The **sffms** package

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2002/03/24

Abstract

Documentation for `sffms`, a LaTeX class for typesetting manuscripts in the standard format used in science-fiction/fantasy publishing.

This LaTeX class was modified from `sfms.cls`, copyright Kevin Russell, 2000, under the terms of the LaTeX Project Public License. The file `sffms.dtx` may be redistributed and/or modified under the terms of the LaTeX Project Public License, distributed from CTAN archives in the directory macros/latex/base/lppl.txt—either version 1.2 of the License, or any later version.

1 About `sffms`

The `sffms` package produces a double-spaced manuscript in a 12-pt monospaced font with 1-inch margins and running headers of the form `Author/TITLE/n`, where `n` is the current page number. On the title page, the author's name and address appear in the upper left corner, the word count and an optional note that the manuscript is disposable in the upper right, and the title and author in the center of the page. For a short story, the text begins four lines below, and for a novel, on the next page.

Other features of `sffms` include an optional single-spaced synopsis, automatic conversion of italics to underlined text, appropriate conversions for boldface and small caps as well, and a (rough) automatic word count. Simply by including the `nonsubmission` option, the same document may be typeset in a more appealing, professional way which can be easily customized without affecting the appearance of the version for submission.

The LaTeX document preparation system is free and available for all operating systems. This package and all supporting packages are available from CTAN. For the most recent version of `sffms`, copies of the required packages, sample input and output files, known issues, and more information about manuscript format, see `http://mcd.freeshell.org/`. If, after reading through the documentation, you have questions or suggestions, feel free to email the author at `mcd@sdf.lonestar.org`.

2 Getting Started

If you are familiar with LaTeX, you may wish to skip this section.

2.1 Installing `sffms`

To install the `sffms` document class, run LaTeX on `sffms.ins`. If your version of LaTeX is not drag-and-drop, type

```
latex sffms.ins
```

at the command line. LaTeX will then create the style files `sffms.cls`, `sffsmart.sty` and `sffdumb.sty`. At this point, you may either put the new files in the appropriate directory of your LaTeX distribution, or leave them in the directory where your source files (stories) will be.

The `sffms` class requires several style files for submission format. Try running a submission through LaTeX (see below). If LaTeX asks for any of the following files, you will need to download them and place them in the directory where you put `sffms.cls`. The files are:

```
fancyhdr.sty
geometry.sty
setspace.sty
ulem.sty
```

The `geometry` package is obtained from `geometry.dtx` and `geometry.ins` by the same steps used to produce `sffms.cls`. All of the files above are available through CTAN.

2.2 Using `sffms`

All you need to use `sffms` is a plain text file with the following contents:

```
\documentclass{sffms}
\author{Lois McMaster Bujold}
\title{Komarr}
\begin{document}
Your story goes here.
\end{document}
```

Call this source file `filename.tex` and latex it by typing

```
latex filename.tex
latex filename.tex
```

LaTeX should be run twice in order to get the correct word count.

Depending on your LaTeX installation, this command may produce an output file in `dvi`, `ps`, or `pdf` format. If you prefer `pdf` output, you may find it more convenient to use `pdflatex`.

2.3 LaTeX Basics

A LaTeX file is essentially a text file. If you take a plain text version of your story and insert the lines mentioned in the previous section (`\documentclass`, *etc.*), it will be almost ready for LaTeX. Just keep the following requirements in mind:

Paragraphs should be separated by a blank line.

Use `-` for a hyphen, `--` for an en-dash (for ranges, like 18–65), and `---` for an em-dash—the one used in sentence punctuation.

Normal LATEX "smart quotes" are produced using a pair of accents (usually found under the $\sim$ key) and a pair of apostrophes, like so: `''smart quotes''`. A good LATEX editor (*e.g.*, emacs) will insert smart quotes automatically when you strike the dumb quote (`"`) key. You may also use dumb quotes with `sffms`—see the section on handling quotation marks, below. Note that `'''` becomes "'. To produce '" instead, use braces, like so: `'{''}`. Likewise, use `'{''}` if `'''` fails to do the job.

Certain characters are reserved by LATEX for special purposes. They are:

```
# $ % & ~ _ ^ \ { }
```

If you want to use them, you must put a backslash in front of them (`\$`, `\%`, *etc.*), except for `\\`, `\~`, and `\^`, which have their own special meanings. (The first is used to force a line break and the latter two create accent marks.) The command `$\backslash$` produces the backslash itself and `$\sim$` the tilde alone.

2.4 LATEX Tricks

Depending on your LATEX installation, you may be able to produce some common accent marks thus:

```
á \'{a}      è \`{e}      ï \"{\i}      õ \~{o}      û \^{u}      ç \c{c}
```

If you want something a little more alien, try some of the following:

```
\.{h}  \^{m}  \u{n}  \v{q}  \H{r}  \d{v}  \b{x}
\i  \j  \ae  \OE  \l  \o  \ss  \S  ?'  !'  \pounds
```

Many more symbols are available in LATEX math mode, but keep in mind that such things are likely to annoy your editor.

If you want finer control of your text, you can use the `\noindent` command before a paragraph to keep it from being indented. You can use the `\\` symbol to make a line break without starting a new paragraph. (These two will have the effect in `submission` mode, but not in normal LATEX.)

LATEX ignores all extra spaces between words and sentences, then inserts (approximately) two spaces between sentences. If you prefer one space after all punctuation, include the command

```
\frenchspacing
```

at the beginning of your document. To force a single space in those rare cases where LATEX chooses the wrong spacing , use `\ ` (a backslash followed by a space) or `~`.

```
''Only one space after a quote!''\ she demanded.
```

```
''Of course!''~he replied.
```

Two basic LATEX environments that may be of use are the `verse` and `quotation` environments:

```
\begin{verse}
First line of your verse,\\
Second line\\
Third line
```

```
Beginning of a new stanza\\
Etc.
\end{verse}

\begin{quotation}
Put normal paragraphs of text here, separated by blank lines.
They will be indented from the margins, and each paragraph will
be indented.
\end{quotation}
```

You may want to single-space long quotes or verse. See the section on environments for details. Underlining and boldface are also discussed in a later section.

3 Declaration of Options

The sffms class has several options which change the appearance of the output. To use an option, enclose it in brackets in the documentclass declaration in the first line of your source file, *e.g.*,

```
\documentclass[novel]{sffms}
```

3.1 The Submission Options

[submission] The submission option is now the default and need not be declared. It causes the document to be typeset in manuscript format, with double spacing and a fixed-width font. All sffms options except nonsubmission may be used with the submission option, though submission plus notitle will make the output format nonstandard. (Editors want titles.)

[nonsubmission] To force a document to be typeset in LaTeX's usual, professional way, include the nonsubmission option in your documentclass declaration:

```
\documentclass[nonsubmission]{sffms}
```

3.2 The Novel Option

[novel] There isn't much difference between a novel and a short story in sf/f manuscripts. The short story begins on the title page, while the novel begins on a fresh page. A novel may also have a synopsis.

Use the novel option for a novel. If the novel option is *not* used, the text will be typeset as a short story.

3.3 Options for Handling Quotation Marks

The sffms class provides two options for handling "legacy" quotes, be they dumb quotes in a plain text file you want smartened up for a good copy of your latest novel, or LaTeX quotes you want to dumb down to give your manuscript that genuine Courier 12-point typewriter feel.

Please note that neither of these options will handle non-ASCII "smart" quotation marks in your source file. (Save the file as plain text to eliminate them.) Also, the changes appear in the output only—the source file is never altered.

[smart]   The `smart` option turns pairs of normal ASCII quotation marks ("dumb quotes") into LaTeX curly quotation marks ("smart quotes"), so that the output file will show smart quotes. This option also handles quotations continued between paragraphs correctly.

[dumb]   The `dumb` option surpresses LaTeX smart quotes, producing dumb, typewriter-style quotes in the output file. The `dumb` option is useful only within the `submission` format—proper fonts do not include the Courier dumb quotation mark (") at all, so they substitute a curly close-quote (") instead. (That looks "dumber than dumb.")

These options are not particularly robust, so they may cause more problems than they solve. *Caveat emptor*. They can handle mixed quotation mark styles (LaTeX smart with ASCII dumb) if the two sorts of marks are balanced—for example, if some chapters use ASCII quotes and others LaTeX ones, or even if some sentences are smart and others dumb.

If these options do not work for you, you can always change the quotation marks in your source file with a good text editor. (Did I mention emacs?)

3.4   Other Options

[notitle]   When the `submission` option is *not* chosen, the `sffms` class uses a default the title page. The `notitle` option will remove it, allowing the user to specify his own LaTeX layout; `notitle` is also useful for saving paper.

[courier]   The `courier` option switches to a 12-point, 10-pitch Courier font that may look better than LaTeX's default monospaced font, depending on your local LaTeX setup. Try this option if you want a fatter font than the default or if your `pdf` files are looking grainy.

Because `sffms` is based on the standard LaTeX report class, any other LaTeX report class options may be used for non-submissions, including font size options (`10pt`, `12pt`, *etc.*), paper size and other useful typesetting options (`twoside`, `twocolumn`, *etc.*). Using report-class options together with the `submission` option may generate unexpected results.

If you experience problems with page sizes, try declaring the page size options (`letterpaper`, `a4paper`, *etc.*) explicitly.

4   Environments

synopsis   The only new environment in `sffms` is `synopsis`, intended for use with novels. In `submission` mode, the synopsis is typeset single-spaced with roman numerals for page numbers to distinguish it from the rest of the novel. The synopsis environment can also be used without the `novel` option.

```
\begin{synopsis}
Summarize your novel here.
\end{synopsis}
```

The synopsis can be placed anywhere after the `\begin{document}` command.

singlespace   The `singlespace` and `doublespace` environments are inherited from the `setspace` package. To single-space a poem, for example, you could do the following:

```
\begin{singlespace}
```

```
\begin{verse}
Oh, what a bore,\\
To be a Vor.
\end{verse}
\end{singlespace}
```

You should not need the `doublespace` environment, but it works the same way.

5   Commands

5.1   Title

\title Every story should have a title. You must specify a title, using the LaTeX `title` command thus:

```
\title{Barrayar}
```

\runningtitle   In `submission` format, a short form of the title is put in a page header at the top corner of each page. If your title is long, you can specify the short form thus:

```
\runningtitle{Barr}
```

If you fail to provide a `runningtitle`, your `title` will be used instead, no matter how long it is.

5.2   Author

\author Every story must also have an author. The name you put in the LaTeX `author` command is used in the bylines on the title page and synopsis page. If you use a pseudonym, you may want to put it here.

```
\author{Lois McMaster Bujold}
```

\authorname   A separate command, `authorname`, is provided for use with your mailing address. It would be wise to put your real name here. If you omit the `authorname` command, the value of `author` will be used with your mailing address.

```
\authorname{Lois Bujold}
```

\surname   Like `runningtitle`, `surname` is used in page headers. Whose surname goes in `surname` is up to you.

```
\surname{Bujold}
```

If you omit `surname`, the value of `author` will be used.

5.3   Other Information

\address Your mailing address for the title page is specified with `address`. Separate lines with the LaTeX linebreak symbol \\.

```
\address{One Vor Way\\
         Vor. Surleau\\
         VKD 28945}
```

`\wordcount`   Your word count should also be included on the title page. An approximate word count based on the number of pages will appear automatically. However, the automatic word count is not rounded off (much) and ought to be replaced by your own rounded-up opinion of the word count. The `\wordcount` command is used to set this manual value, thus:

```
\wordcount{85,000}
```

The automatic word count is generated by multiplying the page count (not including a novel synopsis) by 295. The latter figure was obtained by taking a typical page of one of the author's stories, finding the average number of characters per line (71), dividing by six (a "word"), multiplying by the number of lines on a full page (25), and rounding off. You may wish to repeat this process or a similar one for your own stories, since partial pages (among other things) were not taken into account.

`\disposable`   The `disposable` command causes the words "Disposable Copy" to be printed under the word count on the title page of submissions.

5.4 Sectioning Commands

`\newscene`   For short stories, the only breaks should be scene breaks. Place the `newscene` command wherever you want a scene break.

```
...the last few words of the previous scene.

\newscene

Time to start a new scene...
```

This command inserts the proper scene break character, a centered hash mark (`#`), in submissions, and a blank line in non-submissions.

`\sceneseparator`   If you would prefer to use a different scene separator, such as `*****`, the `sceneseparator` command will change it.

```
\sceneseparator{$\star\star\star\star\star$}
```

Beware of LaTeX special characters when using this command.

`\chapter`   For a novel, you can use both chapters and scenebreaks. The LaTeX chapter commands have been redefined in `sffms` to fit the `submission` format. Begin a new chapter thus:

```
\chapter{Miles High}
```

`\chapter*`   The LaTeX `\chapter*` command also works in submissions. It creates an unnumbered chapter, such as a preface or appendix.

```
\chapter*{Preface}
```

`\thirty`   Last, but not least, comes the end. To change the default end-of-story symbol, five hash marks (`# # # # #`), use the `thirty` command.

```
\thirty{The End}
```

5.5   Underlining, Boldface and Small Caps

\bfseries The `\bfseries` font specification will produce boldface in non-submissions and wavy underlines in `submission` mode. You must use curly braces to delimit the boldfaced text, thus:

```
I can't believe that {\bfseries you}, of all people...
```

\em The `\em` command, for emphasis, is used the same way.

```
I can't believe that {\em you}, of all people...
```

\emph It produces underlining in `submission` mode and italics otherwise. Use `\em` for single words only. To underline (italicize) anything from a word to a paragraph, use the `\emph` command. With `\emph`, the curly braces come after the command.

```
\emph{I can't believe that they, of all people...}
```

\thought The `\thought` command works exactly like `\emph`, but may be useful for distinguishing between normal italics and italicized thoughts within the source file. To italicize more than one paragraph, use one `\emph` or `\thought` per paragraph.

\textsc The `\textsc` font command will produce small caps non-submissions and double-underlined text in `submission` mode. The small-capped text goes in the scope of the command, thus:

```
I can't believe that \textsc{you}, of all people...
```

5.6   Other Commands

\ifsubmission The `ifsubmission` command is used to hide latex code or text. The first argument is evaluated for submissions, and ignored otherwise, and vice versa for the second. It can be used in various ways.

```
\ifsubmission{}{Some comments to myself...}
```

```
\ifsubmission{\thirty{-30-}}{
  \setlength{\textheight}{8.5in}
  \setlength{\topmargin}{0in}
}
```

\submit
\nosubmit Two commands are provided as a convenient shorthand for the `\ifsubmission` command. They take one argument each. Text or commands inside a `\submit` command will be used only for submissions, and that in a `\nosubmit` will be used only for non-submissions. For example, the following command is equivalent to the first `\ifsubmission` command above.

```
\submit{Some comments to myself...}
```

\msheading If for some reason you wish to deviate from the standard running page headings, you can use the `\msheading` command to change them. To remove headings entirely, use the command:

```
\msheadings{}
```

To keep just the page number, use:

```
\msheadings{\thepage}
```

To add more space between the default heading parts, use:

`\msheadings{\getsurname\ /\ \getrunningtitle\ /\ \thepage}`

For page numbers of the form Page 3 of 135, use:

`\msheadings{\pageofpages}`

(Check the code for `\pageofpages` to see how it was done.) Reckless use of the `\msheading` command may cause LaTeX errors.

Any other LaTeX commands may be used for non-submissions. Using them for submissions may generate unexpected results.

6   Credits

Many thanks to Kevin Russell for writing `sfms.cls`, which was itself inspired by code posted by Michael Grant to `rec.arts.sf.composition` in July 2000.

The code for `sffsmart.sty` was adapted from `quote.sty` by Hunter Goatley, available from CTAN.

The code for `sffdumb.sty` was adapted from code posted to `comp.text.tex` by Donald Arseneau and improved by advice from the same source.

Manuscript-style underlining is provided by `ulem.sty` by Donald Arseneau. Double-spacing is provided by `setspace.sty` by (at least) Geoffrey Tobin and Erica Harris. Running headers are provided by `fancyhdr.sty` by Piet van Oostrum, and other layout by `geometry.sty` by Hideo Umeki.

Posts to `comp.text.tex` and `rec.arts.sf.composition`, and email from users aided in the development of `sffms`. Any remaining errors are my own.