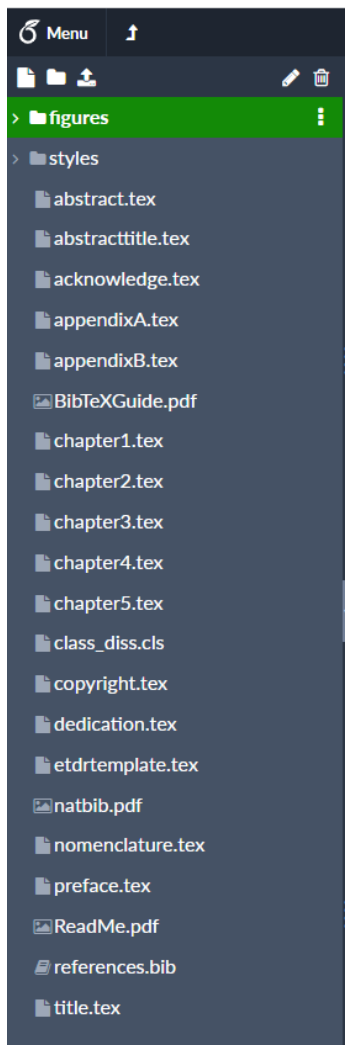# Instructions for Using the LaTeX ETDR Template

K-State offers a "plug-and-play" LaTeX template for ETDRs. It is an easy downloadable collection of LaTeX files that enable a fairly easy compilation for graduate students.

One LaTeX template for theses, dissertations AND reports

The LaTeX ETDR template serves the needs of graduate students who are writing theses, reports, and dissertations. This is an all-in-one file, in the sense that students may "comment out" code using the <%> sign so that certain files and features are not included in the finalized text…or they may add files and point to new files to include in the final document. Users may remove elements, or they may add them.

Configuration of the LaTeX template

The LaTeX ETDR template is configured with page margins, pagination, font size, placeholder text, and other formatting required by the Graduate School and will automatically create a Table of Contents, Lists of Tables, Lists of Figures, Lists of Equations (as needed), and PDF bookmarks. The template uses a separate file for each section of your ETDR: title page, abstract, preface, chapters, references, etc. Below is a screenshot of the left menu. Note that there is a downloadable .pdf guide to BibTexGuide.pdf and an example folder of images uploaded to the template (as examples). This setup makes it easier to organize and work with a lengthy document. Additional .tex files may be added as well, such as additional chapters or a List of Nomenclature.

Although the template gives you a foundation for creating your ETDR, you will need a working knowledge of LaTeX in order to produce a final document. You should be familiar with LaTeX commands for formatting text, equations, tables, and other elements you will need to include in your ETDR.

Use of the template is not required and is offered simply as a framework that may save you some time and effort.
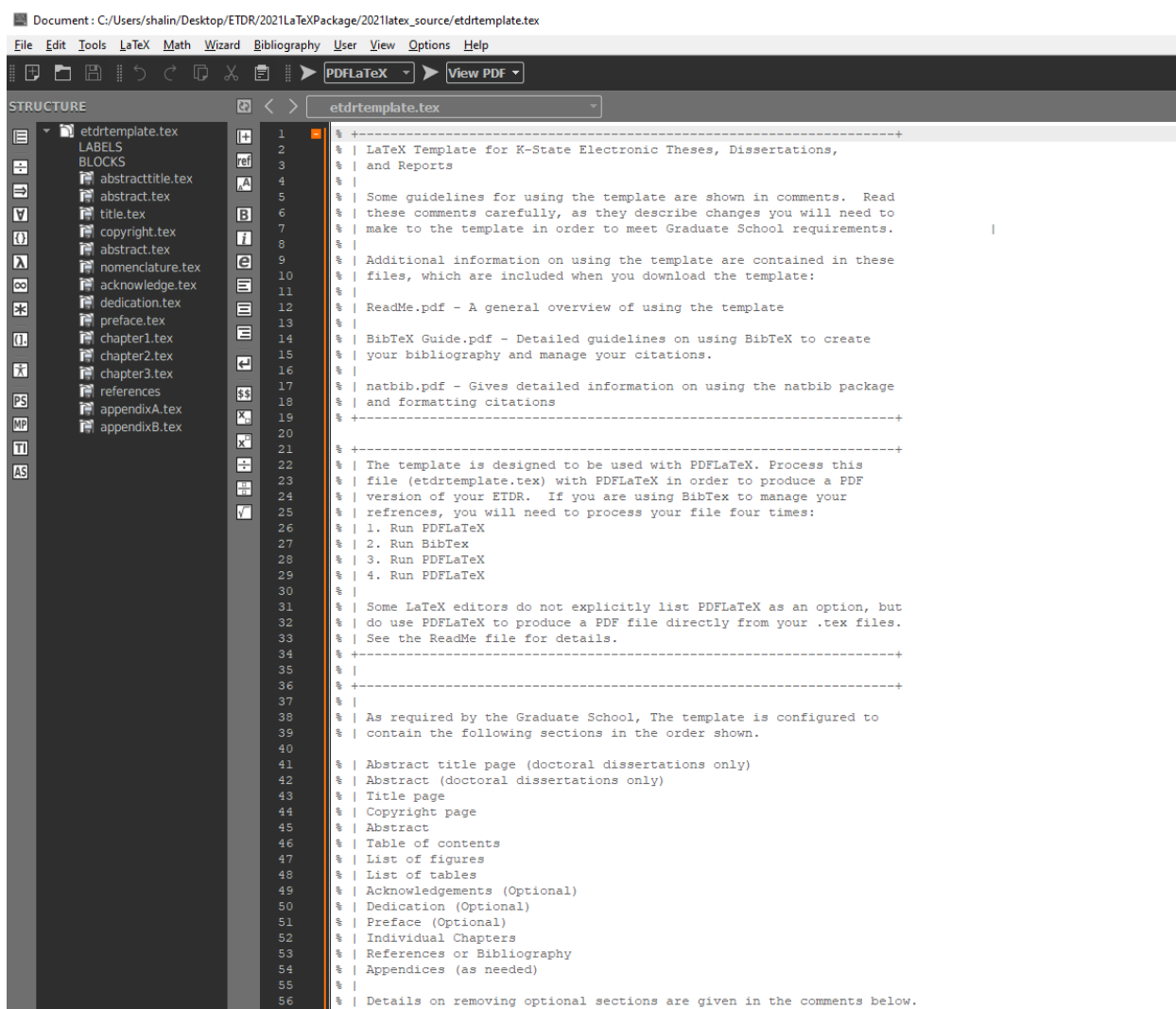
There are many ways to use LaTeX to produce your ETDR, and you may prefer using LaTeX in a way in which you are more comfortable. As long as the final output is a PDF file that meets the Graduate School formatting requirements, how you use LaTeX is entirely up to you.

How to obtain the LaTeX template

Please navigate to the page for template downloads: https://www.k-state.edu/grad/academics/etdr/template/

Scroll down the page to the LaTeX template, and access the file there with one click.

The file downloads as a zipped folder. If you are interested in looking at the contents directly, you may right click the zipped folder once you've downloaded it and "Extract all." Desktop LaTeX editors will require you to use the expanded folder and select out the main index file: etdrtemplate.tex.
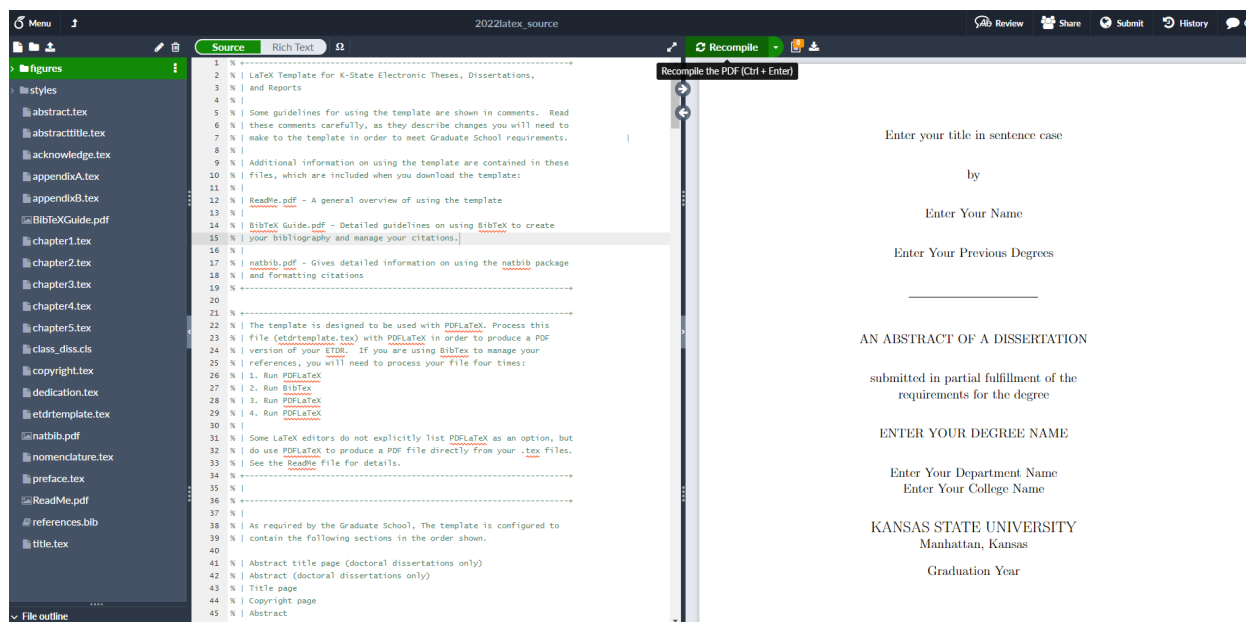

However, to upload the file into an online LaTeX editor, you will need to place the zipped folder in a known location on your computer or on the cloud, and point to it from the online LaTeX editor.

Preferred online LaTeX editor

One of the most popular LaTeX editors today is Overleaf. For light usage, it is free. And there are many other templates online, such as for publishing companies.

The URL for Overleaf follows:
https://www.overleaf.com/

This is a cloud-based tool, so you will need to create an account on this platform. You can upload images, edit files, and export both the source code and the .pdf file.

Installing template files

There are different ways to open the ETDR LaTeX template, but most start with the etdrtemplate.tex.

- abstract.tex
- abstracttitle.tex
- acknowledge.tex
- appendixa.tex
- appendixb.tex
- BibTexGuide.pdf
  Instructions on how to use BibTeX for your citations and bibliography.
- chapter1.tex

- chapter2.tex
- chapter3.tex
- class_diss.cls
- copyright.tex
- dedication.tex
- etdrtemplate.tex
  This is the primary file for processing your ETDR. It contains \input commands to assemble various sections of your ETDR into a single document. Depending on the content and structure of your ETDR, you may need to make minor changes to the commands in this file. See the comments in this file for instructions on how to make these changes. None of the actual text of your ETDR, however, is contained in this file. This is the file you will need to process in order to produce a PDF version of your LaTeX document.
- natbib.pdf
  Instructions on using the natbib package in conjunction with BibTeX
- preface.tex
- ReadMe.pdf (this document)
- references.bib
- title.tex

Subdirectory: styles

This subdirectory contains files for a number of different reference styles for your bibliography. Default setting is for "unsrtnat," which uses a superscript citation style and lists references in the order cited.

Subdirectory: figures

Place any image files you may use as figures in this subdirectory.

Remember that figures are best in non-lossy formats (.png, .tiff).

Coding tables

LaTeX requires accurate coding for tables, and these may take some time. At present, there are not strong transcoders from Excel to LaTeX, for example, so make sure you have enough time to apply the proper coding.

ETDR sections

Your ETDR is made up of several sections. Some sections are required, others are optional. Most of these sections correspond to a specific .tex file. The Table of Contents, List of Figures, and List of Tables, however, are generated automatically and do not have corresponding .tex files.

Listed below are all required and optional ETDR sections and the corresponding files. The file etdrtemplate.tex is configured to assemble these sections in the prescribed order. To create your ETDR, you will need to add your content to the appropriate section file. Within each file, guidelines are provided (as comments) for adding your text.

Abstract Title Page
        Required only for doctoral dissertations
        File: abstracttitle.tex

Abstract Page
        Required only for doctoral dissertations
        File: abstract.tex

Title Page Required
        File: title.tex

Copyright Page
        Optional, but highly recommended
        File: copyright.tex

Abstract
        Required
        File: abstract.tex

Table of Contents
        Required
        The Table of Contents is generated automatically

List of Figures Required
        Generated automatically

List of Tables Required
        Generated automatically

Acknowledgements
        Optional
        File: acknowledge.tex

Dedication Optional
        File: dedication.tex

Preface Optional

File: preface.tex

Chapters Required
> Files: chapter1.tex, chapter2.tex. chapter3.tex
> Create new chapter.tex files as needed for additional chapters.

References Required
> File: references.bib

Appendices Optional
> File: appendixa.tex, appendixb.tex
> Files are provided for two appendices. Create new files as needed for additional appendices.

Install LaTeX

In order to use the template, you will need to install a LaTeX distribution on your computer.

Windows:

MiKTeX is the LaTeX distribution for Windows computers and can be downloaded from the [MiKTeX download](#) page. Read the [Installing MiKTeX](#) chapter in the MiKTeX manual for details on how to install MiKTeX. The MiKTeX installation includes the [TeXworks](#) editor.

Another popular tool is TeXmaker. This is a free cross-platform (Windows and iOS and Linux) tool.

It may be downloaded here: https://www.xm1math.net/texmaker/download.html

Mac: MacTeX is the LaTeX distribution for Macintosh and can be downloaded from the [MacTeX working group](#) of the TeX Users Group (TUG). Download the file (MacTeX.pkg), then double-click to install it. The MacTeX download includes the [TeXShop](#) editor.

LaTeX editors

LaTeX is the program that produces the document, but you will do your actual writing in an editor. You will need to open the .tex file you're working on in an editor in order to add your content.

The editor [TeXworks](#) is included with MiKTeX, and [TeXShop](#) is included with MacTeX. There are many other editors available; some are strictly source editors, while others provide more of a graphical user interface that gives an approximation of the final output produced by LaTeX. The template should work with all editors, but has been tested only with TeXworks, TeXShop, [TeXnicCenter](#), and [WinEDT](#).

Compiling

Compiling is the process of executing all the commands in your .tex documents to produce the final output. Compiling is also referred to as "processing" or "typesetting" your document. The ETDR LaTeX template is designed to be compiled with PDFLaTeX. This will produce a PDF file directly from your .tex files without an intervening DVI or PostScript file. PDFLaTeX is included with the MacTeX and MiKTeX distributions.

In the default configuration of TeXShop, you won't find an option for PDFLaTeX in the Typeset menu. Instead, use the "LaTeX" option to compile the etdrtemplate.tex file. Since pdf is a native file format on Mac OS X, the "LaTeX" option in TeXShop is actually "PDFLaTeX." Similarly, other editors may show an option for "LaTeX => PDF." Again, this option uses PDFLaTeX and will work fine with the template.

To view the PDF output of your .tex files, you will need to compile the **etdrtemplate.tex** file. If you are using BibTeX, you will need to compile the **etdrtemplate.tex** file with BibTeX as well as PDFLaTeX. You will need to compile **etdrtemplate.tex** in this sequence in order to fully format your references:

1. Run PDFLaTeX.
2. Run BibTeX.
3. Run PDFLaTeX a second time.
4. Run PDFLaTeX a third time.

Following this sequence will ensure that all references, bibliography, and cross-references are properly formatted.

The PDF file this compilation sequence produces will be created in the same directory as your etdrtemplate.tex file and will be named **etdrtemplate.pdf**.

References and bibliography

BibTeX is a tool for managing and formatting your references. BibTeX is included with the MikTeX and MacTeX distributions, and the template is configured to use BibTeX. Use of BibTeX, however, is not required and it is possible to insert all your references and format your citations manually, if you prefer.

See the BibTeX Guide.pdf file for details on using BibTeX and general guidelines on creating citations and formatting your bibliography.

For further information

- [The Not So Short Introduction to LaTeX](#) by Tobias Oetiker. The best starting point to learn about LaTeX.

- [Writing a thesis with LaTeX](#) by Lapo F. Mori. Has some good examples and guidelines, but uses a different document class than the ETDR template.

- [Managing Citations and Your Bibliography with BibTeX](#) by Jurgen Fenn. A brief introduction to managing citations and preparing a list of references.

- [Formatting Information: An introduction to typesetting with LATEX](#) by Peter Flynn Comprehensive workbook from a 2-day training course on LaTeX. Covers installing LaTeX, basic document structures, commands, etc.

YouTube also has some excellent videos on how to use LaTeX.

Michelle Krummel's channel at https://www.youtube.com/channel/UCGCHc7LsEYT6_2dQauh2NYw is an excellent source.

HelpDesk

If you have questions about using the template, contact the IT Help Desk, Hale Library, 785532-7722, heldesk@ksu.edu

You may put in a ticket in the IT ticketing system for a consultation.

Updated 2022