

Breve guía para Autores en GEOACTA usando la Clase `geoacta.cls`

Brief guide for Authors in GEOACTA using the `geoacta.cls` Class

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Resumen Este documento sirve como guía para autores que deseen utilizar la clase `geoacta.cls` para formatear sus artículos de acuerdo con los requisitos de GEOACTA. Incluye una descripción detallada de las opciones de documento y comandos clave.

Palabras clave GEOACTA, formato, instrucciones para autores, clase LaTeX, `geoacta.cls`

Abstract *This document serves as a guide for authors who wish to use the `geoacta.cls` class to format their articles according to GEOACTA requirements. It provides a detailed description of document options and key commands.*

Keywords GEOACTA, formatting, author instructions, LaTeX class, `geoacta.cls`

DOCUMENT OPTIONS

The ‘`geoacta.cls`’ class provides the following document options for different formatting needs:

1. **`**old**`**: Activates a style that resembles the previous (legacy) GEOACTA formatting with 12pt font, traditional section formatting, and wider margins.
2. **`**manuscrito**`**: Prepares the document for manuscript submission, setting double line spacing, line numbering, and removing author information on subsequent pages.
3. **`**nobilin**`**: Enables a single-language mode (Spanish or English) for title, abstract, and keywords, without bilingual content.
4. **`**en**`**: Sets English labels (e.g., “Table” instead of “Tabla”). Best used with **`**nobilin**`** for English-only documents.
5. **`**nohead**`**: Suppresses headers, by default also active in **`**manuscrito**`** mode.
6. **`**lineno/nolineno**`**: Enables or disables line numbering.
7. **`**draft**`**: Enables draft mode for fast reviewing (disables hyperlinks, replaces figures with rectangles).

Example usage with options:

```
\documentclass[manuscrito]{geoacta}
```

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KEY COMMANDS

Here is a guide to the main commands used in a GEOACTA document:

- `\titulo{}` and `\title{}`: Set the Spanish and English titles, respectively.
- `\autor{}`: Defines authors with numerical affiliation indicators.
- `\afiliacion{}`: Adds affiliation information, starting with a numerical superscript.
- `\email{}`: Adds the email for the corresponding author, used within `\afiliacion`.
- `\contacto{}`: Adds contact information, used in **old** style only.
- `\resumen{}` and `\abstract{}`: Set the abstract in Spanish and English, respectively.
- `\claves{}` and `\keywords{}`: Define keywords in Spanish and English.
- `\runninghead{}`: Sets a short title and author(s) for the header.
- `\pageone{}`: Sets the starting page number.
- `\volumen{}`: Specifies volume and year.

EXAMPLE USAGE

Follow this order of commands in your document for optimal results:

```
\titulo{Título en Español}
\title{Title in English}
\autor{Author One\textsuperscript{1} \& Author Two\textsuperscript{2}}
\afiliacion{\textsuperscript{1}Instituto A, Ciudad, País.}
\afiliacion{\textsuperscript{2}Instituto B, Ciudad, País. \email{author@institutob.edu}}
\resumen{Resumen en Español.}
\claves{Palabra clave 1, Palabra clave 2}
\abstract{Abstract in English.}
\keywords{Keyword 1, Keyword 2}
```

TABLES AND FIGURES

Use ‘figure’ and ‘table’ environments to include figures and tables in the document, ensuring they are numbered and referenced properly:

```
\begin{figure}[h]
  \centering
  \includegraphics[width=0.8\textwidth]{example-image}
  \caption{Example figure caption.}
  \label{fig:example}
\end{figure}
```

EQUATIONS

To add equations, use ‘equation’ for numbered equations:

```
\begin{equation}
  E = mc^2
\end{equation}
```

CITATIONS AND REFERENCES

Use `\textcite{}` for narrative citations and `\parencite{}` for parenthetical citations. The `geoacta.cls` class is configured to use `biblatex` with the APA 7th edition style and the `biber` backend.

Include your bibliography file(s) (with extension `.bib`) in the preamble using:

```
\addbibresource{references.bib}
```

At the end of the document, print the reference list with:

```
\printbibliography
```

To compile: 1. Run `pdflatex` or `xelatex`. 2. Run `biber`. 3. Run `pdflatex` or `xelatex` twice more to update citations and cross-references.

CONCLUSION

This ‘`geoacta.tex`’ file provides a complete guide to setting up a document for submission to GEOACTA using ‘`geoacta.cls`’. Consult the class file for advanced formatting options.