

## LaTeX - Frequently Asked Questions

### 1. Which are the recommended programs to be used when writing a chapter?

Microsoft Word or LaTeX.

### 2. When submitting a LaTeX file of the chapter, which files should I upload?

It is necessary to upload all the files used in the LaTeX file of the chapter (including the figures and the .bib file if used).

### 3. How do I submit multiple files (for chapters written in LaTeX)?

You can submit multiple files by putting them together in a .rar / .zip archive, using WinRar for example.

### 4. Are there any rules for how the LaTeX chapters should be written?

Yes, it is necessary to use our intech.cls template, which is available on our website and on your Author Panel.

### 5. Are there any rules for how the chapters made in MS Word should be written?

Yes, the template for the Word files with all the rules can be found on our website and on your Author Panel. under the FAQs section (<http://www.intechweb.org/faqs.html>) and on your Author Panel.

### 6. Where do I get the intech.cls file which I need for writing my chapter using LaTeX?

The intech.cls file is available on our website under the FAQs section (<http://www.intechweb.org/faqs.html>) and on your Author Panel.

### 7. Do I have to include an Abstract section in my chapter?

Yes, you do. The Abstract should use the same style as sections, only with no numbering and it should be placed before the Introduction section.

### 8. Can my chapter have an Acknowledgments section?

Yes, it can. Acknowledgments should use the same style as the sections and they should be placed before the References section.

### 9. Can my chapter have a Nomenclature section?

Yes, it can. Nomenclature should use the same style as the other sections and it should be placed at the end of the chapter.

### 10. Can I write my chapter in a language other than English?

No, currently we can only accept submissions written in English.

### 11. Is it necessary for the figures in my chapter to occupy the full width of the page?

No, there is no minimum width. However, the max width should not be more than the page width (max 13 cm).

### 12. Can the figures, tables or equations in my chapter go outside the page margins?

No, the figures, tables and equations must not be more than 13cm in width.

### 13. Can my chapter use sub-sub-sections, and if so, which style should I use?

Yes, the chapters can have sub-sub-sections (example: 1.1.1 Title). The style to be used is the same as the sub-section style (Palatino Linotype 9 pt italic).

### 14. How many corrections am I allowed to submit?

You are allowed to submit one round of proof corrections after which the chapter should be complete.

### 15. Do the technical editors check the spelling in chapters?

No, all manuscripts should be spell-checked before submitting.

### 16. Am I allowed to use a different page/margin size to make the content fit better?

No, the technical editors will change the size to the determined size (17x24cm, with 2.5cm top, 3cm bottom, 2cm left/right margins) and adjust the contents size to make it fit inside those dimensions.

**17. Can I submit newer versions of my chapter for the Proof Corrections?**

All the corrections should be written down in the proof corrections form which is available on your Author Panel. The technical editors will correct the chapter according to the instructions written in the form. The exception is when there are too many corrections (5 or more pages of corrections).

**18. If I wish to change or add a figure(s) in the Proof Corrections, how do I do that?**

Simply insert the figure(s) which you want added or changed in the proofreading form, together with any other corrections, or put both the form with corrections and the figure(s) inside an archive file (.rar / .zip).

**19. I have too many corrections, what should I do?**

If your corrections take up more than 5 pages (for example) of the proof corrections form, you can directly apply the changes to your chapter and submit a newer version of it instead of proof corrections form. However, if there is a smaller number of corrections, using the proof corrections is necessary.

**20. I don't have any corrections for my chapter, everything is alright. How should I let you know?**

In case there are no corrections to be made on the latest proof of your chapter, uploading an empty proof corrections form is recommended. You can also write a note inside the form (example: no corrections necessary/everything is alright). You can also notify your Publishing Process Manager by email.

**21. Where do I get the proof corrections form which is necessary for submitting the corrections?**

The proof corrections form is available on your Author Panel.

**23. What is the maximum number of pages per chapter?**

All chapters should have between 16 and 26 pages.

**24. Am I allowed to use an Equation Editor (example: MathType, Aurora) for writing Equations in MS Word?**

Yes, you are allowed to use equation editors.

**25. Am I allowed to use indents in the paragraphs of my chapter?**

No. If you add indents to your text, they will be removed by the technical editors.

**26. Am I allowed to have blanks at the bottom of some pages in my chapter?**

Some blanks can't be avoided, so you are allowed to have some left. However, they should be limited to as few as possible.

**27. When writing a chapter in MS Word, should I use a custom page size, or A4 format?**

Use the custom size (17cm x 24cm with margins of 2.5cm top, 3cm bottom, 2cm left/right).

**28. My chapter has more pages after formatting, is that normal?**

Yes, the technical editors probably changed the page/margin size or the fonts inside your chapter to what they should be. If you have reason to believe they have made an error, write a note about it inside the form and it will be corrected before the chapter is published..

**29. Do all the references have to include the ISBN number of the books mentioned?**

It is not required to write the ISBN number of the mentioned books.