



## Types of Documents and Their Structures in $\text{\LaTeX}$

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# Introduction

L<sup>A</sup>T<sub>E</sub>X is a document preparation system, not a word processor. Its core philosophy is to separate the *content* of a document from its *formatting*. The structure of a document is paramount, and it begins with selecting the appropriate **document class**.

The document class defines the overall layout, design, and typographical rules. Once the class is chosen, we use high-level logical commands to structure the content (like `\chapter`, `\section`), and L<sup>A</sup>T<sub>E</sub>X handles the tedious formatting (like font sizes, numbering, and spacing).

# Chapter 1

## The Foundation: The Document Class (`\documentclass`)

Every  $\text{\LaTeX}$  document must begin with a `\documentclass` command. This single command dictates nearly everything about the document's appearance.

### 1.1 Basic Syntax

```
\documentclass[options]{class}
```

- `{class}`: The name of the document class (e.g., `article`, `report`, `book`).
- `[options]`: Optional parameters to modify the class's behavior (e.g., font size, paper size, twocolumn layout).

## Chapter 2

# Common Document Classes and Their Structure

Let's examine the four most common standard classes.

### 2.1 The article Class

This is the most frequently used class for short to medium-length documents without chapters.

#### 2.1.1 Typical Use Cases

Short reports, journal articles, scientific papers, documentation, letters, presentations (with the `beamer` class, which is a specialization).

#### 2.1.2 Hierarchical Structure

1. `\part{Part Title}`
2. `\section{Section Title}`
3. `\subsection{Subsection Title}`
4. `\subsubsection{Subsubsection Title}`
5. `\paragraph{Paragraph Title}`
6. `\subparagraph{Subparagraph Title}`

#### 2.1.3 Notes

`\part` is rarely used in articles. `\section` is the top-level division. There is no `\chapter` command.

#### 2.1.4 Example Code (article\_example.tex)

```
\documentclass[11pt, a4paper]{article} % 11pt font, A4 paper
\usepackage[utf8]{inputenc} % For input encoding
\usepackage{lipsum} % For generating dummy text

\title{My First Article}
\author{John Doe}
\date{\today} % Automatically inserts today's date
```

```

\begin{document}

\maketitle % Creates the title block

\begin{abstract}
  This is a brief summary of the article's content.
  \lipsum[1][1-2] % One line of dummy text
\end{abstract}

\section{Introduction}
This is the introduction section. \lipsum[2] % A paragraph of dummy text

\subsection{Motivation}
This is a subsection explaining our motivation. \lipsum[3]

\subsection{Contributions}
This is another subsection. \lipsum[4]

\section{Methodology}
Here we describe our methods. \lipsum[5]

\section{Conclusion}
We conclude our fantastic article.

\end{document}

```

## 2.2 The report Class

This class is designed for longer documents than `article`, such as theses or technical reports. It introduces the `\chapter` command.

### 2.2.1 Typical Use Cases

PhD theses, MSc dissertations, long technical reports, books.

### 2.2.2 Hierarchical Structure

1. `\part{Part Title}`
2. `\chapter{Chapter Title}`
3. `\section{Section Title}`
4. `\subsection{Subsection Title}`
5. ... (and so on, like `article`)

### 2.2.3 Notes

The `\chapter` command starts on a new page. It is the primary top-level division.

### 2.2.4 Example Code (report\_example.tex)

```
\documentclass[12pt]{report}
\usepackage{lipsum}

\title{My Thesis}
\author{Jane Smith}

\begin{document}

\maketitle

\chapter*{Abstract} % The asterisk (*) suppresses chapter numbering
\lipsum[1]

\tableofcontents % Generates a Table of Contents

\chapter{Introduction}
\section{Background}
\lipsum[2]
\section{Problem Statement}
\lipsum[3]

\chapter{Literature Review}
\lipsum[4]

\chapter{Conclusion}
\lipsum[5]

\end{document}
```

## 2.3 The book Class

This class is for typesetting actual books, including front and back matter.

### 2.3.1 Typical Use Cases

Books, lengthy manuscripts.

### 2.3.2 Hierarchical Structure

Same as `report`: `\part` → `\chapter` → `\section` → ...

### 2.3.3 Special Features

- **Front Matter:** Content before the main body (e.g., title page, copyright, dedication, table of contents). Use the `\frontmatter` command. Chapters in the front matter are not numbered but appear in the TOC.
- **Main Matter:** The main content of the book. Use the `\mainmatter` command. This resets page numbering to Arabic numerals (1, 2, 3...).

- **Back Matter:** Content after the main body (e.g., appendices, bibliography, index). Use the `\backmatter` command.

### 2.3.4 Example Code (book\_example.tex)

```
\documentclass[openany]{book} % 'openany' makes chapters start on any page
\usepackage{lipsum}

\title{The Great LaTeX Novel}
\author{A. Writer}

\begin{document}

  \frontmatter
  \maketitle
  \tableofcontents

  \chapter*{Dedication}
  To my beloved cat, Whiskers.

  \mainmatter
  \chapter{The Beginning}
  \lipsum[1-2]
  \chapter{The Middle}
  \lipsum[3-4]

  \backmatter
  \chapter*{Bibliography}
  \begin{thebibliography}{9}
    \bibitem[lamport94]{lamport94} Leslie Lamport,
    \emph{\LaTeX: A Document Preparation System},
    Addison Wesley, 1994.
  \end{thebibliography}

\end{document}
```

## 2.4 The letter Class

This class is designed for correspondence.

### 2.4.1 Typical Use Cases

Formal and informal letters.

### 2.4.2 Structure

Uses a different set of commands to define the letter's layout.

- `\name{}`: Sender's name.
- `\address{}`: Sender's address.



- `\signature{}`: Sender's signature.
- `\begin{letter}{Recipient Address}`: Environment for the letter body.
- `\opening{Salutation}`: e.g., Dear Sir or Madam,
- `\closing{Closing}`: e.g., Sincerely,
- `\cc{}`: For "carbon copies".
- `\ps`: For "postscript".

### 2.4.3 Example Code (letter\_example.tex)

```

\documentclass{letter}
\name{John Doe}
\address{123 Main St \\ City, State 12345}

\begin{document}

\begin{letter}{The Committee \\ 456 University Ave \\ Townsville, Country}

\opening{Dear Committee Members,}

I am writing to express my interest in the position.
\lipsum[1][1-3]

\closing{Sincerely,}
\cc{Dr. Smith} % Carbon copy
\ps{P.S. Please contact me soon!} % Postscript

\end{letter}

\end{document}

```

## Chapter 3

# Essential Structural Commands (Common to Most Classes)

- `\tableofcontents`: Generates a table of contents automatically from your `\section`, `\chapter`, etc. You usually need to compile your document **twice** for it to appear correctly.
- `\maketitle`: Generates the title block using the information from `\title`, `\author`, and `\date`.
- `\appendix`: A command that changes the behavior of subsequent `\chapter` commands to produce appendices (e.g., "Appendix A", "Appendix B").
- `\include{filename}` and `\input{filename}`: Used to split a large document into multiple `.tex` files for better organization.
  - `\input`: Simply inserts the content of the file as if it were typed there. Best for code snippets.
  - `\include`: Does a `\clearpage` before and after, and allows the use of `\includeonly` for partial compilation. Best for major structural units like chapters.

## Chapter 4

# Summary and Best Practices

Table 4.1: Comparison of LaTeX Document Classes

Class	Primary Use Case	Top-Level Division	Special Features
article	Short papers, reports	<code>\section</code>	No chapters, has <code>abstract</code> environment
report	Theses, long reports	<code>\chapter</code>	Chapters, single-sided by default
book	Books	<code>\chapter</code>	<code>\frontmatter</code> , <code>\mainmatter</code> , <code>\backmatter</code>
letter	Correspondence	N/A	<code>letter</code> environment, <code>\opening</code>

### 4.1 Best Practices for Structuring Documents:

1. **Choose the Right Class:** Your choice dictates the logical structure available to you.
2. **Use Logical Commands:** Always use `\section{Introduction}` instead of manually formatting a line to look like a section header. This ensures consistency and automatic TOC generation.
3. **Keep the Preamble Organized:** The area between `\documentclass` and `\begin{document}` is the preamble. Place all your `\usepackage` commands and custom definitions here.
4. **Split Large Documents:** For a thesis or book, use `\include` or `\input` to manage each chapter in a separate file (e.g., `chapter1.tex`, `appendixA.tex`).
5. **Compile Multiple Times:** After adding cross-references, a TOC, or a bibliography, compile **twice** to ensure all references are resolved correctly.

By understanding document classes and their inherent structures, you leverage the true power of L<sup>A</sup>T<sub>E</sub>X: focusing on your content while it handles the consistent, professional typesetting.

# Exercises

1. Create a simple one-page article about your favorite hobby. It must include a title, author, abstract, and at least two sections with subsections.
2. Create a skeleton structure for a thesis report. It should have a title page, abstract, table of contents, and three chapters, each with two sections.
3. (Advanced) Create a book document that uses the `\frontmatter`, `\mainmatter`, and `\backmatter` commands. Include a dedication in the front matter and a bibliography in the back matter.