

## **Astronomical Data Analysis Software & Systems XVII: Instructions for Authors Using L<sup>A</sup>T<sub>E</sub>X Markup**

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**Abstract.** This manual describes the procedure for creating a L<sup>A</sup>T<sub>E</sub>X formatted paper suitable for submission to the ADASS conference proceedings. In particular, it describes how to employ special formatting techniques for hyperlinks, equations, tables, and figures. Use the accompanying `template.tex` file, and the examples here and in the sample document to prepare your paper.

### **1. Introduction**

In order to ensure that papers received for publication are consistent in format, style, and quality, and to be compatible with the publisher's requirements, authors are required to prepare their manuscripts with L<sup>A</sup>T<sub>E</sub>X according to the instructions presented here. The editors will modify the electronic manuscripts as necessary to insure that they conform to these standards. There are several resources available in the ADASS proceedings author kit:

<code>adassconf.sty</code>	Required style file for the ADASS Proceedings.
<code>asp2006.sty</code>	Required style file for the ASP Conference Series.
<code>ASP_CopyrightForm.pdf</code>	ASP copyright assignment form.
<code>AstroSymbols.pdf</code>	L <sup>A</sup> T <sub>E</sub> X commands for special astronomical symbols.
<code>figure.eps</code>	Example figure, which is used by <code>sample.tex</code> .
<code>keywords.txt</code>	List of all standard keywords.
<code>LatexInfo.txt</code>	Summary of L <sup>A</sup> T <sub>E</sub> X installation and use.
<code>LatexSummary.pdf</code>	Summary of L <sup>A</sup> T <sub>E</sub> X commands.
<code>README</code>	Summary of author kit contents; includes submission deadline, page limits, and contact information.
	L <sup>A</sup> T <sub>E</sub> X mark-up for tables and figures.
<code>sample.tex</code>	Complete example paper, including common L <sup>A</sup> T <sub>E</sub> X mark-up for tables and figures.
<code>template.tex</code>	Template for composing a paper, containing the basic(required) L <sup>A</sup> T <sub>E</sub> X mark-up.
<code>UserGuide.tex</code>	L <sup>A</sup> T <sub>E</sub> X source file for this manual.
<code>UserGuide.pdf</code>	This manual.

All proceedings papers must be written in English (using American-style spellings, since we are using an American publisher). While a polished literary style is not demanded for Proceedings papers, all submissions should conform to the elementary rules of grammar, syntax, punctuation, and clarity. Authors may find it helpful to consult classic manuals of style, such as Strunk & White (2000), and Chicago (2003). It may also be helpful to review recent articles published in the main PASP journal, and to consult the *Instructions to Authors* published by the AAS.

Papers must also conform to the length limits that are set by the proceedings editors; the limits are given in the README file in the author kit. These limits will be strictly enforced: papers that exceed the limit will be returned to the authors for correction. Presenters of multiple papers will be permitted to submit a manuscript for each for inclusion in the Proceedings, *although it is necessary that we receive a completed Publication Agreement and Copyright Assignment form for each submission*. Because of the extremely high cost, color illustrations will be rendered in black & white in the paper version of the proceedings.

## 2. Basic L<sup>A</sup>T<sub>E</sub>X Markup

These *Instructions* describe the basic L<sup>A</sup>T<sub>E</sub>X markup commands you will need to compose your paper. However, they are necessarily incomplete in the sense that they do not describe all of the functionality of L<sup>A</sup>T<sub>E</sub>X and related packages<sup>1</sup>; see the reference manual by L<sup>A</sup>T<sub>E</sub>X (1993) for a more complete description of the mark-up language. Authors are encouraged to examine the sample paper that are included with the style file, but in all cases authors should use the `template.tex` file to compose their papers. The file `sample.tex` is a paper prepared with the conference style macros with fairly complete markup; this file is annotated with comments that describe the purpose of the markup.

### 2.1. Preamble

The `\documentclass` command must appear first in any L<sup>A</sup>T<sub>E</sub>X file, and the one given below specifies that ADASS papers will use the L<sup>A</sup>T<sub>E</sub>X `article` style using eleven point fonts. The publisher has established various style attributes which are incorporated in a L<sup>A</sup>T<sub>E</sub>X style file named `asp2006.sty`. Additional style elements and capabilities are enabled in the `adassconf.sty` file; they are invoked in the following order:

```
\documentclass[11pt,twoside]{article}
\usepackage{asp2006}
\usepackage{adassconf}
```

Both packages are required. You may declare additional, standard packages, such as `epsfig`, `psfig`, and `graphicx` as needed, but these are generally included in most distributions of L<sup>A</sup>T<sub>E</sub>X. You should use only those markup commands from L<sup>A</sup>T<sub>E</sub>X plus the several extensions provided by the above style files. Do *not*

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<sup>1</sup>L<sup>A</sup>T<sub>E</sub>X and extension packages may be obtained from the Comprehensive T<sub>E</sub>X archive Network (CTAN) website at <ftp://ctan.tug.org/tex-archive/>.

define any commands of your own for any reason (i.e., no `\def` or `\newcommand` statements).

## 2.2. Front Matter: Title, Byline, etc.

The end of the preamble, or more correctly the beginning of the front matter for the paper, begins with the `\begin{document}` command. The remaining commands provide typesetting necessary for the required content of each paper.

*Paper ID Code* Include your paper's conference identification code using the `\paperID` command. The ID code for your paper is the session number associated with your presentation as published in the official conference program. You can find this number locating your abstract in the printed program that you received at the meeting or via the on-line program; the ID code is the letter-number sequence proceeding the title of your presentation. Although the paper ID code will not appear in the final proceedings, it provides a mechanism for all papers in this proceedings to cross-reference one another. You should only have one `\paperID` per submission, and it should not include extraneous spaces nor a trailing period.

*Title* The title is specified with the command `\title`, and it will appear in boldface near the top of the first page of your paper. Be sure to use mixed case (rather than ALL CAPS), and capitalize the initial word and all nouns. It is never appropriate to append a footnote to a title.

*Author Names and Affiliations* Consecutive author names from the same institution are specified together, separated by commas, with the `\author` command. Use the authors' full names, rather than just the first initial and surname. Next comes the author's institutional affiliation as specified with the `\affil` command:

```
\author{name(s)}
\affil{address}
```

The affiliation should include the name of the institution and department, as appropriate, the city, state (for US and Canadian addresses), and country. Do *not* include the street address. Please avoid acronyms, since their meaning may not be familiar to all readers. The address will be broken over several lines automatically; do *not* use L<sup>A</sup>T<sub>E</sub>X's `\` command to force line breaks. Please use mixed case text for *all* these fields rather than supplying all capitals.

Authors may specify additional affiliations using pairs of `\altaffilmark` and `\altaffiltext` commands. The additional affiliations will be typeset as footnotes. For papers with many co-authors and many institutional affiliations, it may consume less space to list *all* affiliations with footnotes. In these cases the `\altaffilmark` must appear right after each author name. Note that multiple affiliations, each marked with a sequential integer, can be specified for any or all authors in this way:

```
\author{name1\altaffilmark{1,2}, name2\altaffilmark{3}}
\altaffiltext{1}{affiliation1}
\altaffiltext{2}{affiliation2}
\altaffiltext{3}{affiliation3}
```

*Running Heads* Running heads are the headings along the top of each page of a paper. The `\markboth{}{}` command places the author list at the top of the left page, and the article title at the top of the right page. Specify the author list in one of these formats, and pay special attention to the punctuation:

```
LASTNAME
LASTNAME1 and LASTNAME2
LASTNAME1, LASTNAME2, and LASTNAME3
LASTNAME et al.
```

Use the “et al.” form in the case of four or more authors.

If the title of the paper is too long to fit in the header, provide a shorter version for the running head. An example of a long title, with an accompanying `\markboth` command follows:

```
\title{Rapid Development for Distributed Computing, with
      Implications for the Virtual Observatory}
\author{M.\ Graham, G.\ Berriman}
\markboth{Graham and Berriman}{Rapid Development for
      Distributed Computing}
```

*Contact Information* Provide both the name and email address of a contact person using the `\contact` and `\email` macros. Although this information will not appear in the paper, it will be used by the editors in case you need to be contacted concerning your submission.

### 2.3. Indexes

The full proceedings volume will include both author and subject indexes. The commands described below provide for the auto-generation of these indexes, provided that authors pay careful attention to the content and syntax requirements.

*Author Index* Use the `\pindex` and `\aindex` macros to indicate how each author name should appear in the author index. The `\pindex` should be used to indicate the primary (first) author, and the `\aindex` for all other co-authors, in the same order as listed in the author list. You must use the following syntax:

```
\aindex{LASTNAME, F. M.}
```

where *F* is the first initial and *M* is the second initial (if used). Be sure that the last name includes any accents or diacritical marks that appear in the argument to the `\author` macros and be careful not to include any extraneous spaces. This will help ensure that authors on multiple papers will appear only once in the author index. Here is an example:

```
\pindex{Tody, D.}
\aindex{Grosb{\o}1, P.}
```

*Subject Index Keywords* You may use the `\keywords` macro to enter up to 6 keywords describing your submission. These will *not* be printed as part of your paper; however, they will be used to generate a subject index for the proceedings. A standard list of topics and sub-topics is included in the author kit, in the file `keywords.txt`. Please select keywords from this list, although you may add additional keywords if the standard ones are insufficient. Separate topics from sub-topics with an exclamation point, and separate entries with commas. For example:

```
\keywords{archives!collection management, data!curation}
```

### 3. Main Body

#### 3.1. Abstract

The article must contain an abstract enclosed in an `abstract` environment:

```
\begin{abstract}
abstract text
\end{abstract}
```

Do not include the word “Abstract” in your text; it is inserted automatically. And do not leave a blank line between `\begin{abstract}` and the start of the text of the abstract.

#### 3.2. Sections

The L<sup>A</sup>T<sub>E</sub>X `article` environment supports three levels of sectioning. (Actually, it supports more, but these are the relevant ones.)

```
\section{heading}
\subsection{heading}
\subsubsection{heading}
```

All sections in ADASS proceedings are numbered, so do *not* use the alternative `\section*{}` commands. Please use mixed case text for the section heads:

“**Conclusions and Future Work**” instead of  
“**Conclusions and future work**”

If you wish to have an acknowledgments section, it should be placed in a paragraph at the end of the main body, set off simply with the special section command:

```
\acknowledgments
```

Do *not* include the word “acknowledgments” in the text body; it will be inserted for you.

### 3.3. Body Text

Most of your text will be formatted correctly within the main body of a section without the need for special L<sup>A</sup>T<sub>E</sub>X mark-up. However, authors must not use commands that conflict with the publisher's or the ADASS conference style rules. Thus, do *not* use any `\vspace` commands to alter spacing between paragraphs, figures, tables, or sections. And do not change the font sizes anywhere in the document except within tables. You may of course change font styles, as appropriate, using standard L<sup>A</sup>T<sub>E</sub>X mark-up such as `\texttt` for **typewriter**, `\textit` for *italic*, and `\textbf` for **boldface**.

Authors must ensure that all tables and figures are called out in the text, that they are all sequentially numbered, and that they all have captions. The best way to ensure consistent referencing is to use a `\ref` command whenever a table or figure is referenced in the text, and to use the `\label` command within the respective table or figure environments. (These `\ref`-`\label` pairs can be used to refer to sections as well, if desired.) The argument to these commands must agree for the reference to work, and you will need to invoke L<sup>A</sup>T<sub>E</sub>X twice for the references to be resolved. To illustrate, the text:

```
The design is illustrated in Figure~\ref{fig:P2.05_fig1}...
```

Will appear in the output as:

The design is illustrated in Figure 1...

provided that the first figure includes the command `\label{fig:P2.05_fig1}` within the environment. Note the importance of creating labels that remain unique when the full ADASS proceedings volume is assembled.

*Hypertext Links and URLs* Since the proceedings will be published in both paper and electronic form, you are encouraged to specify URLs to other relevant electronic documents when appropriate. Avoid links to temporary files that may disappear after a few months, making the links obsolete. Please verify that the links are valid; invalid links will be removed by the editors.

The ADASS conference style provides several macros to ensure hypertext links and URLs are formatted properly in each version. The most used commands are `\htmladdnormallink` and `\htmladdnormallinkfoot`. These commands are analogous to the `<a ...>` tag in HTML, allowing you to link a piece of text to a URL. Both commands take two arguments: the link text and the associated URL. For example:

```
\htmladdnormallink{ADS}{http://adswwww.harvard.edu/}
```

Using `\htmladdnormallinkfoot` will cause the URL to appear in the printed copy of your paper as a footnote to that text (for example, when one refers to the ADS<sup>2</sup>). In the on-line version, the text will be an actual HTML link to that

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<sup>2</sup><http://adswwww.harvard.edu/>

URL. `\htmladdnormallink` is just like `\htmladdnormallinkfoot` except that the URL does not appear in the printed version.

If you wish to have the URL explicitly appear within the body of your paper (rather than as a footnote) you can use the `\makeURL` or `\htmladdURL` command to format it:

```
\makeURL{URL}
\htmladdURL{URL}
```

`\htmladdURL` will cause the URL to be a link to itself in the on-line version; with `\makeURL`, the URL will appear as plain text.

Note that it is not necessary to escape special characters like tilde (~) and underscore (\_) within your URLs when you enter them as arguments to any of these four commands. These special characters will be properly formatted in both the on-line and printed versions:

```
\htmladdnormallink{my document}%
{http://www.cfht.hawaii.edu/~crabtree/my_doc.html}
```

*Equations* Displayed equations can be typeset in many ways using the standard displayed math environments of L<sup>A</sup>T<sub>E</sub>X; these three are probably of greatest use:

```
\begin{displaymath}
\end{displaymath}
\begin{equation}
\end{equation}
\begin{eqnarray}
\end{eqnarray}
```

The `displaymath` environment will break out a single, unnumbered formula. The equation will appear the same if it is set in an `equation` environment, and it will be autonumbered by L<sup>A</sup>T<sub>E</sub>X. In order to set several formulæ in which vertical alignment is required, use the `eqnarray` environment.

### 3.4. Floating Matter

*Tables* Tables may be formatted using the `deluxetable` environment. Details about this table environment can be found in the AAS<sub>T</sub>E<sub>X</sub> User Guide<sup>3</sup>.

```
\begin{deluxetable}{cols}
\tablecaption{text}
\tablehead{column headings}
\colhead{text}
\startdata
data
\enddata
\end{deluxetable}
```

---

<sup>3</sup><http://www.journals.uchicago.edu/AAS/AAS<sub>T</sub>E<sub>X</sub>/>

The *cols* specifies the justification for each column. One of the letters ‘l’, ‘c’, or ‘r’ is given for each column, indicating left, center, or right justification. The table width can be explicitly set with the `\tablewidth{width}` command or, if zero width is specified, the table width will be set automatically. The font size of the table contents can be adjusted using the `\small`, `\footnotesize`, or `\scriptsize` commands right after `\begin{deluxetable}`. (Reducing the size of the text will reduce the readability of the table, however.)

Tables may also appear in `table` environments, although the `deluxetable` environment is preferred.

```
\begin{table}
\caption{text}
\begin{tabular}{cols}
\end{tabular}
\end{table}
```

There should be only one table per environment. The `table` environment encloses not only the tabular material but also any title (caption) or footnote information associated with the table. Tabular information is typeset within L<sup>A</sup>T<sub>E</sub>X’s `tabular` environment; the *cols* argument specifies the formatting for each column. Tables and figures will be identified with arabic numerals, e.g., “Table 2.”; the identifying text, including the number, is generated automatically by the `\caption` command.

Table footnotes may be placed almost anywhere within a `deluxetable` (including column headings and cell entries) using the commands `\tablenotemark` to indicate the footnote placement, and `\tablenotetext` to contain the footnote text. The argument to `\tablenotemark` should be the same as the first argument to `\tablenotetext`. Table endnotes may be added with the command `\tablecomments`, which should appear just before the `\end{deluxetable}` command. Such notes are intended to apply to an entire table. For example:

```
$\pi$ & 3.14159\tablenotemark{a} \\
\enddata
\tablenotetext{a}{Place the text for footnote ‘a’ here.}
\tablecomments{Table end notes go here.}
\end{deluxetable}
```

The `table` environment provides more control over column spacing than the `deluxetable` environment. Instead of reducing the font size when a table is too wide, it may be possible to use this control to make it fit. An example is given in the `sample.tex` document (Table 3). There is a `\tableline` command for use in `tabular` environments. This command produces a single horizontal rule. There should be two `\tableline`’s above and one below between the column headings, and one at the end of the table. Authors should not use additional `\tablelines`, and are discouraged from using vertical rules unless essential.

*Illustrations* Authors must prepare their illustrations in Encapsulated Post-Script (EPS) format. Use one of two markup commands to mark the point of inclusion in the text: both commands should be used inside a L<sup>A</sup>T<sub>E</sub>X `figure` environment. Before including the EPS figures in your text, be sure to rename the

EPS files to conform to the same convention used for your L<sup>A</sup>T<sub>E</sub>X file: *O4.1-1.eps*, *O4.1-2.eps*, etc. You will use these names in the markup commands for including EPS figures, which are:

```
\plotone{file}
\plottwo{file}{file}
```

The *file* argument is used to name the file(s) to be included. The `\plotone` command includes one figure that is scaled to the width of the current text column; `\plottwo` inserts two figures side by side, and the pair is scaled to fit the text width. If one uses these macros, the necessary vertical space is provided automatically.

```
\begin{figure}
\plotone{O4.1\_1.eps}
\caption{My EPS graphic.}
\label{fig:O4.1_1}
\end{figure}
```

or

```
\begin{figure}
\plottwo{O4.1\_1a.eps}{O4.1\_1b.eps}
\caption{Two related graphics.}
\label{fig:O4.1_1}
\end{figure}
```

Please note that a single caption will be centered under the *pair* of graphics when `\plottwo` is used. It is not possible to caption the two plots individually with these commands. As with tables, figures will be identified with arabic numerals, e.g., “Figure 1.”

The scaling of the figure may be adjusted with the `\epsscale{scale}` command, i.e., `\epsscale{0.8}`. Specifying `\epsscale{0.8}` should make the figure 80% as wide as the text on the page.

You may find that figures sometimes are not positioned properly with `\plotone` and `\plottwo`. The cause is usually a bad `BoundingBox` definition in the PostScript file. The bounding box is supposed to be the smallest rectangle, with sides parallel to the edges of the paper, that surrounds all of the marks on the page. Extra white space can make a figure off-centered or hard to scale. If you can print the figure, the problem can be fixed by editing the EPS file and changing the `BoundingBox` comment, which contains four numbers: lower-left *x*, lower-left *y*, upper-right *x*, and upper-right *y* coordinates, measured from the lower-left hand corner of the paper in units of 72 per inch (0.35mm). If you use a PostScript preview program like `gs` or `gv` you can position the cursor at the corners of the figure and read off the coordinates. As a last resort, if further fussing with the positioning of plot on the printed page is necessary, you can try using this command:

```
\plotfiddle{file}{vsize}{rot}{hsf}{vsf}{htrans}{vtrans}
```

<code>ysize</code>	vertical white space to allow for plot, any valid L <sup>A</sup> T <sub>E</sub> X dimension
<code>rot</code>	rotation angle, in degrees, counter-clockwise
<code>hsf</code>	horiz scale factor, percent
<code>vsf</code>	vert scale factor, percent
<code>htrans</code>	horiz translation, in PS points 72/in (0.35mm)
<code>vtrans</code>	vert translation, in PS points 72/in (0.35mm)

The maximum width of an illustration is normally 13.4cm (5.25in) so that it will fit within the width of the text area. Of course an illustration may be smaller if appropriate. A large illustration may be placed sideways (“landscape”) on the paper if necessary, using the `landscape` package.

*Good Advice for Illustrations* Illustrations must be legible in the printed volume, which means that text, line widths, and other features must be sufficiently large, and images must have sufficient resolution to render well. Illustrations that are not of sufficient quality will be returned to authors for correction, or may be deleted from the paper. Observance of the following guidelines will help to avoid common problems.

1. Ensure that your figure has an intrinsic resolution of at least 266 dpi, and that line diagrams have a resolution of  $\sim 800$  dpi to avoid pixelization. Figures should be legible with a 10% reduction to production size.
2. Avoid line weights of less than 1pt.
3. Ensure that your illustration renders well in black & white, even if it is a color figure. Colors that seem to contrast well may render to very similar shades of grey, making text on shaded backgrounds illegible.
4. Avoid screen shots, which usually have very poor resolution.
5. Avoid UML diagrams from standard packages, as the text is usually too small to be legible. If necessary, re-draw such diagrams with professional graphics software.
6. Crop surrounding white space from figures by adjusting the EPS BoundingBox.
7. Avoid EPS files with lines longer than 1024 characters, since it is sometimes necessary for the editors to edit EPS files to make them printable.

## 4. References

### 4.1. Citations in the Text

The reference system for ADASS proceedings is the author/date system used by many professional journals in the natural sciences, including PASP. When citing a paper in the text, list the author names followed by the year in parentheses, as in Abt (1990), or author and year both in parentheses (Abt 1990). Multiple authors would be cited as (Groth & Pebbles 1971) or (Kron, Hewitt, & Wasserman 1984). For more than three authors use “et al.,” e.g., Hanisch et al. (2001).

## 4.2. Reference List

There is a `references` environment that sets off the list of references and adjusts spacing parameters.

```
\begin{references}
\reference bibliographic information
.
.
\end{references}
```

The *bibliographic information* should be in the order directed by Abt (1990): author (listed alphabetically by surname), year, journal, volume, and page. For instance, the reference for this editorial would be typed in as

Abt, H. 1990, ApJ, 357, 1

Note that there is no comma following the last author name, there is no “p” prior to the page number, no trailing period at the end of the reference, and the entire line is set in the body typeface (no font changes). See `sample.tex` for more complex examples.

To refer to a paper from this conference, use the `\adassxvii` and `\paperref` macros, and 2008 for the year. For example, the paper by Budavari, Szalay & Nieto-Santisteban (2007) would appear in the reference list as:

```
\reference Budavari, T., Szalay, A., \& Nieto-Santisteban,
M.\ 2008, \adassxvii, \paperref{09.2}
```

will appear as

Budavari, T., Szalay, A., & Nieto-Santisteban, M. 2008, in ASP Conf. Ser. XXX, ADASS XVII, ed. J. Lewis, R. Argyle, P. Bunclark, D. Evans, & E. Gonzalez-Solares (San Francisco: ASP), [O9.2]

in the preprint version of the paper. In the proceedings volume, the “XXX” will be replaced by the volume number and the “[O9.2]” will be replaced with the actual page number of the paper.

Care should be taken that each literature citation in the manuscript has its counterpart in the reference list and vice versa. Care should also be given to checking the accuracy of the references—author(s), date, volume, and page number; Google is an excellent resource for this purpose. The accuracy of the references is the sole responsibility of the author.

## 4.3. Abbreviations for Journals

There are macros for many of the oft-referenced journals so that authors may use the L<sup>A</sup>T<sub>E</sub>X names rather than having to look up a particular journal’s specific abbreviation. Any stylistic requirements of the editors are taken care of by the macros, so authors need not be concerned about such editorial preferences.

<code>\aj</code>	Astronomical Journal
<code>\araa</code>	Annual Review of Astronomy and Astrophysics
<code>\apj</code>	Astrophysical Journal
<code>\apjl</code>	—, Letters to the Editor
<code>\apjs</code>	—, Supplement Series
<code>\ao</code>	Applied Optics
<code>\apss</code>	Astrophysics and Space Science
<code>\aap</code>	Astronomy and Astrophysics
<code>\aaps</code>	—, Supplement Series
<code>\azh</code>	Astronomicheskii Zhurnal
<code>\baas</code>	Bulletin of the AAS
<code>\jrasc</code>	Journal of the RAS of Canada
<code>\memras</code>	Memoirs of the RAS
<code>\mnras</code>	Monthly Notices of the RAS
<code>\pra</code>	Physical Review A: General Physics
<code>\prb</code>	Physical Review B: Solid State
<code>\prc</code>	Physical Review C:
<code>\prd</code>	Physical Review D:
<code>\prl</code>	Physical Review Letters
<code>\pasp</code>	Publications of the ASP
<code>\pasj</code>	Publications of the ASJ
<code>\qjras</code>	Quarterly Journal of the RAS
<code>\skytel</code>	Sky and Telescope
<code>\sovast</code>	Soviet Astronomy
<code>\ssr</code>	Space Science Reviews
<code>\zap</code>	Zeitschrift für Astrophysik
<code>\adassi</code>	ADASS I (1991)
<code>\adassii</code>	ADASS II (1992)
<code>\adassiii</code>	ADASS III (1993)
<code>\adassiv</code>	ADASS IV (1994)
<code>\adassv</code>	ADASS V (1995)
<code>\adassvi</code>	ADASS VI (1996)
<code>\adassvii</code>	ADASS VII (1997)
<code>\adassviii</code>	ADASS VIII (1998)
<code>\adassix</code>	ADASS IX (1999)
<code>\adassx</code>	ADASS X (2000)
<code>\adassxi</code>	ADASS XI (2001)
<code>\adassxii</code>	ADASS XII (2002)
<code>\adassxiii</code>	ADASS XIII (2003)
<code>\adassxiv</code>	ADASS XIV (2004)
<code>\adassxv</code>	ADASS XV (2005)
<code>\adassxvi</code>	ADASS XVI (2006)

## 5. Submission of Manuscripts

Completed manuscripts should be submitted via anonymous FTP using the following procedure:

1. Anonymous-FTP to `adass.org`. Give “anonymous” as the login name and your email address as the password.
2. Change into the `pub/adass17` directory:
 

```
cd pub/adass17
```
3. Create a subdirectory whose name is the paper identification code:
 

```
mkdir P2.05
```

 (example for poster contribution P2.05)
4. Change to that directory:
 

```
cd P2.05
```
5. Upload your files using the `put` command. Identify the L<sup>A</sup>T<sub>E</sub>X manuscript giving it a name using the paper identification code (e.g., `P2.05.tex`). Any EPS files should be identified in a similar way (e.g., `P2.05_1.eps`, `P2.05_2.eps`). (Note that you will *not* be able to see a listing of the files you uploaded using the `ls` command.) If you wish to upload any other files please name them using the same convention, i.e., starting with your paper identifier (e.g., `P2.05.readme`).
6. Disconnect by typing `quit`.

Here is how a full session might look:

```
% ftp adass.org
Name (adass.org:shaw): anonymous
Password: shaw@noao.edu
ftp> cd pub/adass17
ftp> mkdir P2.05
ftp> cd P2.05
ftp> put P2.05.tex
ftp> put P2.05_1.eps
ftp> quit
```

Manuscripts *must* be received by the submission deadline (see the README file) in order to be assured publication in the Proceedings.

## 6. Copyright Agreement

All authors should have returned a completed Copyright Assignment form during the conference; the assignment is a requirement for publication. If you did not return the completed form to us at the conference, print out the copy that is included in the author publication kit and send or fax the completed form to the editors. Contact information for the editors may be found in the README file in the author publication kit. In the special case of U.S. Government employees who are publishing their paper as a part of their official duties, they must still complete the form and return it unsigned.

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**References**

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