ufthesis

A \LaTeX{} Class to Format Theses and Dissertations at the University of Florida
(Short Documentation)

Class version v2.0c of 2002/09/20

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Documentation updated on 2002/09/20

Abstract

This class file should help users format their thesis or dissertation according to the guidelines established by the Editorial Office of the Graduate School at the University of Florida [1]. While this template, like all others, is not approved by the Graduate School, it should help most users satisfy the formatting requirements. Use of the ufthesis document class does not guarantee acceptance of your document by the Graduate School. Several people have used this document class, and have successfully made it through the Editorial Office review cycle.

This documentation describes the use of the ufthesis class, and any custom commands provided by the document class. Should you be interested in the description of the underlying \LaTeX{} coding, please see the full version of the documentation.

*Please contact the author regarding any bugs or possible modifications to the class file or its documentation.
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1 Introduction

The idea of this document class is to input the standard \LaTeX\ report class and make changes as necessary to meet the Graduate School requirements. The following packages, in addition to those included with the base distribution of \LaTeX\, must exist on your system; the dates in parentheses give the dates of the oldest version this class was tested with. Since they are all standard packages, they are readily available at any CTAN (Comprehensive \TeX\ Archive Network) site. A convenient way to access the local CTAN site is via browsing http://www.cise.ufl.edu/ftp/tex/help/Catalogue/alpha.html

- \texttt{setspace} (2000/12/01) [4].
- \texttt{ulem} (2000/05/26) [5].
  You can use \texttt{\uline{⟨text⟩}} to underline ⟨text⟩. The documentation of the \texttt{ulem} package provides more information.
- \texttt{sectsty} (1999/04/12) [6].
  Since underlining in section headings is rather nontrivial, the \texttt{sectsty} package was used to manipulate the formatting of sectional headings.
- \texttt{ragged2e} (1999/06/08) [7].
  Since the Editorial Office prefers ragged right justification (to avoid hyphenation at the end of lines), we use this package to handle justification appropriately.
- \texttt{everyset} (1999/06/08) [8].
  Required by the \texttt{ragged2e} package.

2 Verifying Page Alignment . . .

Before using this document class for the final printing of your thesis (the one you submit to the Graduate School), it is important to verify the proper page alignment from the DVI file to the final output. Otherwise, the margins of the printed output may not agree with those
required by the Editorial Office. The following two subsections discuss two methods that can be used to ensure proper page alignment.

2.1 The proper way to adjust page alignment

The base LATEX distribution comes with (since 1994) a special file that can be used to verify/configure the TEX system for proper page alignment. LATEX the file testpage.tex, using the letterpaper and single-sided options when prompted. Process the testpage.dvi (using dvips) and send the output to the printer exactly as you plan to do for your final submission. The result should be a printed page that clearly defines the edges of the text area. Use a ruler to measure the left and top margins on this page. If they are not one inch, then your TEX system requires some adjustment.

Tomas Rokicki’s dvips program uses a configuration file called config.ps for site-wide control of the printing process. If different printers exist, then each printer may have a corresponding config.printer file, where printer is the actual printer name. To adjust the paper alignment, you must edit the appropriate configuration file. In its original configuration, the configuration file contains a line “O 0pt,0pt.” The “0pt,0pt” parameters control the alignment of the left and top edges of the printed page. Just change the line that contains “O 0pt,0pt” to whatever left and top offsets you require. Note that 1 pt is defined to be 1/72nd of an inch. So, you have very fine control over the paper alignment.

This process may be recursive, in that you might have to modify the configuration file and then process testpage.tex again. Continue this process until you have the proper page alignment. Please note that this issue relates to properly configuring your TEX system, and is not just peculiar to the ufthesis documentclass.

2.2 An easy method to adjust page alignment

If you have a TEX implementation on your own personal computer, then the method described in the previous subsection is the preferred method. However, if you are using a TEX system on a network, or computer system maintained by the University, then you may not be able to modify the appropriate configuration files. Instead of modifying configuration files, you can add two commands to your thesis file to adjust the page alignment.

Similar to the testpage.tex file, the ufthesis documentclass is distributed with a file called ufinalign.tex. LATEX the ufinalign.tex file and process it through dvips, just as you plan to process your thesis for the final submission. That is, use the same commands and the same printer that you will use for your final printout. One of the
boxes on the page displays the area in which the main text of your thesis will be typeset. Therefore, the left and top margins to this box should be 1.5 inches and 1 inch, respectively. The ufalign.tex file contains two commands, \addtolength{\hoffset}{0pt} and \addtolength{\voffset}{0pt}, that can be used to adjust the placement of the margins.

Use either points (1pt = 1/72nd of an inch) or inches to adjust the margins. To increase the left margin by a tenth of an inch, change the \hoffset command to \addtolength{\hoffset}{0.1in}. To decrease the left margin by one-eighth of an inch, change the \hoffset command to \addtolength{\hoffset}{-0.125in}. Modify the \voffset command to adjust the top margin of the page. Modify these parameters, and re-process the ufalign.tex until the page margins are 1.5 inches and 1 inch as required. Once you have determined the final values of these parameters, for proper page alignment, copy the \addtolength{... commands into your thesis file. See the example thesis file ufsample.tex for an idea of where these commands should be pasted.

3 Usage

An example of how to use this document class is provided in ufsample.tex. Details of how to compile the example are provided in a later section.

Use this class file the same way as the report class, by putting \documentclass{ufthesis} at the beginning of the \LaTeX file. There are only a few options available with this document class, which will be described in the following sections. Due to the requirements of the Graduate School, this document class does not support two-sided printing or two-column page layout.

4 The document class options

4.1 Font Size Options: 10pt, 11pt or 12pt

These are the font sizes that are available in the standard \LaTeX report document class. Most likely, the 12pt option should be used for the final typeset version of the document. Obviously, only use one of these options in the \documentclass command. The 12pt option is selected by default if none of these options are specified in the \documentclass command.
4.2 Bold

By default, all headings in the document are underlined using the \texttt{ulem} and \texttt{sectsty} packages. The Graduate School requirements have recently been modified such that a bold typeface may be used instead. By using this option, all of the headings (below the chapter level) are typeset using a bold typeface.

4.3 Page Numbering Option: \texttt{CPage}

By default, on the main text pages, the page number is displayed right-justified at the top of the page. When the \texttt{CPage} option is used, the page number is displayed centered at the top of the page.

4.4 Draft

This option has been defined to facilitate switching the page numbering and style for the front matter and main text as appropriate. Using the \texttt{Draft} option, the page numbering starts at 1 and increments throughout the document. When the \texttt{Draft} option is used, page numbers are displayed using Arabic numerals. However, the page numbers are not displayed in either the abstract or the biographical sketch. This option is useful for general purpose work, and for generating the extra copies of the abstract and biographical sketch that are required by the Graduate School at final submission.

4.5 Justification Option: \texttt{Justify}

By default, the thesis is typeset using ragged right justification. Ragged right justification helps avoid excessive word hyphenations at the end of each line. When this option is used, ragged right justification is disabled, and the thesis is typeset using full justification. According to feedback from the Editorial Office, ragged right is the preferred justification method. The \texttt{ragged2e} and \texttt{everysel} packages are used to enable the ragged right justification.

4.6 Hanging Indents: \texttt{NoTocHang}

According to the Graduate School requirements, the second line of a heading in the table of contents or list of figures/tables must be indented. This is the default behaviour of the document class, as a hanging indent of width $\texttt{\RS@TOChdent}$ (relative to the first line of text) will be present on the second line of any entry in these lists. By using the \texttt{NoTocHang} option, then for any headings that are numbered, the second line will be indented such that it aligns with the text of the first line.
4.7 Typesetting Penalties: nopenalties

By default, several \TeX parameters are set such that widows and orphans (single lines starting/ending a paragraph at the top or bottom of the page) do not occur. By using this option, one can easily view the effects of using the default \TeX values for these parameters. Then, if a widow or orphan occurs, a manual page break can be forced at the appropriate point in the source code to remove the widowed or orphaned line.

5 Setting the title, author’s name, degree type, etc.

The document preamble is the part that occurs before the \begin{document} statement. Throughout the document, information about the author, the title and such is required. The following commands are used in the document preamble to define all of the required text strings that are used to personalize the document.

\begin{itemize}
  \item \SetTitle{text} This is the title as it appears on both the title page and in the abstract. The title must be entered using all upper-case letters. Line-breaks can be entered in the title by using the \\ command.
  \item \SetFullName{text} The author’s name, using capital letters where appropriate.
  \item \SetThesisType{text} This should be the word “Thesis” or “Dissertation”.
  \item \SetDegreeType{text} Something like “Master of Science” or “Doctor of Philosophy”.
  \item \SetGradMonth{text} The month in which the degree is conferred. “May” or “December” seem to be popular choices.
  \item \SetGradYear{text} The year in which the degree is conferred.
  \item \SetDepartment{text} The author’s department name, which appears in in the abstract.
  \item \SetChair{text} The chairperson’s name.
\end{itemize}

Usage of a command, for example, \SetTitle{ABSTRACT GEOMETRY} defines a command without the Set part (in this example \Title printing “ABSTRACT GEOMETRY”) that is used internally but can also be used throughout the text.
6 The Thesis “Frontmatter”

In this section, we present the commands used to add all pages prior to the first chapter of the thesis. Some of these commands are required while some of them are optional.

6.1 Initial Page Layout and Numbering

\frontmatter

This command is required, and should be used immediately after the \begin{document} command, to initialize several page numbering and layout parameters.

6.2 Title Page

\maketitle

The command \maketitle formats the title page.

6.3 Copyright Page

\makecopyright

The optional copyright page can be inserted by using the command \makecopyright.

6.4 Dedication

\dedication

The optional dedication can be inserted by using the command \dedication{text}, where text is the contents of the dedication.

6.5 Acknowledgments

\acknowledge

In order to format the optional acknowledgments, use the command \acknowledge{text}. The title “ACKNOWLEDGMENTS” is automatically added to the table of contents. This title may be modified by renewing \acknowledgname.

6.6 Table of Contents, List of Tables and Figures

\tableofcontents, \listoftables, \listoffigures

These lists are generated with the commands \tableofcontents, \listoftables and \listoffigures. The titles of these lists may be changed by renewing the \contentsname, \listtablename, and the \listfigurename macros, respectively.

6.7 Abstract

\abstract

This command, which actually is an environment, sets up the required text for the abstract. The proper use is: \begin{abstract} The actual abstract text \end{abstract}.
7 The Thesis “Mainmatter”

In this section, we describe the commands used to format the main chapters of the thesis. Please refer to the sample thesis file ufsample.tex for examples of how these commands are used.

7.1 Changing Page Layout and Numbering

Before the main body of the document, use the \mainmatter command to control the page numbering. Most likely, this command should be used immediately after the \abstract command.

7.2 Chapter Titles

Use the \chapter command to start a new chapter in the document. If the boolean SetDSpace is true, then the chapter will be typeset using double-spacing. In general, the class file sets the SetDSpace boolean appropriately so that the selection of single-spacing or double-spacing occurs transparent to the user.

Note that the chapter title may extend over more than one line by using the following form:
\chapter[Title Line 1 \protect\newline Title Line 2]{Title Line 1 \ Title Line 2}

7.3 Sectional Headings

Use the \section command for the first-level subheadings. Use the \subsection command for the second-level subheadings. Since it may be difficult to distinguish third-level subheadings from second-level subheadings, it is suggested that the \paragraph command is used for all third-level subheadings. Note that the text of the heading may extend over more than one line. In this case, use the command in the same form as what is shown above for the \chapter command.

7.4 Captions for Tables and Figures

According to the Graduate School, captions must be placed above tables and below figures. Normally \LaTeX uses the lengths \abovecaptionskip and \belowcaptionskip to determine the amount of white-space above or below a caption. The figure and table environments have been slightly modified such that the different spacing is defined around the \caption command. For figures, the lengths \abovefigcaptskip and \belowfigcaptskip determine the amount of white-space around the figure caption. Likewise, the lengths \abovetabcaptskip and \belowtabcaptskip control the spacing around table captions.
8 The Thesis “Backmatter”

The following commands are used to control the appearance and content of the end of the thesis (appendices, signature pages and such). You might have to tailor some of these commands to suit your college requirements.

8.1 Appendix or Appendices

\chapter* \appendix \clearpage
\addcontentsline{toc}{extrachapter}{APPENDIX\protect\hspace{2.0em}TITLE}
\chapter*{APPENDIX \ TITLE}

If however, multiple appendices are to be included, the following sequence of commands should be used:

\appendix \clearpage
\addcontentsline{toc}{extraentry}{APPENDICES}
\chapter{TITLE OF APPENDIX A}
  Blah Blah Blah ......
\chapter{TITLE OF APPENDIX B}

8.2 List of References

The \bibliography environment has been modified to start a new chapter with a title that defaults to REFERENCES, (see \bibname). Entries in the bibliography are typeset single-spaced with a double-space between individual entries. While items may be manually entered into this environment, it is strongly suggested that the Bib\TeX program \cite{10} be used to maintain the list of references.

If the Bib\TeX program is used, then a need arises for a style file in order to format the entries of the bibliography environment. This document class comes with two bibliography style files \texttt{uffull.bst} and \texttt{ufinit.bst} that may be useful. They are just slightly modified versions of the style file used by the IEEE\footnote{Institute of Electrical and Electronics Engineers, Inc.} for its transaction papers. The references are numbered and listed in order of citation. Using
the ufull bst style, the author’s names will be listed as given in the database (.bib) file. Using the ufinite bst style, the author’s names will be listed using initials (for first and middle) followed by the surname. These files have been provided as a convenience to users (but have not been approved by the Editorial Office). However, other style files are available from CTAN, or custom files may be created by using the custom-bib package [15].

8.3 List of References and the natbib package

The natbib package [16] can be used with the uftesis documentclass. The natbib package unfortunately modifies some of the commands defined by the uftesis documentclass. Therefore, an extra step must be included to correct these modifications. A file named ufnatbib.cfg is distributed with the uftesis documentclass that is used for this purpose. The contents of the ufnatbib.cfg file are just those commands that must be redefined after natbib is loaded. Just rename the ufnatbib.cfg file to natbib.cfg, and place it in the directory with your main thesis file. When the natbib package is loaded, it will automatically read the natbib.cfg file to make the necessary corrections.

8.4 Biographical Sketch

\biography{text} Use the \biography{text} command to typeset the text in the required biographical sketch. The title “BIOGRAPHICAL SKETCH” is automatically added to the table of contents, but this may be changed by renewing the \biographyname macro.

8.5 Disabling Page Numbering

\backmatter Use the \backmatter command to turn off the display of page numbers on the remaining pages in the document. This command should be used before the typesetting of the signature page.

8.6 Signature Page

\CertPar \SubmitPar These commands are used to help simplify the creation of the signature page. Since the number of committee members is different for a thesis and a dissertation, a custom signature page must be created. These commands as given, are set up for a signature page according to the College of Engineering guidelines [1]. You most likely will have to modify the definitions of these commands for your individual requirements. Both commands have two arguments, with the first one being optional.
A typical use of these commands is given below.

```latex
{\setlength{\parskip}{0.15in}\
\CertPar{\Chair, Chair \newline Associate Professor of Electrical and \newline Computer Engineering}\
\CertPar{Another Name \newline Professor of Electrical and Computer \newline Engineering}\
\newpage\
\SubmitPar{Pramod P. Khargonekar \newline Dean, College of Engineering}\
{Winfred M. Phillips \newline Dean, Graduate School}}\
```

Note that the \parskip above the first \CertPar is used to set the spacing between the individual certification blocks. The spacing between The end of the “I certify that I have read” statement and the actual signature line is controlled by the optional argument of the \CertPar command (likewise for the \SubmitPar command). Change this spacing as desired by using the following version of the command:

```
\CertPar[0.5in]{Name \newline Department \newline Second Line of Department}
```

### 8.7 General Audience Abstract

The general audience abstract should be no more than 150 words and should be written to communicate in clear and effective, nonspecialized language the contributions of the work to the state of Florida, the nation, society in general, and/or the discipline. The following structure can be used to typeset the general audience abstract.

```
\begin{simpleenv}{}{}{}{}\pagestyle{empty}\begin{flushleft}TITLE OF THE DISSERTATION\*{\BaseDiff\baselineskip}\FullName\%(352) xxx--xxxx\%(Department of \Chair\%Degree: \DegreeType\%Graduation Date: \GradMonth\%GradYear\%\end{flushleft}\\GoDouble%Enter the text of the general audience abstract here.\end{simpleenv}
```

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9 Special Commands

The commands described in this section are used to aid in the commenting of the source file, and also to do some special formatting. These commands are optional, in that they are not required in order to format the document.

9.1 Adding Margin Notes

Use the command \NOTE{text} to display the argument text in a special box with the word NOTE displayed in the page margin. If the boolean \ShowNotes is true, then the note will be displayed on the typeset page. Otherwise, the note will be ignored. The idea is to use the \NOTE command to write personal notes while working on the draft, that can easily be removed for the final typeset copy.

9.2 Automatically Generated Indices

Several commands have been included in this document class file to facilitate the creation of automatically generated lists with the MakeIndex program [11, 12]. These commands are based on the multind.sty package by F. W. Long [3, chapter 12], which allows the creation of multiple indices in the document. For example, two indices may be used to generate a list of abbreviations and a list of mathematical symbols. Please note that \TeX has a limited number of files that can be written to at one time, so an infinite number of indices may not be used. These commands are meant as an alternative for other index packages (like makeidx.sty or showidx.sty) which only support one index file in the document.

Use this command in the document preamble to enable the creation of an index file. If only one index is to be created, then just use the \makeindex command. However, if there are to be more than one index, or it is desirable to name the index file something besides the default, use the following command

\makeindex[filename]

A unique filename for each index must be assigned, so a \makeindex[] command should exist for each index, in the document preamble.

Issue this command at the point in the document where the index is to be typeset. Typically, this will be after the lists of figures and tables (if included). The command creates a new chapter and sets up the initial page formatting for the list to be generated. The form of the \printindex command directly corresponds to the form of the \makeindex command used in the document. The \printindex com-
mand has four arguments, with one being optional. The two ways to use this command are:

\printindex{INDEX TITLE}{INDEX TITLE}{text}
\printindex[filename]{INDEX TITLE}{INDEX TITLE}{text}

The second and third arguments in the \printindex command correspond to what is eventually placed into a chapter command \chapter{2nd arg}{3rd arg}. The fourth argument is used if some additional text is to be included between the title of the index and the actual listing of the index. This form of the command may be useful to provide a brief description of the contents/purpose of the index.

This is the command that is used to actually define what is going to be added to the index list. As with the other indexing commands there are two forms that can be used, depending on how the \makeindex command was issued. For generating only one index file, use the command shown below

\index{text to add to index}

If there are more than one index file, or if a custom filename was used for the index, then the following form of the command must be used:

\index[filename]{text to add to index}

Of course, for each index file that is created, a run of the MakeIndex program will be required. How to actually format the index using the MakeIndex program, and customizing MakeIndex style files, is discussed in [3], and is therefore considered to be beyond the scope and intent of this document. However, along with the ufthesis document class file there are two MakeIndex style files (ufpage.ist and ufnpage.ist) created that allow one to typeset an index with/without page numbers in a format that is very similar to what is typeset in the table of contents. Assuming that one has issued the command \makeindex[filename] in the document preamble, then after running the document through \LaTeX, one can format the index file by issuing on of the following commands.

makeindex -s ufpage.ist filename
makeindex -s ufnpage.ist filename

Of course, an extra run of the document through \LaTeX will be required to actually typeset the formatted index.

There is one important point to remember; just like generating the cross-references in a \LaTeX document may require \LaTeXing the document several times, the same might be true for generating the index files. If the table of contents file changes between two runs of \LaTeX on the document, another run of the MakeIndex program may be required (followed by another run of \LaTeX) in order to get the page numbers correct in the typeset index file.
10 Changing the Code ...

It might be necessary to modify some of the commands defined in the \texttt{ufthesis} \texttt{documentclass}. One possible reason for modification would be changing the signature page commands to your specific requirements. However, you do NOT have to (and SHOULD NOT!) edit the \texttt{ufthesis.cls} file directly. Create a file called \texttt{ufthesis.cfg}, which contains any commands that you want to add to or modify in the \texttt{ufthesis} \texttt{documentclass}. Place this file in the same directory as your main thesis file. The \texttt{ufthesis} \texttt{documentclass} will automatically load this configuration file. See the sample thesis file, \texttt{ufsample.tex}, and the sample configuration file, \texttt{ufmod.cfg}, for more details on this subject.

11 An Example Thesis File

In order to typeset the example file, the following files should exist: \texttt{ufthesis.cls}, \texttt{ufsample.tex}, \texttt{ufpage.ist} and \texttt{ufnpage.ist}. All of these files are generated from \texttt{ufthesis.dtx} so if a file is missing, complain to someone who knows where/how to get/process the \texttt{ufthesis.dtx} file. In addition, dependent on the \LaTeX{} system in use, the files \texttt{setspace.sty}, \texttt{ulem.sty}, \texttt{ragged2e.sty}, \texttt{everysel.sty} and \texttt{sectsty.sty} may also be required. These files (and those generated by \texttt{ufthesis.dtx}) may have to be placed in certain directories, or certain environment variables defined, such that they are seen by \LaTeX{} and the MakeIndex programs.

Assuming that all of the files listed above exist, the following commands can be used to typeset the example thesis.

\begin{verbatim}
latex ufsample
makeindex -s ufnpage.ist keylist
makeindex -s ufpcont.ist mathlist
latex ufsample
latex ufsample
makeindex -s ufnpage.ist keylist
makeindex -s ufpcont.ist mathlist
latex ufsample
latex ufsample
\end{verbatim}

12 Acknowledgments

A special thanks to the authors of the \texttt{setspace}, \texttt{ulem}, \texttt{sectsty}, and \texttt{ragged2e} packages, for without these packages generating this class
file would have been much more difficult. Former students Ali Almutairi, Brad Rainbolt, Shannon Fields and Philip McGoff deserve mentioning, as they volunteered to try out this document class while writing their dissertations/proposals. Bernd Schandl (Clemson University) was kind enough to share his work on his thesis package, and also provided some elegant solutions that were used in this document class. Dr. Brett Presnell, of the Department of Statistics, provided some useful suggestions for improving the quality of the document class. Walda Metcalf and Rhonda Riley, both of the Editorial Office, have been very helpful in providing much needed feedback. Without the assistance of Dave Blackman (the Electrical and Computer Engineering Department), the distribution and maintenance of the \texttt{ufthesis} documentclass would be, at best, extremely difficult.

\section*{References}


[2] Leslie Lamport, Frank Mittelbach and Johannes Braams, \texttt{classes.dtx}. This file is part of the base \texttt{LATEX} distribution.


[6] Rowland McDonnell, \texttt{sectsty.sty}, version v2.0.1 1999/04/12 A \texttt{LATEX} package used to manipulate formatting of sectional headings.

[7] Martin Schröder, \texttt{ragged2e.sty}, version v1.02 1999/06/08. A \texttt{LATEX} package that is used for ragged right justification with control over hyphenation.

[8] Martin Schröder, \texttt{everysel.sty}, version 1.03 1999/06/08. Required by \texttt{ragged2e.sty}, controls interword spacing along with font changes.


[10] Oren Patashnik, \texttt{BibLATEXing}. Documentation for general \texttt{BibLATEX} users, February 1988. The \texttt{BIBTEX} text of this document is included with the \texttt{BibLATEX} distribution.

[12] Leslie Lamport, *MakeIndex*, An Index Processor for \LaTeX, 1987. The \LaTeX text of this document is included in the \texttt{makeindex} software distribution.

[13] Johannes Braams, David Carlisle, Alan Jeffrey, Leslie Lamport, Frank Mittelbach, Chris Rowley, and Rainer Schöpf, \texttt{ltfloat.dtx}. This file is part of the base \LaTeX2\epsilon distribution.

[14] Johannes Braams, David Carlisle, Alan Jeffrey, Leslie Lamport, Frank Mittelbach, Chris Rowley, Tobias Oetiker, and Rainer Schöpf, \texttt{ltsect.dtx}. This file is part of the base \LaTeX2\epsilon distribution.

[15] Patrick W. Daly, \texttt{custom-bib}. A \LaTeX2\epsilon package that can be used to create custom “bst” (\BibTeX formatting) files. The “bst” file controls the formatting of the references in the bibliography list.

[16] Patrick W. Daly, \texttt{natbib.sty}, version 7.0a 2000/07/24. A \LaTeX2\epsilon package that acts as a general, all-purpose citation-style interface. This can be used to change how references are displayed in the main matter of the thesis.