

# The `ohio-etd` template for Electronic Theses and Dissertations at Ohio University\*

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## Abstract

The `ohio-etd` class provides a L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> template for electronic theses and dissertations at Ohio University (OU). Documents produced using this template should be consistent with the guidelines established by OU's Thesis and Dissertation (TAD) Services. As an option, an alternate formatting with numbered headings is also available that has also been approved by TAD Services.

## 1 Introduction

This class replaces the `outhesis` class which was in turn based on the Johns Hopkins University thesis class. The `ohio-etd` class is built upon the standard `article` and should therefore retain compatibility with most available packages. Documents produced using this template should be consistent with the guidelines established by OU's Thesis and Dissertation (TAD) Services. Additionally, an alternate formatting with numbered headings can also be generated that has also been approved by TAD Services.

## 2 Usage

The class is invoked using the layout shown in Figure 1 where  $\langle options \rangle$  is a comma-

Figure 1: Document Layout

```
\documentclass [\langle options \rangle] {ohio-etd}
  \langle preamble \rangle
\begin{document}
  \langle body \rangle
\end{document}
```

separated list that may contain one or more of the following options:

**pdftex** For processing with PDFLaTeX, this option embeds the title and author into the PDF metadata, sets a PDF page attribute to allow for transparent images, and inserts a PDF bookmark for the table of contents.

**numbered** Formats the document using numbered headings, which may be more convenient for documents in which the text references other sections.

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\*This document corresponds to `ohio-etd` v1.0, dated 2009/09/28.

**sstables** Formats all tables using single spaced lines instead.

**11pt** Format the document the document using an 11 point font. If not specified, then a 12 point font is used by default.

**cmfont** Remove Times font, instead formatting in L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub>'s default font, Computer Modern.

**draft** Mark overfull boxes and use single line spacing for the body of the document. This option is also passed to the packages which may cause other effects. For instance, if the **graphicx** package is used, then the included graphics will be replaced by boxes. See the `\draftmode` command to single space the document without removing the graphics.

**leqno** Print the equation numbers on the left side of the equation instead of the right. This option is simply passed through to the underlying **article** class.

**fleqn** Align the equations on the left at a fixed distance from the left margin. This option is simply passed through to the underlying **article** class.

Note that **leqno** and **fleqn** are simply passed through to the **article** class on which this template is based.

### 3 Required Packages

The following packages are called by this class and must be located somewhere in the L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> search path: **lastpage** which provides the page count for the abstract page, **soul** to provide an underlined document title on the abstract page that may possibly span more than one line, and **url** to provide formatting and line breaks for universal resource locators (URL). In addition, by default **txfonts** is used to provide a Times font for both the text and math (use the **cmfont** option to prevent this from loading). Finally, **amsmath** is loaded primarily because it must necessarily precede **txfonts**.

### 4 Front Matter

The front matter are those pages that precede the body of the document. Specifically for theses and dissertations at Ohio University, the front matter consists of the following:

- Title Page
- Approval Page
- Abstract
- Dedication (optional)
- Acknowledgements (optional)
- Table of Contents
- List of Tables
- List of Figures

`\listof` Additional front matter pages can be created to support lists of symbols, acronyms, etc. These are specified using

```
\listof {<list name>} {<list text>}
```

For example,

```
\listof{Symbols}{\input{symbols}}
```

Table 1: Degrees

Abbrev	Degree	Abbreviation
MS	Master of Science	M.S.
MA	Master of Arts	M.A.
MCTP	Master of Communication Technology and Policy	MCTP
PhD	Doctor of Philosophy	Ph.D.

will create a page titled *List of Symbols* with the list itself described in the file *symbols.tex*. If multiple `\listof` definitions are provided, then the pages will be created in the order in which the definitions are listed in the preamble.

`\makefrontmatter` The `\makefrontmatter` command should be placed as the first line in the body of the document. This command will generate all of the front matter pages listed above using both required and optional definitions as described in the following to sections. Note that all definitions should be placed in the preamble.

`\tableofcontents` If it is not desired to generate the front matter, the command can be replaced with `\tableofcontents` to generate just the table of contents, or it can be removed completely.

`\govtdisclaimer` In addition, those documents created as works of the federal government will include a disclaimer page immediately after the title page. This page is added by including `\govtdisclaimer` in the preamble. Since works of the federal government cannot be protected by copyright, the copyright statement will also be removed from the bottom of the title page.

## 4.1 Required Front Matter Definitions

The following macros are required

`\degree` The type degree earned is indicated with the macro

`\degree {<abbrev>}`

`\graduation` where *<abbrev>* is one of the abbreviated degrees listed in Table 1. Note that the macro should be called with the abbreviated form that does not include periods. The graduation date is identified using:

`\graduation {<month>} {<year>}`

where *<month>* is the last month of the quarter in which one will graduate and *<year>* is the four digit year. Because the graduation month always corresponds to the last month of quarter, it must be one of the following: **March**, **June**, **August**, or **November**.

`\title` The title of the document is identified using

`\title {<title>}`

`\author` where line breaks can be forced in the title if desired using double backslashes (`\`)  
The author's name is identified in two parts:

`\author {<first name and middle initial>} {<last name>}`

where the first part of the name contains the first name and middle initial and the second part contains the last name. The distinction between the two parts is that on the title and approval pages the name will be written sequentially as "First M. Last" while on the abstract page the order will be reversed and separated by a comma, i.e., "Last, First M."

`\authorreversed` For some names the default reversal may not be adequate and then the reversal can then be explicitly defined using the optional macro:

`\authorreversed {<last, first m.>}`

<code>\advisor</code> <code>\dean</code>	The advisor and dean are identified with their full names and titles:  <code>\advisor {⟨full name⟩} {⟨title⟩}</code> <code>\dean {⟨full name⟩} {⟨title⟩}</code>
<code>\college</code> <code>\department</code> <code>\dean</code>	The college, department, and program are identified as follows:  <code>\college {⟨college name⟩}</code> <code>\department {⟨department name⟩}</code> <code>\program {⟨program name⟩}</code>
<code>\abstract</code>	The Department appears before the College on the approval page. For some programs, this may need to identify either the Department, Program, or Center. n The abstract is required and is defined using:  <code>\abstract {⟨text⟩}</code>

## 4.2 Optional Front Matter Definitions

<code>\coadvisor</code>	The name and title of the coadvisor, if applicable, are defined in the same manner as the advisor and dean:  <code>\coadvisor {⟨full name⟩} {⟨title⟩}</code>
<code>\dedication</code> <code>\acknowledgements</code> <code>\acknowledgments</code>	The dedication and acknowledgements are defined in a similar manner as the abstract, but both are optional. Note that the alternate spelling of <i>acknowledgments</i> is also available. The spelling at the top of the Acknowledgements page and on the table of contents will match the name of the macro used to define the acknowledgments.  <code>\dedication {⟨text⟩}</code> <code>\acknowledgements {⟨text⟩}</code> <code>\acknowledgments {⟨text⟩}</code>
<code>\notables</code> <code>\nofigures</code>	If the document does not contain any tables or figures, the <code>\notables</code> or <code>\nofigures</code> commands can be used to suppress the <i>List of Tables</i> and <i>List of Figures</i> , respectively.

## 5 Document Body

<code>\singlespace</code>	The body of the document can be written using standard L <sup>A</sup> T <sub>E</sub> X 2 <sub>ε</sub> sectioning commands and environments. In addition, the following commands are provided. The <code>\singlespace</code> command can be used to force the document spacing back to that of single spaced text. Typically, the scope of this command should be restricted by placing it within an environment or by enclosing it within a group using  <code>{ \singlespace ⟨text⟩ }</code>  or  <code>\begingroup</code> <code>\singlespace</code> <code>⟨text⟩</code> <code>\endgroup</code>
<code>\draftmode</code>	The <b>draft</b> option provides for single spacing of the document, but may introduce unintentional side effects as the option will be passed to all other packages as well. A <code>\draftmode</code> command is provided that will force single line spacing in the body of the document without any side effects. Note that this command should be issued in the preamble but does not affect the front matter.
<code>\references</code>	The reference or bibliography is identified using:

```
\references {text}
```

Typically, the reference will be generated using BIB<sub>T</sub>E<sub>X</sub> and so the command would take the form:

```
\references {  
  \bibliographystyle {style}  
  \bibliography {bib files}  
}
```

`\bibname` The name of the reference section defaults to *References* but can be changed using:

```
\bibname {name of reference section}
```

`\appendix` The `\appendix` command should be issued prior to the first appendix to force the `\chapter` command to generate appendices instead of chapters. If more than one appendix is defined, then the appendices will be automatically labeled sequentially using capital letters. It may be necessary to `latex` (or `pdflatex`) the files more than one time to ensure that the label on the table of contents matches that of the document.

## 6 Support

The author of this package is no longer at Ohio University and cannot provide general L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> support. Problems specific to the formatting provided by the `ohio-std` class, however, can be reported to TAD Services or to the author at the email provided on the first page of this document.