

Frequently asked Questions to dgruyter.sty

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1 I can't find the style file dgruyter.sty

The style file `dgruyter.sty` must be extracted from the installation file `dgruyter.ins`. For this please open the installation file in your LaTeX editor and compile it with LaTeX. During this step the style files `dgruyter.sty`, `dgruyter.ist` and `dgruyter.xdy` will be extracted.

2 Do I have to create title pages of my book?

The title pages are the first part of the front matter of the book. With the `dgruyter` package it should be sufficient to provide several meta information on the book to generate the title pages (comprising the imprint page), i.e., the pages IIV of the book. The front matter is created by De Gruyter, after the final print files have been sent to De Gruyter.

3 How do I write theorem-like environments?

New theorem-like environments will be introduced by using the commands `\theoremstyle` and `\newtheorem`. Please note that the environments `proof` and `definition` are already defined within `dgruyter.sty`.

For example:

```
(preamble)
\theoremstyle{dgdef}
\newtheorem{dgdef}{Lemma}[section]
The parameter [section] restarts the theorem counter at every new section.

\theoremstyle{dgthm}
\newtheorem*{dgthm}{remark} % new style unnumbered remarks
```

To add a Theorem in the text. Write, e.g. `(\begin{document})`

```
Proof:
\begin{proof}
  This is a proof environment
\end{proof}

Remark:
\begin{dgthm}
This statement is true, I guess.
\end{dgthm}
```

4 How do I format tables with dgruyter.sty?

Please see the package documentation `dgruyter.pdf` for instructions on how to format tables. The standard LaTeX table layout has been modified to make the tables adhere to our special layout requirements.

Please find below two sample tables for illustration.

```
\begin{table}
\caption{sample table without header}
\begin{tabular}{llll}
\starttabularbody %Table starts with the body
first column & second column &
third column & fourth column\\
1 & 2 & 3 & 4\\
\end{tabular}
\end{table}
```

```

4 & 5 & 6 & 7 \\
8 & 9 & 11 & 12 \\
\end{tabular}
\end{table}

```

```

\begin{table}
\caption{sample table with header}
\begin{tabular}{llll}
first column & second column &
third column & fourth coulumn\\ \midrule
1 & 34 & 20 % & 120 \\
2 & 22 & 50 % & 80 \\
\end{tabular}
\end{table}

```

Please restrain from highlighting table cells with colors (black included). Instead of colors please use horizontal rules rather than vertical lines in order to structure the table.

Furthermore please do not add the caption beneath the table and center tables.

5 How do I create multiple indexes?

For creating multiple indexes the usage of package `splitidx` is recommended. It must be invoked before `dgruyter.sty`:

```

\usepackage[split]{splitidx}
\usepackage[small,print]{dgruyter}

```

For including the additional index please run the following command on your command line:

```
makeindex -s dgruyter.ist xxxx
```

“xxx” = name of the additional index

Afterwards run pdfLaTeX as usual. For further information please read the `splitidx` package documentation.

6 How can I subdivide the bibliography section into parts?

In case the bibliography section should be divided into several parts i.e. references and further reading please use the package `multibib`. For further instructions please consult the package documentation.

7 Which class options should I use for multi-authored books?

If the book is a multi-authored book, the following class options are necessary: `[openright, sectionbib]`.

8 Does each chapter start on an odd page?

Within a monograph chapter start on every new page (even and odd pages). Contributions within a multiauthored book must start on a new right hand page (odd page).

9 How do I create a list of contributors?

In medium-sized books the list of contributors should be in two columns. Use the `multicol` package.

For small-sized books, the list should be single-column, for large-sized books, please ask your De Gruyter contact.

10 How do I restart the footnote counter at every new chapter?

It is not necessary to restart the footnote counter at every new chapter, when the total number of footnotes does not exceed 1000.

Add the following command to your preamble to count the footnotes through the whole book:

```
\usepackage{chngcntr}
\counterwithout{footnote}{chapter}
```

11 How do I shorten running titles?

Monograph

When the title of a section or chapter is too long and does not fit in the running head, use the following commands:

```
\markboth {left title}{right title}
\markright{short title right}
\markleft{short title left}
```

For example:

```
\chapter{A very long title of a section}
\markboth {left title}{right title}
\markleft{chapter: the short title}
\section{Tables with header}
\markright{section: Tables}
```

Multi-authored book

If the author names do not fit in the running head, you can shorten the list of authors with the command `\markleft`. Add `\markleft{}` after the command `\markcontributiontitle`.

For example:

```
\makecontributiontitle
\markleft{M. Mller, F. Mller, H. Mller, J. Mller}
```

If it is also required to shorten the title of a contribution in the running head, use the already existing command `\runningtitle`

12 How do I format a list of abbreviations?

Use the tabbing environment to format the abbreviation page:

```
\chapter{Abbreviations}
\begin{tabbing} %tabulator
\= 1. tab \= 2. tab \= 3. tab \=
```

```
\> SG \> \> Singular
\end{tabbing}
```

13 How can I include a page and/or line break in the table of content (toc)?

Sometime it becomes necessary to include page or line breaks in a table of contents.

Page Break

Please add the following command to your preamble:

```
\addtocontents{toc}{\protect\newpage\protect}
```

Within the document insert this phrase at the position where the page break should be set:

```
\addtocontents{toc}{\protect\newpage\protect}
```

Example tex-file chapter01.tex:

```
\chapter{chapter 1}
\section{section 2}
\addtocontents{toc}{\protect\newpage\protect} % Pagebreak after section 2
\subsection{subsection 3}
```

Line Break

Please add the following command in your preamble:

```
\DeclareRobustCommand*\onlyattoc[1]{}
\newcommand*\activateonlyattoc{%
  \DeclareRobustCommand*\onlyattoc[1]{##1}%
}
\AtBeginDocument{\addtocontents{toc}{\protect\activateonlyattoc}}
```

Within the headline or contribution title insert this phrase at the position where the line break should be set:

```
\onlyattoc{\protect\\}
```

Example:

```
\contributiontitle{Strong indefinites \onlyattoc{\protect\\} in Turkish}
```

14 How do I format quotations?

Usage: Quotation, motto, insertion (justification)

Environment:

```
\begin{quotation}
...
\end{quotation}
```

Typesetting of verses

Environment:

```
\begin{quote}
  To be, or not to be: that is the question:\\
  Whether 'tis nobler in the mind to suffer\\
  The slings and arrows of outrageous fortune,\\
  Or to take arms against a sea of troubles,\\
  And by opposing end them? To die: to sleep;\\
  ...
\end{quote}
```

15 Margin notes are not placed aligned to the typeset area.

In order to place margin notes aligned to the typeset area (like requested in the layout guidelines) please compile your document a second time. Afterward all margin notes will be placed correctly in the margin column.

16 How can I change quotation marks within the verbatim environment?

Please include the package `upquote` in your document:

```
\usepackage{upquote}
```

17 How can I change quotation marks within an inline monospaced font markup (`texttt`)?

Please include the package `textcomp` in order to include straight quotation marks.

Preamble:

```
\usepackage{textcomp}
```

In the document:

```
\texttt{Note that \textquotesingle Haskell \textquotesingle{} is an identifier.}
```

18 How can I change the line spacing when using inline formulas?

You may use one of the following commands within the math mode:

```
\textstyle
\displaystyle
\scriptstyle
\scriptscriptstyle
```

Example:

```
$ {\displaystyle x^2 + 2xy + y^2} $
```

19 Headlines of the 5th level are formatted in italic rather than bold

Search these lines in `dgruyter.sty`:

```
\renewcommand\paragraph{%
  \@startsection{paragraph}{4}{\z@}%
  {-19,5\p@}%
  {1sp}%
  {\raggedright\sffamily
   \ifx\thesection\theinchapsection
     \itshape\normalsize
   \else
     \bfseries\mathversion{ssbold}\normalsize
   \fi}}
\renewcommand\subparagraph{%
  \@startsection{subparagraph}{5}{\z@}%
  {-19,5\p@}%
  {1sp}%
  {\raggedright\sffamily
   \ifx\thesection\theinchapsection
     \itshape\normalsize
   \else
     \itshape\normalsize
   \fi}}
```

In these lines replace `\itshape` by `\bfseries\mathversion{ssbold}` so that it reads:
`\bfseries\mathversion{ssbold}\normalsize`

20 Which package shall I use for linguistic examples and glosses?

Please use the `gb4e` package rather than the `linguex` package.

21 How can I add small headlines directly into text paragraphs?

Please include the following commands in your preamble:

```
\makeatletter
\newcommand{\smallHead}[1]{%
\noindent\bfseries\textsf{#1}%
}
\makeatother
```

Include the headline into the text paragraph like this:

```
{\smallHead{Isomorphic graphs:}} Two graphs  $SG$  and  $SH$  ...
```

22 Can I use colors?

Yes, colors can be used. However please try to use only one color within your book and make sure that it is in `cmymk` mode. Please load the package `xcolor` with the option `cmymk`:

```
\usepackage[cmymk]{xcolor}
```

Furthermore please define all colors used in your document within your preamble, i.e.:

```
\definecolor{blue}{cmyk}{1,0,0,0}  
\definecolor{blueA}{cmyk}{0.3,0,0,0}
```

For further information consult the package documentation.

23 Do I have to include logo files for journal articles?

Yes! The logo file `dg-degruyter.eps`\code{dg-degruyter.pdf} is required in the running head of journal articles; therefore please make sure that the respective files can be reached by your tex-engine.

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[Questions and comments to: [standards\[at\]degruyter.com](mailto:standards[at]degruyter.com)]