

Dear Author: Welcome to the MIT Press Manuscript Style Guide!

The purpose of the MIT Press manuscript style is to make it as easy as possible for the author to produce his or her book while staying within the Press guidelines. You'll find using this style is very much like using the standard L^AT_EX style files, with a few added features.

Click on the links above for more information on each topic.

Files in this package, and what they do

Basic Style File:

`MITPress.cls`

Template Files:

`edbktmpl.tex` and `monotmpl.tex`

For typesetting edited collection: Please copy and rename the template file, `edbktmpl.tex`

For typesetting monograph book: Please copy and rename the template file, `monotmpl.tex`

The template file will show you how to enter all the needed and optional commands available in this style.

Two Sample Files:

Compare the .tex files with the results to see how to enter commands.

Sample file for edited collection: `edbksamp.tex`, results: `edbksamp.pdf`

Sample file for monograph book: `monosamp.tex`, results: `monosamp.pdf`.

More files for sample pages

`figure_01_01.pdf`, For running PDF^LA^TE^X on Sample Pages

`figure_01_01.eps`, For running L^AT_EX==>ps ==>pdf on Sample pages

`monosamp.bbl`, `edbksamp.bbl`, bibliography files

`monosamp.ind`, `edbksamp.ind`, index files

`sample.bib`, bibliographic database used with Bib^TE^X.

Bibliography and Citation Style files:

`chicago.bst`, Bib^TE^X style file

`apacite.bst`, Bib^TE^X style file

`apacite.sty`, Citation style file

`natbib.sty`, Citation style file

Text list of files:

`readme.txt`

Author's Guide to Using L^AT_EX for Creating MIT Press Manuscripts

Introduction Edited / Monograph Getting Started Front Matter New Commands Every Chapter Figs / Tables End Matter Cites / References Index

Unique to Edited Collections

There are very few differences between making an edited collection manuscript versus a monograph manuscript when using MITPress.cls.

One obvious difference is that you will start your edited book with an editor or list of editors, where for a monograph you will use an author or list of authors:

`\editedby{ }` for edited books;

`\bookauthor{ }` for monographs.

```
\title{Perspectives on Free and Open Source Software}
\subtitle{Subtitle Possible}

\editedby{Joseph Feller,
Brian Fitzgerald, Scott A. Hissam, and Karim R. Lakhani}
```

Compared to Monograph:

```
\title{Perspectives on Free and Open Source Software}
\subtitle{Subtitle Possible}

\bookauthor{Joseph Feller}
```

The edited collection will also need the name of the author of the chapter listed after the chapter title. The author name will appear in the chapter opening and also in the table of contents.

```
\chapter{Chapter Title}
\author{Chapter Author}
```

Chapter Bibliography

You may want to have a bibliography at the end of each chapter. How to do this is explained on p. 12 of this documentation, under Cites/References, Chapter Bibliography.

Otherwise, commands are the same

In all other respects the commands entered for edited collections are identical to those for monographs.

From the MIT Press Web Site

You will find general information and advice for contributors to edited collections at the MIT Press Web site. You can click on the links below to go straight to these sites.

<http://mitpress.mit.edu/authors/guidelines/contributors.asp>

And information for authors of monographs:

<http://mitpress.mit.edu/authors/guidelines/monographs.asp>

Getting Started

The Sample files: [edbksamp.tex/edbksamp.pdf](#), or [monosamp.tex/monosamp.pdf](#)

Comparing the sample files with their resulting .pdf is probably the easiest instruction on how to enter commands for either an edited collection or a monograph.

Template files, [edbktmpl.tex/monotmpl.tex](#) will help you

You are also encouraged to copy, rename, and use the template files [edbktmpl.tex](#), or [monotmpl.tex](#), which make your task easier. As well as a comprehensive list of commands (not many!), there is information in the file that shows how commands should be used, and some comments on when particular commands are appropriate.

Particularly, beginning the book will be made much easier with the use of the template file, which will list all the title page and front matter commands in their correct order.

Front Matter

Using the template file, follow and fill in the commands in the Set Up section at the beginning of your book, then use the `\titlepages` command, which will give you, as well as title pages and dedication, the Table of Contents, and List of Figures, and List of Tables (if you have used figures or tables).

The Table of Contents will show front and end matter listings, chapter headings and chapter author, if applicable.

Optional Front Matter Commands

These environments are optional, but if/when they are used, they should be used in this order: (from the Press website)

- foreword (written by someone other than the author of the book; if applicable)
- series foreword (if applicable)
- preface (written by the author of the book, not someone else)
- acknowledgments (if not included in the preface)
- introduction (if not the first chapter of the book)

The Template File Will Help

The template file will be very helpful for entering commands easily for these environments.

Author's Guide to Using L^AT_EX for Creating MIT Press Manuscripts

Introduction Edited / Monograph Getting Started Front Matter **New Commands** Every Chapter Figs / Tables End Matter Cites / References Index

New Commands

Callouts To let the Press know where tables or figures should appear in the text, since the figures and tables themselves will be printed at the end of the chapter.

`\callout{Figure 1.1}` or `\callout{Table 1.1}`

Endnotes The standard L^AT_EX command `\footnote{}` will produce endnotes in this style, not print at the bottom of the page.

The command `\endnotes` will make the notes print.

Important: If you have used `\footnote{}` in your chapter, please remember to type in `\endnotes` at the end of the chapter. *If you forget, the note or notes will not print.*

Note for single note

Instead of endnotes, you can use `\note` for a short comment.

For single endnote use `\note` and `\endnote{<num>}{<text>}`

```
\note
I got useful comments from Rob Brady, Hal Varian, and more.

\note
\endnote{1}{See the COTS-Based Systems (CBS) Initiative Web site
at http://www.sei.cmu.edu/cbs.}
```

Which produces...

Note
I got useful comments from Rob Brady, Hal Varian, and more.

Note
¹See the COTS-Based Systems (CBS) Initiative Web site at <http://www.sei.cmu.edu/cbs>.

Epigram A meaningful quote often used at the beginning of a chapter, easily done with

`\epigram{(quotation here)}{(author here)}`

```
\epigram{There is a tremendous sense of satisfaction to the
``see bug, fix bug, see
bug fix get incorporated so that the fix helps others'' cycle.}
{FreeBSD developer}
```

Which produces...

There is a tremendous sense of satisfaction to the “see bug, fix bug, see bug fix get incorporated so that the fix helps others” cycle.
—FreeBSD developer

What should be in each chapter?

- Chapter title, author name (if edited collection)
- Only three levels of section heads should be used: section, subsection, subsubsection. Type each heading using upper- and lowercase letters.
- Callouts if tables or figures have been used
- Before tables and figure captions, `\endnotes` should be typed, if `\footnote{ }` has been used. This is necessary for the footnotes to be printed.
- Figure captions and Tables at end of chapter

```
\chapter{Chapter Title}
\author{Author or Authors} %% if edited collection

\epigram{Text}{author} %% optional

Text...

%% Use callouts to indicate where figure or table should fall in the text:
\callout{Figure 1.1} ( or \callout{Table 1.1} )

%% At end of chapter:
\endnotes

\newpage %% <== Figures and Tables go to the end of the chapter

\begin{figure}
\includegraphics[width=.7\textwidth]{figure_01_01}
\caption{Figure caption}
\end{figure}

\begin{table}
\caption{Caption here}
\begin{tabular}
...
\end{tabular}
\end{table}
```

Author's Guide to Using L^AT_EX for Creating MIT Press Manuscripts

Introduction Edited / Monograph Getting Started Front Matter New Commands Every Chapter **Figs / Tables** End Matter Cites / References Index

Figures Figures.tex Tables Figure and Table Tips

Figures are written in the standard way in this style.
However, due to the requirements of the Press, the illustrations *do not print on the page on which they are written.*

Instead you will get these results:

```
\begin{figure}
\includegraphics[width=.7\textwidth]{figure_01_01}
\caption{Civil status of developers.
In the absence of clear monetary transactions, the interplay of contribution...}
\end{figure}
```

Which produces...

Graphics file: figure_01_01

Figure 1.1: Civil status of developers. In the absence of clear monetary transactions, the interplay of contribution and return can be described in the form of ‘balanced value flow’ where one assumes rational self-interest but allows that self-interest can include a range of different types of reward, not just monetary compensation.

When you enter your figure as you see above, you will auto generate a file called figures.tex, which will include your illustrations as well as your captions.

Click on the Figures.tex tab above for more information.

You need to know

- 1) Figure captions and Tables must print at the end of each chapter where they are used.
The callout command should be placed in your text where you would like the figure or table to appear: `\callout{Figure 1.1}`
- 2) Figures should be named using `figure_(chapter number)_(figure number)`.
Both figure and chapter numbers less than 10 should have leading zeros. For example: `figure_01_01.pdf` or `figure_01_01.eps`.
- 3) If you are using pdf_latex, you must supply .pdf, .jpg or .png files;
if you are using dvips you must use .eps or .tif files.
If you supply a .tif file you must specify both the height and width of the illustration in square brackets:
`\includegraphics[height=2.25in, width=3in]{illustration.tif}`
- 4) For more information, click on the ‘Figure and Table Tips’ tab above.
Also see Guidelines for Creating Art at
<http://mitpress.mit.edu/authors/guidelines/monographs.asp>

Figures.tex

MIT Press would like you to submit a separate file with your illustrations and their captions.

In order to make this easy for the authors/editors, the MITPress.cls file will cause the figures.tex file to be autogenerated when you run LaTeX on your book file.

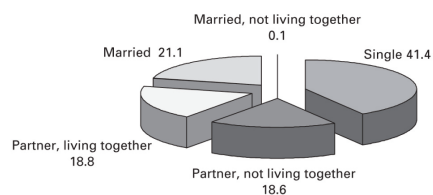
After you have run LaTeX on your book file, the new file figures.tex will now contain the title of your book and the author or editor and every `\includegraphic[]{} command and figure caption that you used in your book file, as well as a listing of the name of the graphics file used. You can look at the sample figures.tex file included in this package to see what the contents of this file may look like.`

Happily, after the author or editor has run LaTeX on their book file, they need only run LaTeX on their newly generated figures.tex file, and use their usual method to build a .pdf file, to produce results that will look something like this:

— Figures generated from edbksamp.tex, August 31, 2011 —

Book Title: Perspectives on Free and Open Source Software

Edited by: Joseph Feller, Brian Fitzgerald, Scott A. Hissam, and Karim R. Lakhani



Graphics File: figure_01_01

Figure 1.1: Civil status of developers. In the absence of clear monetary transactions, the interplay of contribution and return can be described in the form of ‘balanced value flow’ where one assumes rational self-interest but allows that self-interest can include a range of different types of reward, not just monetary compensation.

Figures.tex is a normal .tex file, except for the fact that it was auto generated. This means that you can edit it if you would like to do so, although this should not be necessary.

If you do want to edit the file, remember that the next time you run L^AT_EX on your book, a new figures.tex will be generated. So, you might want to do this as the last thing you do when preparing your book; or you might rename your edited version figures.sav, and then rename figures.sav to figures.tex when you are ready to produce your figures.pdf file.

We hope the autogeneration of figures.tex makes producing figures.pdf a pleasure!

And remember to send in figures.pdf at the same time you send in your manuscript pdf file to MIT Press.

Tables

You need to know

- 1) Figures and Tables must print at the end of each chapter where they are used. The callout command should be placed in your text where you would like the figure or table to appear: `\callout{Table 1.1}`

Making the table

- 1) Caption goes on top of table.
2) Try to avoid vertical lines
3) Horizontal line at top of table, underneath column heads, at bottom of table.
4) To avoid horizontal white space at left and right of table, use `@{}` at beginning and end of preamble, as you see in the example below.

```
\begin{table}
\caption{General characteristics of survey respondents}
\begin{tabular}{@{}p{2in}crccc@{}}
\hline
Variable & Obs & Mean & Std. Dev. & Min & Max \\
\hline
Age & 677.00 & 29.80 & 7.95 & 14.00 & 56.00 \\
Years programming & 673.00 & 11.86 & 7.04 & 1.00 & 44.00 \\
All F/OSS projects & 652.00 & 4.95 & 4.04 & 1.00 & 20.00 \\
Years since first contribution  
to F/OSS community & 683.00 & 5.31 & 4.34 & 0.00 & 21.00 \\
\hline
\end{tabular}
\end{table}
```

Which produces...

Table 1.1: General characteristics of survey respondents

Variable	Obs	Mean	Std. Dev.	Min	Max
Age	677.00	29.80	7.95	14.00	56.00
Years programming	673.00	11.86	7.04	1.00	44.00
All F/OSS projects	652.00	4.95	4.04	1.00	20.00
Years since first contribution to F/OSS community	683.00	5.31	4.34	0.00	21.00

To Rotate figure or table

`\rotatebox{(angle)}{\vbox{ table or figure }}, ie.,`

```
\begin{table}[p]
\rotatebox{-90}{\vbox{
\caption{This is the table caption.}
\begin{tabular}{crcc}
\multicolumn{3}{l}{\bf Parameters}&...
\end{tabular}
}}
\end{table}
```

Notes on Graphics Choices

JPG: widely used on Internet, digital cameras, etc. They are the best choice if you want to insert photos.

PNG: a very common format (even if not as much as JPG); it's a lossless format and it's the best choice for diagrams (if you were not able to generate a vector version) and screenshots.

PDF: is widely used for documents but can be used to store images as well. It supports both vector and bit-map images, but it's not recommended for the latter, as JPG or PNG will provide the same result using less disk space.

JPG and PNG: are supported by any image processing program, so you just have to use the one you prefer.

If you want to create high quality vector PDF to embed within your PDF document, you can use Inkscape: it supports many vector formats and so you can use it to convert from one to other. You could also create your graphics directly with Inkscape. If you want to make mathematical plots, then Gnuplot can save in any format.

Note, that EPS files can not be used with pdf_latex, however they can be converted to PDF using the epstopdf utility, included in most LaTeX distributions. On the command line, you can use `epstopdf <filename>.eps` and a `<filename>.pdf` will be produced.

Inserting a .tif file

Some authors prefer to use a .tif file, thinking that the color reproduces better. To include a .tif file, you cannot use pdf_latex, but instead should use dvips. Then you must supply both the height and width of the graphic for it to print. For example,

```
\includegraphics[width=3.4in, height=3in]{tifsamp.tif}
```

End Matter

End matter should go in this order:

Epilogue (optional)
Appendix (optional)
References
List of Contributors (for edited collection)
Index

```
%%% Epilogue
\begin{epilogue}
\title{Epilogue: Title}
\author{Author Name}
text...
\end{epilogue}

%%% Chapters following the \appendix command will use letter instead of number
\appendix
\chapter{Here is an Appendix}
\author{Appendix Author}
Appendix text here.

%%% Typed in Reference section:
\begin{thebibliography}{[1]}

\bibitem{Bollerslev86}
  Bollerslev, T. (1986).
  Generalized autoregressive conditional heteroskedasticity.
  {\it Journal of Econometrics}\,{\it 31}, 307--327.
  ...
\end{thebibliography}

%%% Bibliography using bibtex:
\bibliography{sample}

%%% List of Contributors (For Edited Collections)
\listofcontributors
\section*{About the Editors}
\name{(Editor Name)} description...

\section*{About the Contributors}
\name{(Author Name)} description...

%%% Index. See section on Indexing for more info
\printindex
```

Cites and References

There are three ways to produce your citations and bibliography:

- Use bibtex with `\usepackage{natbib}` and `\bibliographystyle{chicago}`
- Use bibtex with `\usepackage{apacite}` and `\bibliographystyle{apacite}`
- Type in your entries, using the bibitem square bracket argument using the authors' last name and date, then `\cite` to get author-date citations.

Citations

(From the MIT Press website):

If you use the author-date citation system, include the citation within the text, and make sure the source appears in the reference list. For example:

Rowe claims that “the role of the designer . . . in such a complex system is one of describing modes of interaction and degrees of freedom within and between multiple agents” (Rowe 2001, 373).

or

Rowe (2001, 273) claims that “the role of the designer . . . in such a complex system is one of describing modes of interaction and degrees of freedom within and between multiple agents.”

Natbib If you are using natbib with the chicago bibliography style, you would get these results by typing

`\citep{knuth79}` to produce (Knuth, 1979), and
`\cite{knuth79}` to produce Knuth (1979).

If you want to refer to the page number,
`\citep[85]{knuth79}` will produce (Knuth 1979, 85)
or to only put the parens around the year and pagenumber,
`\citel[85]{knuth79}`, will produce Knuth (1979, 85).

Apacite If you are using apacite, you would get these results by typing

`\cite{knuth79}` will produce (Knuth, 1979), and
`\citeA{knuth79}` will produce Knuth (1979).

If you want to refer to the page number,
`\cite[85]{knuth79}` (Knuth, 1979, 85).
or to put the parens around only the year and pagenumber,
`\citeA[85]{knuth79}`, Knuth (1979, 85).

Typed in Bibliography If you type in your own bibliography using the square bracket argument with author-date, your bibliography citations will be in author-date form:

`\cite{knuth79}` will produce (Knuth, 1979).
`\cite[85]{knuth79}` will produce: (Knuth, 1979, 85)

Of course you will want to adopt a consistent citation form.

Typed in References

If you prefer to type in your references, you can still produce a valid bibliography, but you will have to give author-date form in square brackets when you type in the bibitem:

If you use `\bibitem[Knuth, 1979]{knuth79}` (bib entry)

Then, when you type in `\cite{knuth79}` you will produce (Knuth, 1979).

Also, when making your bibliography, remember to put book titles in italic.

Testing cites: `\cite{rowe}` and `\cite{marx,nahas}`.

```
\begin{thebibliography}{Nahas, 1999}
%bookcd
\bibitem[Rowe, 2001]{rowe}
Rowe, Robert. 2001. } {\it Machine Musicianship}. Cambridge, Mass.: MIT Press.

%Chapter in a Book
\bibitem[Marx, 1988]{marx}
Marx, Leo. 1988. ``The railroad-in-the landscape: An iconological reading of a
theme in American art.'' In {\it The railroad in American art: Representations of
technological change}, ed. Susan Danly and Leo Marx, 170--196. Cambridge,
Mass.: MIT Press.

%Article in a Journal
\bibitem[Nahas, 1999]{nahas}
Nahas, Ronald C. 1999. ``Beirut rising.'' Urban Land 58 (10) (October):
40--46.
\end{thebibliography}
```

Testing cites: (Rowe, 2001) and (Marx, 1988, Nahas, 1999).

Bibliography

Rowe, 2001 Rowe, Robert. 2001. *Machine Musicianship*. Cambridge, Mass.: MIT Press.

Marx, 1988 Marx, Leo. 1988. "The railroad-in-the landscape: An iconological reading of a theme in American art." In *The railroad in American art: Representations of technological change*, ed. Susan Danly and Leo Marx, 170–196. Cambridge, Mass.: MIT Press.

Nahas, 1999 Nahas, Ronald C. 1999. "Beirut rising." *Urban Land* 58 (10) (October): 40–46.

BibTeX

To use BibTeX follow these steps:

1. Make a xxx.bib file, with 'xxx' being any file name you choose. This is the database file including all the references.
2. Now you must choose a bibliography style with `\bibliographystyle{<name of style>}`
We suggest either `\bibliographystyle{chicago}`
or `\bibliographystyle{apacite}`
You must have a matching .bst file for any style you choose. We have included chicago.bst and apacite.bst in this package.
3. Next you must write `\bibliography{zzz}`, with 'zzz' being the name of the .bib database file that you have written. You can also use more than one .bib file, in which case you must separate the filenames with a comma: `\bibliography{zzz,yyy}`,
4. Using the label names of entries in the .bib database file, you can now write either `\cite{<label>}` or `\nocite{<label>}` for each reference that you want to appear in the bibliography.
`\cite` will produce a printed citation, `\nocite` will not print, but in either case the entry in the .bib file matching the label name will appear in the finished bibliography.
5. Run LaTeX on the .tex document, producing the usual .aux file.
6. Run BibTeX on the .tex document, producing a .bbl file,
7. And, finally, run LaTeX on the .tex file, and Voila! your bibliography will appear where you have written `\bibliography{(your bib file name)}`.

Chapter Bibliographies

If you are doing an edited collection, particularly, you may want to use bibtex to produce a bibliography at the end of every chapter. Follow these steps:

1. Type in `\usepackage{chapterbib}` command before `\begin{document}`.
2. Put each chapter in a separate file, and use the
`\include{chap1}`
`\include{chap2}`
method of producing your book.
3. In each separate chapter, type in
`\bibliographystyle{(bib style)}`
`\bibliography{(bib file name for this chapter)}`
(MIT Press asks that you use either chicago or apacite for your bibliography style)
4. Run LaTeX, then run BibTeX on each separate chapter, `bibtex chap1`, `bibtex chap2`, and so on.
5. Run LaTeX several more times and you will produce bibliographies in each chapter using the bib cites that were found only in that chapter.

Neat? !

Making your Index

1. Before `\begin{document}`:
`\usepackage{makeidx}`
`\makeindex`
2. Enter `\index{term}` or `\index{term!subterm}` or `\index{term!subterm!subterm}`
Be Careful! no spaces before or after the '!' or your sub terms will not alphabetize correctly.
3. Run LaTeX, producing filename .idx
4. Then, on the command line, type '`makeidx filename`' which will produce filename.ind.
You can edit this file if you want to change anything in it.
5. Now, index will appear where you type this command:
`\printindex`

```
\documentclass{book}
\usepackage{makeidx}
\makeindex
\begin{document}
Borden's symbol, Elsie the cow, is a Jersey, a kind of
cow characterized by a caramel colored coat and
large dark eyes.\index{Cows}\index{Cows!Jersey}\index{Cows!Jersey!Brown eyed}...
\printindex
\end{document}
```

More Information

Comprehensive information on making an index in L^AT_EX is found here:

<http://en.wikibooks.org/wiki/LaTeX/Indexing>

which is part of the general L^AT_EX reference:

<http://en.wikibooks.org/wiki/LaTeX>

See the wikibook for examples of how to enter index commands.

MIT Press information

For information on what terms to include in your index, please see:

<http://mitpress.mit.edu/authors/guidelines/indexing.asp>

(You may click on the links above to go directly to these sites)