

# EMISAJ submission guidelines

## 1. General guidelines

- Verify the metadata of the submission (Authors, Title, Subtitle, Abstract, Author-supplied keywords)
- Double-check your entries in the references section, i.e., the bibliographic metadata you provide, for completeness and consistency.
- Double-check whether ALL figures, tables and source code listings are referenced in the text and whether they are referenced correctly!
- Double-check ALL mathematical calculations/equations
- Please check punctuation, for example: Consequently, ...
- Please check for correct spelling and avoid neologisms

## 2. Style and citation guidelines

- Please use:
  - `\enquote{...}` for “...”
  - `\eg` for e.g.
  - `\ie` for i.e.
  - `\cf` for cf.
  - `\etal` for et al.
  - Sect. for Section
  - Fig. for Figure
  - Tab. for Table
- Do not make use of bold font face (`\textbf{...}`) outside of tables or headlines in enumerations. Use `\emph` instead to typeset an important word in italics.
- Check further initialisms (acronyms) provided by the journal’s LaTeX document class for convenience and for a consistent visual appearance, e.g., `\BPMN` for typesetting “Business Process Model & Notation”.
- Please do not use the commands `\citet` and `\citep`. Always use the following commands for correct references:
  - `\parencite` is used for citing 4in parentheses. In most cases, page numbers should be provided:
    - [...] is known `\parencite[5]{Knuth1986}`
  - `\textcite` allows for using the cited work as a subject in the grammatical structure of a sentence:
    - `\textcite{Knuth1986}` states that [...]
  - `\cite` is used for typesetting the citation without parentheses, and is typically used within parentheses:
    - (see `\cite{Knuth1986}`) (This variant is the least used and should be used with care)
- Please spell check your submission for consistency: Either British or American English (which includes quotation marks, i.e., use the command `\enquote{}` which automagically provides the correct quotation marks if the language you provide when loading the EMISA document class are correctly set!)

### 3. Technical guidelines

- Please provide all figures and images in PDF vector formats, if possible. Especially in cases of diagrams and other schematic visualizations.
- Do not make use of outdated LaTeX commands such as `\em`, instead use the commands `\emph{...}`, `\texttt{...}`, ...
- Always use the en-dash (--) for ranges – without spaces – e.g., p.~17--34. The hyphen (-) should only be used for compound words or hyphenation. The minus symbol (\$-\$) should only be used when typesetting mathematics.
- Always use the tilde ~ to connect before `\ref{<label>}`, e.g., Sect.~\ref{<label>}, Fig.~\ref{...}, Tab.~\ref{...}
- Were links tested to confirm they work and send readers to the right place?
  - Figures
  - Tables
  - Listings
  - Equations
  - Hyperlinks (use `\url{...}`)
- Add the `\caption{...}` command to figures, tables and source code listings

### 4. Bibliography guidelines

- Do not mix abbreviated first names with not abbreviated first names:
  - `@article{key1, author = {van der Weiden}. J. W. P.} ...`
  - `@article{key2, author = {van der Weiden}. Jan W. P.} ...`
- Simplify Publisher names:
  - Use "Springer", "IEEE", "ACM", ... instead of extended name versions
- Do not abbreviate journal or series names
- Make sure to use "--" for number ranges
- Do not include these fields:
  - "abstract"
  - "address"
  - "bibsource"
  - "biburl"
  - "doi"
  - "editor"
  - "isbn"
  - "issn"
  - "timestamp"
  - "url" for referencing DOI's and links of similar nature