Getting your LaTeX files in Shape for NSF

Michèle Tertilt (January 18, 2005)

NSF has a program that automatically checks if your pdf files satisfy all their requirements. If they do not, then the proposal is rejected. There are many different ways of doing this, and you can even submit the LaTeX file itself. However, if you use BibTeX and include figures etc. then you cannot use this option. So here is what worked for me:

1) Margins and Fonts:

> \documentclass[10pt]{article}
> \setlength{\topmargin}{-.2in}
> \setlength{\oddsidemargin}{-0cm}
> \setlength{\evensidemargin}{-1cm}
> \setlength{\textwidth}{16.3cm}
> \setlength{\textheight}{22.3cm}

2) Figures:

psfig did *not* work for me. Instead, I used the graphicx usepackage. To use this, you need to save two versions of your pictures, an .eps file and a .pdf file. If you use matlab to make pictures, then you can create the eps file with the export command, and the pdf file simply by printing it to a file.

For the picture itself, include this into the latex document:

\begin{figure}[hbt]
\begin{center}
\includegraphics[height=3.3in]{figure1} % note no extension
\caption{Title \label{figure1}}
\end{center}
\end{figure}

3) creating the pdf file:

use pdflatex
do *not* use: dvipdf

make sure the file is saved as an Acrobat 5.0 document, as FastLane will not accept version 6.0 (this can be done by going through the file\reduce file size menu in Adobe Acrobat).