

Presentation of LaTeX files to Cambridge University Press

Please send this document to authors before they submit their files

Please follow standard LaTeX practice, and do not edit class files supplied by Cambridge University Press. If you wish to make changes to the design, these should be made in a separate style file (e.g. `designchanges.sty`) with comments, and included as follows:

```
\documentclass{cambridge7A}  
\usepackage{designchanges}
```

This enables us to check what changes you have made, and that those changes are acceptable to our designers. It also avoids inadvertent corruption of the class file.

Please supply a zipped file with a meaningful name (e.g. `shaw-aug-09.zip`). For the purposes of this document, we will assume that the root file is `shaw.tex`. The following files must be included in your submission:

- `shaw.pdf`; this is absolutely crucial. It is the only document which displays exactly which fonts you used;
- `shaw.tex`;
- class file, e.g. `cambridge7A.cls`. Please supply this even if it is a standard CUP file – you may have used an old version. Your editor will advise which design to use if you are not sure;
- style files (e.g. the files called in by `\usepackage`) (see above);
- `shaw.log`; this contains useful information for the typesetters, such as filenames and their version numbers. Before you send the log file, take a look through it. If you find any of the following words, please consider resolving the problem before submission: ‘Error’, ‘undefined’, ‘multiply defined’, ‘Missing’. If you see ‘Warning’, this may be fine, but you should check first. It is also worth checking for ‘.sty’. The style files you have included may be called in other style files from your hard drive – these all need to be forwarded to us;
- `shaw.bbl` or `shaw.bib` + bibliography style file (e.g. `alpha.bst`); authors using BibTeX need to supply one of these two options. If you are supplying `shaw.bbl`, please ensure that there are no missing bibliography entries (check for the word ‘Missing’ in `shaw.log`);
- artwork files; it is useful to have source files as well as `.eps` files. If artwork requires editing, it is easier (and better practice) to edit in the original format (e.g. Photoshop) then regenerate the `.eps` file, than to edit the `.eps` file. Artwork does not need to be in `.eps` format, but this is standard practice. Don’t forget to supply your version of `graphicx.sty`, or whichever style file you’ve used to include your graphics. Ensure files are CMYK and *not* RGB.