

## 2025 University of Utah LaTeX Template Basics

The example .tex files demonstrate the different abilities of the template. You should select the example that is closest to the format you would like to use, but know that all options are available regardless of the file you choose for your main document.

You will begin by entering your information for the **preliminary pages**.

- In the `\author{}` field, type in your name as it should appear in the document. We require that your name be the full legal name as shown in University records (displayed in CIS).
- In the `\title{}` field, enter the title of your manuscript. Titles over 5 inches long should be split and placed on two or more lines to appear visually balanced. Move text to the next line with `\\`.
- In the `\abstract{}` field, you'll add the text for your abstract. In this section, you will need to add breaks for new paragraphs with `\\` instead of a blank line. Note that abstracts cannot exceed 350 words and should not contain any citations.
- In the `\acknowledgments{}` field, add any acknowledgments you'd like to appear in the document. Use `\\` to break to a new paragraph. Comment out to omit this optional section from the document.
- In the `\preface{}` field, you can include a preface section to the document. Use `\\` to break to a new paragraph. Comment out to omit this optional section from the document.
- In the `\adddedicationpage{}` field, you can add text to appear on a dedication page. Use `\\` to move to a new paragraph. Comment out to omit this optional section from the document.

In the next several sections, you will enter the **personal information** for the preliminary pages.

- For the graduation date, you will put `\may` for Spring, `\august` for Summer, or `\december` for Fall.
- In the `\year{}` field, input the year in which you will graduate.
- Next, you will choose `\diss` if you are getting a PhD or `\thesis` if you are getting a Master's degree.
- Use `\phd` for a PhD degree, `\ms` for a Master of Science, or `\ma` for a Master of Arts. Contact the Thesis Office if you believe none of these options apply to you.
- For the `\emphasis{}` field, the default is `{none}`. Only change this if you are getting a degree which requires you to list an emphasis. Most degrees do not have an emphasis.
- Next, choose `\department`, `\school`, or `\college` depending on whether it is a department, school, or college issuing your degree.
  - \* **NOTE:** If none of these fit the body issuing your degree, you will need to adjust the `u_template.cls` file to permit you to properly enter something else. *ONLY* make this adjustment if it is necessary. Examples of degrees that will need to make this change are students seeking a degree from an interdepartmental program (e.g., **Interdepartmental Program in Neuroscience**, **Interdepartmental Program in Robotics**) or from a school

that needs to have a specific name included (e.g., **Kahlert School of Computing, David Eccles School of Business**). In these instances, comment out this line. Go to the u\_template.cls file and remove the word “of” from lines 1051 and 1082.

- Next, enter the name of your department in **\departmentname{}**. In the special situations described above that requires an alteration of the .cls file, you will list the entire name of the issuing body (i.e., Kahlert School of Computing, not just Computing). All other students do not repeat Department, School, or College.
- For the next section, you are listing the person in charge of your department. *This is **not** the Director of Graduate Studies*. If your degree is being issued by a department, it will need you to select **\chair**. Schools or Colleges often have deans instead, so you would select **\dean**. The **\director** field is less popular, but is needed for interdepartmental programs or schools that do not have a governing dean.
- In the **\departmentchair{}** field, enter the name of the person in charge of your department/school/college, etc. *This is **not** the Director of Graduate Studies*.
- The **\nameofdean{}** field should contain the name of the current Dean of The Graduate School.
- Next, **\onechair** indicates that you have only one chair. You will change this to **\cochairs** if you have two chairs. Only do this if you are sure you have two people sharing in the chair role. Your department must make this indication for us in the notes of your committee page in CIS in order for us to verify that this is accurate.
- You will then enter each committee member’s name using **\addcommittteemember{}**. The first committee member is your chair (the first and second will be your co-chairs if you used the **\cochairs** option). Make sure for all committee members you duplicate the name as it is depicted in the committee tab in CIS, with the first name going first. This means that spelling and middle names/initials should be represented as they have on file with the university. For each committee member, you will also add the signature date in the second set of curly brackets. For your initial submission, you can leave these blank or filled with the example dates. Your editor will provide you with the actual dates to list for your first review.

The next commands deal with setting up the **body** of your document. Here are the options:

- First, select your chapter preferences. Most students will want the default **\usechapters**. This sets up numbered chapters as the main division of your document. **\mainheadingsnumbered** omits the term “chapter” and numbers each main section. This may be more practical if you are a master’s student without dedicated chapters and you would like to separate the main sections of your document instead. **\mainheadingsunnumbered** allows the document to have unnumbered titles at the beginning of each section.
- The next choice you have is whether or not you’d like **\localnumbering** or **\nolocalnumbering**. Local numbering adds chapter locators at the beginning of each subheading, figure/table/equation numbers, etc. Without local numbering, the subheadings go unnumbered and figures/tables/equations are numbered

sequentially throughout the entire document. *You **must** use local numbering if you are including reprinted chapters or if you are using chapter references.* You also cannot use local numbering if you have unnumbered main headings, as a chapter number is needed.

- If you have appendices, you have two choices. You can select `\appendixaschapter` to have the appendix have a set up similar to the chapter with the text beginning on the same page as the heading. You can select `\appendixasapart` to have a part-title page displayed before the beginning of the content instead. This will center the appendix title vertically on the page and is used when you have content that needs to begin on a new page.
- Your next choice is to choose where to place your figures/tables. `\intext` is for placing figures/tables embedded alongside the words of the chapter. `\chapterend` is for placing figures/tables at the end of each chapter. `\withouttext` is for placing figures/tables on their own pages after they have been mentioned in the text. `\chapterend` is the simplest method. `\withouttext` is a little more complicated. `\intext` will need your direct attention to make sure the placement is correct. This can be time consuming and will take great attention to detail to be sure you are following the rules. The template can approximate placement, but it cannot always get it right.
- Leave the commands about the tables alone unless you know what you are doing and you need to do so.
- You can change between `\tablecolors` and `\notablecolors` to decide if you would like alternating rows to be shaded.

Please refer to the Quick Guide in the document for information about how to indicate different levels of **subheadings**, adding **block quotes**, **lists**, **equations**, **figures**, **tables** (including long tables), inserting **PDF** files to use as chapters and the dummy entries for your Table of Contents and lists, and swapping to a **landscape** page.

Other important information:

- Select your **bibliography** information in the `u_template.cls` file. Add the bibliography style you would like in line 50. Add the name of the `.bib` file in line 51. Please refer to the examples to see how to call references at the end of chapters or at the end of the document.
- When you have a very long chapter title or subheading, you will need to add **breaks** using `\\` to keep lines shorter than 5" in length and visually balanced. If you are doing this to a chapter title or a 1<sup>st</sup> level subheading, you must protect the original spacing in the Table of Contents. Include a version of the title before the curly brackets in straight brackets that does not contain the break. Example:  
`\chapter[Second Chapter Title that is very very very very very very very very very long]{Second Chapter Title that is very very very \\ very very very very very very very long}`