maine-thesis — A LaTeX class file for the typesetting of a Masters or Doctorate Thesis at the University of Maine.*

You†

Released ?

Abstract

This class provides assistance for implementing the thesis formatting requirement of the Graduate School at the University of Maine. Upon the recommendation of their committee, students may follow the style manual of a leading journal or of a professional association for the use of field-specific terminology, formulas, signs, and other features of the text, as well as formats for documenting sources. The format requirements of the graduate school must be satisfied first, even if they depart from the style manual that has been adopted. Papers that have been published in a journal or other publication and are included in the thesis must be re-formatted to adhere to these guidelines.

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*This file describes version ?, last revised ?.

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1 University of Maine Thesis Typestting Requirements

These requirements for typesetting were retrieved from The Graduate School at The University of Maine. The requirements are listed throughout the implmenetation section to, generally, clearly identify the intended function of sections of the class, for easy future modification.

1.1 Thesis and Dissertation Committee

The thesis will be reviewed by the thesis committee for content and research accuracy. The role of the thesis committee is to guide the student through the research and writing process by providing suggestions and feedback as to the contents, direction, timeline, style, citations, and other aspects of the research.

The thesis draft submitted to the Graduate School should be a product of this negotiation between the student and the committee. Even though the committees recommendations may have a significant impact on the thesis final form, it is the student who is ultimately responsible for the content and style of the thesis.

- Masters thesis committees are comprised of at least three (3) graduate faculty members.
- Doctoral dissertation committees are comprised of at least five (5) graduate faculty members

Graduate faculty are appointed by the Graduate School upon the recommendation of the appropriate department.

1.2 Common Formatting Errors

1.2.1 Abstract Formatting Errors

All abstracts must have the below information on the same page as the abstract. This information must match the title page. The only difference between the title page and the abstract is the spacing: the abstract should have single spacing for the degree information.

1.3 Pagination Errors

The Title Page through Chapter 1 should be numbered using Roman numerals (iii, iv, v,). The title page should be counted but not numbered. The Abstract

will not have page numbers nor be counted. The body of the dissertation should be numbered using Arabic numbers (1, 2, 3,). The first page of the body of the text should begin with page 1. All page numbers should be either top right or bottom center.

1.3.1 Figure and Table Errors

Figures and tables must be placed within the text, as close to their first mention as possible.[1] Figures and tables that span more than one page must be labeled on each page. Any second and subsequent page of the figure/table must include the (Continued) notation.[2] This applies to figure captions as well as images. Each page of a figure/table must be accounted for and appropriately labeled.[3] All figures/tables must have a unique number. They may not repeat within the dissertation.

1.3.2 Window and Orphan Errors

A single line cannot appear alone at the top or bottom of a page. Widow/orphan Control is an option in Word to prevent this. W/O also applies in the reference section. While a lone heading or subheading at the bottom of the page is not technically a widow/orphan, this must be moved to the next page to accompany its text.

1.3.3 Horizontal Figures & Tables Errors

Any figures/tables placed in a horizontal orientation must be rotated for readability. Insert a section break to rotate the page.[4]

Page numbers must be placed in the same location on all pages of the dissertation, centered, at the bottom or top of the page.[5] Page numbers may not appear under the table/figure.

1.3.4 Supplemental Figures & Tables Errors

Supplemental figures and tables must be placed in an appendix at the back of the dissertation.[6] They should not be placed at the back of the chapter.

1.3.5 Appendices Errors

Appendices should be able to stand alone. Formatting applies to figures, tables, etc. There should be no Appendix A if there is no Appendix B. It can be labeled Appendix in this case.[7]

[1] figure placement is handled automatically by LaTeX

[2] this currently requires manually creating two figures to add continued to the short title

[3] please use the 'ref' and 'label' system in latex

[4] in LaTeXwe do not use section breaks for this, but we have landscape package to support

[5] This needs clarification from the graduate school, whether the bottom is in print or digital form

[6] this requires clarification, can one appendix contain multiple figures and tables without additional prose?

[7] Appendix labeling is handled by the maine-thesis class.

1.3.6 Biography Errors

The biography is required and will be on the last page of the document. This must be listed in the Table of Contents. The last OR only sentence must read S/He/They is/are a candidate for the <degree type> degree in <program> from the University of Maine in <month> <year>. [8]

1.3.7 Post PDF Conversion Formatting Errors

The entire document should be checked after all revisions, and before submitting to the Graduate School, to spot any inconsistencies or PDF conversion glitches.

1.3.8 Leader Dots Errors

Leader dots must be present in the Table of Contents, List of Figures, and List of Tables. The 5 Dot leader rule is the most common mistake. There can be no text within 5 dots of the listed page number. [9] For example, if a title is longer than one line, it must be broken into two lines. The top and bottom lines cannot extend any closer than the 5 spaces.

2 Example

Here is a straightforward example to illustrate how these macros, if you are building the document from scratch. We reccomend that you use the provided template from GitLab or Overleaf[10].

```
⟨*example⟩
\documentclass[jdecimal, citestyle=apa, 11pt]{maine-thesis}
```

Default options 12pt and final copy Add draft for a faster compiling option with watermarks.

Include necessary packages here

```
\usepackage{mwe}
\usepackage{blindtext}
```

Replace contents of ... with your own information.

```
\title{An essay upon the vasomotor changes in tabes dorsalis}
```

Title of thesis

```
\author{Mary Morstan}
```

Author's name: First Middle Last

```
\degreesheld{Bachelor of Medicine, University of Edinburg \\
Master of Surgery, University of Edinburg}
```

Previously earned degree(s), institution(s) and year(s).

```
\degree{Doctor of Medicine}
```

[8] This is automatically inserted by the maine-thesis class.

[9] While this is not handled precisely by the maine-thesis class, we have attempted to set the parameters for this to automatically occur whenever possible. Please review manually. Insert a line break when needed to correct. In a future version, the parameters for tuning for different fonts will be exposed

[10] coming soon

Degree to be granted

```
\program{School of Medicine}
```

Degree granting department or program

```
\submitdate{May 1885}
```

Month and year of graduation (do not separate with a comma)
Advisor's [short title and name]name, long title

```
\principaladvisor[Dr. Seuss]{Dr. Seuss, Professor of Literature}
```

```
% %\principalshort{...}
```

Shortened advisor name for abstract. See guidelines for example. Should include Dr. as title.

If you have more than one advisor then you'll should delete the first argument ("[...]") above and uncomment the following commands

```
% %\secondadvisor{...}
```

Include all committee members names and titles

```
\firstreader{Dr. Dolittle, Vetinary School}
\secondreader{Dr Watson, Medical School}
```

If necessary (i.e. for a doctorate), include extra committee members. Else, comment out or delete any that are unnecessary

```
\thirdreader{Dr. Digory Kirke, Professor of Geography of Magical Lands}
```

If the thesis has MORE than one appendix, leave the following command in. Else, comment it out.

```
\multipleappendicestrue
```

Begin the document.

```
\begin{document}
```

Tag prelimianry material and produce front matter

```
\preliminary
\maketitle
```

```
\begin{abstract}
\Blindtext
\end{abstract}
```

```
% Replace the ... with the list of keywords
\begin{layabstract}{...}
```

blindtext is used to generate random text for the example.

```
\blindtext
\end{layabstract}
```

Commands for the required lists

```
\tableofcontents
```

Sets the document spacing and pagestyle.

```
\mainmatter
```

Main text of the thesis. Use of the 'input' command will make later editing much easier.

```
\chapter{Observations of Medicine}
\blindtext

\chapter{Deducatinos about Disease}
\blindtext
```

Include this before any appendices.

```
\appendix
\chapter{Some extras}
\blindtext
```

end the document

```
\end{document}
```

⟨/example⟩

3 Refactoring for V2

3.1 File Structure and Maintenance

- The v1 class was a single, manually maintained `.cls` file.
- In v2, `maine-thesis.dtx`, is a single source file that generates both the class file (`maine-thesis.cls`) and its documentation. This allows for a more streamlined and automated maintenance process.
- The `dtx` file format is part of a larger build system that uses `l3build` for unpacking and generating a CTAN-ready package.

3.2 Package and Dependency Updates

- The v1 class file used older packages for a variety of tasks.
- The v2 class has been refactored to use modern packages. For example, it now uses `biblatex` with the `biber` backend for citation management[cite: 1, 3, 5]. The previous version did not specify the use of these packages and appears to have a simpler citation approach.
- New dependencies were added, including `fontspec`, `microtype`, `hyperref`, `csquotes`, `titlesec`, and `etoolbox`, which provide more robust font, typography, hyperlinking, and title formatting capabilities.

3.3 Formatting and User Interface

- The v1 class managed heading styles using a numerical counter (`\setcounter{head}`) with `\ifcase` logic.
- The v2 `maine-thesis.cls` uses named macros like `\apaheadings`, `\chicagoheadings`, and `\idecimalheadings` for a clearer and more direct way to set heading formats.
- The v2 provides a unified command for caption formatting with `\DeclareCaptionFormat{thesis}`. The original class handled captions through a redefinition of `\ makecaption` and other low-level commands.
- The title page and abstract environments were completely redesigned with the `\maketitlehooka` and `\maketitlehookd` commands, allowing for more precise control over the layout.

3.4 Code and Variable Changes

- The v1 class contained deprecated commands like `\libraryrights` and `\dissacceptance`.
- The v2 class removes these deprecated commands and replaces them with a `\ClassError` message, informing the user that the Graduate School no longer requires them.
- The `\preliminary` command in the v2 version now sets the `tocdepth` and `secnumdepth` to 1, while the v1 version used a different command for this purpose (`\settocdepth{chapter}`).
- The `\appendix` command in the v2 class now uses `\gdef` to globally change `\chaptername` to "Appendix" and the chapter counter to use alphabetical characters (`\thechapter{\@Alph\c@chapter}`).

```
⟨*package⟩
%    \end{macrocode}

%     \begin{macrocode}
⟨@@=maine-thesis⟩
\NeedsTeXFormat{LaTeX2e}
\ProvidesPackage{maine-thesis}[2025/09/01 v2.0 University of Maine Thesis]
```

\examplemacro

```
\newcommand{\libraryrights}{%
    \ClassError{maine-thesis}{The Graduate School no longer requires\MessageBreak a Library P
  }
\newcommand{\dissacceptance}{%
    \ClassError{maine-thesis}{The Graduate School no longer requires\MessageBreak a Dissertat
}
```

4 Initial Variables

```
\newif\ifdraft\draftfalse
\newif\iftwoside\twosidefalse
\newif\ifmt@official\mt@officialtrue
\newif\ifunbound\unboundfalse
\newif\ifmt@legacycaptions\mt@legacycaptionsfalse
\newif\ifmt@loftspace\mt@loftspacefalse
\newcommand\docsize{}
\newcommand\side{oneside}
\newcounter{secnumdefault}
\setcounter{secnumdefault}{3}
\newcounter{head}
\setcounter{head}{1000}
\def\@margg{1.5in}
\def\mt@pagestyle{bottom}
% \end{macrocode}

% \section{Declare Options}
%
```

```
%    \begin{macrocode}
\DeclareOption{10pt}{\renewcommand\docsize{10pt}\PassOptionsToClass{10pt}{report}}
\DeclareOption{11pt}{\renewcommand\docsize{11pt}\PassOptionsToClass{11pt}{report}}
\DeclareOption{12pt}{\renewcommand\docsize{12pt}\PassOptionsToClass{12pt}{report}}
```

4.1 Draft Mode

The ‘draft‘ option enables a "draft mode" for the document. It sets the ‘ifdraft‘ conditional to true, which can be used by other parts of the class to show or hide draft-specific content.

```
\DeclareOption{draft}{\drafttrue
    % When in draft mode, it defaults to a 10pt font size for faster compilation.
    \ExecuteOptions{10pt}
    % The ‘draft‘ option is passed to the underlying ‘report‘ class to
    % show draft annotations (like black squares for overfull hboxes).
    \PassOptionsToClass{draft}{report}
    % Defines a command to display a "DRAFT" watermark or text.
    \newcommand{\drafttext}{\sffamily\small{DRAFT}}
    % Sets a conditional to false, which might hide official marks.
    \mt@officialfalse
}
```

4.2 Page Layout

These options control the page layout, specifically whether the document is for a one-sided or two-sided print. These options are standard and should be passed to the report class.

```
\DeclareOption{twoside}{\mt@officialfalse\unboundfalse\twosidetrue\renewcommand\side{twoside}
\DeclareOption{oneside}{\mt@officialfalse\unboundfalse\renewcommand\side{oneside}\def\@margg{
```

The ‘unbound‘ option sets the class for single-sided printing with a smaller left margin, which is suitable for documents that will not be bound.

```
\DeclareOption{unbound}{\mt@officialtrue\unboundtrue\def\@margg{1in}}
```

4.3 Page Layout

The following options allow the user to choose from different heading styles.

```
\def\HeadingStyle{} % Define an empty macro as a placeholder
\DeclareOption{apa}{
    \setcounter{secnumdefault}{3}
    \setcounter{head}{0}
    \def\HeadingStyle{apa}}
\DeclareOption{chicago}{
    \setcounter{secnumdefault}{3}
    \setcounter{head}{1}
    \def\HeadingStyle{chicago}}
\DeclareOption{headings}{
    \setcounter{secnumdefault}{3}
    \setcounter{head}{2}
    \def\HeadingStyle{mainethesis}}
\DeclareOption{idecimal}{
    \setcounter{secnumdefault}{3}
    \setcounter{head}{3}
```

```
    \def\HeadingStyle{idecimal}}
\DeclareOption{jdecimal}{
    \setcounter{secnumdefault}{3}
    \setcounter{head}{1000}
    \def\HeadingStyle{jdecimal}}
```

The ‘legacycaptions‘ option changes the caption formatting.

```
\DeclareOption{legacycaptions}{\mt@legacycaptionstrue}
```

These options control the placement of page numbers.

```
\DeclareOption{pagenumberbottom}{\def\mt@pagestyle{bottom}}
\DeclareOption{pagenumbertop}{\def\mt@pagestyle{top}}
```

This passes any unknown option directly to the underlying ‘report‘ class. This is a catch-all to make the class compatible with standard report options.

```
\DeclareOption*{\PassOptionsToClass{\CurrentOption}{report}}
```

The ‘loftspacing‘ option enables a specific spacing setting.

```
\DeclareOption{loftspacing}{\mt@loftspacetrue\mt@officialfalse}
```

These options are specifically for the ‘xcolor‘ package. They intercept the options from ‘documentclass‘ and pass them to ‘xcolor‘ before it’s loaded, preventing an option clash.

```
\DeclareOption{table}{\PassOptionsToPackage{table}{xcolor}}
\DeclareOption{xcdraw}{\PassOptionsToPackage{xcdraw}{xcolor}}
```

This defines a macro to store the citation style provided by the user.

```
\newcommand*{\@citestyle}{authoryear}
```

This option takes the value passed to ‘citestyle‘ (e.g., ‘apa‘) and redefines the ‘@citestyle‘ macro with that value.

```
\DeclareOption{citestyle}{%
  \renewcommand*{\@citestyle}{#1}%
}
```

This command sets the default citation style if none is specified.

```
\ExecuteOptions{citestyle=authoryear}
```

——EXECUTION OF OPTIONS——

This is the final execution block. It’s crucial for processing all the options that have been declared and passed.

```
\ExecuteOptions{12pt,unbound}

\ProcessOptions
\LoadClass[\docsize,\side]{report}[2022/07/02 v1.4n Standard LaTeX document class]
%   \end{macrocode}

%   \section{Import Required Packages}
%   \subsection{Fonts}
%    \begin{macrocode}
\RequirePackage[T1]{fontenc}[2024/06/01 v2.0h Standard LaTeX package]
```

Provides the T1 font encoding, which allows for correct hyphenation of accented characters and improves overall text rendering.

```
\RequirePackage{fontspec}[2022/01/15 v2.8a Font selection for XeLaTeX and LuaLaTeX]
```

Provides advanced font selection with LuaLaTeX and XeLaTeX, allowing for the use of system fonts and OpenType/TrueType font features.

```
133 \RequirePackage{microtype}[2023/03/13 v3.1a Micro-typographical refinements (RS)]
```

Enhances the appearance of justified text through micro-typographical adjustments like character protrusion and font expansion.

4.4 Table of Contents, List of Tables and List of Figures

The List of Tables and the List of Figures (if any) appear as individual pages.

A List of Tables/Figures is necessary even if there is only one table or figure.

If the text of the manuscript contains a consistent set of theorems, symbols, abbreviations, or definitions, those should be listed in a List of Theorems, Symbols, Abbreviations, or Definitions respectively. These lists are included in the Table of Contents.

- Tables/figures must be numbered and titled. Further explanatory information provided in a caption that is not part of the title should not appear on the List of Tables/Figures.
- The tables/figures are numbered separately from each other. Each group is numbered consecutively throughout the entire manuscript or by chapter using a decimal numbering system (e.g., the third table in chapter two will be Table 2.3., and the third figure in chapter two will be Figure 2.3.). The same system should be used for numbering figures AND tables.
- All tables/figures must fit into the required page margins.
- The title and caption of the table/figure are part of the text and must be the same font size and style of the body of the manuscript. It is acceptable for the font within the table/figure to be as small as 9-point font.
- Tables/figures must be placed in the text as they are mentioned. If the Table/Figure is larger than one-half of the page it must be placed on a page of its own.
- Tables/figures that extend onto a second page must be labeled Table/Figure # Continued
- Appendix tables/figures must be numbered separately (e.g., the third table in Appendix A would be numbered Table A.3.) and must be included in the List of Tables.
- Photographs must be originals or high-quality reproductions. All photographs must have captions.

```
134 \RequirePackage[titles]{tocloft}[2017/08/31 v2.3i parameterised ToC, etc., typesetting]
```

Offers extensive customization of the table of contents, list of figures, and list of tables.

4.5 Formatting

```
\RequirePackage{newunicodechar}[2018/04/08 v1.2 Defining Unicode characters]
```

Provides a command to define new Unicode characters, which is essential for modern typesetting.

```
\RequirePackage{textcomp}[2020/02/02 v2.0n Standard LaTeX package]
```

Provides a wide range of symbols and characters not available in default LaTeX fonts, such as the trademark symbol.

```
\RequirePackage[super]{nth}[2002/02/27]
```

Adds commands for typesetting ordinal numbers (e.g., 1st, 2nd, 3rd) with correct superscripting.

```
\RequirePackage[colorinlistoftodos]{todonotes}[2023/01/31]
```

Provides commands for adding margin notes and todo lists during drafting.

5 Numbers, Special Characters, and Chemical Formulas

```
\RequirePackage[version=4]{mhchem}[2021/12/31 v4.09 for typesetting chemical formulae]
```

Provides an easy way to write chemical formulas and equations.

```
\RequirePackage{textgreek}[2011/10/09 v0.7 Greek symbols in text]
```

Provides commands for typesetting Greek letters in text mode.

```
\RequirePackage{siunitx}[2023-03-14 v3.2.3 A comprehensive (SI) units package]
```

Provides a powerful command for typesetting SI units and numbers with proper spacing and formatting.

```
\RequirePackage{geometry}[2020/01/02 v5.9 Page Geometry]
```

This package provides a flexible interface to control the document's page layout. Within this class, it's used to set the document margins, including the left margin based on the 'unbound' option.

5.1 References and Citations

```
\RequirePackage[backend=biber, style=\@citestyle, doi = true, autopunct = true, date=year]{bi
```

A powerful package for managing bibliographies and citations.

5.2 Figures and Tables

Figures: A FIGURE is a graphic illustration (chart, graph, diagram, photo, map, or plate). Figures may be professionally prepared or drawn by the author. In either case, they must be of letter-quality print.

Figures & Tables must be placed as close as possible to their first mention in the text.[11] If a table or figure with the caption is larger than 2/3 of a page, it must be moved to a separate page. Tables and figures referred to in the text may not be placed at the end of the chapter or the end of the dissertation.

```
\RequirePackage{tabularx}[2023/12/11 v2.12a]
```

This package provides the 'tabularx' environment, which is an extension of the standard 'tabular' environment. It includes a new column type, 'X', that automatically adjusts its width to fill the specified table width. This is essential for creating tables that span the full text width of your document.

```
\RequirePackage{hyperref}[2023-02-07 v7.00v Hypertext links for LaTeX]
```

[11] LaTeXhandles this with the figure environment

Creates hyperlinks within the document, making the table of contents, citations, and external links clickable.

```
\RequirePackage{csquotes}[2022-09-14 v5.2n context-sensitive quotations (JAW)]
```

Provides context-sensitive quotation facilities, automatically handling nesting and language-specific rules.

```
\RequirePackage{graphicx}[2021/09/16 v1.2d Enhanced LaTeX Graphics (DPC,SPQR)]
```

A fundamental package for including graphics files in a document.

5.2.1 Landscape Figures and Tables

Tandscape orientation figures and tables must be oriented as such by inserting a section break and rotating the page. This makes the figure/table readable in digital format.

```
\RequirePackage{rotating}[2016/08/11 v2.16d rotated objects in LaTeX]
```

Provides environments for rotating objects such as figures and tables.

```
\RequirePackage{lscape}[2020/05/28 v3.02]
```

Provides a landscape environment to rotate pages. For PDF output, the 'pdflscape' package is required to correctly set the page orientation.

```
\RequirePackage{pdflscape}[2022-10-27 v0.13 Display of landscape pages in PDF]
```

Adds PDF support to the 'lscape' environment, ensuring landscape pages are displayed correctly in PDF viewers.

5.2.2 Caption

Captions must be on the same page as the figure on the table.[12] If the table exceeds one page, the caption should go on the first page and the second page will be labeled as table/figure continued.[13]

```
\RequirePackage[margin=10pt,font=small,labelfont=bf,labelsep=endash]{caption}[2023/03/12 v3.6
```

Provides an interface to customize the captions of figures and tables.

```
\RequirePackage{float}[2001/11/08 v1.3d Float enhancements (AL)]
```

Provides the H placement specifier for floats, giving more precise control.

```
\RequirePackage{booktabs}[2020/01/12 v1.61803398 Publication quality tables]
```

Provides commands for drawing professional-looking horizontal rules in tables.

```
\RequirePackage{xcolor}[2022/06/12 v2.14 LaTeX color extensions (UK)]
```

An extended version of the 'color' package, providing more color models and table coloring features.

```
\RequirePackage{multirow}[2021/03/15 v2.8 Span multiple rows of a table]
```

Provides a command to create cells that span multiple rows in a table.

```
\RequirePackage{longtable}[2021-09-01 v4.17 Multi-page Table package (DPC)]
```

Provides an environment for creating tables that can span multiple pages.

[12] currenlty,we use a short title and a caption description
[13] currenlty, this must be handled manually, where the description is null for the second page.

5.3 Other Packages

```
\RequirePackage[none]{hyphenat}[2009/09/02 v2.3c]
```

Provides fine control over hyphenation.

```
\RequirePackage{iftex}[2022/02/03 v1.0f TeX engine tests]
```

Provides a conditional command to check which TeX engine is being used.

```
\RequirePackage{lineno}[2023/01/19 line numbers on paragraphs v5.1]
```

Adds line numbers to a document, useful during the drafting process.

```
\RequirePackage{etoolbox}[2020/10/05 v2.5k e-TeX tools for LaTeX (JAW)]
```

A set of tools for programming in LaTeX, providing macros for conditionals.

```
\RequirePackage{soul}[2003/11/17 v2.4]
```

Provides commands for letter-spacing, underlining, and highlighting text.

```
\RequirePackage{tocbibind}[2010/10/13 v1.5k extra ToC listings]
```

Adds the bibliography, index, and lists of figures/tables to the table of contents.

```
\RequirePackage{titlesec}[2021/07/05 v2.14 Sectioning titles]
```

Offers a powerful interface to sectioning commands, allowing for custom headings.

```
\RequirePackage{textcase}[2022/07/10 v1.03 Text only upper/lower case changing (DPC)]
```

Provides robust commands for changing the case of text.

```
\RequirePackage{titling}[2004/08/17 v2.1d]
```

Provides greater control over the typesetting of the title page.

```
\RequirePackage{setspace}[2022/12/04 v6.7b set line spacing]
```

Provides support for setting line spacing, such as single, one-and-a-half, and double spacing.

```
\RequirePackage{xstring}[2013/10/13 v1.7c]
```

Provides commands for advanced string manipulation.

```
\RequirePackage{afterpackage}[2006/01/17 v1.1]
```

Provides a command to execute code after a specific package has been loaded.

5.4 Endnotes & Footnotes

Footnotes appear at the bottom of the page or at the end of a chapter; endnotes appear on a separate page at the end of the text before the Bibliography. The notes are numbered consecutively throughout the text by a raised Arabic numeral (e.g. 12) which corresponds to the number of the note at the bottom of the page or at the end of the text.

This is handled by the LaTeXbase report class, and no additional packages are needed Do not use the ‘footnote‘ package, as it breaks compatibility with other packages. Consider ‘footnotehyper‘ if more advanced controls are needed.

6 Additional Variables

6.1 Title

This should be defined in an inverted pyramid format, but must be manually constructed by the user.

```
\def\@title{}
```

6.2 Author Name

```
\def\@author{}
```

6.3 Author's Pronouns

```
\def\@authorpronoun{}
```

6.4 Author's Previous Degrees

```
\def\@degreesheld{}
```

6.5 Author's Current Degree

For example, Doctor of Philosphy, Master of Science

```
\def\@degree{}
```

6.6 Author's Current Program

```
\def\@program{}
```

6.7 Author's Submission Date

May, December or August and Year

```
\def\@submitdate{}
```

6.8 Advisors

```
\def\@principaladvisor{}
\def\@secondadvisor{}
\def\@principalshort{}
```

6.9 Committee Members

```
\def\@firstreader{}
\def\@secondreader{}
\def\@thirdreader{}
\def\@fourthreader{}
\def\@fifthreader{}
```

6.10 Dissertation Tag

```
\def\@type{Dissertation}
\def\@LastLevel{0}
```

6.11 Initialize Conditionals

```
\newif\ifmultipleappendices\multipleappendicesfalse
\newif\ifcopyrightpage\copyrightpagefalse
\newif\ifbigtitlepage\bigtitlepagefalse
\newif\ifverybigtitlepage\verybigtitlepagefalse
\newif\ifapp\appfalse
```

6.12 Initialize Counts

```
\newcount\numcomm \numcomm=4
\newcount\numadv \numadv=1
```

6.13 Define Section Names

```
\renewcommand*\contentsname{Table of Contents}
\renewcommand*\bibname{References}
\renewcommand*\indexname{INDEX}
\renewcommand*\chaptername{Chapter}
\renewcommand*\appendixname{Appendix}
\newcommand*\listname{List of}
\newcommand*\chapternamep{\chaptername s}
\newcommand*\prefacename{Preface}
\newcommand*\acknowledgename{Acknowledgments}
\newcommand*\landacknowledgename{Land Acknowledgments}
\newcommand*\dedicationname{Dedication}
\newcommand*\bioname{Biography of the Author}
```

7 Varaible Modification Commands

```
\renewcommand{\author}[1]{%
    \ifx\empty#1\empty\else\gdef\@author{#1}\fi}
\newcommand{\authorpronoun}[1]{%
    \ifx\empty#1\empty\else\gdef\@authorpronoun{#1}\fi}
\renewcommand{\title}[1]{%
    \ifx\empty#1\empty\else\gdef\@title{#1}\fi}
\newcommand{\degreesheld}[1]{%
    \ifx\empty#1\empty\else\gdef\@degreesheld{#1}\fi}
\newcommand{\degree}[1]{%
    \ifx\empty#1\empty\else\gdef\@degree{#1}\fi}
\newcommand{\program}[1]{%
    \ifx\empty#1\empty\else\gdef\@program{#1}\fi}
\newcommand{\submitdate}[1]{%
    \ifx\empty#1\empty\else\gdef\@submitdate{#1}\fi}
\newcommand{\principaladvisor}[2][\empty]{%
    \ifx\empty#1\empty\else\gdef\@principalshort{\sloppy#1}\fi%
    \ifx\empty#2\empty\else\gdef\@principaladvisor{\sloppy#2}\fi%
    }
\newcommand{\secondadvisor}[1]{%
    \ifx\empty#1\empty\else\gdef\@secondadvisor{\sloppy#1}\fi
    \twoadvisors}
\newcommand{\principalshort}[1]{%
    \ifx\empty#1\empty\else\gdef\@principalshort{#1}\fi}
\newcommand{\firstreader}[1]{%
    \ifx\empty#1\empty\else\gdef\@firstreader{\sloppy#1}\fi
    \members{1}}
\newcommand{\secondreader}[1]{%
    \ifx\empty#1\empty\else\gdef\@secondreader{\sloppy#1}\fi
    \members{2}}
\newcommand{\thirdreader}[1]{%
    \ifx\empty#1\empty\else\gdef\@thirdreader{\sloppy#1}\fi
    \members{3}}
\newcommand{\fourthreader}[1]{%
    \ifx\empty#1\empty\else\gdef\@fourthreader{\sloppy#1}\fi
    \members{4}}
\newcommand{\fifthreader}[1]{%
    \ifx\empty#1\empty\else\gdef\@fifthreader{\sloppy#1}\fi
    \members{5}}
\newcommand{\bibfiles}[1]{%
```

```
    \ifx\empty#1\empty\else\gdef\@bibfiles{#1}\fi}
\newcommand{\members}[1]{\numcomm=#1}
\newcommand{\twoadvisors}{\numadv=2}
\newcommand{\oneadvisor}{\numadv=1}
\newcommand{\thesis}{
    \gdef\@type{Thesis}}
\newcommand{\project}{
    \gdef\@type{Project}}
\newcommand{\compresstitlepage}[1][1]{
    \ifcase#1
        \relax
    \or
        \bigtitlepagetrue
    \or
        \bigtitlepagetrue
        \verybigtitlepagetrue
    \fi
}
\renewcommand{\bibname}{References}
```

8 Custom Commands

Our goal is to minimize these as much as possible in future versions.

8.1 comment

```
\newcommand{\comment}[1]{
    \ifdraft
    \marginpar{
        \color{red}\flushleft\scriptsize\setlength{\baselineskip}{7pt}
        {\MakeTextUppercase{Note}: #1}}
    \fi
}
```

8.2 ignore

```
\newcommand{\ignore}[1]{}
```

8.3 highlight

```
\newcommand{\highlight}[1]{%
    \ifdraft%
        \hl{#1}%
    \else%
        #1%
    \fi%
}
```

9 General Formatting

9.1 Line Numbering on Draft Mode

```
\ifdraft{\linenumbers}\fi
%   \end{macrocode}
%   \subsection{Default Font}
%   \begin{macrocode}
```

```
282
283 % \section{Style and Format}
284 % \subsection{Recommended Fonts \& Point Size}
285 % The texts body font must also be used in headers, page numbers, and footnotes.
286 % Exceptions are made only for tables and figures created with different software and inserte
287 % \begin{itemize}
288 %   \item Arial  10 pt
289 %   \item Century  11 pt
290 %   \item Courier New  10 pt
291 %   \item Garamond  12 pt\footnote{In the maine-thesis class, we set EBGaramond as default si
292 %   \item Georgia  11 pt
293 %   \item Lucida Bright  10 pt
294 %   \item Microsoft Sans Serif  10 pt
295 %   \item Tahoma  10 pt
296 %   \item Times New Roman  12 pt
297 %   \item Trebuchet MS  10 pt
298 %   \item Verdana  10 pt
299 % \end{itemize}
300 \setmainfont{EB Garamond}
301 %   \end{macrocode}
302 %
303 % \subsection{Geometry}
304 % \begin{itemize}
305 %   \item Page Size: Standard Letter 8.5 by 11 inches
306 %   \item Margins: 1 inch for all margins
307 %   \item Spacing: Double spacing except for degree information on the Abstract \& Block quot
    spacing between each entry
308 % \end{itemize}
309 %
310 %   \begin{macrocode}
311 \geometry{
312     letterpaper,
313     margin=1in,
314     left=\@margg,
315     headsep=0.4in,
316     headheight=14pt,
317     footskip=30pt,
318     marginparwidth=40pt,
319     marginparsep=10pt}
320 %   \end{macrocode}
321 %   \subsection{Additional Page Format}
322 %   \begin{macrocode}
323 \setcounter{secnumdepth}{\value{secnumdefault}}
324 \setcounter{tocdepth}{\value{secnumdefault}}
325 \raggedbottom
326 \raggedright
327 \parindent=1.5em\relax
328 \markboth{}{}
329 \clubpenalty=10000
330 \widowpenalty=10000
331 %   \end{macrocode}
332 %   \subsection{Font Parameter}
333 %   \begin{macrocode}
334 \def\verbatim@font{\rmfamily}
```

```
%   \subsection{Spacing for Title Page and Headings}
%   \begin{macrocode}
\newcommand*\loftspacing{10}
```

10 Caption Format Declaration

This customized the output from the captions package

- Tables/figures must be numbered and titled. Further explanatory information provided in a caption that is not part of the title should not appear on the List of Tables/Figures.
- The tables/figures are numbered separately from each other. Each group is numbered consecutively throughout the entire manuscript or by chapter using a decimal numbering system (e.g., the third table in chapter two will be Table 2.3., and the third figure in chapter two will be Figure 2.3.). The same system should be used for numbering figures AND tables.
- All tables/figures must fit into the required page margins.
- The title and caption of the table/figure are part of the text and must be the same font size and style of the body of the manuscript. It is acceptable for the font within the table/figure to be as small as 9-point font.
- Tables/figures must be placed in the text as they are mentioned. If the Table/Figure is larger than one-half of the page it must be placed on a page of its own.
- Tables/figures that extend onto a second page must be labeled Table/Figure # Continued
- Appendix tables/figures must be numbered separately (e.g., the third table in Appendix A would be numbered Table A.3.) and must be included in the List of Tables.
- Photographs must be originals or high-quality reproductions. All photographs must have captions.

```
\DeclareCaptionFormat{thesis}
{
    \textbf{#1#2}\textit{\small #3}
}
\captionsetup{format=thesis}
```

11 Heading Format Definitions for the Table of Contents

11.1 Macros

```
%Macro for period after heading
\def\adddot#1{#1.\thinspace}
%macro for underline
\def\addul#1{\underline{#1}}
```

```
\def\adddotul#1{\underline{#1}.\thinspace}
```

11.2 APA 7 Format

The APA 7 format uses a five-level heading system. The critical features are:

- Level 1 (Chapter): Centered and bold, with uppercase text.
- Levels 2 & 3 (Section & Subsection): Flush left, with level 2 bold and level 3 bold and italic.
- Levels 4 & 5 (Subsubsection & Paragraph): Run-in headings, meaning the text follows on the same line. Level 4 is bold, and level 5 is bold and italic. Both are followed by a period.

```
\newcommand{\apaheadings}{%
    \typeout{applying apa headings}
    %--- APA 7 Style Headings ---
    \titleformat{\chapter}[display]{\normalfont\centering\bfseries}{\chaptertitlename\ \thech
3pt}{\MakeTextUppercase}
    \titlespacing{\chapter}{0pt}{50pt}{15pt}
    \titleformat{\section}{\normalfont\bfseries}{\thesection}{0em}{}
    \titlespacing{\section}{0pt}{3.5ex plus 1ex minus .2ex}{2.3ex plus .2ex}
    \titleformat{\subsection}{\normalfont\bfseries\itshape}{\thesubsection}{0em}{}
    \titlespacing{\subsection}{0pt}{3.25ex plus 1ex minus .2ex}{1.5ex plus .1ex}
    \titleformat{\subsubsection}[runin]{\normalfont\bfseries}{\thesubsubsection}{1em}{\adddot
    \titlespacing{\subsubsection}{\parindent}{3.25ex plus 1ex minus .2ex}{0pt}[1em]
    \titleformat{\paragraph}[runin]{\normalfont\bfseries\itshape}{\theparagraph}{1em}{\adddot
    \titlespacing{\paragraph}{\parindent}{3.25ex plus 1ex minus .2ex}{0pt}[1em]
}
```

11.3 Chicago Format

The Chicago format, as defined here, has a clear hierarchy with varying alignment and capitalization. Its critical features are:

- Levels 1 & 2 (Chapter & Section): Centered. Level 1 is bold and uppercase, while level 2 is regular and uppercase.
- Level 3 (Subsection): Flush left, bold, and italic. The text is also in uppercase.
- Level 4 (Subsubsection): Flush left with normal roman font. The text is in sentence case.
- Level 5 (Paragraph): A run-in heading that is bold and italic, followed by a period.

```
\newcommand{\chicagoheadings}{%
    % Level 1: Centered, Boldface, Headline-style
    \titleformat{\chapter}[display]{\normalfont\centering\bfseries}{\chaptertitlename\ \thech
3pt}{\MakeTextUppercase}
    \titlespacing{\chapter}{0pt}{50pt}{15pt}

    % Level 2: Centered, Regular, Headline-style
    \titleformat{\section}{\normalfont\centering\normalsize}{\thesection}{1.5ex}{\MakeTextUpp
```

```
    \titlespacing{\section}{0pt}{3.5ex plus 1ex minus .2ex}{2.3ex plus .2ex}

    % Level 3: Flush Left, Bold Italic, Headline-style
    \titleformat{\subsection}{\normalfont\bfseries\itshape\normalsize}{\thesubsection}{0em}{\
    \titlespacing{\subsection}{0pt}{3.25ex plus 1ex minus .2ex}{1.5ex plus .1ex}

    % Level 4: Flush left, Roman type, Sentence-style
    \titleformat{\subsubsection}{\normalfont\normalsize}{\thesubsubsection}{0em}{}
    \titlespacing{\subsubsection}{0pt}{3.25ex plus 1ex minus .2ex}{0pt plus .1ex}

    % Level 5: Run in, Bold Italic, Sentence-style, with period
    \titleformat{\paragraph}[runin]{\normalfont\bfseries\itshape}{\theparagraph}{1em}{\adddot
    \titlespacing{\paragraph}{\parindent}{3.25ex plus 1ex minus .2ex}{0pt}[1em]
}
```

11.4 Maine Thesis Default Format

The format that was provided in the old DOCX template from the Graduate School

- Underlining: It uses underlining for several heading levels.
-
- Levels 1-3: Level 1 (Chapter) is centered and bold. Level 2 and 3 (Section and Subsection) are flush left and bold. Level 2 is followed by an underline, and level 3 is a run-in heading that is bold, followed by a period and underline.
- Levels 4-5: The fourth- and fifth-level headings are also run-in, with the fourth being bold and underlined, and the fifth (paragraph) being regular text with a period and underline.

```
\newcommand{\mainethesisheadings}{%
    %--- Sample Headings from Guidelines ---
    % Chapter Titles
    \titleformat{\chapter}[display]{\normalfont\centering\bfseries}{\chaptertitlename\ \thech
3pt}{\MakeTextUppercase}
    \titlespacing{\chapter}{0pt}{50pt}{15pt}

    % First Level Headings
    \titleformat{\section}{\normalfont\bfseries}{}{0pt}{\addul}
    \titlespacing{\section}{0pt}{3.5ex plus 1ex minus .2ex}{2.3ex plus .2ex}

    % Second Level Headings
    \titleformat{\subsection}{\normalfont\bfseries}{}{0pt}{}
    \titlespacing{\subsection}{0pt}{3.25ex plus 1ex minus .2ex}{1.5ex plus .1ex}

    % Third Level Headings
    \titleformat{\subsubsection}[runin]{\normalfont\bfseries}{}{0pt}{\adddotul}
    \titlespacing{\subsubsection}{0pt}{3.25ex plus 1ex minus .2ex}{0pt}

    % Fourth Level Headings
    \titleformat{\paragraph}[runin]{\normalfont}{}{0pt}{\adddotul}
    \titlespacing{\paragraph}{0pt}{3.25ex plus 1ex minus .2ex}{0pt}
}
```

11.5 iDecimal Format

The iDecimal format emphasizes a clear decimal numbering system. Its critical features are:

- Numbering: All heading levels are numbered, which is more explicit than some other styles.
- Consistency: The style maintains a consistent use of bold for all heading levels.
- Alignment: Headings are flush left, except for the chapter title, which is centered.
- Run-in Headings: The last two levels are run-in, with a period at the end.

```
\newcommand{\idecimalheadings}{%
    \setcounter{tocdepth}{4}
    % Chapter Titles: Centered and bold
    \titleformat{\chapter}[display]{\normalfont\centering\bfseries}{\thechapter}{1em}{}
    \titlespacing{\chapter}{0pt}{50pt}{15pt}

    % Level 1 Headings: Bold, followed by a line break
    \titleformat{\section}{\normalfont\bfseries}{\thesection}{1em}{}
    \titlespacing{\section}{0pt}{3.5ex plus 1ex minus .2ex}{2.3ex plus .2ex}

    % Level 2 Headings: Bold, followed by a line break
    \titleformat{\subsection}{\normalfont\bfseries}{\thesubsection}{1em}{}
    \titlespacing{\subsection}{0pt}{3.25ex plus 1ex minus .2ex}{1.5ex plus .1ex}

    % Level 3 Headings: Bold, run-in with a period, with 1em spacing between number and title
    \titleformat{\subsubsection}[runin]{\normalfont\bfseries}{\thesubsubsection}{1em}{\adddot
    \titlespacing{\subsubsection}{\parindent}{3.25ex plus 1ex minus .2ex}{0pt}[1em]

    % Level 4 Headings: Bold, run-in with a period, with 1em spacing
    \titleformat{\paragraph}[runin]{\normalfont\bfseries}{\theparagraph}{1em}{\adddot}
    \titlespacing{\paragraph}{\parindent}{3.25ex plus 1ex minus .2ex}{0pt}[1em]
}
```

11.6 jDecimal Format

The jDecimal format, or Justified Decimal System, is characterized by its use of indentation in a justified, decimal format.

- Indentation: It uses increasing indentation for lower-level headings. For example, subsection has 1.5em indentation, and subsubsection has 3.8em.
- Uppercase: It uses uppercase for both chapters and sections.
- Consistency: Like the iDecimal format, it uses bolding for most levels to provide emphasis.

```
\newcommand{\jdecimalheadings}{%
    %--- Justified Decimal System (Default) ---
    \titleformat{\chapter}[display]{\normalfont\centering\bfseries\normalsize}{\chaptername\
3pt}{\MakeUppercase}
```

```
    \titlespacing{\chapter}{0pt}{0pt}{15pt}
    \titleformat{\section}{\normalfont\bfseries}{\thesection}{1.5ex}{\MakeTextUppercase}
    \titlespacing{\section}{0pt}{1.5ex plus .2ex minus 0pt}{.3ex plus .2ex}
    \titleformat{\subsection}{\normalfont\bfseries}{\thesubsection}{0.3ex}{}
    \titlespacing{\subsection}{1.5em}{0.3ex plus .2ex minus 0pt}{.2ex plus .1ex}
    \titleformat{\subsubsection}{\normalfont\bfseries}{\thesubsubsection}{0.2ex}{}
    \titlespacing{\subsubsection}{3.8em}{0.2ex plus .1ex minus 0pt}{0.2ex plus .1ex}
    \titleformat{\paragraph}{\normalfont\bfseries}{\theparagraph}{0pt}{}
    \titlespacing{\paragraph}{7.0em}{3.25ex plus 1ex minus .2ex}{3.25ex plus 1ex minus .2ex}
    \titleformat{\subparagraph}{\normalfont\hspace{1.5em}}{\thesubparagraph}{0pt}{\addul}
    \titlespacing{\subparagraph}{7.0em}{3.25ex plus 1ex minus .2ex}{3.25ex plus 1ex minus .2e
}
```

12 Implement Heading from Options Flag

```
\typeout{=== Checking HeadingStyle Flag ===}

\ifdefined\HeadingStyle
  \typeout{--- Using \string\csname to execute style \HeadingStyle ---}
  \csname\HeadingStyle headings\endcsname
\else
  \typeout{--- No HeadingStyle option was selected. ---}
\fi

\typeout{=== Finished HeadingStyle Check ===}


```

13 Page Style

13.1 Bottom of Page

```
\newcommand{\ps@bottom}{%
    \renewcommand{\@oddhead}{%
        \ifdraft\drafttext\hfil\today\hfil\drafttext\else\fi}%
    \renewcommand{\@evenhead}{\@oddhead}
    \renewcommand{\@oddfoot}{%
        \ifdraft\drafttext\hfil\thepage
        \hfil\drafttext\else\hfil\thepage\hfil\fi}
    \renewcommand{\@evenfoot}{\@oddfoot}
}
```

13.2 Empty Page

```
\renewcommand{\ps@empty}{%
    \renewcommand{\@oddhead}{%
        \ifdraft\drafttext\hfil\today\hfil\drafttext\else\fi}%
    \renewcommand{\@evenhead}{\@oddhead}
    \renewcommand{\@oddfoot}{%
        \ifdraft\drafttext\hfil\drafttext\else\fi}
    \renewcommand{\@evenfoot}{\@oddfoot}
}
```

13.3 Top of Page

```
\newcommand{\ps@top}{%
    \renewcommand{\@oddhead}{%
        \ifdraft\drafttext\hfil\today\hfil\drafttext\else\thepage\fi}%
    \renewcommand{\@evenhead}{%
        \ifdraft\drafttext\hfil\today\hfil\drafttext\else\thepage\fi}%
    \renewcommand{\@oddfoot}{%
        \ifdraft\drafttext\hfil\thepage\hfil\drafttext\else\fi}%
    \renewcommand{\@evenfoot}{\@oddfoot}%
}
```

13.4 Plain PAge

```
\pagestyle{\mt@pagestyle}
\renewcommand{\ps@plain}{\csname ps@\mt@pagestyle\endcsname}
```

14 Title Page Format

The Title Page is the first page of the manuscript. It is considered page i, but the number does not appear on the page. The following should be CENTERED included on the title page:

- Title of thesis in ALL CAPS, bold, and inverted pyramid format
- The students full name as it appears in University records
- Previous degree(s) earned
- A statement of fulfilling requirements for the degree sought
- Institution name The Graduate School
- Institution name The University of Maine
- The month and year of the students graduation date
- The advisory committee members (single space & left justify if necessary to keep on one page)

Note: The first name(s) listed is the Advisors (or Co-Advisors) and their title(s) followed by the names and titles of the remaining committee members. Do not include degrees such as Dr. on the title page. [14] This page is to acknowledge committee members exclusively, Readers are recognized in the Acknowledgements.

14.1 Refacotring Make Title

14.1.1 Pre Title Formatting

```
\pretitle{
    \begin{center}

    \bfseries\MakeTextUppercase
}
```

14.1.2 Post Title Formatting

```
\posttitle{
```

[14] this requires review of the package specifications, and additional documentation for its use

```
    \end{center}
}
```

14.1.3 Pre Author Formatting

```
\preauthor{
    \begin{center}
    By \\
    \MakeUppercase
}
```

14.1.4 Post Author Formatting

```
\postauthor{
    \\
    \@degreesheld
    \end{center}
}
```

14.1.5 Title Page Hook Formatting

```
\renewcommand{\maketitlehooka}{
    \thispagestyle{empty}
    \ifverybigtitlepage
        \onehalfspacing
    \else
        \doublespacing
    \fi
}
\renewcommand{\maketitlehookd}{
    \begin{center}
        A \MakeTextUppercase{\@type}\\[4pt]
        Submitted in Partial Fulfillment of the\\
        Requirements for the Degree of\\
        \expandafter{\@degree}\\
        (in \expandafter{\@program})\\
        \vskip 0.5in
        The Graduate School\\
        The University of Maine\\
        \expandafter{\@submitdate}
        \vfill
    \end{center}
    \ifbigtitlepage
        \singlespacing
    \fi
    \begin{flushleft}
    Advisory Committee:
    \begin{list}{}{%
        \setlength{\itemsep}{0pt}%
        \setlength{\topsep}{0in}%
        \setlength{\partopsep}{0pt}%
        \setlength{\itemindent}{-\parindent}%
        \setlength{\leftmargin}{1cm}%
    }
        % Check if the principal advisor is defined before printing
        \ifx\@principaladvisor\empty\else
```

```
            \item{\@principaladvisor, %
                \ifnum\numadv=2%
                    Co-%
                \fi%
                Advisor}
        \fi
        % Check for second advisor before printing
        \ifx\@secondadvisor\empty\else
            \item{\@secondadvisor, Co-Advisor}
        \fi
        % Check for each reader before printing
        \ifx\@firstreader\empty\else
            \item{\@firstreader}
        \fi
        \ifx\@secondreader\empty\else
            \item{\@secondreader}
        \fi
        \ifx\@thirdreader\empty\else
            \item{\@thirdreader}
        \fi
        \ifx\@fourthreader\empty\else
            \item{\@fourthreader}
        \fi
        \ifx\@fifthreader\empty\else
            \item{\@fifthreader}
        \fi
    \end{list}
    \end{flushleft}
    \clearpage
}
```

15 Table of Contents Formatting

All chapter divisions and subsections must be included in the Table of Contents and labeled exactly as they appear in the text.

15.1 Unlisted Sections

The Copyright page, Abstract, and Table of Contents are NOT listed in the Table of Contents. [15]

15.2 Chapter Divisions and Subsections

All chapter divisions and subsections must be listed in the Table of Contents. Regardless of the system of headings being used for organizing the text of the manuscript (headings system or decimal system), all sub-divisions should be indented appropriately in the Table of Contents. One system should be used consistently throughout the entire manuscript to define the chapter divisions and subsections.[16]

[15] this is handled within each of the enviornment definitions

[16] five styles are provided here

15.3 Table of Contents Font Specs

```
\renewcommand{\cftchapfont}{\normalfont\bfseries}
\renewcommand{\cftchappagefont}{\normalfont}
\renewcommand{\cftloftitlefont}{\normalfont\bfseries}
```

15.4 Define Enviornment for Custom Thesis List

```
\newenvironment{thesislist}[1]{%
    \chapter*{\listname\ #1}
    \addcontentsline{toc}{chapter}{{\texorpdfstring{\MakeTextUppercase{\listname\ #1}}{\listn
    \begingroup
}{\par\endgroup}
```

Define Leader Dots

15.5 Leader Dots in the Table of Cotents

Leader dots must be used to connect the chapter divisions/subsection headings to their respective page numbers. A minimum of 5 leader dots between the chapter divisions/subsections and the page numbers is required (i.e. the text of the headings should not extend into the area where the page numbers are placed).

```
\renewcommand{\cftchapleader}{\cftdotfill{\cftdotsep}}
\renewcommand{\cftsecleader}{\cftdotfill{\cftdotsep}}
\renewcommand{\cftsubsecleader}{\cftdotfill{\cftdotsep}}
\renewcommand{\cftfigleader}{\cftdotfill{\cftdotsep}}
\renewcommand{\cfttableader}{\cftdotfill{\cftdotsep}}
\renewcommand{\contentsname}{Table of Contents}
```

15.5.1 Ensuring that Leaders Dots meet 5-dot-rule

These should eventually be exposed as options with default values. cftsecindent and cftsecnumwidth define where the title starts.

```
\setlength{\cftsecindent}{1.5em}
\setlength{\cftsecnumwidth}{2em}
```

cftsetrmarg and cftsetpnumwidth define where the dotted leader ends and where the page number starts.

```
\cftsetrmarg{3cm}
```

Sets the right margin for the TOC entry

```
\cftsetpnumwidth{2cm}
```

Sets the width for the page number box

16 Abstract Environment

An abstract (not paginated), which is a clearly written, concise summary of the thesis, must be included in the manuscript. It describes the problem, the procedures or methods used, and the results and conclusions of the research. Since doctoral abstracts are included in Dissertation Abstracts International, it is extremely important to write accurately. Formulas, diagrams, or other illustrations are not included in the abstract.

The heading of the abstract should be centered and include:

-

- Title of the thesis in ALL CAPS, bold, and inverted pyramid format
- The authors full name
- The name of the thesis advisor (including degree Dr.)
- A statement that the thesis is fulfilling requirements for a degree sought in a particular department
- The month and year of the students graduation date

```
\newcounter{mt@page}
\renewenvironment{abstract}{%
    \doublespacing
    \begin{center}
        {\bfseries\MakeTextUppercase{\@title}}\\
        By\space\@author\\[4pt]
        \@type\ %
        \ifnum\numadv=2%
            Co-Advisors: \@principalshort and \@secondadvisor
        \else
            Advisor: \@principalshort
        \fi
        \vskip 0.33in
        \singlespacing
        An Abstract of the \@type\ Presented\\
        in Partial Fulfillment of the Requirements for the\\
        Degree of \@degree\\
        (in \@program)\\
        \@submitdate
        \vskip 36pt plus 2pt minus 12pt
    \end{center}
    \doublespacing
    \begingroup\par
    \pagestyle{empty}
}
{\cleardoublepage
    \par\endgroup
}
```

17 Lay Abstract Environment

```
\newenvironment{layabstract}[1]{%
    \doublespacing
    \begin{center}
        {\bfseries\MakeTextUppercase{\@title}}\\
        By\space\@author\\[4pt]
        \@type\ %
        \ifnum\numadv=2%
            Co-%
        \fi%
        Advisor%
        \ifnum\numadv=2%
            s%
```

```
        \fi%
        : \@principalshort
        \vskip 0.33in
        \singlespacing
        A Lay Abstract of the \@type\ Presented\\
        in Partial Fulfillment of the Requirements for the\\
        Degree of \@degree\\
        (in \@program)\\
        \@submitdate
        \vskip 26pt plus 2pt minus 12pt
    \end{center}
    Keywords: \MakeLowercase{#1}
    \vskip 26pt plus 2pt minus 12pt
    \doublespacing
    \begingroup\par
    \pagestyle{empty}
}
{\cleardoublepage
    \par\endgroup
}
```

18 Acknowledgements Environment

```
\newenvironment{acknowledgements}{%
    \chapter*{\acknowledgename}
    \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\acknowledgename}}{\ack
    \doublespacing
    \begingroup
}{\par\endgroup}
```

19 Land Acknowledgements Environment

University of Maine graduate students are expected to include a statement in their final thesis or dissertation that acknowledges that their graduate study has taken place on the ancestral lands of the Wabanaki Tribal Nations. The Graduate School acting through the Graduate Board recommends two nonexclusive options for a tribal land acknowledgement. The first option is to include the statement that was developed by the Presidents Council on Diversity, Equity, and Inclusion and adopted by the University of Maine in the acknowledgments section of the thesis/dissertation. [17] The second option, which may be especially relevant to graduate students undertaking qualitative research studies is to include a researcher positionality statement in the thesis/dissertation. [18]

Graduate programs supporting option two should provide resources to graduate students electing this option. The development of a researcher positionality statement that acknowledges the land may be used to complement the formal University land acknowledgment statement or may be used as an alternative to this statement.

For Custom Land Acknowledgements

```
\newenvironment{landacknowledgements}{%
    \chapter*{\landacknowledgename}
```

[17] The ‘glsa‘ command supports this default option.
[18] The LandAcknowledgements Enviornment supports this option.

```
    \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\landacknowledgename}}{
    \doublespacing
    \begingroup
}{\par\endgroup}
```

20 GRADUATE SCHOOL LAND ACKNOWLEDGMENT

Default GLSA Land Acknowledgement

```
\newcommand{\glsa}{%
    \chapter*{UNIVERSITY OF MAINE GRADUATE SCHOOL LAND ACKNOWLEDGMENT}
    The University of Maine recognizes that it is located on Marsh Island in the homeland of
governance and self-determination.
    \vfill
    \clearpage
}
```

21 Pagination

- Pagination: Check pagination carefully. Account for all pages.
- The Title Page is counted as page i but the number does not appear on the page.
- Excluding the Abstract, all other pages of the thesis are numbered including display (optional) pages.
- The preliminary pages, starting with the Copyright Notice (if included), are marked by lowercase Roman numerals (ii, iii, iv, v, vi, etc.).
- Beginning with the first page of the text, all pages including the appendices, are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.). The following table displays the proper pagination of all parts of the thesis and which pages should be listed on the Table of Contents.
- Page numbers appear either on the top right or bottom center of the page. Page numbers need not fall within the required margins of the text, yet they must not appear closer than half an inch from the top, one inch from the right, or half an inch from the bottom edge of the page. The page numbers location and font style must be consistent throughout the manuscript.

21.1 Preliminary

Contents following this tag are front matter with roman numeral page numbering

```
\newcommand{\preliminary}{%
    \pagenumbering{roman}
    \setcounter{tocdepth}{1} % Sets the ToC depth to chapters and above
    \setcounter{secnumdepth}{1} % Sets the section numbering depth to chapters and above
}
```

21.2 Main Matter

Contents following this tag are considered chapters

```
\newcommand{\mainmatter}{%
    \cleardoublepage
    \doublespacing
    \pagenumbering{arabic}
    \setcounter{tocdepth}{\value{secnumdefault}}
    \setcounter{secnumdepth}{\value{secnumdefault}}
}
```

21.3 Appendix

21.3.1 Appendices in the Table of Contents

Each Appendix must be listed by its title and page number. If there is only one Appendix, it is listed by the name Appendix and its title. Therefore, an Appendix A should not be listed unless there is an Appendix B.

All chapters after the Appendix flag are appendicies.

```
\renewcommand{\appendix}{%
ã ã \cleardoublepage
ã ã \doublespacing
ã ã \setcounter{tocdepth}{1} % Sets the ToC depth to chapters and above
ã ã \setcounter{secnumdepth}{1} % Sets the section numbering depth to chapters and above
    \setcounter{chapter}{0}
ã ã \apptrue
ã ã \gdef\chaptername{Appendix} % This changes the name globally
ã ã \gdef\thechapter{\@Alph\c@chapter}% Changes the numbering globally
ã ã \ifmultipleappendices%
        \cftaddtitleline{toc}{chapter}{\texorpdfstring{\MakeUppercase{Appendices}}{Appendices
    \fi
}
```

21.3.2 Appendices Titles

We add Appendix to the chapter name for all appendicies.

```
\pretocmd{\chapter}{\ifapp\renewcommand*\chaptername{Appendix}\fi}{}{}
```

22 Biography Environment

The Biography of the Author page is the LAST page of the thesis. A biography of the candidate must be included in the thesis.

For privacy reasons, students may exclude personal information. In such a case, the only line on the biography will read: ‘Name/Pronoun‘ is/are a candidate for the ‘DEGREE TYPE‘ degree in ‘FIELD OF STUDY‘ from The University of Maine in ‘Month‘ ‘Year‘. If a student chooses to include a biography, it must be written in the third person. The absolute last line MUST read: ‘Name/Pronoun‘ is/are a candidate for the ‘DEGREE TYPE‘ degree in ‘FIELD OF STUDY‘ from The University of Maine in ‘Month‘ ‘Year‘.

```
\newenvironment{biography}{%
ã ã \chapter*{\bioname}
```

```
ã ã \addtocontents{toc}{\protect\nopagebreak}
ã ã \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\bioname}}{\bioname}}
ã ã \begingroup
ã ã \doublespacing
ã ã \thispagestyle{plain}
}{%
```

This section adds the required text as the last sentance of the biography.

```
ã ã \par
ã ã \ifx\@authorpronoun\empty
ã ã ã ã \@author
ã ã \else
ã ã ã ã \@authorpronoun
ã ã \fi%
ã ã \ is a candidate for the \@degree\ degree in \@program\ from the University of Maine in \
}
```

23 Copyright Page

Unless the manuscript has been formally registered (copyrighted), this page is optional. If the student chooses to acknowledge his or her rights as an author, a copyright notice should be placed as the sole text on a page immediately following the title page. The page is numbered but a listing does not appear on the Table of Contents. The copyright notice is centered vertically and horizontally within the margins. Unless there are special terms under which the work has been copyrighted the text of the notice may take either of the two forms below. Consider Creative Commons as an option for obtaining copyright.

Use of Third-Party Content: For additional information regarding the use of copyrighted materials, please visit the U.S. Copyright Office website at http://www.copyright.gov

```
\newcommand{\copyrightpage}{%
    \setcounter{page}{3} % we must manually set the copyright page because of the runtime cal
    \copyrightpagetrue
    \onehalfspacing
    \thispagestyle{plain}
    \hbox{ }
    \vfill
    \begin{center}
    \copyright \the\year{} \space \@author\\
    All Rights Reserved
    \end{center}
    \vfill
    \clearpage
}
```

24 Dedication Environment

This page is for the author to express professional and/or personal indebtedness. Permission(s) to use previously copyrighted materials, receipt of grant funds, recognition of readers, etc. are acknowledged on this page. Students must be consistent with the use of the third (the author) or first person throughout. This

page is optional, but if included, it is paginated (lowercase Roman numerals) and listed in the Table of Contents.

The use of copyrighted materials can be mentioned on the Acknowledgments page. Any copyright permission letters related to the manuscript should be included in an appendix.

```
\newenvironment{dedication}{%
    \chapter*{\dedicationname}
    \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\dedicationname}}{\dedi
    \vskip 0.5in
    \doublespacing
    \begingroup
    \begin{center}
}{\end{center}\par\endgroup}
```

25 Preface Environment

This is an optional section in the front matter.

```
\newenvironment{preface}{%
    \chapter*{\prefacename}
    \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\prefacename}}{\preface
    \doublespacing
    \begingroup\setcounter{secnumdepth}{0}
}{\setcounter{secnumdepth}{\value{secnumdefault}}\par\endgroup}
```

26 Custom Formatting for References

The graduate school allows for field-specific citation styles, but requires. Note that the citation style is specified in the class options above and implemented with Biblatex and Biber.

The references command will render the references on a new page.

```
\newcommand{\references}{%
    \cleardoublepage
    \singlespacing
```

The references are added to the table of contents as a chapter.

```
    \phantomsection
    \addcontentsline{toc}{chapter}{\texorpdfstring{\MakeTextUppercase{\bibname}}{\bibname}}
```

The bibliography is printed from Biblatex and Biber.

```
    \printbibliography
}
```

⟨/package⟩

27 Change History

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28 Index

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\verbatim@font 334
\verybigtitlepagefalse 189
\verybigtitlepagetrue 259
\vfill 519, 659, 710, 715
\vskip 515, 595, 602, 625, 632, 635, 721

W

\widowpenalty 330

Y

\year 712