The uhthesis class*

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1 Introduction

This file is the main file for the uhthesis class, which is intended to meet the requirements for University of Hawai'i at Mānoa Masters theses and Ph.D. dissertations.

This document class is based on the "Style and Policy Manual For Theses and Dissertations" provided by the University of Hawai'i Graduate Division. The version used states "Revised April 2002" inside the title page [1]. A more recent version of the style guide has been released, dated "September 2010", and this document class has not been scrutinized to see if it needs to be updated to meet any changed requirements. It is your responsibility to determine whether this style meets your needs.

The following pages must appear in the following order and have lower case Roman numeral page numbers, only the title page is unnumbered [1, p. 3]:

- title page

- signature page

- copyright page (optional)

- dedication page (optional)

- acknowledgements (optional)

- abstract

- table of contents

- list of tables (if any)

- list of figures/illustrations/graphs/charts/maps/plates (if any)

- list of abbreviations and symbols (optional)

---

*This document corresponds to uhthesis v2.0, dated 2012/04/10.

- preface (optional)

Text and other pages following preliminary pages are numbered using Arabic numerals and must appear in the following order [1, p. 3]:

- text

- appendices (if any)

- notes (if any)

- glossary (optional)

- bibliography

- index (optional)

There are a number of formatting requirements listed in the style guide which are already addressed by LaTeXeither directly or through the report document class upon which this class is based. Care should be taken to insure that formatting changes made by authors do not violate the following requirements:

- headings and subheadings must be consistent

- every page should be counted in the numbering

- no text or marks around page numbers, no slash through zeros in page numbers

- 10 point or larger font

Some of the requirements in the style guide cannot be properly addressed within the uhthesis document class. Authors should take care to ensure that the following requirements are met by their document:

- organized into either sections or chapters.

- if organized in chapters, each chapter must be titled and begin on a new page

- appendices may include schedules, lists, questionnaires, test, forms, case studies, series of plates and figures, etc., and each type of material forms a separate appendix which must be labelled separately

- the bibliography should be a style that is professionally acceptable within the field

- only references used in the preparation of the thesis/dissertation should be included in the bibliography

- consistent use and formatting of foreign words; italics or underlining is recommended. A quotation entirely in a foreign language should only appear in quotation marks and not be italicized or underlined.

- commas and periods should be placed within quotation marks

- i.e. and e.g. should always be followed by commas

appendices:

other formatting reqs: – page numbers either at top right or centered 1 inch from bottom – major headings (acknowledgements, abstract, toc, list of tables, list of figures, preface, chapter headings, appendices, and biography) should appear centered at the top of a new page immediately followed by the text. chapter headings only appear on the first page of a new chapter. – minor headings: each subheading level must be distinguished by a different style, headings at the same sublevel must use the same style consistently throughout the work, subheadings should not begin on a new page unless the previous section ended at the bottom of a page. – whitespace between words must be approximately even, and so full justification is not recommended. – use of hawaiian words should be consistent – double spacing except where required otherwise – no widows or orphans – no more than 3 hyphenations at the end of a line per page – no more than two consecutive lines with hyphens at the end. – every page should be numbered except the title and cover pages for parts – print on one side of page only – 8.5x11 in

tables: – "Table" then a number, then a period, followed by caption and then contents on next line – title can be flush left or centered, but must be consistent – can be all caps or mixed, but must be consistent – tables over half a page in length should appear on a separate page – wide tables may be placed broadside with title on binding side – tables may cover a number of pages in which case put " (Continued)" between period and caption – footnotes should use symbols or letters, but not numbers and be placed at the bottom of the table rather than the bottom of the page

figures: – captions should appear below, even if figure is broadside – positioning rules are the same as those for tables – if rotated, top toward binding

maps: – maps should have an accurate bar-type scale, some indication of lat & long, and a northward pointing arrow

2 Usage

Put text here.

\signaturepage	generates signature page
abstract	abstract

3 Implementation

This class loads the standard report class after making some changes to the options. The twocolumn option is specifically disabled and a warning message will be printed if it is specified.

```
1 \newcommand{\@doublespacep}{false}
2 \newcommand{\@draftp}{false}
```

```
3 \newcommand{\@englishp}{false}
4 \newcommand{\@letterpaperp}{false}
5 \newcommand{\@proposalp}{false}
6 \newcommand{\@thesisp}{false}
7 \newcommand{\@twosidep}{false}
8 \DeclareOption{actual}{}
9 \DeclareOption{dissertation}{}
10 \DeclareOption{doublespacing}{
11     \renewcommand{\@doublespacep}{true}
12     \PassOptionsToPackage{\CurrentOption}{setspace}
13 }
14 \DeclareOption{draft}{
15     \renewcommand{\@draftp}{true}
16     \PassOptionsToClass{\CurrentOption}{report}
17 }
18 \DeclareOption{english}{\renewcommand{\@englishp}{true}}
19 \DeclareOption{hawaiian}{
20     \ClassErrorNoLine{uhthesis}
21         {The ``hawaiian'' option is not supported at this time}}
22 \DeclareOption{letterpaper}{
23     \renewcommand{\@letterpaperp}{true}
24     \PassOptionsToClass{\CurrentOption}{report}
25 }
26 \DeclareOption{proposal}{\renewcommand{\@proposalp}{true}}
27 \DeclareOption{singlespacing}{\PassOptionsToPackage{\CurrentOption}{setspace}}
28 \DeclareOption{subfigure}{\PassOptionsToPackage{\CurrentOption}{tocloft}}
29 \DeclareOption{thesis}{\renewcommand{\@thesisp}{true}}
30 \DeclareOption{dissertation}{\renewcommand{\@thesisp}{false}}
31 \DeclareOption{twocolumn}{
32     \OptionNotUsed
33     \ClassWarningNoLine{uhthesis}{This class does not support the two column format}
34 }
35 \DeclareOption{twoside}{
36     \renewcommand{\@twosidep}{true}
37     \PassOptionsToClass{\CurrentOption}{report}
38 }
39 \DeclareOption*{\PassOptionsToClass{\CurrentOption}{report}}
40 \ExecuteOptions
41     {11pt,actual,doublespacing,letterpaper,onecolumn,oneside,final,thesis}
42 \ProcessOptions\relax
43 \LoadClass[onecolumn]{report}
```

The class will emit warnings if the selected options are not compatible with the requirements of the Graduate Division. twoside, single spacing and paper formats other than letter are only allowed in draft mode [1].

```
44 \RequirePackage{ifthen}
45 \ifthenelse{\boolean{\@draftp}}{}{
46     \ifthenelse{\boolean{\@doublespacep}}{}{
47         \ClassWarningNoLine{uhthesis}{final drafts should be double spaced}
48     }
```

```
49      \ifthenelse{\boolean{\@letterpaperp}}{}{
50          \ClassWarningNoLine{uhthesis}
51              {final drafts should be printed on letter paper}
52      }
53      \ifthenelse{\boolean{\@twosidep}}{
54          \ClassWarningNoLine{uhthesis}
55              {final drafts should be printed on only one side}
56      }{}
57 }
```

Margins are one-inch except on the binding side. The margin on the binding side is required to be 1.5 inches to ensure that no portion of the thesis is cut off during binding [1, p. 8]. We use the *includefoot* option to ensure that the page numbers fall within the margins of the page, as required [1, p. 8].

FIXME: maybe we should pass the twoside option to geometry when set by the user.

```
58 \RequirePackage[left=1.5in, right=1.0in, top=1.0in, bottom=1.0in,
59     includefoot]{geometry}
```

The setspace package is used to control line spacing.

```
60 \RequirePackage{setspace}
```

This document style was created for documents prepared in the English language. The Graduate Division specifies that dissertations may be in either English or Hawaiian, so we allow for the replacement of English lables and headings. If anyone is interested in making this style compatible with the Hawaiian language, please contact the authors.

Other English words that need replacement can be found in the macros supporting the title and signature pages.

FIXME: In the future we should probably use the babel package here.

```
61 \newcommand{\acknowledgname}{Acknowledgments}
62 \newcommand{\prefacename}{Preface}
63 \renewcommand{\contentsname}{Table of Contents}
64 \renewcommand{\listfigurename}{List of Figures}
65 \renewcommand{\listtablename}{List of Tables}
66 %bibliography:
67 %-- the heading "Literature Cited" may be used if it only contains references
68 %actually cited
69 \renewcommand{\bibname}{Bibliography}
70 \renewcommand{\indexname}{Index}
71 \renewcommand{\figurename}{Figure}
72 \renewcommand{\tablename}{Table}
73 \renewcommand{\chaptername}{Chapter}
74 \renewcommand{\appendixname}{Appendix}
75 \renewcommand{\partname}{Part}
76 \renewcommand{\abstractname}{Abstract}
77 \renewcommand{\acknowledgname}{Acknowledgments}
```

– if dissertation is divided into "Parts" then each new part designation should appear on a separate cover page. numbering for chapters does not begin anew for each part.

The style guide has the following requirements for chapter headings:

- chapter titles should be centered and consistently use the same size and style of font

- no cover pages, just center the title of the appendix on the first page

- if there is only one appendix it must be titled "Appendix", not "Appendix A"

FIXME: address "Appendix A" issue

```
78 \renewcommand{\@makechapterhead}[1]{
79     \begin{Large}
80     \begin{bf}
81     \begin{singlespacing}
82     \begin{center}
83         \MakeUppercase{\@chapapp}~\thechapter\par
84         \MakeUppercase{#1}\par
85         ~\par
86     \end{center}
87     \end{singlespacing}
88     \end{bf}
89     \end{Large}
90 }
91 \renewcommand{\@makeschapterhead}[1]{
92     \begin{Large}
93     \begin{bf}
94     \begin{singlespacing}
95     \begin{center}
96         \MakeUppercase{#1}\par
97         ~\par
98     \end{center}
99     \end{singlespacing}
100    \end{bf}
101    \end{Large}
102 }
```

\degreemonth   The month the degree will be officially conferred, capitalized normally. The default month is May since most students graduate at the end of the Spring semester.

```
103 \newcommand{\@degreemonth}{May}
104 \newcommand{\degreemonth}[1]{\renewcommand{\@degreemonth}{#1}}
```

\degreeyear   The year the degree will be officially conferred.

```
105 \newcommand{\@degreeyear}{1990}
106 \newcommand{\degreeyear}[1]{\renewcommand{\@degreeyear}{#1}}
```

\degree The full (unabbreviated) name of the degree, capitalized normally.

```
107 \newcommand{\@degree}{Master of Science}
108 \newcommand{\degree}[1]{\renewcommand{\@degree}{#1}}
```

\versionnum The version of this draft only appears when in draft mode or a proposal.

```
109 \newcommand{\@versionnum}{1.0.0}
110 \newcommand{\versionnum}[1]{\renewcommand{\@versionnum}{#1}}
```

\chair The name of your committee's chair.

```
111 \newcommand{\@chair}{No Such Person}
112 \newcommand{\chair}[1]{\renewcommand{\@chair}{#1}}
```

\othermembers The names of your other committee members, one per line. FIXME: really should be able to figure out number of members from this.

```
113 \newcommand{\@othermembers}{}
114 \newcommand{\othermembers}[1]{\renewcommand{\@othermembers}{#1}}
```

\numberofmembers The number of committee members, which affects the number of lines on the signature page.

```
115 \newcommand{\@numberofmembers}{3}
116 \newcommand{\numberofmembers}[1]{\renewcommand{\@numberofmembers}{#1}}
```

\field The name of your degree's field (e.g., Psychology, Computer Science), capitalized normally.

```
117 \newcommand{\@field}{}
118 \newcommand{\field}[1]{\renewcommand{\@field}{#1}}
```

\subfield The name of your degree's subfield (e.g., Computer Science (Bioinformatics)), capitalized normally.

```
119 \newcommand{\@subfield}{}
120 \newcommand{\subfield}[1]{\renewcommand{\@subfield}{#1}}
```

frontmatter The FRONTMATTER environment makes sure that page numbering is set correctly (roman, lower-case, starting at 2) for the front matter. It also resets page-numbering for the remainder of the dissertation (arabic, starting at 1). FIXME: the book class provides this functionality, perhaps we should use book instead of report?

```
121 \newenvironment{frontmatter}{
122     \pagenumbering{roman}
123     \setcounter{page}{2}
124 }{
125     \pagenumbering{arabic}
126     \setcounter{page}{1}
127 }
```

\maketitle This macro outputs the complete title page. It requires all the above macros. Based on the options provided, it will customize the title page: thesis vs. dissertation, proposal vs. actual.

The following items must be included on the title page [1, p. 3]:

- an ʻokina before the final ”i” in Hawaiʻi

- name of the author

- degree being awarded

- field of study

- area of specialty, if any, in parenthesis after field

- the author's graduation month and year

- committee members names, outside member's is usually last

There is an additional requirement to not include titles such as Dr., but the committee chair should be designated ”chairperson”.

```
128 \newcommand{\@papertype}{}
129 \ifthenelse{\boolean{\@thesisp}}{
130     \renewcommand{\@papertype}{Thesis}
131 }{
132     \renewcommand{\@papertype}{Dissertation}
133 }
134 \renewcommand{\maketitle}{
135     \thispagestyle{empty}
136     \begin{Large}
137     \begin{singlespacing}
138     \begin{center}
139         \null\vspace{3ex}\par
140         \MakeUppercase{\@title}\par
141         \vspace{2ex}\par
142         \ifthenelse{\boolean{\@proposalp}}{
143             A \MakeUppercase{\@papertype} PROPOSAL SUBMITTED TO MY COMMITTEE\par
144         }{
145             A \MakeUppercase{\@papertype} SUBMITTED TO THE\par
146             GRADUATE DIVISION OF THE\par
147             UNIVERSITY OF HAWAI'I AT M{\=A}NOA\par
148         }
149         IN PARTIAL FULFILLMENT OF THE\par
150         REQUIREMENTS FOR THE DEGREE OF\par
151         \vspace{2ex}\par
152         \MakeUppercase{\@degree}\par
153         \vspace{2ex}\par
154         IN\par
155         \vspace{2ex}\par
156         \MakeUppercase{\@field}
157         \ifthenelse{\equal{\@subfield}{}}{}{(\MakeUppercase{\@subfield})}\par
158         \vspace{2ex}\par
159         \ifthenelse{\boolean{\@proposalp}}{
160             \par
161         }{
162             \vspace{1ex}\par
```

```
163            \MakeUppercase{\@degreemonth~\@degreeyear}\par
164          }
165          \vspace{2ex}\par
166          By\par
167          \vspace{1ex}\par
168          \@author\par
169          \vspace{2ex}\par
170          \@papertype~Committee:\par
171          \vspace{1ex}\par
172          \@chair, Chairperson\par
173          \@othermembers\par
174          \ifthenelse{\boolean{\@proposalp}\or\boolean{\@draftp}}{
175              \vspace{2ex}\par
176              \today\par
177              Version \@versionnum
178          }{}
179      \end{center}
180      \end{singlespacing}
181      \end{Large}
182      \cleardoublepage
183 }
```

\signaturepage The signaturepage macro emits a UH-style signature page ready for your com-
mittee's signature. This page is only needed for the final actual document, so if
proposal or draft options have been provided then this page will not put output.
Therefore it is safe to include in the document at all stages and control its pres-
ence with the options. FIXME: really should use some sort of looping structure
to print out sig lines

signature page:

- no title or heading

- page number (ii) should appear consistent w/ rest of manuscript

- include author's name

- include author's degree

- include author's field

- include author's specialty, if any, in parenthesis after field

- exactly as many blank lines for signatures as committee members

- right margin 2 inches to prevent signing into the margin (suggested)

```
184 \newcommand\signaturepage{
185     \ifthenelse{\boolean{\@proposalp}\or\boolean{\@draftp}}{}{
186         \begin{Large}
187         \begin{singlespacing}
188             \null\vspace{4ex}\par
```

```
189              \noindent We certify that we have read this
190              \ifthenelse{\boolean{\@thesisp}}{thesis}{dissertation} and that, in
191              our opinion, it is satisfactory in scope and quality as a
192              \ifthenelse{\boolean{\@thesisp}}{thesis}{dissertation} for the
193              degree of {\@degree} in {\@field}
194              \ifthenelse{\equal{\@subfield}{}}{}{(\@subfield)}.\par
195              \vspace{8ex}\par
196              \parbox[l]{5in}{
197                  \begin{flushright}
198                  \begin{minipage}{2.7in}
199                  \begin{center}
200                      \MakeUppercase{\@papertype} COMMITTEE\par
201                      ~\par
202                      \vspace{4ex}\par
203                      \rule{2.5in}{.01in}\par
204                      Chairperson\par
205                      \vspace{4ex}\par
206                      \rule{2.5in}{.01in}\par
207                      ~\par
208                      \vspace{4ex}\par
209                      \rule{2.5in}{.01in}\par
210                      \ifnum \@numberofmembers > 3
211                          ~\par
212                          \vspace{4ex}\par
213                          \rule{2.5in}{.01in}\par
214                      \fi
215                      \ifnum \@numberofmembers > 4
216                          ~\par
217                          \vspace{4ex}\par
218                          \rule{2.5in}{.01in}\par
219                      \fi
220                      \ifnum \@numberofmembers > 5
221                          ~\par
222                          \vspace{4ex}\par
223                          \rule{2.5in}{.01in}\par
224                      \fi
225                  \end{center}
226                  \end{minipage}
227                  \end{flushright}
228              }
229          \end{singlespacing}
230          \end{Large}
231          \cleardoublepage
232      }
233 }
```

\copyrightpage While it's technically optional, you probably want a copyright page. This is a macro, not an environment, because it can be generated from the degreeyear macro.

```
234 \newcommand{\copyrightpage}{
```

```
235     \begin{Large}
236         \null\vspace{0.45\textheight}\par
237         \centering
238         Copyright {\@degreeyear} by \par
239         \@author\par
240     \end{Large}
241     \cleardoublepage
242 }
```

abstract   The ABSTRACT environment allows for multi-page abstracts. abstract page:

- not required for thesis, required for dissertation

- title "ABSTRACT"

- thesis abstract no more than 150 wds, dissertation no more than 350

- double spaced

FIXME: really should be able to check for presence of abs in dissertation FIXME: any way to generate a warning if word count is exceeded?

```
243 \renewenvironment{abstract}{
244     \chapter*{\abstractname}
245     \addcontentsline{toc}{chapter}{\abstractname}
246 }{
247     \cleardoublepage
248 }
```

dedication   The dedication environment just makes sure the dedication gets its own page.

```
249 \newenvironment{dedication}{}{
250     \cleardoublepage
251 }
```

acknowledgments   The acknowledgments environment puts a large, bold, centered "Acknowledgments" label at the top of the page. acknowledgement page: – do not show author's name or date – should show up in toc

```
252 \newenvironment{acknowledgments}{
253     \chapter*{\acknowledgname}
254     \addcontentsline{toc}{chapter}{\acknowledgname}
255 }{
256     \cleardoublepage
257 }
```

preface   The preface environment just makes sure the preface gets its own page.

```
258 \newenvironment{preface}{
259     \chapter*{\prefacename}
260     \addcontentsline{toc}{chapter}{\prefacename}
261 }{
262     \cleardoublepage
263 }
```

table of contents:

- includes acknowledgements, abstract, list of tables, list of figures, list of abbreviations and/or symbols, appendices, bibliography, and major sections of the text, does not list title page, signature page, or dedication

- must have dot leaders between end of heading and page number

- word headings in toc must match those in the text precisely

- each new sub-level must be indented to distinguish it from the previous level

```
264 \RequirePackage[nottoc]{tocbibind}
265 \RequirePackage[titles]{tocloft}
266 \renewcommand{\cftchapleader}{\cftdotfill{\cftdotsep}}
```

While the tocloft package affords the ability to customize the table of contents, it does do two annoying things: it changes the commands to generate the table of contents, list of tables, and list of figures so that they no longer automatically generate page breaks and it uses AtBeginDocument to renew the commands, which means that to add the page breaks back in we must also use AtBeginDocument *after* including the tocloft package.

```
267 \AtBeginDocument{
268     \let\origtableofcontents\tableofcontents
269     \renewcommand{\tableofcontents}{
270         \begin{singlespacing}
271             \setlength{\parskip}{\baselineskip}
272             \setlength{\cftbeforechapskip}{0pt}
273             \origtableofcontents
274         \end{singlespacing}
275         \cleardoublepage
276     }
277     \let\origlistoftables\listoftables
278     \renewcommand{\listoftables}{
279         \begin{singlespacing}
280             \setlength{\parskip}{\baselineskip}
281             \origlistoftables
282         \end{singlespacing}
283         \cleardoublepage
284     }
285     \let\origlistoffigures\listoffigures
286     \renewcommand{\listoffigures}{
287         \begin{singlespacing}
288             \setlength{\parskip}{\baselineskip}
289             \setlength{\cftbeforechapskip}{0pt}
290             \origlistoffigures
291         \end{singlespacing}
292         \cleardoublepage
293     }
294 }
```

list of tables: – tables numbered using arabic numerals – titles may be shorter than they appear in the text so long as they are not misleading – tables may either be numbered consecutively starting with 1, or using chapter number . index – single space within titles longer than one line, but double space between entries – requirements are otherwise the same as for the table of contents

list of figures/etc: – figure numbers are done the same as table numbers, plate numbers with capital roman numerals – if there are both figures and plates arrange them in separate lists – requirements are otherwise the same as for list of tables

References

[1] Style & policy manual for theses and dissertations. `http://www.hawaii.edu/graduate/thesdiss/html/style.htm`, April 2002.

Change History

v0.1
    General: Initial version, not for public release 1

v2.0
    General: Beta release, use at own risk. Version bumped so it will be higher than the version of old uhthesis2e class, to avoid confusion 1