Author Latex File Upload Guide

Updated April 2025

TABLE OF CONTENTS

INTRODUCTION

This guide will assist authors in preparing and uploading their submission files created with LaTeX so that they successfully convert to PDF and are easily viewed in the corresponding proof.

ScholarOne Manuscripts does not create HTML proofs from LaTeX files.

If the particular journal is not set up to convert LaTeX files to PDF, then the author may be permitted by the journal to upload a PDF file generated from their LaTeX files and may upload their LaTeX files as supplemental files for publication.

PREPARING YOUR FILES

ScholarOne Manuscripts is using pdfTeX Version 3.1415926-2.5-1.40.14, TeXLive 2013. Follow the checklist below to ensure that your LaTeX files will properly convert to PDF.

- Verify your images, graphs, drawings or tables are in any of these formats:
- gif, jpg, png, ps, eps, pdf
- All supplemental LaTeX files such as classes/styles should be referenced properly in the main document. Verify that they are referenced and uploaded with exactly the same name and capitalization.
- Verify your images are in a single, flattened layer.
- The commands to include your images in the LaTeX (.tex) main document should not begin with dots or slashes before the image name. For example, the correct command would be
- \includegraphics[xxx]{fig1.eps} instead of \includegraphics[xxx]{./fig1.eps}
- It is recommended that all of your LaTeX-related files are created and saved in a single folder (root).

UPLOADING YOUR FILES

Tip: You can tell if the journal you are submitting to supports LaTeX files by checking the File Designation menu on the File Upload submission step.

There will be a File Designation that includes the text TeX/LaTeX Suppl File.

To upload your files on journals that convert LaTeX files to PDF, follow these steps:

1. Proceed to the File Upload step of your submission.

2. Click the Select File 1… button under the File Upload section.

SILVERCHAIR

3. Browse for the LaTeX (.tex) main document file on your computer.

4. Select the main document-related File Designation.

Note: The journal will most likely include the best File Designation to select for your LaTeX (.tex) main document file in the Instructions on the File Upload step.

5. Click the Select File 2… button under the File Upload section.

6. Browse for one of the LaTeX Supplementary files.

7. Select the TeX/LaTeX Suppl File (or similarly named) File Designation.

8. Repeat Steps 6-7 for the remaining available file upload slots.

Tip: You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

9. Click Upload Selected Files. Once the file upload has completed, you will see your files listed under the Files section.

10. Upload the remaining files as displayed in red with the text [Missing], as listed under the main document.

If all of the referenced files have been uploaded, you will see a green checkmark beside Step 6: File Upload on the Submission side menu and the PDF should render correctly.

• To view the TeX Processor Log, click the link with the same name under the main document. This will include any errors in your main document or supplemental files.

• To delete a file, click on Remove… under the ACTIONS column.

To view your current PDF proof, proceed to the last submission step and click on View PDF Proof.

SILVERCHAIR

TROUBLESHOOTING

Please note, due to many nuances in LaTex file creation / conversion the system does not always convert the files in the same way as they are processed locally on your machine. There are several reasons why a LaTex upload may fail to convert to PDF proof. Please find below the instructions that you may find helpful to resolve the issue:

1. Bibliography issue. Please manually insert your bibliography from the bib file into your main tex file, remove the reference to the bib file and re-upload the main tex file. You can do this by using /bibitem command. In order for you to find more information on how to manually include bibliography into the main tex file please navigate to this page: https://en.wikibooks.org/wiki/LaTeX/Manually_Managing_References

2. The system is using LaTeX compiler (instead of pdfLatex). If it does not recognize the image size for .png / .pdf files you may need to add bounding boxes or convert mages to EPS.

3. If EPS images are causing the issue, please be sure that all EPS files are flattened to a single layer before uploading. The Flatten Image command merges all of the layers of the image into a single layer with no alpha channel. After the image is flattened, it has the same appearance it had before. In order to flatten an image in Photoshop, please follow these steps:
   - Open the image in Photoshop
   - On your top menu click on the -Layer- dropdown menu and select -Flatten Image- option.

   Alternatively, you may try using Gimp (https://www.gimp.org/) an Open Source alternative to Photoshop.

4. Please enter %&pdflatex as the first line in the Latex-file if your images are in PDF format. PNG images should be flattened as well. Please see the instructions under Item 3.

5. File names should have no blank spaces. You may use the underscore as element delimiter in file names.

6. File references are case sensitive. For example, an image with the file name Figure_1.eps should be referenced within the main tex file with the capital F.

7. Image files should be referenced within the main Tex without the file extension. For example Untitled_image.eps should be referenced as Untitled_image.

SILVERCHAIR

8. If EPS images should be used, please remove %&pdflatex from the first line in the main Tex and add \usepackage{epstopdf} to the preamble of your main Tex file.

9. If PNG images are used, please add \usepackage{graphicx} to the preamble of your main tex file.

10. Please be sure to remove ALL commenting and spaces in front of or in between the \includegraphics code lines.

11. Font bbm is not included, so I would kindly suggest to avoid using mathbbm.

12. Please note, TIKZ package is not supported. Please save TIKZ graphics as images, add file references to the main Tex and upload them as images. If any changes have been made to the main Tex file, (or if referenced files have been modified and re-uploaded) it is recommended to save the main Tex file as a new version with a different file name (e.g. add a version number Main_latex_V2.tex), and re-upload it, in order to avoid any caching issues.

SILVERCHAIR

F.A.Q.

I have checked the TeX Processor Log but my files will still not convert. Where can I go for additional assistance?

If you have checked the LaTeX processing errors under the TeX Processor Log link and are unable to fully understand the error message(s), please navigate to the following page for additional assistance:

https://tex.stackexchange.com/ https://latex.org/forum/ http://www.tex.ac.uk/

MY PDF proof is truncated. Why?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, make a note of where the truncation occurs in the proof, which will likely be immediately prior to the reference to the affected figure file.

Open the figure file and follow the instructions under Item 3 in the Troubleshooting section of this document. On the File Upload step, delete the previous figure file and upload the new flattened version.

MY PDF proof is bitmapped and I am unable to copy or paste any text. Why?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, open the figure file and follow the instructions under Item 3 in the Troubleshooting section of this document. On the File Upload step, delete the previous figure file and upload the new flattened version.

Why are the supplemental LaTex figures showing as uploaded BUT they are noted as missing?

When saving your LaTeX files, you may have subfolders on your computer for images that were not uploaded. The figure files are pointed to those subfolders in the LaTeX (.tex) main document. If you repoint the figure files(s) in the LaTeX (.tex) main document and then re-upload them, this should resolve the issue. Alternatively, you can save all of your LaTeX files, including your figures, into a single folder and then re-upload them.

For Assistance contact our support team at**:** **s1help@silverchair.com**

About Silverchair

Silverchair is the leading independent platform partner for scholarly and professional publishers, serving our growing community through flexible technology and unparalleled services. Our teams build, maintain, and innovate platforms across the publishing lifecycle—from idea to impact. Our products facilitate submission, peer review, hosting, dissemination, and impact measurement, enabling researchers and professionals to maximize their contributions to our world. www.silverchair.com