

(Click on the tabs above for more information on each topic. Some tabs also have tabbed subtopics.)

Preparing Your Article for the MIT Press Journal:

OPEN MIND

Welcome to the use of the new MIT Press Journal class file. We've made the process of preparing your article for submission to the Press as simple as possible, and hope you'll enjoy the process. If you need help after you read this documentation, you may send email to rbesen@mit.edu. If possible please send a small file demonstrating the problem.

Files in this package, and what they do

Basic Macro File

`stjour.cls` Use: `\documentclass[OpenMind]{stjour}`
Or, for double spaced manuscript form:
Use: `\documentclass[manuscript]{stjour}`
`\journalname{Open Mind}`

Graphics files

`fig1.eps/.pdf` For use in OpenMindSample. Figure sample file in .eps form for dvips, and .pdf form for pdflatex.
`colophon.pdf/.eps`, `Cross-Mark.pdf/.eps`, `OPMI_logo.pdf/.eps`, `openaccess3.pdf/.eps`
All files needed for formatting first page of article.

Sample Files

`OpenMindSample.tex/.pdf` Sample file to see the LaTeX commands in use, and to compare with the resulting typeset document.
`OpenMindSample.bbl` Sample bibliography file made with BibTeX.
`bibsamp.bib` Sample bibliography database file for use with BibTeX.
`ManuscriptSample.tex/.pdf` Sample files to show `\documentclass[manuscript]{stjour}`

Template file

`OpenMindTemplate.tex` Template file, for authors to copy and rename when making their own article.

You'll find many comments and useful tips in both the sample and template files.

Documentation

`OpenMindDocs.pdf` This file

Using the Template file

The easiest way to start your article is to copy and rename the template file, `OpenMindTemplate.tex`, and use it to start your own article.

Setting Documentclass Options

```
%% Documentclass:
\documentclass[OpenMind]{stjour}
```

Or, for manuscript style, for double spaced text:

```
\documentclass[manuscript]{stjour}
% Supply journal name if you use 'manuscript' option:
\journalname{Open Mind}
```

Author must supply information:

```
%%%%%%%%%% Author: Please supply information %%%%%%%%%%%

%% Supplementary Materials:
\supplementslinks{dx.doi.org/10.1098/rsif.2013.0969}

%% If no conflicts, this command doesn't need to be used
\conflictsofinterest{<statement of conflict of interest>}
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%
```

This part is to be done only by MIT Press:

```
%%%%%%%%%% to be supplied by MIT Press, only %%%%%%%%%%%
\citation{<author names> (<year>).\}
<Title:><subtitle><Journal name, volume, number: page numbers>
\received{<date>}
\accepted{<date>}
\published{<date>}
\setdoi{<DOI address>}
%%%%%%%%%% End MIT Press commands %%%%%%%%%%%
```

Author Definitions go before `\begin{document}`:

```
\def\taupav{\tau_{\mathrm{Pav}}}
more definitions...
\begin{document}
```

Making the Title Page

The title page starts with these elements:

```
\title[]{}
\subtitle{} (optional)
\author[]{}
\affiliation{}{} (repeat as needed)
\correspondingauthor{}{}
\keywords{}
\begin{abstract}...\end{abstract}
```

Details

Title:

Article title and optional subtitle should use caps for every important word. For shortened version of title for running head, use square bracket argument:

```
\title[Short version of title]{Title of Article}
\subtitle{Subtitle Here} %% optional
```

Author:

```
\author[Author Names]
{Author Names with affiliations\thanks{(additional information such as
current address)}\affil{1},
Another Name\affil{2}, Still another Name\affil{2},\
\and Final Name\affil{1}}
```

1. Each author should be given one or more affiliation number with the `\affil{}` command.
2. The `\thanks{}` command may be used for additional information, ie, current address of author.
3. The author command Must use the square bracket argument, so that the running head doesn't include affiliation numbers or `\thanks{}` marker.

```
\author[author names, version for running head]
{author names, version for article opener}
```

4. If more than one author, type in `\and` before the final author.

Here is a sample author entry. Note, full first name should be used. Middle initial is optional.

```
\authors{Allison B. Author\affil{1}\thanks{Current address, Antartica},
Robert C. Author\affil{2,3}, \and
Dorian Author\affil{3,4}\thanks{Also funded by Monsanto.}}
```

Welcome Getting Started Jargon Code Citations Graphics Figures Tables Ending Article Manuscript Version

Setting Options Starting the Title Page **Continuing the Title Page**

Affiliation:

Affiliation list to match affiliation numbers in the author field.

```
\affiliation{1}{Department, Institution, City, Country}
\affiliation{2}{Another Department, Institution, City, Country}
```

Corresponding author:

Include name and email address of the corresponding author.

```
\correspondingauthor{Author Name}{Corresponding author email address}
% ie,
%\correspondingauthor{Ritwik K. Niyogi}{ritwik.niyogi@gatsby.ucl.ac.uk}
```

Keywords:

```
\keywords{(a series of uncapitalized words, separated with commas)}
% ie
% \keywords{work, leisure, normative, reinforcement learning, economics}
```

Abstract:

```
\begin{abstract}
Abstract text here.
\end{abstract}
< Article body starts here >
```

Section heads

The main text should start with an introduction.

Headings should be sentence fragments and do not begin with a lowercase letter or number.

```
\section{Introduction}
\subsection{Task and Experiment}
\subsubsection{Utility}
```

Using Sample Pages

If you have any remaining questions about making the title page, it may be helpful to look at [OpenMindSample.pdf](#) and compare it to [OpenMindSample.tex](#) to see how the results were produced.

Jargon

There are two ways to show the jargon that is used in your article: `\boxedtext{}` or `\wideboxedtext{}`.

Wideboxedtext

Wideboxed text will extend to the width of the page, so it will not fit on the first page. It would be appropriate to use it on the second page, however, to define terms that will be used in your article. You should use `\wideboxedtext{}` when you have a number of terms and want to use longer definitions.

```
\begin{wideboxedtext}
\begin{glossary}
\symbol{Term} Definition
\symbol{Term} Definition
%ie
%\symbol{$1/\lambda$} mean of exponential effective prior probability
%                               density for leisure time
%\symbol{CHT} Cumulative Handling Time
\end{glossary}
\end{wideboxedtext}
```

Boxedtext

For shorter or more succinct definitions, `\boxedtext{}` would be more appropriate.

```
\begin{boxedtext}
\begin{glossary}
\symbol{Term} Definition
\symbol{Term} Definition
%ie
%\symbol{$1/\lambda$} mean of exponential effective prior probability density
%                               for leisure time
%\symbol{CHT} Cumulative Handling Time
\end{glossary}
\end{boxedtext}
```

See [OpenMindSample.pdf](#) for examples of both of these commands.

Code Example

There are two ways to show computer code in your article:

1) Simple verbatim `\begin{verbatim}... \end{verbatim}`

or

2) Use the algorithm and algorithmic environments:

```

\begin{algorithm}[h]
\caption{(caption text)}
\begin{algorithmic}
...
\end{algorithmic}
\end{algorithm}

```

For instance,

```

\begin{algorithm}[h]
\caption{A sample in an algorithm environment.}
\begin{algorithmic}
\If {$i \geq \maxval$}
  \State $i$ gets 0$
\Else
  \If {$i+k \leq \maxval$}
    \State $i$ gets  $i+k$ 
  \EndIf
\EndIf
\end{algorithmic}
\end{algorithm}

```

Which will produce:

Algorithm 1 A sample in an algorithm environment.

```

if  $i \geq \maxval$  then
   $i \leftarrow 0$ 
else
  if  $i + k \leq \maxval$  then
     $i \leftarrow i + k$ 
  end if
end if

```

`\begin{algorithm}` takes option `[p] [b] [t] [h]`, or some combination, similar to `\begin{figure}` or `\begin{table}`.

See documentation for `algorithmicx.sty`:

<http://tug.ctan.org/macros/latex/contrib/algorithmicx/algorithmicx.pdf>

for more information on formatting algorithms. There is much flexibility in building algorithm blocks available with this package.

Citations

For general information on the correct form for citations using the APA 6 format, see the following sites:

[APA 6, In-text citations, The Basics](#) and
[APA 6, In-text citations](#)

Natbib citation mark up

Citations in *Open Mind* are made using the Natbib commands.

Single citations

Type	Results
<code>\citet{jon90}</code>	Jones et al. (1990)
<code>\citet[chap. 2]{jon90}</code>	Jones et al. (1990, chap. 2)
<code>\citep{jon90}</code>	(Jones et al., 1990)
<code>\citep[chap. 2]{jon90}</code>	(Jones et al., 1990, chap. 2)
<code>\citep[see][]{jon90}</code>	(see Jones et al., 1990)
<code>\citep[see][chap. 2]{jon90}</code>	(see Jones et al., 1990, chap. 2)
<code>\citet*{jon90}</code>	Jones, Baker, and Williams (1990)
<code>\citep*{jon90}</code>	(Jones, Baker, and Williams, 1990)

Multiple citations

Multiple citations may be made by including more than one citation key in the `\citet` or `\citep` command argument.

Type	Results
<code>\citet{jon90, jam91}</code>	Jones et al. (1990); James et al. (1991)
<code>\citep{jon90, jam91}</code>	(Jones et al., 1990; James et al. 1991)
<code>\citep{jon90, jon91}</code>	(Jones et al., 1990, 1991)
<code>\citep{jon90a, jon90b}</code>	(Jones et al., 1990a,b)

The citations are automatically hyperlinked to their reference in the bibliography.

See for <http://merkel.zoneo.net/Latex/natbib.php>
for reference sheet on natbib commands.

Graphics Files

Insert graphics file with the command

```
\includegraphics[height=<dimen>, width=<dimen>]{<illustration>}
```

Generally, you should supply Either height or width, and the other dimension will accommodate, and your aspect ratio will be correct. (The aspect ratio describes the proportional relationship between the width of an image and its height.)

Tip

You can call for the width of the graphic in terms of the width of the page.

Often this combination is used:

```
\centerline{\includegraphics[width=.8\textwidth]{<illustration>}}
```

Use the right filename extension

You must use the correct extension depending on which program you use to turn your .tex file to .pdf.

- If you are using **xelatex**, or **pdflatex**, you must supply .pdf, .jpg or .png files
- if you are using **dvips** you must use .eps or .tif files.

Conversion

EPS files 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.

Another possibility is translating .eps files to .pdf with the Acrobat program, or with Photoshop.

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 (if this is an issue).

Figures

There are two options when making figures; either the standard `\begin{figure}... \end{figure}` or the wide figure: `\begin{widefigure}... \end{widefigure}`

Standard figure

Here is how the standard figure is called. The `\centerline{}` command around the graphic is optional, but may be useful if your illustration is narrower than the width of the text.

You set the width of your figure using the `[width=<dimen>]` as you see below. Remember to put in the `=` between `width` and the dimension or you will get a mysterious error message.

```

\centerline{\includegraphics [width=\textwidth] {Fig1.pdf}}

\begin{figure}
\centerline{\includegraphics [width=\textwidth] {Fig1.pdf}}
\caption{<caption text here>}
\label{fig:task_data}
\end{figure}

```

Wide figure

The `widefigure` command takes two arguments, first to give the width, and the second argument for the name of the figure file. For instance:

```

\begin{figure} [ht]
\widefigure{\fullpagewidth} {Fig1.pdf}
\caption{<caption text here>}
\label{fig:widetask_data}
\end{figure}

```

Please see [OpenMindSample.pdf](#) to see the difference in appearance of these two kinds of figures.

Tables

Click on tabs above for each kind of table, and table tips.

Standard Table

Like figures, tables should appear near their first mention in text. They follow this form:

```

\begin{table}
\caption{<Caption text here>}
\label{<label keyword>}
\begin{tabular}{<preamble>}
table&line\\
\end{tabular}
\end{table}

```

Table example

Things to notice:

- Caption on top; `\label{}` *in or after* caption
- `\centering` will make table center
- horizontal line at top and bottom of table and underneath the column heads.
- No vertical lines unless Absolutely necessary to meaning of table
- Table note marker made using `$$^{<letter>}$`; Table note made at bottom of table, using `\multicolumn{}{}{}`

```

\begin{table}[!ht]
\caption{Time of the Transition Between Phase 1 and Phase 2a}$}
\label{tab:label}
\centering
\begin{tabular}{lc}
\hline
Run & Time (min) \\
\hline
$11$ & 260a \\
...
\hline
\multicolumn{2}{l}{aTable note text here.}
\end{tabular}
\end{table}

```

Wide Table

The new commands are `\begin{widetable}... \end{widetable}` and `\widecaption{}`. These commands will let the table extend to the left hand side of the page.

Notice:

`\advance\tabcolsep-1pt` will make slightly less space between columns `\small` can be used to narrow the width of the table

`\rlap{ \hat{a} }` is a way to enter the table note marker. Any term within `\rlap{}` will not affect the width of the column.

Table notes don't need to start with a table note marker. Table notes should be entered using

`\multicolumn{}{}{}`.

```

\begin{table}[ht]
\widecaption{Sample table taken from [treu03]\label{tbl-1}}
\begin{widetable}
\advance\tabcolsep-1pt
\small
\begin{tabular}{ccrrcccccccc}
\hline
\bf
(Column headers)
\hline
0 & 2 & 1 & 1370.99 & 57.35\rlap{ $\hat{a}$ } & & 6.651120 & 17.131149 &
21.344 $\pm$ 0.006\rlap{ $\hat{b}$ } & 2 & 4.385 $\pm$ 0.016 & 23.528 $\pm$ 0.013
& 0.0 & 9 & - & \\\
...
\hline
\multicolumn{13}{1}{%
Table 2 is published in its entirety in the electronic
edition of the {\it Astrophysical Journal}.}\|[3pt]
\multicolumn{13}{1}{%
 $\hat{a}$  Sample footnote for table 2.}\|[3pt]
\multicolumn{13}{1}{%
 $\hat{b}$  Another sample footnote for table 2.}
\end{tabular}
\end{widetable}
\end{table}

```

You can see a full example of a wide table in `OpenMindSample.tex/.pdf`.

Rotate Table

You may want to rotate a table if it is too wide to fit in the width of a journal page.

Here are the commands needed to rotate a table:

```

\begin{table} [p]
\rotatebox{90}{\vbox{\hsize=\textheight
(table here)
} %% end \vbox
} %% end \rotatebox argument

```

Note:

The table should be on its own page, accomplished with

`\begin{table} [p]`

```

\begin{table} [p]
\rotatebox{90}{\vbox{\hsize=\textheight
\caption{Here is a caption for a table that is found in landscape
mode.}
\begin{tabular}{ccrrcccccccc}
\hline
\bf (column headers)
\hline
0 & 2 & 1 & 1370.99 & 57.35\rlap{\$^a\$} & & 6.651120 & 17.131149 &
21.344\$\pm\$0.006\rlap{\$^b\$} & & 2 & 4.385\$\pm\$0.016 & 23.528\$\pm\$0.013
& 0.0 & 9 & -\ \
...
\hline
\multicolumn{13}{1}{%
Table 2 is published in its entirety in the electronic
edition of the {\it Astrophysical Journal}.}\ \ [3pt]
\multicolumn{13}{1}{%
\$^a\$ Sample footnote for table 2.}\ \ [3pt]
\multicolumn{13}{1}{%
\$^b\$ Another sample footnote for table 2.}
\end{tabular}
}}
\end{table}

```

You can see a full example of a rotated table in `OpenMindSample.tex/.pdf`.

Table Continuing over Pages

Tables that continue over pages use the `longtable.sty` file.

Documentation is here: <http://mirror.jmu.edu/pub/CTAN/macros/latex/required/tools/longtable.pdf>

These are the commands that must be used:

1. `\begin{longtable}{ccc}`
2. `text...\endfirsthead`
This will make the column headers that are used on the first page of the table.
3. `text...\endfirsthead`
will make the text be used for column heads for the second and following pages.
4. `text...\endfoot` will be used for the bottom of every page of the table except for the last page of the table.
5. `text...\endlastfoot` will be used for the bottom of the last page of the table.
6. Now you can type in your table contents and the continuing column headers and footers will be formatted in the way you determined with the earlier commands. End your table with `\end{longtable}`.

```

\begin{longtable}{ccc}
\caption{<caption text>} \\
\hline
(column heads)
\hline
\endfirsthead

\multicolumn{3}{\thetable, \it continued from previous page.}\|[6pt]
\multicolumn{3}{Next line of column heads}\|[2pt]
\hline
\bf (column heads for 2nd and following pages)
\hline
\endhead
\\ \hline
\\[-8pt]
\multicolumn{3}{r}{\it Table continued on next page}\|
\endfoot

\hline
\endlastfoot

(table contents)
\end{longtable}

```

You can see a full example of a table continuing over pages in `OpenMindSample.tex/.pdf`.

Table Tips

1. Table should appear as near as possible to its first reference in text.
2. Caption goes on top of table.
3. For visual clarity, try to avoid vertical lines in the table.
4. Your table will look better if you use horizontal lines only at the top, underneath column headers, and at the bottom of table.
5. To make more vertical space between lines in tables you can use a `\vrule` with 0pt width, called a 'strut'.

You can choose the height and depth dimensions which go up or down from the baseline. Always make `width = 0pt`, so that the ruled line won't print.

For example, to make 12pt height from the baseline in the first line of the table:

```
\begin{tabular}{cc}
\vrule height 12pt depth 3pt width0pt line one& here\\
\end{tabular}
```

6. Use `\centering` to make table center horizontally, ie,

```
\centering
\begin{tabular}{cc}
line one& here\\
\end{tabular}
```

Table Notes

Table notes should be placed in last line of the table, using

`\multicolumn{<num columns>}{<alignment within column>}{<text>}` ie, `\multicolumn{2}{l}{ \overset{a} This is a table note.}` Notice that the 'a' is raised by going into math mode and using the superscript symbol '^'. Here is an example:

```
\begin{table}
\caption{Time of the Transition Between Phase 1 and Phase 2 $\overset{a}$ }$}
\centering
\begin{tabular}{lc}
\hline
Run & Time (min) \\
\hline
$11$ & 260 \\
...
\hline
\multicolumn{2}{l}{ $\overset{a}$ Table note text here.}
\end{tabular}
\end{table}
```

Ending Article

Here are the elements that you should use for the end of the article:

- `\section{Supportive Information}`

Here you enter further sources of information, if desired.

A possible entry might be:

No supportive information is available at this time.

- `\acknowledgments`

Enter your acknowledgments here.

ie.,

The authors thank Laurence Aitchison for fruitful discussions. RKN and PD received funding from the Gatsby Charitable Foundation. Y-AB, RBS, KC and PS received funding from Canadian Institutes of Health Research grant *MOP74577*, Fond de recherche Québec - Santé (Group grant to the Groupe de recherche en neurobiologie comportementale, Shimon Amir, P.I.), and Concordia University Research Chair (Tier I).

- `\authorcontributions`

Who helped formulate the project, who supplied data, analyses and experiments, etc.?

ie.

Project was formulated by RKN, PD, PS, based on substantial data, analyses and experiments of Y-AB, KC, RS, PS. RKN, PD formalised the model, RKN implemented and ran the model; RKN analysed the molecular ethogram data; Y-AB formalised and implemented a CTMC model. All authors wrote the manuscript.

- `\bibliography{}`

The bibliography is made with BibTeX. You don't need to use the command `\bibliographystyle{}` because the correct style will be built into the `stjour.cls` file.

ie.

```
\bibliography{bibsamp}
```

- `\appendix`

Start with `\appendix` and the sections afterwards will be lettered instead of numbered; the equations will also be lettered.

```
\appendix
```

```
\section{First Appendix Section}
```

You can see a full example of ending the article in `OpenMindSample.tex/.pdf`.

Making Your Bibliography

You must use BibTeX to produce your bibliography.

Your bibliography will be done using the apacite.bst style. This is built into stjour.cls so you don't have to declare a `\bibliographystyle{}`.

Using BibTeX

Follow these steps

1. Start with a bibliographic database. This is done by entering commands in the correct form into a .bib file.
Excellent guide to making your .bib file:
<https://en.wikipedia.org/wiki/BibTeX>
2. Type in `\bibliography{<name of your .bib file>}`.
3. Enter `\cite{}` or `\citep{}` or `\citet{}` commands in your .tex file. These citations should use the keywords that are found in the .bib file you are using.
4. Run LaTeX on your LaTeX file.
5. Run BibTeX on your LaTeX file.
6. Run LaTeX on your LaTeX file two times. The first time you will produce the bibliography; the second time will produce the citations.

More information on using BibTeX

A good guide to BibTeX:

<http://www.andy-roberts.net/writing/latex/bibliographies>

Appendices

Appendices are optional.

The command `\appendix` resets counters and redefines section heads but doesn't print anything.

After typing `\appendix`

```
\section{Here Is Appendix Title}
Text...
```

```
\section{Second Appendix Title}
```

will make

```
A.1 Here Is Appendix Title
```

```
B.1 Second Appendix Title
```

Equations, table and figure captions will all include the appendix letter in their numbering.

Manuscript Version of Your Article

The manuscript version of your article can be made using `\documentclass[manuscript]{stjour}` followed by `\journalname{Open Mind}`.

This will produce double spaced text with larger type, for ease in editing.

The manuscript version of your article will allow tracking changes, and a List of Changes will appear on the final page of your paper, if tracking commands have been used.

It also uses numbered lines.

See [ManuscriptSample.tex/.pdf](#) for a full example of the appearance of an article when using the `[manuscript]` option

Track Changes

Revisions made to the text may be tracked by using the following commands:

To add words, `\added{<word added>}`

To delete words, `\deleted{<word deleted>}`

To replace words, `\replace{<word to be replaced>}{<replacement word>}`

To explain why change was made: `\explain{<explanation>}`.

An optional argument may be used to send date/time/initials etc. to the list of changes: ie,

`\added[<date/time etc.>]{<word added>}`

List of Changes

At the end of the document, type `\listofchanges`, which will list the changes and the page and line number where the change was made. The page numbers in the List of Changes are hyperlinked to the line in the paper, for ease in finding the change.

List of Changes

Replaced: [AH] ~~almost infinite~~ replaced with: **infinite**, on page 2, line [32](#).

Added: [RB, April 7, 2016, 4:30pm] – **Albert Einstein**, on page 2, line [36](#).

Added: [NWK] **supreme**, on page 2, line [37](#).

In final version

When the manuscript option is not used, `\listofchanges` will not produce anything,

`\added{<word or words>}` word will be printed,

`\deleted{<word or words>}` will not be printed,

`\replaced{<delete this word>}{<replace with this word>}` will print only the replacement word. In the final version, `\explain{<text>}` will not print anything.