

User's Manual - UTHM thesis template Version 0.4

Using L^AT_EX (front-end of L^AT_EX)

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Abstract

This is an explanation of UTHM thesis template that I have prepared to suit UTHM thesis format style. However, the template is not fully completed but provides a general format and style. You can modify it to make it better to satisfy your own preference. If you modify this template and you think it is better, please send your modifications to me so I can put them in the next release. You may copy, distribute to others as you wish. This is free, you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; either version 3 of the License, or (at your option) any later version. Online version this explanation can be found here <http://sites.google.com/site/lyxthesistemplate>. All template sources are saved here: <http://code.google.com/p/uthm-thesis-lyx/>.

1 L^AT_EX package requirement

To be able to write your thesis using LyX, you have to make sure your L^AT_EX distribution already include several packages which are not the standard L^AT_EX packages in LyX.

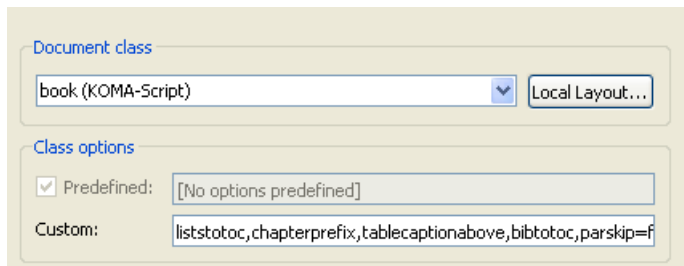
The required packages: `koma-script`, `fancyhdr`, `caption`, `kluwer` (`klunamed.bst` and `klunum.bst`), `tocloft`, `minitoc`, `prettyref`. The installation of any L^AT_EX package should be done from the L^AT_EX distribution. If you are running Ubuntu, you can install from Synaptic package manager where TexLive optional packages can be selected. For Windows users, you should install from MikT_EX package manager.

After installing new package, LyX must be reconfigured to use newly installed packages. Reconfiguring LyX from the menu Tools▷Reconfigure.

2 Document preparation

2.1 Document class

UTHM thesis is written under L^AT_EX document class `book` (KOMA-Script). In order to employ this document class, from the menu Document▷Settings and from the option Document Class find `book` (KOMA-Script).



In the custom field, write the optional command: `listtotoc`, `chapterprefix`, `tablecaptionabove`, `bibtotoc`, `parskip=full`, `headings=small`, `numbers=noenddot`.

`listtotoc` prints all lists including List of Figures and List of Tables in TOC (Table of Contents). The default in `book` (KOMA-Script), all lists are not printed in TOC.

`chapterprefix` prints the “Chapter” prefix in front of chapter number in every chapter.

`tablecaptionabove` puts a correct space between table caption and the table. This is required for placing table below the caption table.

`bibtotoc` includes references heading in Table of Contents

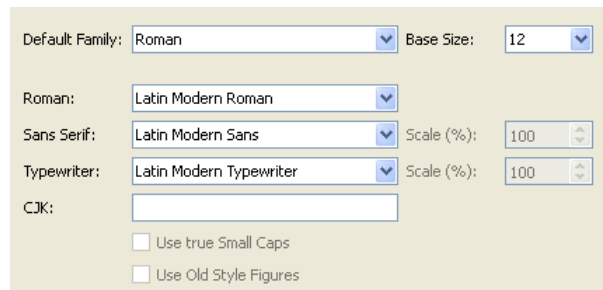
`parskip=full` provides a full space between paragraph, as defined by the `book` (KOMA-Script) document class. This is important since in the thesis every paragraph must be visible and separated by a vertical space which is higher than the line space. In case an exact space between paragraphs is required, then you have to write a command `\setlength{\parskip}{1cm}` in L^AT_EX preamble as explained in section 2.7, instead of `parskip=full`.

headings=small defines as **small** headings style. In book (KOMA-Script), other available styles are **normal** and **big**.

numbers=noenddot the numbering of sectional units should have no dot at the end if only arabic numbers are used. On the other hand, if roman numerals or letters are appear in the numbering, then a dot should appear at the end of the numbering. If this optional command is not included, when appendix is inserted, then unnecessary dot appears after the chapter number.

2.2 Fonts

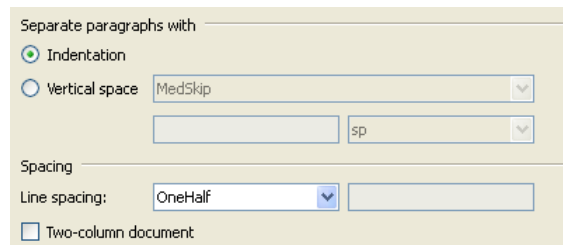
The standard UTHM thesis is written in standard Roman font with base size of 12. The font setting should be adjusted. Go to **Document**▷**Settings** and from the option **Font** then change to the following entries:



The screenshot shows the 'Font' settings dialog box. It has a light beige background. At the top, 'Default Family' is set to 'Roman' and 'Base Size' is set to '12'. Below this, there are three rows of font settings: 'Roman' set to 'Latin Modern Roman', 'Sans Serif' set to 'Latin Modern Sans' with a 'Scale (%)' of '100', and 'Typewriter' set to 'Latin Modern Typewriter' with a 'Scale (%)' of '100'. There is an empty 'CJK' field. At the bottom, there are two checkboxes: 'Use true Small Caps' and 'Use Old Style Figures', both of which are unchecked.

2.3 Text layout

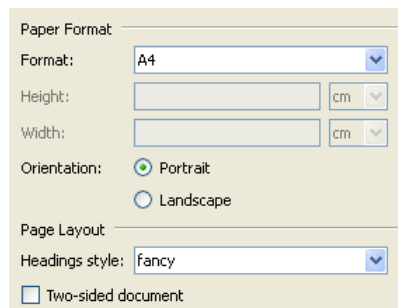
The line spacing of the text should be set here: from the menu **Document**▷**Settings** then set the line spacing to **OneHalf**.



The screenshot shows the 'Text layout' settings dialog box. It has a light beige background. At the top, 'Separate paragraphs with' has two radio buttons: 'Indentation' (which is selected) and 'Vertical space'. The 'Vertical space' option has a dropdown menu set to 'MedSkip' and a text field for 'sp'. Below this, the 'Spacing' section has a 'Line spacing' dropdown menu set to 'OneHalf' and an empty text field. At the bottom, there is a checkbox for 'Two-column document' which is unchecked.

2.4 Page layout

The thesis should be printed in A4 size paper. This should be declare from the menu **Document**▷**Settings** then set the paper format to **A4**. The heading style to be used is **fancy**. This fancy style requires **fancyhdr** package, so make sure you have installed this from your **L^AT_EX** package manager.

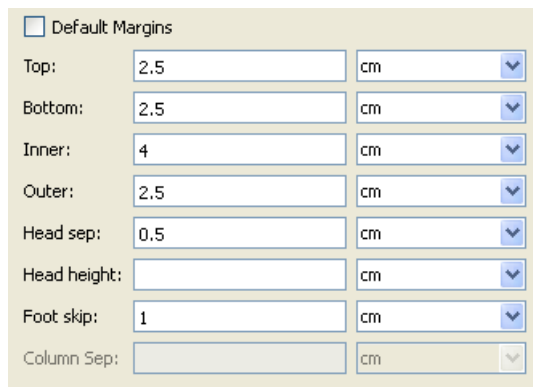


The screenshot shows the 'Page layout' settings dialog box. It has a light beige background. The 'Paper Format' section has a 'Format' dropdown menu set to 'A4', and 'Height' and 'Width' fields both set to 'cm'. The 'Orientation' section has two radio buttons: 'Portrait' (which is selected) and 'Landscape'. The 'Page Layout' section has a 'Headings style' dropdown menu set to 'fancy'. At the bottom, there is a checkbox for 'Two-sided document' which is unchecked.

2.5 Page margins

The default page margin of book (KOMA-Script) does not match with the margin requirement in UTHM Thesis, you need to modify it.

Go to menu Document > Settings then under the option Page Margins, set the margins as follows

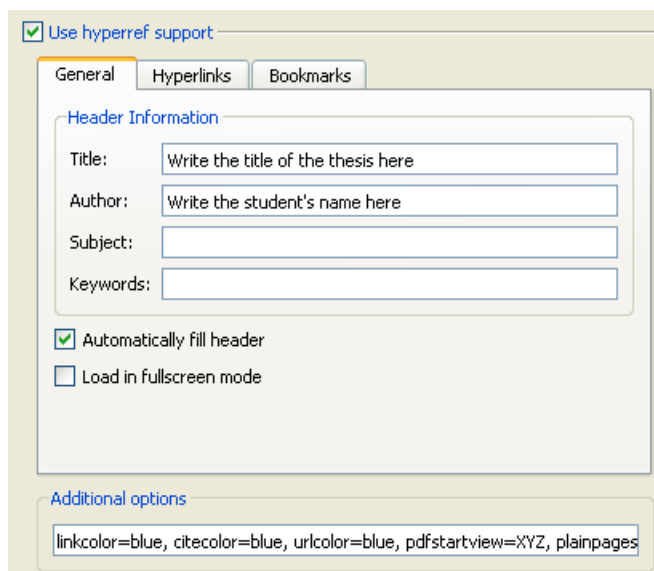


Field	Value	Unit
Top:	2.5	cm
Bottom:	2.5	cm
Inner:	4	cm
Outer:	2.5	cm
Head sep:	0.5	cm
Head height:		cm
Foot skip:	1	cm
Column Sep:		cm

2.6 PDF properties

Your pdf output can be nice with all links active, which means the table of contents links to the corresponding pages in the document. Other links within the document also accurately point to the referred page.

LyX has already included `hyperref` L^AT_EX package when you install LyX. What you need to do is just activating this package. Go to menu Document > Settings and from PDF Properties option enable the **Use hyperref support** by clicking the radio button. Write the title of the thesis and your name as the ID of pdf document.



☒ Use hyperref support

General | Hyperlinks | Bookmarks

Header Information

Title: Write the title of the thesis here

Author: Write the student's name here

Subject:

Keywords:

☒ Automatically fill header

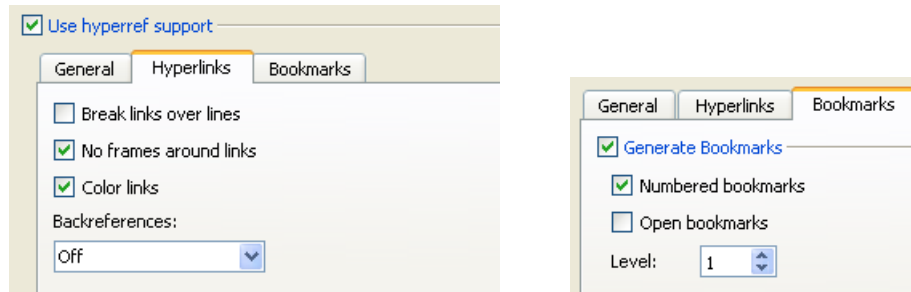
☐ Load in fullscreen mode

Additional options

linkcolor=blue, citecolor=blue, urlcolor=blue, pdfstartview=XYZ, plainpages

You need to write optional commands in Additional options field: `linkcolor=blue`, `citecolor=blue`, `urlcolor=blue`, `pdfstartview=XYZ`, `plainpages=false`, `pdfpagelabels`. The “blue” color is recommended during thesis writing process to see clearly all links. You may change the color to any standard color according to your preference. When your thesis is ready to print, the printed result will be better if you switch the color to “black”.

Once you have finished writing all optional commands in General tab, then modify the Hyperlinks and Bookmark tabs as follows:



If you want to know what the effects of changing the options under Hyperlinks and Bookmarks tabs, you can modify and view the pdf output. Perhaps you can find the most preferable to you.

2.7 L^AT_EX Preamble

The next step to prepare the thesis template is writing some additional command in L^AT_EX preamble, accessible from the menu Document > Settings, LaTeX preamble.

The complete commands written in L^AT_EX preamble are as follows:

```
% this command prints empty date in title page
\date{}

% this command set the paragraph indentation
% if you want to modify change the value 1.5cm to your preference
\setlength{\parindent}{1.5cm}

% This command will change the default Bibliography to References
\AtBeginDocument{
  \renewcommand{\bibname}{References}
  \renewcommand{\nomname}{List of Symbols}
}

% The following comands center the heading of chapters and
% chapter entries, the default is on the left
\addtokomafont{chapterentry}{\centering}
\addtokomafont{chapter}{\centering}

% The following commands set the page numbers on the top right
% except in the beginning of chapters
% using fancyhdr package (page layout>heading style->fancy)
\lhead{}
\chead{}
\rhead{\thepage}
\lfoot{}
\cfoot{}
\rfoot{}
\renewcommand{\headrulewidth}{0pt}

% The following commands set the vertical space before and after
% every chapter entry
\renewcommand*{\chapterheadendvskip}{\vspace{2cm}}
\renewcommand*{\chapterheadstartvskip}{\vspace{2.5cm}}
```

```

% The following commands set the TOC, LOT and LOF
% this employs tocloft package
\usepackage{tocloft}
\renewcommand{\cftdot}{}

\renewcommand{\cfttoctitlefont}{\hfill\Large\bfseries\sffamily}
\renewcommand{\cftaftertoctitle}{\hfill}
\renewcommand{\cftaftertoctitleskip}{2.5cm}
\renewcommand{\cftbeforetoctitleskip}{2.5cm}

\renewcommand{\cftlofttitlefont}{\hfill\Large\bfseries\sffamily}
\renewcommand{\cftafterlofttitle}{\hfill}
\renewcommand{\cftafterlofttitleskip}{2.5cm}
\renewcommand{\cftbeforelofttitleskip}{2.5cm}

\renewcommand{\cftlottitlefont}{\hfill\Large\bfseries\sffamily}
\renewcommand{\cftafterlottitle}{\hfill}
\renewcommand{\cftafterlottitleskip}{2.5cm}
\renewcommand{\cftbeforelottitleskip}{2.5cm}

\newlistof{appendices}{loa}{List of Appendices}
\renewcommand{\cftloatitlefont}{\hfill\Large\bfseries\sffamily}
\renewcommand{\cftafterloattitle}{\hfill}
\renewcommand{\cftafterloattitleskip}{2.5cm}
\renewcommand{\cftbeforeloattitleskip}{2.5cm}

\usepackage{minitoc}

% Redefining automatic label of Figure, Table and Eq.
\usepackage{prettyref}
\newreformat{tab}{Table\,\ref{#1}}
\newreformat{fig}{Figure\,\ref{#1}}
\newreformat{eq}{Eq.\,\textup{(\ref{#1})}}

```

By default the document class book(KOMA-Script) always prints the date of printing in the title page. To disable this a command `\date{}` prints a blank date.

The indentation of the paragraph is set 1.5 cm. This definition should be controlled by the command

```
\setlength{\parindent}{1.5cm}
```

If you want to set the vertical space in exact measurement (for example 1 cm), then you need to insert an additional command

```
\setlength{\parskip}{1cm}
```

The default of Bibliography heading name in book(KOMA-Script) is **Bibliography**. In UTHM thesis, the name is **References**. In this case you need to change the default name defined by `\bibname`, by using the following command

```
\AtBeginDocument{\renewcommand{\bibname}{References}}
```

The command however works when you are using the default language which is English. In case you want to use another language rather than English. You have to access in the `babel` level. For example you want to use English (UK), then the command above should be modified to

```

\AtBeginDocument{
  \addto\captionsbritish{
    \renewcommand{\bibname}{References}
  }
}

```

In UTHM thesis the page number should be located on the top-right except in the beginning of every chapter and chapter like pages the page number are located at the bottom of the page and centered. To follow this requirement a `fancyhdr` package is needed (see section 2.4). Write the following commands:

```
\lhead{}
\chead{}
\rhead{\thepage}
\lfoot{}
\cfoot{}
\rfoot{}
\renewcommand{\headrulewidth}{0pt}
```

Another style appeared in UTHM thesis is before and chapter entry, the vertical space is wider then the space between paragraphs. Assuming this vertical space before chapter heading is 2.5 cm and after chapter heading is 2 cm , the following commands will set it accurately.

```
\renewcommand*{\chapterheadendvskip}{\vspace{2cm}}
\renewcommand*{\chapterheadstartvskip}{\vspace{2.5cm}}
```

The settings of TOC, LOF and LOT are controlled by `tocloft` package.

3 Appendices

Appendices are attached in the end of thesis document after References. All numberings in appendices are printed in alphabetical character, starting from A.

The format style of appendix is a bit different with the chapter format. To accommodate this the format is set differently and only applicable for the appendices.

After the References heading, \TeX commands must be inserted to define the vertical space, before and after the appendix heading:

```
\renewcommand*{\chapterheadendvskip}{\vspace{2cm}}
\renewcommand*{\chapterheadstartvskip}{\vspace{1cm}}
```

The definition of the appendix has been defined from the \LaTeX menu Document▷Start Appendix Here. User can make a cross reference to the bibliography database and will be listed in the References.

The contents of Appendices are listed in a separate List of Appendices. The List of Appendices page is defined by `tocloft` command:

```
\newlistof{appendices}{loa}{List of Appendices}
```

The format setting of the heading is consistent with LOF and LOT:

```
\renewcommand{\cftfloatitlefont}{\hfill\Large\bfseries\sffamily} \renewcommand{\cftafterloatitle}{\hfill}\renewcommand{\cftafterloatitleskip}{2.5cm} \renewcommand{\cftbeforeloatitleskip}{2.5cm}
```

In order to print the chapter headings in List of Appendices, right after the appendix definition (from the menu Document▷Start Appendix Here), \LaTeX commands are inserted. This is simply copied from `book.cls` then changed `toc` to `loa`.

```
\makeatletter
\def\@chapter[#1]#2{\ifnum \c@secnumdepth >\m@ne
  \if@mainmatter
    \refstepcounter{chapter}%
    \typeout{\@chapapp\space\thechapter.}%
    \addcontentsline{loa}{chapter}%
      {\protect\numberline{\thechapter}#1}%
  \else
    \addcontentsline{loa}{chapter}{#1}%
  \fi
\else
  \addcontentsline{loa}{chapter}{#1}%
\fi}
```

```

\fi
\chaptermark{#1}%
\addtocontents{lof}{\protect\addvspace{10\p@}}%
\addtocontents{lot}{\protect\addvspace{10\p@}}%
\if@twocolumn
  \@topnewpage[\@makechapterhead{#2}]%
\else
  \@makechapterhead{#2}%
  \@afterheading
\fi}

\makeatother

```

To prevent section headings of the appendices printed in TOC, `minitoc` command is used. The package `minitoc` must be called in the preamble `\usepackage{minitoc}`. This command is not written in LaTeX preamble, but right after the appendix definition.

```
\addtocontents{toc}{\protect\setcounter{tocdepth}{0}}
```

4 Cross References

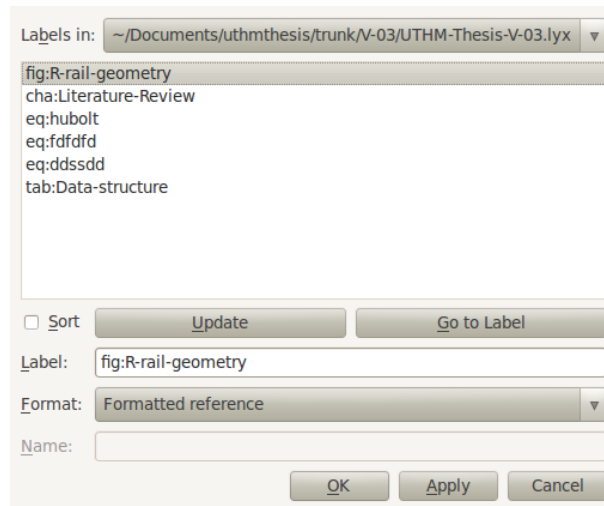
For automatic labeling with prefix Figure, Table and Eq. in the text, the thesis template uses `prettyref` package. The default formats for figure, table and equation have been changed. The new command written in LaTeX preamble:

```

\usepackage{prettyref}
\newreformat{tab}{Table\, ,\ref{#1}}
\newreformat{fig}{Figure\, ,\ref{#1}}
\newreformat{eq}{Eq.\, ,\textup{(\ref{#1})}}

```

To make a reference to a figure, table or equation Inserting (Document▷Insert▷Cross-reference), the format must be set to **Formatted reference**.



5 Bibliography

There are two template versions available. One has numeric bibliography style (`UTHM-Thesis-V-xx.lyx`) and another one uses author-year style (`UTHM-Thesis-authoryear-V-xx.lyx`).

5.1 Numerical bibliography style

- When you insert the bibliography in the first time and attaching bibliography database file (*.bib), from the menu **Insert**▷**List/TOC**▷**BibTeX Bibliography**, you have to select **klunum** as the bibliography style. The package **klunum** is provided by Kluwer international publisher for numeric citation and bibliography styles.
- For Ubuntu users, **kluwer** and other publishers styles can be made available if you are installing **texlive-publishers**. If you are using Windows, **kluwer** package must be installed from MikTeX package manager.

5.2 Author-year bibliography style

- When you insert the bibliography in the first time and attaching bibliography database file (*.bib), from the menu **Insert**▷**List/TOC**▷**BibTeX Bibliography**, you have to use **klunamed** as the bibliography style. The package **klunamed** is provided by Kluwer international publisher for author-year citation and bibliography styles.
- The citation style must be consistent with author-year style. Go to menu **Document**▷**Settings**▷**Bibliography**, then change the default (numerical) to **Natbib** (author-year).

Please note in V-04, the style has been changed and used a customized style. The file of this bibliography style is **UTHM-ref-style-V-04.bst**. This file replaces **klunamed**.

5.3 Citation

After you have defined the bibliography, then the bibliography database can cited anywhere in the document, from the menu **Insert**▷**Citation**. The citation style will be always consistent with the bibliography style.

6 Guidelines to contributors

6.1 Template sources

All LyX template sources are saved in google code. You can always get the latest version from the svn repository.

To obtain the copy from the source you need to install subversion¹ (SVN) in your local computer. From within the directory where you want to place your local copy of the sources, do:

```
svn checkout http://uthm-thesis-lyx.googlecode.com/svn/ thesis-template
```

This will make a directory **thesis-template** and download all files into that directory including those in **branch** folder.

If you are only interested in development files that will be included in the next version, then do:

```
svn checkout http://uthm-thesis-lyx.googlecode.com/svn/trunk/ thesis-template
```

There are various of opensource GUI subversions available. In this manual only two of them are discussed, i.e. PySVN Workbench (see section 6.3) for Ubuntu and TortoiseSVN for Windows (see section 6.4).

6.2 Modifying documents

Please free to modify and to contribute! There are several folders in your **trunk** development folder.

If you want to modify, please use the latest version, indicated by the version **xx**, containing one folder and files:

¹The information of Subversion(SVN) can be obtained from the project homepage <http://subversion.tigris.org/>

```

\manual-figures
CHANGELOG
CREDITS
LICENSE
README
sample.png
thesis.bib
UTHM-ref-style-V-04.bst
UTHM-Thesis-authoryear-V-xx.lyx
UTHM-Thesis-authoryear-BM-V-xx.lyx
UTHM-Thesis-Manual-V-xx.lyx
UTHM-Thesis-V-xx.lyx

```

UTHM-Thesis-authoryear-V-xx.lyx is the thesis template that uses author-year bibliography/citation system from a BibTeX database file **thesis.bib**. This template requires an image **sample.png**

UTHM-Thesis-authoryear-BM-V-xx.lyx is the author-year thesis template in Bahasa Melayu

UTHM-Thesis-V-xx.lyx is another version of the thesis template but using numerical bibliography/citation. The dependend files used by this template is also **thesis.bib** and **sample.png**

UTHM-Thesis-Manual-V-xx.lyx is this document. It explains all settings used in the templates and other relevant information. This document uses figures from folder **manual-figures**

UTHM-ref-style-V-xx.bst is the bibliography style used in author-year version

CHANGELOG is where modifications of UTHM-Thesis-authoryear-V-xx.lyx and UTHM-Thesis-V-xx.lyx are recorded

README is a general information of the thesis template

CREDITS is a document where all contributors are listed

LICENSE provides the license information used for this lyx thesis template

manual-figures is a folder containing all figures used by the manual (this document)

thesis.bib is a bibliography database file where all bibliography data are documented. The format follows the standard BibTeX format. A reference manager JabRef is a useful tool to prepare BibTeX database.

6.3 Working with SVN Workbench (Ubuntu)

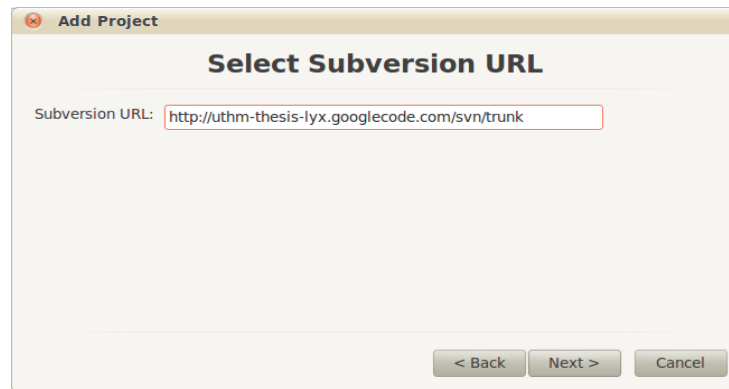
SVN Workbench Intallation

Installation wizard can be found from Ubuntu Software Center, from the menu Applications▷Ubuntu Software Center. In the dialog, just type svn workbench in the searching field. You will find SVN Workbench in the list that you can select and install. You need to have Internet connection to access Ubuntu repository. After a successful installation, SVN Workbench can be found under Programming menu (Applications▷Programming).

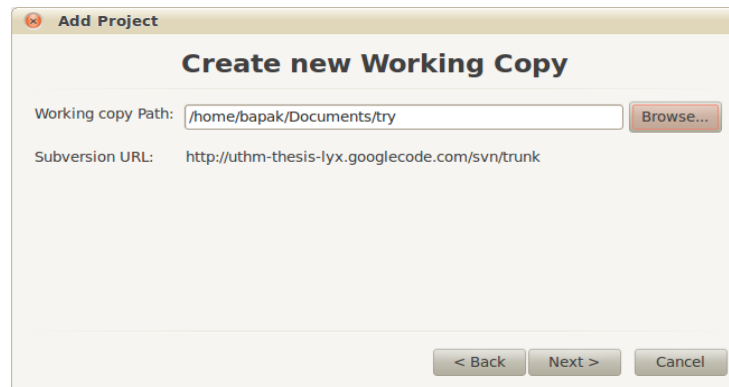
Creating Local SVN Working Copy

Open your SVN Workbench (Applications▷Programming▷SVN Workbench). From the Project menu select Add... to start the Add Project Wizard.

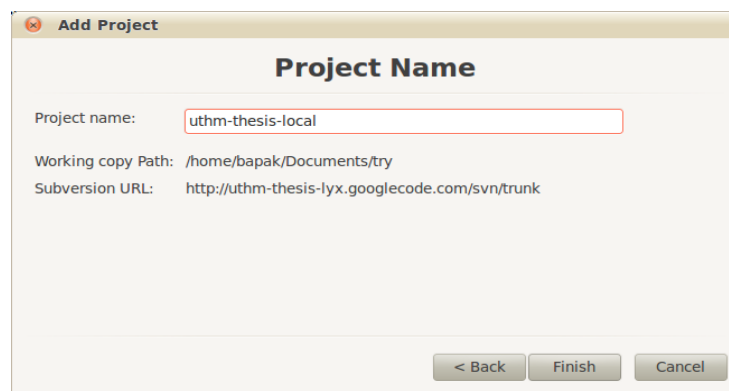
Select the subversion URL <http://uthm-thesis-lyx.googlecode.com/svn/trunk>. This will select only trunk folder. If you want to select all folders in SVN repository, use <http://uthm-thesis-lyx.googlecode.com/svn>. If you want have a check-in access (required password), you need to use https instead of http.



After clicking Next button, you are requested to enter an empty folder as your local working directory (for example `$HOME/Documents/try`). Use Browse button if you want to search a folder.



The last stage in defining your SVN working copy is by naming the project (for example `uthm-thesis-local`).




On confirming Finish button, you will see a project `uthm-thesis-local` with red comment “Use the checkout to fetch”. Now, go to the menu **Actions** > **Checkout**.

You should see all folders copied in your local trunk. It is recommended to update regularly your local project (**Actions** > **Update**) to make sure you have the most up-to-date files.

Modifying lyx File in SVN Workbench


Please modify files only from the last version in trunk folder that will be released in the next version.

If you want to modify one of sources (for example `UTHM-Thesis-authoryear-BM-V-xx.lyx`), select the file and from menu **Actions**, select **Open** or by clicking the  icon. On the top of your LyX window, it will be indicated as **version control**. When you save your modification, this modified file will be tagged

as M and the color changed to blue. Any modified file in your local folder which is different with the SVN repository will be shown in blue color. The modification will only be saved in your local directory. The modified file will be saved in SVN repository (in googlecode) after you check it in.

Saving modified files to SVN repository

There are three methods:

1. Send your modified files to the project administrator or other contributors who have checkin password
2. If you have checkin password, you can commit it directly to SVN repository in googlecode from your local SVN Workbench. Select the modified file that you want to commit, then checkin (Actions > Checkin, or by clicking  button). For multiple files, use **Ctrl** when selecting modified files
3. If you are working with LyX, committing to SVN repository can be done from within LyX, using LyX version control feature (see section 6.5). This requires checkin password.

6.4 Working with TortoiseSVN (Windows)

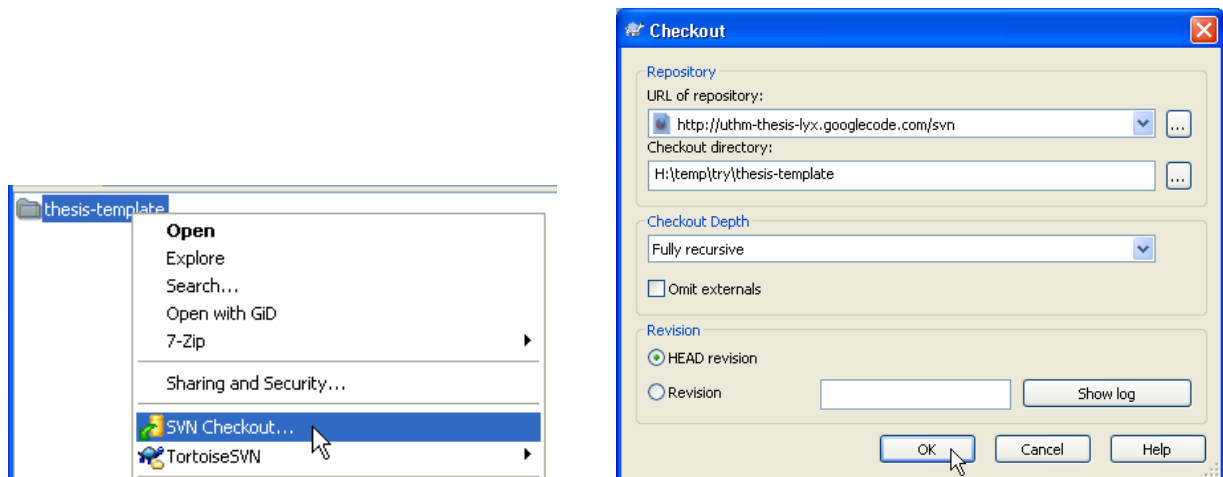
TortoiseSVN Installation

You need to download the installer from <http://tortoisesvn.net/downloads>. After a successful installation, it integrates in the file explorer which means you can use it with the tool you are most familiar with. All commands are available directly from the windows explorer. You can choose which entries TortoiseSVN should show in the top context menu and which it should put in the submenu.

To make sure your TortoiseSVN is ready, just right click in any folder in your windows file explorer, you should see TortoiseSVN submenus.

Creating Local SVN Working Copy

You need to create an empty folder for your working directory. By rightclicking the empty folder, select SVN checkout, then enter the URL address where the lyx-thesis-template is saved in googlecode. If you have checkin password, use **https** instead of **http**.

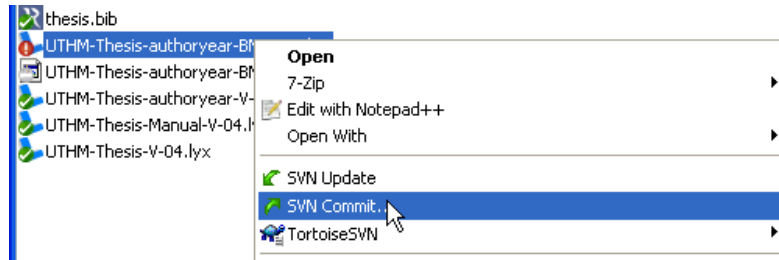


On clicking OK button, all files under /svn folder in the repository will be copied to your local checkout local folder. It is suggested you update your local directory regularly, especially if you want to make any modification to make sure you are using the latest version.

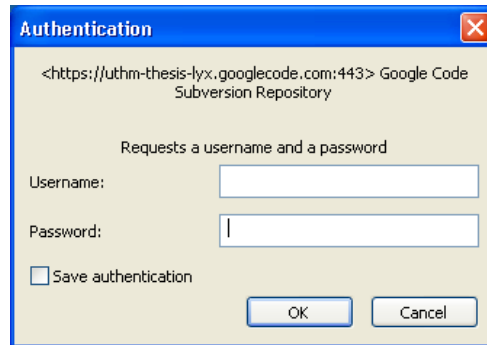
If you want to modify a file, you can just double click on the file or open with an application software that you want.

Committing update

If you want to commit the changes to the SVN repository, right click on the modified file (indicated by red punctuation mark) then click SVN Commit.

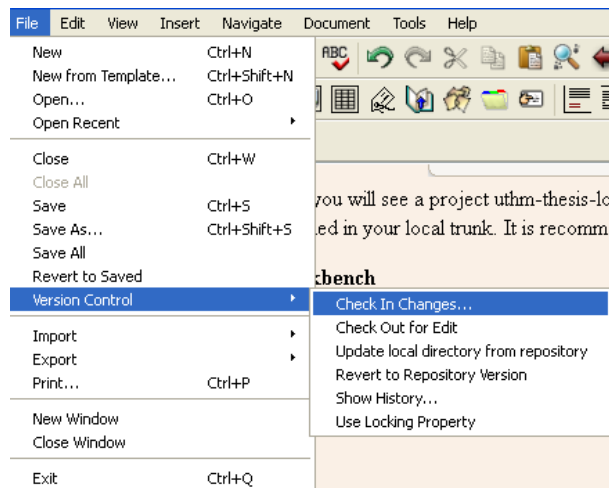


If you use https checkout, a dialog requesting your username and password will appear. Your password can be found in the Source tab in lyx-thesis-template in googlecode (you need to sign in).



6.5 L_YX version control

If you modify L_YX file, you can checkin to SVN repository directly from within L_YX. It will be very simple. Go to menu File>Version Control>Checkin Changes.



7 Modification records

Version 0.4: (29-January-2011)

- <was.uthm> updated manual

- <was.uthm, Hanani> Bahasa Melayu version is included (UTHM-Thesis-authoryear-BM-V-04.lyx)
- <was.uthm> Added List of Symbols
- <was.uthm> for author-year version, the bibliography style uses a customized style **UTHM-ref-style-V-04.bst**

Version 0.3: (8-October-2010)

- <was.uthm> updated manual, new sections: appendices and cross reference
- <was.uthm, Richard Heck> include appendices in the template, Separate List of Appendices
- <was.uthm, Agus Anggono> automatic cross references with prefix Figure, Table and Eq.

Version 0.2: (29-September-2010)

- <was.uthm> updated manual
- <was.uthm> title page updated
- <was.uthm> page margin: change margins
- <was.uthm> add students declaration page, dedication page
- <was.uthm> create author-year version (UTHM-Thesis-authoryear-V-xx.lyx)
- <was.uthm> modify TOC, LOF and LOT without leader dots (employing `tocloft`)

Version 0.1: (23-September-2010)

- <was.uthm> The first version is released to public

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