

Important guidelines

1 Must-to-know

As we are trying to create a document produced from the work of nearly 40 people it is necessary that we all use the same word processing package so that it is easy to combine them. Consistency within the document is important so please follow these guidelines.

1. Use L^AT_EX only. No other types of files will be accepted. In writing your report you should try not to exceed 4 pages.
2. We would like to obtain *only bug free* tex-files. You must check by your own that the file compiles properly.
3. Please use the following conventions for folders, files, labels and references:
 - use first letter of your name and the first two letters of your surname as your initials (e.g. `mca`);
 - the folder which contains your files must be named with your initials;
 - the file of your report must be named with your initials minus report and the extension `.tex` e.g. `mca-report.tex`. Any other files (as pictures) must be named with your initials minus something (as the name of the picture) (e.g. `mca-draw.pdf`);
 - if you use labels and references they have to start with your initials and a colon and then something (for an equation you can use `mca:eq:normaliz`, for a section you can use `mca:sect:intro`)
4. The pictures must be formatted as `pdf` or `jpg` files. If you have figures in `eps` or `ps`, you can convert them to `pdf` by the LINUX command `epstopdf file.eps>file.pdf` (works only if the boundingbox is correct; if not, first try to readjust the `eps-boundingbox` by the command `epstool --copy --bbox in.eps out.eps`)

5. If you use packages that are not included in the preamble of the template file, *please* let us know before you'll give us your manuscript.
6. In the final book there will be an index which lists all titles and authors. You have to provide the entries for this index with the commands `\shorttitle{...}` and `\shortauthor{...}`. We are trying to build also an overall index: please include index entries in your file with the command `\index{...}`, where `...` stands for the name which will appear in the index. Try to reference main points of your report, such as the project you are working on (e.g. SHIP) or the main topic (e.g. superheavy elements). You should have not more than 6 entries.

1.1 Downloadable Material

In the Student's book page at GSI (theory.gsi.de/stud-pro/Internal/Report-Book) you can download the following zip-file `Template.zip`. It creates a directory `Template` which contains the following files (`gsipaper.cls` is compulsory!):

`gsipaper.cls`: This file is that one that provides the higher level L^AT_EX commands for the reports. Don't change this file. Just put this in the directory where you want to compile your file.

`gsiindex.sty`: This file defines the style of the book's index.

`template.tex`: This is the L^AT_EX-source example file that can be used as a template. It is a kind of tutorial in comparing this source code with the corresponding pdf-output in `template.pdf`.

`pic.pdf` The figure included in the template

aux and log-files These auxiliary files generated by the L^AT_EX-processing. The aux-files provide e.g. the cross referencing.

guidelines.tex: This text. We recommend you to read carefully to (try) to avoid problems!

2 Final Manuscript

Once you finished writing your report, please print it out and check it once more for misspellings or errors in formulas. Also check for your bibliography items. See whether the figures and tables appear in the positions you would like to have them. If every thing is fine and correct, send your tex- and figure files as one zip-file to the person in charge of compiling the whole report book.