

Packages for documents in Ghent University style

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This bundle contains some packages and classes to give L^AT_EX the possibility to create reports, articles and books that comply with the official corporate style of Ghent University.

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1. Introduction

Note: this is a translation of the Dutch documentation. The Dutch variant should be considered authoritative.

“Easy things should be easy, and hard things should be possible.”

— Larry Wall, auteur van Perl.

These classes and packages are intended to be useful to anyone who wishes to produce documents in the official corporate style of Ghent University. As the quote indicates, the packages attempt to provide an easy plug-and-play style solution for most cases. Notwithstanding this goal, most things are configurable by the user. Should something not be configurable, please file a bug.

This manual follows a top-down approach; we start with the most used classes and continue with the underlying low level packages.

1.1. Installation

The packages and classes should be installed in the standard way. Since the exact details differ depending on the L^AT_EX-distribution, we suggest using the internet.¹ Some more details:

- Install all *.cls and *.sty files under tex/latex/ugent2016.
- Copy the /logo directory to tex/latex/ugent2016. The result should be tex/latex/ugent2016/logo
- Copy ugent2016-nl.pdf and ugent2016-en.pdf to doc/latex/ugent2016.
- Copy ugent2016-nl.tex and ugent2016-en.tex to source/latex/ugent2016.

Most packages and classes only work with systems supporting the fontspec package, such as LuaL^AT_EX.

To fully enjoy the corporate style, it is necessary to install the *Panno Tekst UGent* font as system font.²

1.2. Language

The packages and classes use the document language to load images and translate some text. Compare following results:

```
\documentclass[11pt]{article}
\usepackage[dutch]{babel}
\usepackage{graphicx, ugent2016-assets}
\begin{document}
  \includegraphics{\ugentlogo{ugent}}
\end{document}
```



```
\documentclass[11pt]{article}
\usepackage[british]{babel}
\usepackage{graphicx, ugent2016-assets}
\begin{document}
  \includegraphics{\ugentlogo{ugent}}
\end{document}
```



¹A good starting point however is https://en.wikibooks.org/wiki/LaTeX/Installing_Extra_Packages#Manual_installation

²Download it from the intranet at <https://www.ugent.be/intranet/nl/op-het-werk/huisstijl/panno-lettertype.htm>

2. Document class ugent2016

The main method to create a document in the official corporate style involves using the classes `ugent2016-article`, `ugent2016-book` and `ugent2016-report`.

The class uses the KOMA-Scriptclasses as base classes. This means all functionality of the KOMA-Scriptclasses is also available. An example is the file `example.tex`, or just look at the (much smaller) sample below:

```
\documentclass[11pt]{ugent2016-report}
\usepackage[dutch]{babel}

\author{Jan Janssens}
\title{Discrete algoritmen VII}
\subtitle{Zeer discrete doch krachtig}

\begin{document}
  \maketitle
  Hallo.
\end{document}
```

Behind the scenes, the three classes above use the same base class, `ugent2016`, which you can also use should wish.

2.1. Options

De options of the class use the *key-value* format. A global overview is found in Table 1. The rest of this sections describes them in more detail.

Table 1: Options for `ugent2016`. Most options are also applicable to the variants.

Name	Default	Options
<code>type</code>	<code>report</code>	<code>report</code> , <code>course</code> , <code>notes</code> (<code>ugent2016</code> only)
<code>faculty</code>	<code>we</code>	See Table 2
<code>campus</code>	<code>campus</code>	See Table 3
<code>footer</code>	<code>auto</code>	<code>true</code> , <code>false</code> , <code>auto</code>
<code>layout</code>	<code>all</code>	See Section 2.1.5
<code>baseclass</code>	<code>auto</code>	<code>scrreprt</code> , <code>scrartcl</code> , <code>scrbook</code> , <code>auto</code> (<code>ugent2016</code> only)
<code>underline</code>	<code>false</code>	<code>true</code> , <code>false</code> (boolean flag)

2.1.1. `type=<course|report|notes>`

Specifies which type of document is used. This mainly affects which title page is generated, but also which underlying class is used (see Section 2.1.6). De footer is also only shown by default when using type `notes`, see Section 2.1.4.

This option is only useful with the class `ugent2016`; the variants (`ugent2016-article`, `ugent2016-book` and `ugent2016-report`) automatically set this option.

When should which type be used then? The answer is mainly personal preference, but some guidelines are useful. Use `course` for a title page like in a book or a PhD. `report` is

appropriate for reports, master dissertations, group reports, etc. **notes** is preferred for minutes, notes, administrative documents, etc. An example of the title pages is found in appendices A, B and C.

2.1.2. `faculty=<faculty code>`

This option takes a two letter code of the faculty. A list of codes is found in Table 2. This option impacts the faculty logo as well as the faculty colours, if they are used.

Table 2: Codes for the faculties

Code	Full name
we	Faculty of Sciences
re	Faculty of Law and Criminology
lw	Faculty of Arts and Philosophy
ge	Faculty of Medicine and Health Sciences
ea	Faculty of Engineering and Architecture
eb	Faculty of Economics and Business Administration
di	Faculty of Veterinary Medicine
pp	Faculty of Psychology and Educational Sciences
bw	Faculty of Bioscience Engineering
fw	Faculty of Pharmaceutical Sciences
ps	Faculty of Political and Social Sciences
none	Special value, no faculty

2.1.3. `campus=<ugent|kortrijk|global>`

Specifies the campus. This affects the used logo. The three options are described in Table 3.

Note that the campuses Kortrijk and Global don't have translated logos.

2.1.4. `footer=<auto|true|false>`



The option **footer** specifies if the footer should be added or not. When using **auto**, the footer is only added if **type=notes**. With the other types the footer is not shown by default.

2.1.5. `layout=<style level>`

This option specifies to which degree the document should be styled. Each level also applies the style of the previous level. For example, level 3 will also apply the style of level 2. The hierarchy looks like: **none** → **margins** → **colours** → **titlestyle** → **titlefont** → **all**.

1. **none** – Don't apply any style except the title page.
2. **margins** – Adjust the margins of the document.
3. **colours** – Apply the colours. This results in blue titles in the document.

Table 3: Values for `campus`

Value	Example
<code>ugent</code>	 GHENT UNIVERSITY
<code>kortrijk</code>	 UNIVERSITEIT GENT CAMPUS KORTRIJK
<code>global</code>	 GHENT UNIVERSITY GLOBAL CAMPUS

4. **`titlestyle`** – Style the titles. The titles will be in all caps and possibly underlined.
5. **`titlefont`** – Apply the fonts on the titles.
6. **`all`** – Apply everything. This means all fonts will be adjusted. Since there are no italics in the University’s font, Arial will be used. This is the default value.

2.1.6. **`baseclass=<auto|scrreprt|scrartcl|scrbook>`**

Specifies which base class will be used. When using `auto`, the base class will automatically be chosen based on which `type` the document has. `type=report` uses `scrreprt`, `type=course` loads `scrbook` and `type=notes` loads `scrartcl`.

This option is only useful with the class `ugent2016`; the variants (`ugent2016-article`, `ugent2016-book` and `ugent2016-report`) automatically set this option.

2.1.7. **`underline=<true|false>`**

Enables or disables underlining the titles. The corporate style prescribes this, yet the option defaults to false. This is due to technical limitations: the underlining has some limitations. If this is solved in the future, the underlining will be enabled by default.

2.2. Title page

The classes use the package `ugent2016-title` to produce the title page. See the options of that package for more explanation. Specifically, Table 4 is interesting.

Table 4: Available commands for the title page

Commando	Meaning
<code>\author{}</code>	Like standard L ^A T _E X.
<code>\title{}</code>	Like standard L ^A T _E X.
<code>\subtitle{}</code>	Like standard KOMA-Script.
<code>\academyyear{}</code>	The academic year, e.g. 2017 – 2018.
<code>\programme{}</code>	The education programme, e.g. Computer Science.
<code>\wordcount{}</code>	Number of words in the document.
<code>\studentnumber{}</code>	Student number.
<code>\email{}</code>	E-mail address of the author.
<code>\phone{}</code>	Phone number of the author.
<code>\address{}</code>	Address of the author. Can be multiple lines.
<code>\department{}</code>	Department within the faculty.
<code>\researchgroup{}</code>	Research group.
<code>\facultisch{}</code>	De faculty (or related, like Directie ICT). Defaults to the name of the faculty. If <code>faculty=none</code> is used, this is required.
<code>\titletext{}</code>	Free form text. No style is applied.

3. Package `ugent2016-title`

This package is responsible for the title page.

3.1. Options

The package has following options

- **type** – See Section 2.1.1. The default value is `course`.
- **faculty** – See Section 2.1.2. The default value faculty is `we`.
- **campus** – See Section 2.1.3. The default value is `ugent`.

3.2. Metadata

To provide the title page with data, a bunch of commands are defined, analogue to `\author{}`. Depending on the type of title page, data is shown in different positions or not at all. A visual overview is given in appendices A, B and C. Table 4 contains a description of all available commands.

They are used like the regular L^AT_EX commands:

```
\author{John Johnson}
\title{A nice paper}
\subtitle{No added data}
```

4. Package ugent2016-assets

This package provides the logos, colours and other assets. We often use the Faculty of Sciences in this section to illustrate the options and commands. This packages is used by the other packages behind the scenes, but can also be useful for use in other packages (e.g. document classes not covered by this package).

4.1. Logos

The package contains commands or macros that evaluate to the path of a logo. An example:

```
\includegraphics{\ugentlogo{ugent}}
```

As mentioned in Section 1.2, the images are automatically chosen based on the document's language. There are experimental commands³ that always give the same images. To use them, add language to the commands, for example:

```
\ugentlogo{ugent}           % depends on language
\ugentlogodutch{ugent}      % always Dutch
\ugentlogoenglish{ugent}    % always English
```

The command has following format: `\ugentlogo{<logo>}`. Use one of the following values as logo:

- A value from Table 3 for logos of a campus.
- A two-letter faculty code from Table 2 (except `none`).

4.2. Colours

All official colours of Ghent University and her faculties are available. They are defined as a `LATEX`colour, and can be used everywhere:

```
{\color{ugent-blue} This is blue.}    This is blue.
```

A list of available colours:

`ugent-blue`

Official blue main colour.



`ugent-yellow`

Official yellow accent colour.



`ugent-{code}`

Official faculty colour. The parameter `code` is de two letter code from Table 2. Note that the special value `none` is not supported by this macro.



³Experimental means they can change or disappear between releases

4.3. Fonts

If the package `fontspec` is available, the package will load the *Panno Tekst UGent* font. If `fontspec` is not available a warning will be printed in the logs and the font will not be available. The font is available as `\panno`. As mentioned before, Panno needs to be installed as system font⁴. The use is simple:

```
{\panno This is Panno.}          This is Panno.
```

Again, we note that italics or cursive variants do not exist for this font⁵.

4.4. Faculty names

A macro that gives the translated name of a faculty is available: `\facultyname{code}`. Here `code` is again the two letter code from Table 2. There is also no support for `faculty=none`. A language independent macro is not yet available for the name; it will always be translated.

```
\facultyname{we}                Faculty of Sciences
\facultyname{re}                Faculty of Law and Criminology
```

4.5. Grid

The corporate style defines a typographical grid on the page⁶. It is obtained by dividing the length of the page by 7. These are the big blocks. The length of a big block is then divided by 4 to obtain a small block. The small block is the basic building block the the style: almost everything is aligned to it.

Packages such as `ugent2016-title` use these basic building blocks to determine the position of various components. Two macros are available, exposing the length of a big and small block: `\bigblock` en `\smallblock`.

```
% Length will be 3*(length paper/28)
\includegraphics[width=3\smallblock]{\ugentkortrijk}
```

⁴Technically the font should be *known* to `fontspec`.

⁵More correct is that the University doesn't have a licentie for the italic variant. The base font, *Panno Tekst*, does have it. See <https://www.boldmonday.com/typeface/pannotext/>

⁶See <https://styleguide.ugent.be/basisprincipes/grid-en-lay-out.html>

A. Title page type course

 FACULTEIT
WETENSCHAPPEN



TITLE

subtitle

author

programme
academyyear

 UNIVERSITEIT
GENT

B. Title page type report



TITLE

SUBTITLE

Aantal woorden: wordcount

author

Studentennummer: studentnumber

titletext

academyyear



C. Title page type notes



TITLE

SUBTITLE

titletext

facultish
department
researchgroup

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