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LATEX sources of this document you can find in this GitHub repository and contribute your ideas through a pull request.

Beforehand, we suggest you read these:

- Technical Writing Courses by Google
- Book by Zobel [2]

§1: Check your .tex sources with lacheck and maybe other tools.

1 PREAMBLE

§2: Use <u>acmart</u> document style and read their <u>Best Practices</u>. Start the document with this:

\documentclass[11pt,nonacm,natbib=false]{acmart}

2 \settopmatter{printfolios=false,printccs=false,printacmref=false}

3 \usepackage[maxnames=1,minnames=1,natbib=true,

citestyle=authoryear,bibstyle=authoryear]{biblatex}

5 \addbibresource{main.bib}

§3: Use <u>biblatex</u> and <u>biber</u>, here is <u>why</u>. Place your citations into main.bib file. Later in the document print the bibliography with \printbibliography command.

2 HEADINGS

§4: Capitalize all nouns and verbs in headings, here is why and how.

3 TYPOGRAPHY

§5: Use single dash inside words, e.g.: micro-service. Use double "endash" between numbers, e.g.: pages 15--28. Use triple "emdash" between words avoiding spaces, e.g.: We---since you ask---disagree. Read this.

4 FONTS

§6: Prefer \emph over \textit, here is why.

§7: Avoid \textbf and all other font changing commands at all cost. Here is <u>my rant</u> on this very problem of technical people trying to make their products look visually attractive and failing miserably.

5 COLORS

§8: Do not use them. Keep your documents strictly black-on-white. Read more about this.

6 CODE SNIPPETS

9: Use the <u>ffcode</u> package, which allows writing both code snippets and fixed-width-font inparagraph text blocks.

7 FIGURES AND TABLES

\$10: Do not force positioning in figures and tables, like \begin{table}[h]. Instead, just wrap them in the \begin{table}.

§11: As recommended by Clancy [1], make sure the explanation you place into \caption is detailed enough to let your reader understand the content without searching the text; see how it is done in this paper.

§12: Prefer a list over a table and a table over a graph.

13: Align text cells by left, center headings, and align cells with numbers by right (read <u>this</u> discussion); here is a more detailed discussion. Here is an example of a table properly formatted:

Name	Age	Role	1	\documentclass{article}
Jeff	35	The creator of	2	\usepackage[paperwidth=3in]{geometry}
		the main	3	·1 · 6 · · j · · 1 · j ·
	38	algorithm and the owner of the code The architect of	4	\usepackage{booktabs}
			5	\usepackage{tabularx}
Sarah			6	\begin{document}
		all microservices	7	\begin{tabularx}{\columnwidth}
		and the developer of Java modules	8	{lr>{\raggedright\arraybackslash}X}
			9	\toprule
			10	Name & Age & Role \\
			11	\midrule
			12	Jeff & 35 & The creator of the main
			13	algorithm and the owner of the code \\
			14	Sarah & 38 & The architect of all
			15	microservices and the developer of
			16	Java modules \\
			17	\bottomrule
			18	\end{tabularx}
			19	\end{document}

§14: Put all tables into the table environment (the \caption goes on top):

```
1 \begin{table}
```

```
2 \caption{Caption}
```

```
3 \label{tab:my-table}
```

```
4 .. content goes here
```

```
5 \end{table}
```

§15: Put all tables into the figure environment (the \caption stands at the bottom):

```
1 \begin{figure}
2 .. content goes here
3 \caption{The caption}
4 \label{fig:my-figure}
5 \end{figure}
```

\$16: In the acmart document class, use the \begin{table*} and \begin{figure*} (with a
trailing asterisk), in order to render it whole-page wide.

8 BULLETS

§17: Prefer in-paragraph itemization over a vertical one and use the paralist package:

The following sources were an-	1	\documentclass{article}
alyzed: 1) GitHub, 2) Google, and	2	<pre>\usepackage[paperwidth=3in]{geometry}</pre>
3) Stack Overflow.	3	<pre>\pagestyle{empty}</pre>
	4	<pre>\usepackage{paralist}</pre>
	5	\begin{document}
	6	The following sources were analyzed:
	7	\begin{inparaenum}[1)]
	8	\item GitHub,
	9	\item Google,
	10	and
	11	\item Stack Overflow.
	12	\end{inparaenum}
	13	\end{document}

§18: In all itemization use <u>Oxford comma</u>, as in the list above before the "and" (provided there are more than two items).

9 URLS

§19: Use the href-ul package and then the \href command.

10 REFERENCES

§20: Do not use the \ref. Instead, use the \cref from the cleveref package.

11 CITATIONS

§21: This code demonstrates how to use <u>APA</u>-style citations with <u>natbib</u> commands:

In 2004 it was already mentioned by West that object-oriented design is declarative (West, 2004). Later, Bugayenko (2021) suggested a new programming language in this paradigm.

References

Bugayenko, Yegor (2021). EOLANG and Phi-Calculus. West, David (2004). Object Thinking. Pearson Education. DOI: 10. 5555/984130.

```
1 \documentclass{article}
                             2 \usepackage[paperwidth=3in]{geometry}
                             3 \pagestyle{empty}
                             4 \usepackage[natbib=true,citestyle=authoryear,
                                bibstyle=authoryear]{biblatex}
                             5
                              \addbibresource{main.bib}
                             6
                             7 \begin{document}
                             8 In \citeyear{west2004} it was already
                             9 mentioned by \citeauthor{west2004} that
                            10 object-oriented design is
                            11 declarative~\citep{west2004}. Later,
                            12 \citet{eolang2021} suggested a new
                            13 programming language in this paradigm.
                            14 \printbibliography
                            15 \end{document}
§22: Place ~ (tilde) symbol before the \citep, in order to avoid line breaks, see why.
```

§23: Do not use \cite, only \citep and \citet.

§24: Prefer \citet over the \citep, making references more obvious, as in the second sentence in the example above.

§25: Do not type author names or reference titles directly, only use \cite* commands.

§26: Remember that brackets are not words.

§27: Do not cite Web pages or any other URLs. However, if you need to do this, use the following format in the .bib file:

```
@misc{bugayenko2019blog0521,
   author = {Bugayenko, Yegor},
2
   title = {{Please, Don't Improvise}},
3
   howpublished = {\url{https://www.yegor256.com/190521.html}},
   year = \{2019\},\
5
   note = {[Online; accessed 09-04-2024]}
6
7 }
```

§28: Add bibcop to your document, to make sure the .bib file is properly formatted.

12 REFERENCES

§29: The references in the .bib file are usually imported from Google Scholar or similar sources. Unfortunately, such imports often contain typos and mistakes. Use bibcop to check your .bib file.

REFERENCES

[1] Lisa Clancy. 2020. How to Write a Figure Caption.

 $https://www.international science editing.com/how-to-write-a-figure-caption/. \ [Online; accessed 10-04-2024].$

[2] Justin Zobel. 2004. Writing for Computer Science. Springer. https://doi.org/10.5555/2742708