Article Preparation Guide
for Modeling and Analysis of Information Systems

Version 0.1, valid from 22.09.2019

1 General Information

This guide provides instructions for authors preparing articles for the Modeling and Analysis of Information Systems journal.

Editorial board provides the following files:

- `mais.cls` — TEX software class defining the journal design;
- `template.tex` — template file, recommended to be used during paper preparation;
- `metadata.xls` — metadata file, should be completed by the author;
- `example/` — catalog with an example of an article demonstrating the rules of text, bibliographic sources and metadata design.

2 TEX software

TEX software in conjunction with LATEX document preparation system is used for the Modeling and Analysis of Information Systems article preparation. The recommended TEX distributives are:

- MiKTEX for Microsoft Windows;
- TEX Live for GNU/Linux;
- MacTEX for macOS X.

Here and onwards, clickable hyperlinks are highlighted in blue, a click on them opens a corresponding web page in your browser. The latest stable versions of the distributions should be used for the article preparations.

There are a lot of papers and guidelines about working with LATEX document preparation system, including the following:

1. Thomas Esser, teTEX Manual — short and concise manual explaining different aspects of work with LATEX.
2. Tobias Oetiker, Hubert Partl, Irene Hyna, Elisabeth Schlegl, The Not So Short Introduction to LATEX2$_\epsilon$ — easy-to-understand guideline highlighting the most needed aspects of using LATEX.

3. LaTeX2$_\epsilon$ unofficial reference manual — unofficial, but complete manual explaining different aspects of work with LaTeX.

3   Setting up tools for MS Windows

For MS Windows operating system it is recommended to use the TeX studio editor with version 2.12 or higher. This section is devoted to a step-by-step installation guide for the recommended TeX distributive and TeX studio editor.

1. Download and install MiKTeX from the official web page.
2. Download and install TeX studio from the official web page.
3. Launch TeX studio using icon in *All Programs* menu.
4. Configure TeX studio performing the following steps: choose *Options → Configure TeXstudio. . .* ; in section *General* (located on the left panel) choose *en* as *Language*, and in section *Build* use *Biber* as a value for *Default Bibliography Tool.* After completing all the instructions press *OK*.

After performing the aforementioned steps TeX studio editor is ready to use. Below you can find a list of the main functions used to open and build an article file:

- Open `.tex` file: *File → Open. . .* (Ctrl+O). It is necessary to have the file `mais.cls` in the same directory with `.tex` file.
- File `.tex` compilation: *Tools → Build & View* (F5). If installation of some additional packages is needed, the editor would suggest doing it during the build (answer "yes" to the suggestion or do it manually).
- Bibliography compilation: *Tools → Bibliography* (F8). After the bibliography compilation one more build of `.tex` file should be run. For more information see section 5.

4   Article preparation

1. Create a new directory and add there the following files: class file `csmathnotes.cls`, template file `template.tex` and metadata file `metadata.xls`
2. Rename the template file `template.tex` the following way: file name should be equal to the author's surname written in lowercase Latin characters (for example, `smith.tex`).
3. Open the renamed file in TeX studio or any text editor.
4. If there are any non-Latin characters in your paper, check that they are displayed correctly. If you see other characters than expected, your editor doesn't support the UTF-8 encoding or isn't configured to use it. In this case you can use another text editor or configure the current one. It is recommended to use the TeX studio as it supports UTF-8 without any additional configuration.
5. Open the metadata file `metadata.xls` using Microsoft Excel/OpenOffice Calc/Libreoffice Calc.
6. Fill the second column of the open sheet with the data specified in its first column. If any of the cells are irrelevant to your case (e.g. "funding information" if the work was

not supported by any grants or "Organization information 2" if all authors work in the same organization), leave them blank. You can use LaTeX notation if needed (e.g. when you need to have formulas in the name of the paper). After filling the information save the metadata file `metadata.xls`.

7. Create an empty file for bibliography in directory where you have your `.tex` file. The name of the file should be similar with the name of the `.tex` file and the extension should be `.bib`. (In the aforementioned example it would be `smith.bib`)

8. Add the bibliography file name to the command `\addbibresource` inside the `.tex` file. In the aforementioned example the command would looks as follows: `\addbibresource{smith.bib}`.

9. If the main language of the paper is not English, change the parameter `\selectlanguage{}` inside `.tex` file indicating the language of the paper.

After performing all the aforementioned actions everything is ready for the work on the article text and the bibliography base.

5 Bibliography

To build a bibliography, one should do the following steps: generate a bibliographic database file containing all the necessary literature sources and then with biber and biblatex tools this base would be automatically transformed into a bibliography in accordance with IEEE citation style.

Every literature source can be associated with one of the predefined types (book, paper, anthology, e-resource, etc.) and described as a set of attributes. Most important examples can be found in the `.bib` file in the catalog with a template file. Here you can find the most useful types of literature sources. If you need more information, check the section 2 of this biblatex manual.

Please note that the bibliography for all of the Modeling and Analysis of Information Systems papers is in English only! For the sources that are not in English it is compulsory to use the English data (if exists) or transliterated data(in all other cases). Using any non-Latin characters in `.bib` file is not allowed.

With biblatex/biber the build of the document performs as follows: first compile the `.tex` file using `pdflatex` command, then compile the bibliography using `biber` command and after that compile `.tex` file twice using command `pdflatex`. Later the command `biber` should be run only after any changes in the bibliographic database.

Please note that if there were some errors during the bibliography build (command `biber` was not runned or the bibliography does not have a source with a specified key) then in the final document there would be bold literature source keyword (e.g. **[book1]**)) instead of the numerical reference (e.g. [5]). You should make sure that there are no such designations left in the article before sending it to the editors.