{3}{4}{5}
\FourthAuthor{1}{2}{3}{4}{5}
\FifthAuthor{1}{2}{3}{4}{5}
\SixthAuthor{1}{2}{3}{4}{5}
\SeventhAuthor{1}{2}{3}{4}{5}
\EighthAuthor{1}{2}{3}{4}{5}
\NinethAuthor{1}{2}{3}{4}{5}
\TenthAuthor{1}{2}{3}{4}{5}
```

that can be used with the same arguments as the \Author command. Order in which the authors names will be displayed is pretty straightforward and will be discussed no further. A bit different is the \LastAuthor command, that has one extra argument over the previously described. This command is used to add a specified conjunction in between the last authors name and the one before. This conjunction is the sixth argument, as it can be different for english and slovak/czech version of published articles. The \LastAuthor command can be used i. e. as:

```
\LastAuthor{1}{2}{3}{4}{5}{and}
```

If the submission is to be publicated in the special issue of the journal (articles in slovak/czech language), `special` option must be specified in conjunction with `sk`, or `cz` option for *actamont* class.

```
\documentclass[special,sk]{actamont}
\documentclass[special,cz]{actamont}
```

Article titles in the special issues needs to be present in two languages - English as the official language of the journal as well as in a language used for publishing. An extra command for this purpose is defined. The main title should be in English, so the \title command will be used for it. Title in the other language should be specified using the \othertitle command with a single argument, which is its text.

```
\othertitle{text}
```

No other changes in document preamble are necessary for publishing in the special issue of ***Acta Montanistica Slovaca***.

3.2 Additional packages

There's no need to declare used packages that are part of the *actamont* class dependencies. Additional packages can be defined in the preamble if needed using traditional TeX command:

```
\usepackage{packagename}
```

There are no known conflicts in LaTeX2e packages. If any found, please contact one of the authors.

4   Document Body

Document body starts as in all other LaTeX documents with the \begin{document} command and ends with the \end{document} command. The actual body should contain *Abstract* and *Keywords* environment, article text divided into sections (and subsections if necessary), as well as the bibliographic references command. Use of the *Acknowledgements* environment is optional.

4.1   Abstract

The *actamont* document class uses redefined *Abstract* environment in opposite with the standard *abstract*. This environment is to be placed inside of the document body at first place using commands:

```
\begin{Abstract}
 Text of abstract.
\end{Abstract}
```

Text will be formatted automatically to italics, but if needed, words, sentences or even sections of abstract can be formatted to bold font using \textbf{*} command. Subscripts and superscripts must be placed in the math environment delimited by the "$ " symbols. Any footnotes present in the abstract will be shown on the bottom of abstract (in between the abstract and the keywords) and not on the bottom of the page. These footnotes will not be labelled by numbers, but letters instead to prevent confusion with authors footnotes.

4.2 Keywords

The *Keywords* environment is similar to the *Abstract* environment. It also should be placed inside of the document body, right after the *Abstract* environment, using following commands:

```
\begin{Keywords}
 keyword#1, keyword#2, keyword#3, ...
\end{Keywords}
```

There is no need to type the "**Keywords:**" as this will be added automatically while formatting. Separate the particular keywords using comma sign as displayed in the above example.

4.3 Sectioning

The article submitted to **Acta Montanistica Slovaca** should contain an introduction, analysis (state) of the problems, methods, results, discussion, conclusion and references. As these should be unnumbered first level headings, the \section* command should be used for this purpose:

```
\section*{name}
```

Please note the asterisk as forgetting it will cause the heading to be numbered and this would be in contradiction with desired format. Because of recommended section names, most of the authors will probably end up with following commands:

```
\section*{Introduction}
\section*{Analysis}
\section*{Methods}
\section*{Results}
\section*{Discussion}
\section*{Conclusion}
```

The *References* section will use a different command and will be discussed later in this document. Any of the above sections can be divided into one or more subsections - second level headings declared as:

```
\subsection*{name}
```

Level three headings are achieved using the \subsubsection* command:

```
\subsubsection*{name}
```

In case, level four headings are needed, the paragraph command should be used:

```
\paragraph*{name}
```

All of the sectioning commands are preformatted and no further adjustments are advised.

In case of a longer article divided into many sections and subsections, numbering could help improve transparency of such document. In such a case, sectioning commands displayed above can be used without an asterisk to produce numbered sections and subsections:

```
\section{name}
\subsection{name}
\subsubsection{name}
```

Articles published in the **Acta Montanistica Slovaca** journal does not contain *Table of Contents*, nor *List of Figures* or *List of Tables* by ordinary circumstances. However, if necessary, table of contents can be added using the \tableofcontents command, that has no arguments.

4.4   Acknowledgement

Acknowledgements is optional and if needed, the *Acknowledgements* environment is defined. This environment should be placed inside of the document body between the end of the last section and the bibliographic references command.

```
\begin{Acknowledgement}
 Text of the acknowledgement.
\end{Acknowledgement}
```

4.5   Bibliographic references and BibTeX

The *actamont* document class uses BIBT_EX as a standard for bibliographical references. If you have never worked with BIBT_EX it would probably be a good idea to read some manuals first, as i. e. the original BIBT_EX manual Patashnik (1988) or the `natbib` package manual Daly (2009), which provides BIBT_EX support for LAT_EX. Slovak versions of manuals are also available, i. e. Bartoš (2006).

In the *actamont* class, BIBT_EX support is simplified and only one command is needed to create the *References* section. It is namely the \References command with two arguments:

```
\References{1}{2}
```

First argument is the name - heading of the section, as it will be different for regular issues and special issues written in slovak or czech language. Standard text value of this argument is "References" and it will also be used, if left empty. Second argument is the name of the *.bib* file, which contains bibliography formatted as BIBT_EX entries. Standard value of this argument and the also the name of the mentioned file is "ref.bib".

4.5.1   Dealing with the .bib file

In the *.bib* file all the bibliographic entries must be present. BIBT_EX understands following types of entry: **@article**, **@book**, **@booklet**, **@conference**, **@inbook**, **@incollection**, **@inproceeding**, **@manual @mastersthesis**, **@misc**, **@phdthesis**, **@proceedings**, **@techreport** and **@unpublished**. For each of the bibliographic entries one of the above types should be chosen. Each type of entry has its own required and optional fields that can include some of the following: *address*, *annote*, *author*, *booktitle*, *chapter*, *crossref*, *edition*, *editor*, *eprint*, *howpublished*, *institution*, *journal*, *key*, *month*, *note*, *number*, *organization*, *pages*, *publisher*, *school*, *series*, *title*, *type*, *url*, *volume* and *year*. Most of the entry types, as well as mentioned fields are self explanatory. But if one is not certain about them, reading the manual Patashnik (1988) is adviced. Let's take a look at some most common entry types:

article An article from a journal or magazine. Required fields: *author*, *title*, *journal* and *year*. Optional fields: *volume*, *number*, *pages*, *month* and *note*. Empty **@article** entry will therfore look like:

```
@article{,
author = {},
title = {},
journal = {},
year = {},
OPTvolume = {},
OPTnumber = {},
OPTpages = {},
OPTmonth = {},
OPTnote = {}
}
```

book A book with an explicit publisher. Required fields: *author* or *editor*, *title*, *publisher*, *year*. Optional fields: *volume* or *number*, *series*, *address*, *edition*, *month* and *note*. And an empty **@book** entry:

```
@book{,
ALTauthor = {},
ALTeditor = {},
title = {},
publisher = {},
year = {},
```

```
OPTkey = {},
OPTvolume = {},
OPTnumber = {},
OPTseries = {},
OPTaddress = {},
OPTedition = {},
OPTmonth = {},
OPTnote = {}
}
```

inbook   A part of a book, which may be a chapter (or section or whatever) and/or a range of pages. Required fields: *author* or *editor*, *title*, *chapter* and/or *pages*, *publisher* and *year*. Optional fields: *volume* or *number*, *series*, *type*, *address*, *edition*, *month* and *note*. Empty **@inbook** entry:

```
@inbook{,
ALTauthor = {},
ALTeditor = {},
title = {},
chapter = {},
publisher = {},
year = {},
OPTvolume = {},
OPTnumber = {},
OPTseries = {},
OPTtype = {},
OPTaddress = {},
OPTedition = {},
OPTmonth = {},
OPTpages = {},
OPTnote = {}
}
```

inproceedings   An article in a conference proceedings. Required fields: *author*, *title*, *booktitle* and *year*. Optional fields: *editor*, *volume* or *number*, *series*, *pages*, *address*, *month*, *organization*, *publisher* and *note*. Empty **@inproceedings** entry will thus have following format:

```
@inproceedings{,
author = {},
title = {},
booktitle = {},
year = {},
OPTeditor = {},
OPTvolume = {},
OPTnumber = {},
OPTseries = {},
OPTpages = {},
OPTaddress = {},
OPTmonth = {},
OPTorganization = {},
OPTpublisher = {},
OPTnote = {}
}
```

Note, that there are three types of fields - mandatory, alternative (starting with prefix *ALT*) and optional (starting with prefix *OPT*). Arguments of mandatory fields (enclosed in curly brackets) must be filled with proper values (text or number). If a pair of alternative fields is present, one of these must be chosen and its argument filled with according value. The *ALT* prefix of the chosen argument should than be erased. Optional arguments doesn't have to be filled at all, but if chosen to, prefix *OPT* should be erased to let BIBTEX know that they should be included in the reference.

If a value of an optional argument is filled, but the prefix is not erased, this value would not be included in the final reference created.

There is one more important argument, that has to be filled in each bibliographical entry in the *.bib* file. It is the string, that will work as a reference for that particular entry. This string can be chosen arbitrarily and should be written right after the entry name (after the curly bracket opening sign) in the first row.

Example   Let's say we want to refer to a book about which we know following informations:

- **Title:** Learning LaTeX

- **Authors:** David F. Griffiths, Desmond J. Higham

- **Publisher:** Society for Industrial and Applied Mathematics

- **Year:** 1997

- **ISBN:** 0898713838

BIBTEX **@book** entry has following required fields: *author* or *editor*, *title*, *publisher* and *year*. It's pretty obvious, that the title "Learning LaTeX" will be argument of the *title* field. This book has authors and not editors, so the chosen alternative will be the *author* field, where the names of the actual authors belong. Publisher and year of publication is also pretty clear, however there's no separate field for ISBN number. In this case, if we want the ISBN to be included in the reference created, we can insert text "ISBN: 0898713838" as a note. Last step is to choose a arbitrary string for citing. It can be based on author names, title or whatever else. In order to avoid troubles it is not advised to use spaces or any spacial symbols that can LaTeX evaluate as a piece of code in the actual name. Let's name it i. e. "Griffiths1990". The *.bib* file entry would look like:

```
@book{Griffiths1990,
author = {David F. {Griffiths} and Desmond J. {Higham}},
ALTeditor = {},
title = {Learning LaTeX},
publisher = {Society for Industrial and Applied Mathematics},
year = {1997},
OPTkey = {},
OPTvolume = {},
OPTnumber = {},
OPTseries = {},
OPTaddress = {},
OPTedition = {},
OPTmonth = {},
note = {ISBN: 0898713838}
}
```

Please note that there is no *ALT* prefix on the *author* field and neither the *OPT* prefix on the *note* field, as we want these to be included in the created reference. Also note the author names, which are separated with "and" and that the surnames are enclosed in the curly brackets. Separating each name with "and", as well as enclosing the surnames in the curly brackets is strongly advised even when there are more than two authors.

4.5.2 *Citation commands*

The `natbib` package provides two basic citation commands, namely it's the `\citet` and `\citep` command. Results in author-year mode is for the above example as follows:

```
        Command                      Result
  \citet{Griffiths1990}      Griffiths & Higham (1997)
  \citep{Griffiths1990}      (Griffiths & Higham 1997)
```

Would there be more than two authors, only the first author's name would be displayed, followed by the "et al." text. All the citations are automatically turned into hyperlinks to corresponding reference entry.

4.5.3 Processing

Changes made to citations will not be applied unless the processing of the *.tex* document is done at least four times in the following order:

1. LaTeX

2. BibTeX

3. LaTeX

4. LaTeX

4.5.4 Numbered citations

Although, standard author-year citations are advised for publishing an article in **Acta Montanistica Slovaca** journal, numbered citations are possible to achieve as well. This is done simply by specifiing the `numberedrefs` option for *actamont* document class:

```
\documentclass[numberedrefs]{actamont}
```

In numerical mode the `\citet` and `\citep` commands does not work verry well, so the standard `\cite` command should be used for citating instead:

```
        Command                    Result
    \cite{Griffiths1990}            [1]
```

References are made and sorted automatically and there is no difference in BibTeX entries described above.

5   Examples of Code

5.1   Submission to regular issue

```
\documentclass{actamont}
\title{Title of the article}
\Author{Name Surname}{*}{Ing. Name Surname, PhD.}{Address}{name.surname@mail.com}

\begin{document}
  \begin{Abstract}
     Text of Abstract.
  \end{Abstract}
  \begin{Keywords}
     Keyword1, Keyword2
  \end{Keywords}

  \section*{Introduction}
  \section*{Analysis}
  \section*{Methods}
  \section*{Results}
  \section*{Discussion}
  \section*{Conclusion}

  \begin{Acknowledgement}
     Text of the acknowledgement.
  \end{Acknowledgement}

  \References{References}{ref.bib}
 \end{document}
```

5.2 Submission to special issue

```
\documentclass[special,sk]{actamont}
\title{Názov Článku}
\othertitle{Title of the article}
\Author{Name Surname}{*}{Ing. Name Surname, PhD.}{Address}{name.surname@mail.com}

\begin{document}
   \begin{Abstract}
      Text of Abstract in English.
   \end{Abstract}
   \begin{Keywords}
      Keyword1, Keyword2
   \end{Keywords}

   \section*{Úvod}
   \section*{Súčasný stav problematiky}
   \section*{Experimentálna časť}
   \section*{Výsledky}
   \section*{Diskusia}
   \section*{Záver}

   \begin{Acknowledgement}
      Text poďakovania.
   \end{Acknowledgement}

   \References{Použitá Literatúra}{ref.bib}
\end{document}
```

6   Usefull TEX Commands

6.1   Text format

Text can be formatted as usual in any other LATEX document: *italics*, **bold**, `typewriter`, or stacked for any possible combination, i. e. ***bold and italics*** using commands:

```
\textit{text in italics}
\textbf{text in bold font}
\textttt{typewriter font}
\textit{only italics \textbf{bold italics}}
```

Any subscripts (_) or superscripts (^) must be placed inside of the delimited math environment ($), i. e. to produce something like: ms^{-1} or H_2SO_4 use commands:

```
ms$^{-1}$
H$_2$SO$_4$
```

Greek letters must be delimited by the math environment ($) as well, while commands for particular letters are summarized in Tab. 1.

For more comprehensive list of symbols see Pakin (2009).

6.2   Enumeration and listing

For creating enumerated list, such as:

1. First item

2. Second item

3. Third item

the `enumerate` environment with the `\item` command is used:

Tab. 1: Greek letters available in LATEX and corresponding commands.

Symbol	Command	Symbol	Command	Symbol	Command	Symbol	Command
α	\alpha	θ	\theta	o	\o	τ	\tau
β	\beta	ϑ	\vartheta	π	\pi	υ	\upsilon
γ	\gamma	γ	\gamma	ϖ	\varpi	ϕ	\phi
δ	\delta	κ	\kappa	ρ	\rho	φ	\varphi
ε	\epsilon	λ	\lambda	ρ	\varrho	χ	\chi
ε	\varepsilon	μ	\mu	σ	\sigma	ψ	\psi
ζ	\zeta	ν	\nu	ς	\varsigma	ω	\omega
η	\eta	ξ	\xi				
Γ	\Gamma	Λ	\Lambda	Σ	\Sigma	Ψ	\Psi
Δ	\Delta	Ξ	\Xi	Υ	\Upsilon	Ω	\Omega
Θ	\Theta	Π	\Pi	Φ	\Phi		

```
\begin{enumerate}
    \item First item
    \item Second item
    \item Third item
\end{enumerate}
```

If a unnumbered listing is desired, the `itemize` environment should be used:

```
\begin{itemize}
    \item First item
    \item Second item
    \item Third item
\end{itemize}
```

with following result in the document:

- First item

- Second item

- Third item

If nested enumeration is required, this is achieved by placing another `enumerate` environment inside of existing enumerate environment. Format of automatically created second level enumerated list will be alphabetical.

6.3 Figures

Including figures to *actamont* document class is pretty simple using standard LATEX commands:

```
\begin{figure}
    \includegraphics[width]{filename}
    \caption{Figure caption.} \label{figurelabel}
\end{figure}
```

Where `figure` is a environment for including graphical files treated as figures into LATEX documents. Width of the figure can be set in variety of units (mm, cm, pt, in, ...) i.e `[width=12cm]` or relatively to textwidth, i. e. `[width=0.75\textwidth]`. Filename does not necessarily need to contain filetype extension, but it should be name of the graphical file contained in the actual folder, if no other folder for figures is specified. Caption can be any text breszribing the figure, while label is a simple text used for referencing. Following filetypes are supported by the `graphicx` package: **pdf**, **jpg**, **png** or **tif**.

Example   To include the figure, whose source file is named *acta_1.pdf* and is contained in the current folder, following command is used:

```
\begin{figure}
    \includegraphics[width=0.5\textwidth]{acta_1}
    \caption{Acta Montanistica Slovaca logo.} \label{fig:logo}
\end{figure}
```

Note, that the caption is placed below the \includegraphics command, as changing the order can cause the caption to appear above the figure. Figures are centered by default in the *actamont* document class and the commonly used \centering command is therefore not necessary. Result of the exact command displayed above is a Fig. 1.

Obr. 1: Acta Montanistica Slovaca logo.

In the special issues, two captions are necessary - in the primary language chosen and in English. As the standard \caption command only has one argument, new command for this purpose was defined for use in *actamont* document class. It is the \Caption command, with two arguments:

```
\Caption{Popisok obrázku.}{Figure caption.}
```

This command is only defined if special option is specified.

Advanced commands for the graphicx package can be found in various manuals available i. e. Reckdahl (2006).

6.4   Tables

Creating tables in LATEX is not an easy task to perform for non-experienced users, however many manuals are available (Fear 2005; Hoppner 2007; Robson 2009). Standard command should be used for placing tables created in the tabular environment:

```
\begin{table}
  \caption{} \label{}
    \begin{tabular}{}
        .
        .
        .
    \end{tabular}
\end{table}
```

Note, that the \caption command is placed above the tabular environment.

There is also a easier way of importing tables created by other tools, such as word processors or spreadsheet editors. It is exporting the actual table created in any other tool as a vector graphics file - i. e. *pdf* file. This file can then be included to LATEX document using the \includepraphics command used for importing figures. However, to achieve treating this "picture" as a table, this command needs to be delimited by the tabular environment and not the figure environment:

```
\begin{table}
  \caption{} \label{}
    \includegraphics[]{}
\end{table}
```

Offcourse, also bitmap graphics can be imported this way, but because of low quality of such tables, this is not recommended.

6.5   Equations

All equations must be placed inside of a delimited `equation` environment, i. e.:

```
\begin{equation}
    y_1 = ax^2 + bx + c - \frac{1}{2}
  \label{eq:y}
\end{equation}
```

The result of exact command placed above is a Eq. 1

$$y_1 = ax^2 + bx + c - \frac{1}{2} \tag{1}$$

Inside of the `equation` environment math typing is turned on by default and therefore there is no need to enclose subscripts, superscripts or commands for typesetting greek letters etc. inside of the environment delimited by the $ symbol. Also, all spaces will be ignored.

6.6   Hyperreferences

In LATEX document you can link to virtually anything contained in the file - page, section, figure, table, reference, url, etc. The `hyperref` package is standardly used in *actamont* document class in order to make the document interactive. This package makes links automatically, however some improvements of behaviour are possible. It is i. e. referencing the tables and figures in the document, where normally only the numbers are hyperlinked. This is obtained by using the standard reference command `\ref` in the text:

```
Tab.~\ref{label}
```

where "label" is the actual label of referenced table. Using more advanced `\hyperref` command, provided by the `hyperref` package, it is possible to turn the whole text into a hyperlink. However, the command would be more difficult:

```
\hyperref[label]{Tab.~\ref*{label}}
```

Therefore a `\Ref` command is defined for use in the *actamont* document class to simplify hyperreferencing. This command has two mandatory arguments: text of the reference and the label, i. e.

```
\Ref{Tab.}{label}
```

Result for this command would be exactly the same as for the `\hyperref` command displayed above. If more advanced hyperlinks are needed, manual for `hyperref` package is available (Rahtz and Oberdiek 2010).

References

Bartoš, E., 2006. Manuál na tvorbu zoznamu literatúry. http://www.dthph.sav.sk/fileadmin/user_upload/bartos/files/tex/howto_bib.pdf.

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Robson, A.P., 2009. LaTeX table tricks. http://nepsweb.co.uk/docs/tableTricks.pdf.