

A demonstration of the $\LaTeX 2_{\epsilon}$ class file for *UMM Psychological Journals*



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Abstract

This paper describes the use of the $\LaTeX 2_{\epsilon}$ psyj.cls class file for setting papers to be submitted to a *UMM Psychological Journals* (PROCEDIA : Studi Kasus dan Intervensi Psikologi, Psychological Journal: Science and Practice, Jurnal Ilmiah Psikologi Terapan, Cognicia, and Altruis: Journal of Community Services).

Keywords

Class file, $\LaTeX 2_{\epsilon}$, UMM Psychological Journals

1 Introduction

Many authors submitting to research journals use $\LaTeX 2_{\epsilon}$ to prepare their papers. This paper describes the psyj.cls class file which can be used to convert articles produced with other $\LaTeX 2_{\epsilon}$ class files into the correct form for submission to *UMM Psychological Journals*.

The psyj.cls class file preserves much of the standard $\LaTeX 2_{\epsilon}$ interface so that any document which was produced using the standard $\LaTeX 2_{\epsilon}$ article style can easily be converted to work with the psyj style. However, the width of text and typesize will vary from that of article.cls; therefore, *line breaks will change* and it is likely that displayed mathematics and tabular material will need re-setting.

14 Preparing the Manuscript

You should prepare a manuscript fist. We recommends that the manuscript has received approval from the editor for publication can be processed with the setting of psyj.cls.

The file of manuscript is created in the prepared Document folder, the image is placed in the Figure folder. The filename is the last name of the correspondent author. The source of the manuscript has been set with psyj.cls be downloaded and sent to the journal editor.

If you do not process your manuscript with $\LaTeX 2_{\epsilon}$ the author can to prepare the manuscript in Microsoft word (doc or docx), with the following format: Times New Roman or Arial, 12pt for all text, 3 cm margin for all sides, 1 column, two enter every each new paragraph included between references.

In the following sections we describe how to lay out your code to use psyj.cls to reproduce much of the typographical look of the *UMM Psychological Journals* that you wish to submit to. However, this paper is not a guide to

The three golden rules

Before we proceed, we would like to stress *three golden rules* that need to be followed to enable the most efficient use of your code at the typesetting stage:

- (i) keep your own macros to an absolute minimum;
- (ii) as \TeX is designed to make sensible spacing decisions by itself, do *not* use explicit horizontal or vertical spacing commands, except in a few accepted (mostly mathematical) situations, such as \backslash , before a differential d, or \backslashquad to separate an equation from its qualifier;
- (iii) follow the journal reference style.

Getting started

The psyj class file should run on any standard $\LaTeX 2_{\epsilon}$ installation. If any of the fonts, style files or packages it requires are missing from your installation, they can be found on the *TeX Collection* DVDs or downloaded from CTAN.

The article header information

The heading for any file using psyj.cls is shown in Figure 1. You must select options for the trim/text area and the reference style of the journal you are submitting to. The choice of options are listed in Table 1.

For example, if your journal is short A4 sized, uses Times fonts and has Harvard style references then you would need $\backslashdocumentclass[ShortAfour,times,psyjh]\{psyj\}$

Most *UMM Psychological Journals* are published using Times fonts but if for any reason you have a problem using Times you can easily resort to Computer Modern fonts by removing the times option.

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”using $\LaTeX 2_{\epsilon}$ and we would refer you to any of the many books available (see, for example, Kopka & Daly (2003), Lamport (1994) and Mittelbach & Goossens (2004).”

```

\documentclass[<options>]{psyj}

\begin{document}

\runninghead{<Author surnames>}

\title{<Initial capital only>}

\author{<An Author\affilnum{1},
Someone Else\affilnum{2} and
Perhaps Another\affilnum{1}>}

\affiliation{<\affilnum{1}First and third authors' affiliation\
\affilnum{2}Second author affiliation>}

\corrauth{<Corresponding author's name and full postal address>}

\email{<Corresponding author's email address>}

\begin{abstract}
<Text>
\end{abstract}

\keywords{<List keywords>}

\maketitle

\section{Introduction}
.
.
.

```

Figure 1. Example header text.

Table 1. The choice of options.

Option	Trim and font size	Columns
shortAfour	210 × 280 mm, 10pt	Double column
Afour	210 × 297 mm, 10pt	Double column
MCfour	189 × 246 mm, 10pt	Double column
PCfour	170 × 242 mm, 10pt	Double column
Royal	156 × 234 mm, 10pt	Single column
Crown	7.25 × 9.5 in, 10pt	Single column
Review	156 × 234 mm, 12pt	Single column

Option	Reference style
psyjh	psyj Harvard style (author-year)
psyjv	psyj Vancouver style (superscript numbers)
psyjapa	APA style (author-year)

Remarks

- (i) In `\runninghead` use ‘*et al.*’ if there are three or more authors.
- (ii) For multiple author papers please note the use of `\affilnum` to link names and affiliations. The corresponding author details need to be included using the `\corrauth` and `\email` commands.
- (iii) For submitting a double-spaced manuscript, add `doublespace` as an option to the `documentclass` line.
- (iv) The abstract should be capable of standing by itself, in the absence of the body of the article and of the bibliography. Therefore, it must not contain any reference citations.
- (v) Keywords are separated by commas.
- (vi) If you are submitting to a *UMM Psychological Journals* that requires numbered sections, please add the command `\setcounter{secnumdepth}{3}` just above the `\begin{document}` line.

The body of the article

Mathematics

psyj.cls makes the full functionality of $\mathcal{A}\mathcal{M}\mathcal{S}\mathcal{T}\mathcal{E}\mathcal{X}$ available. We encourage the use of the `align`, `gather` and `multline` environments for displayed mathematics.

66 ‘Review’ option

67 Some journals require that papers are set single column
68 and with a larger font size to help with the review
69 process. If this is a requirement for the journal that you
70 are submitting to, just add the Review option to the
71 `\documentclass[] {psyj}` line.

```

\begin{table}
\small\sf\centering
\caption{<Table caption.>}
\begin{tabular}{<table alignment>}
\toprule
<column headings>\
\midrule
<table entries
(separated by & as usual)>\
<table entries>\
.
.
.\
\bottomrule
\end{tabular}
\end{table}

```

```

"Author Biographies" section.
\end{biogs}

\begin{dci}
To typeset a "Declaration of
conflicting interests" section.
\end{dci}

\begin{funding}
To typeset a "Funding" section.
\end{funding}

\begin{sm}
To typeset a
"Supplemental material" section.
\end{sm}

```

Figure 2. Example table layout.

96 `amsthm` is used for setting theorem-like and proof envi-
97 ronments. The usual `\newtheorem` command needs to be
98 used to set up the environments for your particular document.

99 *Figures and tables*

100 `psyj.cls` includes the `graphicx` package for handling figures.
101 Figures are called in as follows:

```

102 \begin{figure}
103 \centering
104 \includegraphics{<figure name>}
105 \caption{<Figure caption>}
106 \end{figure}

```

107 For further details on how to size figures, etc., with the
108 `graphicx` package see, for example, [Kopka & Daly \(2003\)](#) or
109 [Mittelbach & Goossens \(2004\)](#).

110 The standard coding for a table is shown in [Figure 2](#).

111 *Cross-referencing*

112 The use of the \LaTeX cross-reference system for
113 figures, tables, equations, etc., is encouraged (using
114 `\ref{<name>}` and `\label{<name>}`).

115 *End of paper special sections*

116 Depending on the requirements of the journal that you are
117 submitting to, there are macros defined to typeset various
118 special sections.

119 The commands available are:

```

120 \begin{acks}
121 To typeset an
122 "Acknowledgements" section.
123 \end{acks}

```

```

124 \begin{biog}
125 To typeset an
126 "Author biography" section.
127 \end{biog}

```

```

128 \begin{biogs}
129 To typeset an

```

```

"Author Biographies" section.
\end{biogs}

\begin{dci}
To typeset a "Declaration of
conflicting interests" section.
\end{dci}

\begin{funding}
To typeset a "Funding" section.
\end{funding}

\begin{sm}
To typeset a
"Supplemental material" section.
\end{sm}

```

Endnotes

The *UMM Psychological Journals* use endnotes rather than footnotes, so any notes should be coded as `\endnote{<Text>}`. Place the command `\theendnotes` just above the Reference section to typeset the endnotes.

To avoid any confusion for papers that use Vancouver style references, footnotes/endnotes should be edited into the text.

References

Please note that the files `psyj.bst` and `psyjv.bst` are included with the class file for those authors using $\BIB\TeX$. The files work in a completely standard way, and you just need to uncomment one of the lines in the below example depending on what style you require:

```

%%Harvard (name/date)
%\bibliographystyle{psyjh}
%%Vancouver (numbered)
%\bibliographystyle{psyjv}
\bibliography{<YourBibfile.bib>}

```

and remember to add the relevant option to the `\documentclass[] {psyj}` line as listed in [Table 1](#).

Copyright statement

Please be aware that the use of this $\LaTeX 2_{\epsilon}$ class file is governed by the following conditions.

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186

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