

# Essential L<sup>A</sup>T<sub>E</sub>X Templates for Report Writing

P Sunthar

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## **Abstract**

This document contains essential templates required to write technical reports using  $\text{\LaTeX}$ . Particularly it shows how to create an equation, figure, table, and bibliographic citation in a  $\text{\LaTeX}$  document.

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# Chapter 1

## Introduction

This document contains commonly used essential templates to write a  $\text{\LaTeX}$  document. This document is to be used along with the files and folders provided. Writing a  $\text{\LaTeX}$  document is very simple. Often students need only very simple constructs. This document shows certain essential features that almost all technical report writing requires. Please consult the PDF file for the output of the document, and then look at the corresponding  $\text{\LaTeX}$  file to reproduce it. The document illustrates the following constructs

- Unnumbered and Numbered Lists
- Equations
- Defining short macros for frequently used symbols
- Bibliography
- Figures
- Tables

The normal procedure for compiling a  $\text{\LaTeX}$  document that contains bibliographic entries is to follow the following steps

1. `pdflatex mainrep`
2. `bibtex mainrep`
3. `pdflatex mainrep`
4. `pdflatex mainrep`

In the above example `mainrep` is the main  $\text{\LaTeX}$  file.

### 1.1 First section of this chapter

This is the first chapter, which resides in a directory (folder) `intro`. Each chapter can contain `section`, `subsection` and so on.

### 1.1.1 Equations and Math symbols

Equations should be set in a separate mode. For details on getting various types of aligned equations, consult the  $\mathcal{A}\mathcal{M}\mathcal{S}$ - $\mathcal{L}\mathcal{A}\mathcal{T}\mathcal{E}\mathcal{X}$  documentation `amslldoc.pdf`. Simple equations are set as

$$\int dx \cos x = \sin x \quad (1.1)$$

Equation (1.1) is the integral of the cosine function. Mathematical symbols must always be put inside `$$`, when they appear outside a math environment (such as `equation`, `align`, `gather`, etc). The symbol “ex” must be written as  $x$  and not as `x`.

Another commonly used construct for equations is the `align` environment to align several equations along a vertical line. It is usually the `=` sign across which the alignment is done. The point of alignment for each equation is specified using the ampersand symbol

$$a = b \quad (1.2)$$

$$a + e + f + g = m + n + z \quad (1.3)$$

$$x + 2 = x^3 + 3x^2 + 2x + 5 \quad (1.4)$$

### 1.1.2 Commonly used Symbols

For mathematical symbols it is very convenient to define frequently used symbols as a short macro. For example if you are to be using the symbol  $\eta_s$  frequently it is convenient to define it in as:

```
\newcommand{\etas}{\ensuremath{\eta_{\mathrm{s}}}}
```

in the preamble and to simply refer it to in the text as  $\eta_s$  or in a mathematical equation as  $\eta_s = \eta(1 + \phi)$ .

## Chapter 2

# Literature Survey

The bibliographic entries are to be kept in a file named `<something>.bib`. In this sample report we call it as `mylit.bib`. This file must be included without the `.bib` extension in the main file as: `\bibliography{mylit}`. Open the file `mylit.bib` to see the format in which the entries are written. This is written in the Bib<sub>T</sub>E<sub>X</sub>format. Most of the bibliographic web pages (Scopus, ISI Web) and software (EndNote, etc) allow you to export bibliographic entries in the Bib<sub>T</sub>E<sub>X</sub>format.

Citations are referred in the text using `\citet` command which produces citations as though they are part of the text. In order to say somebody did this work as a part of a line use: `\citet{Auth09}` have done extensive work on .... This will produce

Author *et al.* (2009) have done extensive work on ...

Alternately citations can appear in parenthesis. The command `\citep{Auth09}` is used to automatically put the citations in parenthesis. As an example consider the extensive work done in the area of book writing (Author and Writer, 2008; Author *et al.*, 2009).



## Chapter 3

# Materials and Methods

### 3.1 Including Figures

Figures are conveniently included using postscript format. If you are generating a figure in a software, please check if the software supports writing to a postscript or a PDF format. This format is loss less vector format and with reproduce in any magnification without any pixelation. Make sure to write it to an “Encapsulated Post-script” or .eps format.

Figures should be given a label and which can be used to refer to them in the running text using `\ref{}` command. Figure 3.1 describes the process flow sheet of the experimental set up used in this report. The Figure 3.1 can also be referred by a short form notation a pre-defined macro `\Figref`.

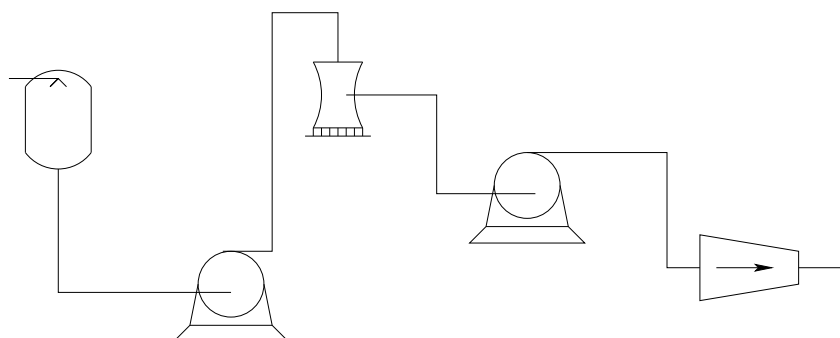


Figure 3.1: Process flow sheet of the experimental setup. The caption of the figure goes here. A shorter caption can be written in square brackets to identify it in the list of figures.

## Chapter 4

# Results and Discussion

### 4.1 Including Tables

Tables are to be used in a special environment so that they have a Number, caption and appear in the list of tables. Table 4.1 is a sample table. In the case of tables, it is a convention to write the caption above the table. Note that in the case of figures the caption appears below the figure.

Table 4.1: Physical properties of the materials used.

Property	Value
Particle Density, $\rho_p$	2500 kg/m <sup>3</sup>
Viscosity, $\eta_s$	$1 \times 10^{-3}$ Pa-s

# Bibliography

Author, F., Writer, S. and Scientist, T. (2009) Any title for the article, authors to be separated by and.  
*New Journal of Bibliography* **21**, 10–28.

Author, N. and Writer, I. (2008) *Experiences with Book Writing*. Random Mouse, Mumbai, third edition.