# The veryshortguide LaTeX 2ε document class*

## The Very Short Guide to LaTeX

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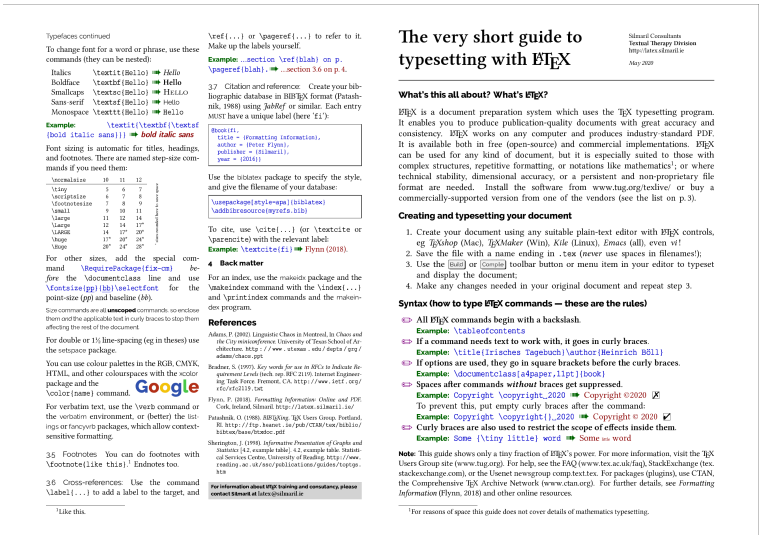
**Summary**

This is the document class originally designed for the *Very Short Guide to LaTeX*, a 4pp folder designed as an aide-mémoire for people who have just done a course in LaTeX and need something by them on their desk the next day to refresh their memories. It is *not* intended as a substitute for full documentation.

Please do not complain that there is no math here. It won't fit. Someone else can do a math leaflet. IANAM.



Typefaces continued

To change font for a word or phrase, use these commands (they can be nested):

| | | |
|---|---|---|
| Italics | \textit{Hello} | ➠ *Hello* |
| Boldface | \textbf{Hello} | ➠ **Hello** |
| Smallcaps | \textsc{Hello} | ➠ Hello |
| Sans-serif | \textsf{Hello} | ➠ Hello |
| Monospace | \texttt{Hello} | ➠ Hello |

**Example:** \textit{\textbf{\textsf{bold italic sans}}} ➠ ***bold italic sans***

Font sizing is automatic for titles, headings, and footnotes. There are named step-size commands if you need them:

| \normalsize | 10 | 11 | 12 |
|---|---|---|---|
| \tiny | 5 | 6 | 7 |
| \scriptsize | 6 | 7 | 8 |
| \footnotesize | 7 | 8 | 9 |
| \small | 9 | 10 | 11 |
| \large | 11 | 12 | 14 |
| \Large | 12 | 14 | 17* |
| \LARGE | 14 | 17* | 20* |
| \huge | 17* | 20* | 24* |
| \Huge | 20* | 24* | 28* |

* = non-modular (fixed) size

For other sizes, add the special command `\RequirePackage{fix-cm}` *before* the `\documentclass` line and use `\fontsize{pp}{bb}\selectfont` for the point-size (*pp*) and baseline (*bb*).

Size commands are all **unscoped** commands: so enclose them and the applicable text in curly braces to stop them affecting the rest of the document.

For double or 1½ line-spacing (eg in theses) use the setspace package.

You can use colour palettes in the RGB, CMYK, HTML, and other colourspaces with the xcolor package and the `\color{name}` command. Google

For verbatim text, use the `\verb` command or the `verbatim` environment, or (better) the listings or fancyvrb packages, which allow context-sensitive formatting.

3.5 Footnotes You can do footnotes with `\footnote{like this}`.[1] Endnotes too.

3.6 Cross-references: Use the command `\label{...}` to add a label to the target, and `\ref{...}` or `\pageref{...}` to refer to it. Make up the labels yourself.

**Example:** ...section `\ref{blah}` on p. `\pageref{blah}`. ➠ ...section 3.6 on p. 4.

3.7 Citation and reference: Create your bibliographic database in BIBTEX format (Patashnik, 1988) using *bibtool* or similar. Each entry MUST have a unique label (here 'fi'):

```
@book{fi,
  title = {Formatting information},
  author = {Peter Flynn},
  publisher = {Silmaril},
  year = {2016}}
```

Use the biblatex package to specify the style, and give the filename of your database:

```
\usepackage[style=apa]{biblatex}
\addbibresource{myrefs.bib}
```

To cite, use `\cite{...}` (or `\textcite` or `\parencite`) with the relevant label:

**Example:** `\textcite{fi}` ➠ Flynn (2018).

**4 Back matter**

For an index, use the *makeidx* package and the `\makeindex` command with the `\index{...}` and `\printindex` commands and the *makeindex* program.

**References**

Adams, P. (2002). Linguistic Chaos in Montreal, In *Chaos and the City missionsference*. University of Texas School of Architecture. http://www.utexas.edu/depts/grg/adams/chaos.ppt.

Bradner, S. (1997). *Key words for use in RFCs to Indicate Requirement Levels* (tech. rep. RFC 2119). Internet Engineering Task Force. Fremont, CA. http://www.ietf.org/rfc/rfc2119.txt.

Flynn, P. (2018). *Formatting Information: Online and PDF*. Cork, Ireland. Silmaril. http://latex.silmaril.ie/

Patashnik, O. (1988). *BIBTEXing*. TEX Users Group. Portland, Or. http://ftp.kaanet.ie/pub/CTAN/tex/bibtex/bibtex/base/btxdoc.pdf

Sherrington, J. (1998). *Informative Presentation of Graphs and Statistics* (4.2. example table) 4.2. example table. Statistical Services Centre, University of Reading. http://www.reading.ac.uk/ssc/publications/guides/topics.htm

For information about LaTeX training and consultancy, please contact Silmaril at latex@silmaril.ie

[1] Like this.

**The very short guide to typesetting with LaTeX**

Silmaril Consultants
Textual Therapy Division
http://latex.silmaril.ie

May 2020

**What's this all about? What's LaTeX?**

LaTeX is a document preparation system which uses the TeX typesetting program. It enables you to produce publication-quality documents with great accuracy and consistency. LaTeX works on any computer and produces industry-standard PDF. It is available both in free (open-source) and commercial implementations. LaTeX can be used for any kind of document, but it is especially suited to those with complex structures, repetitive formatting, or notations like mathematics[1]; or where technical stability, dimensional accuracy, or a persistent and non-proprietary file format are needed. Install the software from www.tug.org/texlive/ or buy a commercially-supported version from one of the vendors (see the list on p. 3).

**Creating and typesetting your document**

1. Create your document using any suitable plain-text editor with LaTeX controls, eg *TeXshop* (Mac), *TeXMaker* (Win), *Kile* (Linux), *Emacs* (all), even *vi*!
2. Save the file with a name ending in `.tex` (*never* use spaces in filenames!);
3. Use the Build or Compile toolbar button or menu item in your editor to typeset and display the document;
4. Make any changes needed in your original document and repeat step 3.

**Syntax (how to type LaTeX commands — these are the rules)**

- All LaTeX commands begin with a backslash.
  **Example:** `\tableofcontents`
- **If a command needs text to work with, it goes in curly braces.**
  **Example:** `\title{Irisches Tagebuch}\author{Heinrich Böll}`
- **If options are used, they go in square brackets before the curly braces.**
  **Example:** `\documentclass[a4paper,11pt]{book}`
- **Spaces after commands *without* braces get suppressed.**
  **Example:** `Copyright \copyright_2020` ➠ Copyright ©2020 ✗
  To prevent this, put empty curly braces after the command:
  **Example:** `Copyright \copyright{}_2020` ➠ Copyright © 2020 ✓
- **Curly braces are also used to restrict the scope of effects inside them.**
  **Example:** `Some {\tiny little} word` ➠ Some ₙₒₙ word

**Note:** This guide shows only a tiny fraction of LaTeX's power. For more information, visit the TeX Users Group site (www.tug.org). For help, see the FAQ (www.tex.ac.uk/faq), StackExchange (tex.stackexchange.com), or the Usenet newsgroup comp.text.tex. For packages (plugins), use CTAN, the Comprehensive TeX Archive Network (www.ctan.org). For further details, see *Formatting Information* (Flynn, 2018) and other online resources.

[1] For reasons of space this guide does not cover details of mathematics typesetting.

*This document corresponds to veryshortguide *v.* 0.7p, dated 2020/04/16.

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# Latest changes

## v.0.7 (2020-04-16)

### Regression release

- Updated to *ClassPack* 1.19;
- Switched all `@conformance` attributes on revision dates to `@YYYY-MM-DD`;
- Fixed some minor typos.

## v.0.6 (2020-03-20)

### Maintenance release

- Updated to ClassPack 1.18 ready for new release;
- Replaced all `@conformance` attributes on revision dates with `@YYYY-MM-DD` as per changes to *ClassPack*.

## v.0.5 (2017-12-24)

### Maintenance release

- Updated ClassPack, changed fonts to Plex.

## v.0.4 (2016-06-14)

### Moved into ClassPack

- Added parameterisation for A4 and Legal.

See p. 23 for earlier changes.

# 1 Acknowledgements

Thanks to all those on c.t.t whose suggestions made this version more useful.

Alan Munn for the distinction between base font and font package and for suggesting 'expected functionality' packages on sectioning, long tables, headers, and double spacing, and links to FAQ and CTAN.

Lars Madsen, Will Robertson, Robin Fairbairns and others for asking for the center environment in tables and figures to be replaced with the `\centering` command (I still disagree, but WTF :-)

Tsy for spotting a typo in the table code sample.

Rob Felty and Domink Wass for pointing me at Winston Chang's excellent *LaTeX Cheat Sheet* summary.

# 2 Implementation

This was originally laid out for A5 pages with margins optimised for a HP K8600 so that I can impose two pages per A4 sheet and print double-sided. It was not tested at letterpaper size (and may not fit) as it makes more sense to do it for half of a Legal sheet (8.5 x 14.0 in) for the US.

WARNING: a lot of stuff is faked up in the document, because we're combining incompatible things for the sake of showing examples which would not normally occur in the same document (eg both scientific and humanities-style bibliographic references in the same document). The demands of space also mean that there is far more manual adjustment needed than would be seen in a normal continuous-text document. Live with it.

Printing was prepared with:

```
pdf2ps vsg.pdf - | pstops -pa4 -b \
"4:-3L(21cm,5mm)+0L(21cm,14.35cm),\
 1L(21cm,5mm)+-2L(21cm,14.35cm)" |\
ps2pdf - veryshortguide-A4-imposed.pdf
```

On some printers you may need to modify the positioning, eg

```
pdf2ps veryshortguide.pdf - | pstops -pa4 -b \
"4:-3L(21cm,7mm)+0L(21cm,14.35cm),\
 1L(21cm,7mm)+-2L(21cm,14.35cm)" |\
ps2pdf - veryshortguide-A4-imposed.pdf
```

The 7mm margin was needed because my printer cannot print the bottom 7mm of a sheet, so if I print 2-up A5 pages on an A4 sheet, I need to allow for the fact that the trailing edge must have a 7mm margin. For the HP K8600 this meant an [Acrobat-generated] array of parameters:

```
lpr -P OJPK8600 \
        -o PageSize=A6.SM \
        -o PageRegion=A4 \
        -o Duplex=DuplexTumble \
        -o InputSlot=Auto \
```

```
        -o ColorModel=RGB \
        -o MediaType=Automatic \
        -o OutputMode=Normal \
        -o OptionDuplex=True
```

## 2.1 Auto-initialisation

This section is added automatically by *ClassPack* as a preamble to all classes and style packages. The fixltx2e package, which used to be included automatically, is no longer preloaded, as its features are now a part of the latest LaTeX $2_\varepsilon$ kernel.

The code starts with identity and requirements which are generated automatically as needed by the DocTeX system. For details see the ltxdoc package documentation.

```
\NeedsTeXFormat{LaTeX2e}[2015/01/01]
\ProvidesClass{veryshortguide}[2020/04/16 v0.7
  The Very Short Guide to LaTeX]
```

fix-cm Preloaded functions to override the default LaTeX step-size font sizes (which can still be used, but are no longer restrictions).

```
\RequirePackage{fix-cm}
```

**svgnames** Pass the **svgnames** option to the xcolor package if that gets loaded later. This avoids a conflict with any other packages (eg hyperref) which use their own default is when they load xcolor.

```
    \PassOptionsToPackage{svgnames}{xcolor}
```

## 2.2 Load the document base class

report This class is based on the standard LaTeX report class, with no special options.

```
\DeclareOption*{%
  \PassOptionsToClass{%
```

```
    \CurrentOption}{report}}
\ProcessOptions\relax
\LoadClass[oneside]{report}
```

## 2.3 Packages required for the class

geometry Package for establishing margins and text area.

```
\RequirePackage[margin=12mm,top=10mm,
  bottom=10mm,nohead]{geometry}%
```

fontspec Font specification setup for use with XeLaTeX.

```
\RequirePackage{fontspec}%
```

libertine Linux Libertine and Biolinum fonts;

```
\RequirePackage{libertine}%
```

graphicx Provide for graphics (PNG, JPG, or PDF format (only) for pdflatex; EPS format (only) for standard LaTeX).

```
\RequirePackage{graphicx}%
```

url Handling of URI formatting.

```
\RequirePackage{url}%
```

fancybox This provides round-cornered and drop-shadow boxes.

```
\RequirePackage{fancybox}%
```

enumitem List variants: inline and compact. Note that this replaces the earlier defaults of paralist and mdwlist.

```
\RequirePackage[inline]{enumitem}%
  \setlist[description]{style=unboxed}
  \setlist[itemize]{leftmargin=2em}
  \setlist[enumerate]{leftmargin=2em}
  \newlist{inlineenum}{enumerate*}{1}
  \setlist[inlineenum,1]{label=\emph{\alph*}),
    itemjoin={{; }},itemjoin*={{; and }}}
```

fix-cm Allow infinitely-variable font scaling.

```
\RequirePackage{fix-cm}%
```

multicol Provides multi-column typesetting.

```
\RequirePackage{multicol}%
```

nicefrac Slanted fractions, even in math mode.

```
\RequirePackage{nicefrac}%
```

fancyvrb Add more robust verbatim facilities.

```
\RequirePackage{fancyvrb}%
```

bbding Karel Horak's dingbats symbols.

```
\RequirePackage{bbding}%
```

parskip Creates paragraphs separated by white-space with no indentation.

```
\RequirePackage{parskip}%
```

ragged2e Allow hyphenation in ragged setting.

```
\RequirePackage{ragged2e}%
```

calc Required for calculations involving lengths or counters, such as changes to widths for margin adjustment.

```
\RequirePackage{calc}%
```

ifthen Package to enable if–then–else conditional processing.

```
\RequirePackage{ifthen}%
```

textcomp Additional commands for common symbols and punctuation.

```
\RequirePackage{textcomp}%
```

array Additional column formatting types for tables.

```
\RequirePackage{array}%
```

relsize Provides size-relative font size changes (smaller, larger, etc).

```
\RequirePackage{relsize}%
```

textcase Provides a more sophisticated casing function than the default.

```
\RequirePackage{textcase}%
```

flexlogo Allows user-programmable changes to the positioning of letters in the TEX-related logos on a per-font basis.

```
\RequirePackage{flexlogo}%
```

ulem Underlining as an option (*not* automatically replacing italics).

```
\RequirePackage[normalem]{ulem}%
```

xcolor Provide color.

```
\RequirePackage{xcolor}%
  \@ifundefined{T}{%
    \newcommand{\T}[2]{{\fontencoding{T1}%
      \selectfont#2}}}{}
```

There seems to be a bug in the T1 encoding of some package (unidentified, but possibly xcolor) which uses the command `\T1`, which is an impossibility (no digits allowed in command names). So we fake it here to stop LATEX complaining, by dropping the first argument on the floor.

babel Add linguistic, cultural change, and H&J support for many languages.

```
\RequirePackage[british]{babel}%
```

biblatex Use biblatex instead of BIBTEX;

```
\RequirePackage[backend=biber,doi=true,
  isbn=true,url=true,uniquename=false,style=apa]{biblatex}%
  \AtBeginDocument{%
    \setlength{\bibitemsep}{1ex}%
    \setlength{\bibnamesep}{1.5\itemsep}%
    \defbibheading{shortbib}[References]%
      {\section{#1}}}
  \@ifpackagewith{babel}{british}{%
```

```
    \DeclareLanguageMapping{british}%
      {british-apa}}{\relax}
  \providetoggle{blx@skipbiblist}
```

csquotes Adds correct curly quotes for cited titles when using biblatex;

```
\RequirePackage{csquotes}%
```

menukeys Graphical representations of menus, directories, and keys.

```
\RequirePackage{menukeys}%
  \renewmenumacro{\menu}[>]{roundedmenus}
  \renewmenumacro{\directory}[/]{hyphenatepathswithfolder}
  \renewmenumacro{\keys}{shadowedroundedkeys}
```

Graphical representations of menus, directories, and keys.

## 2.4 Font loading

The fontspec package provides a way to scale the sans and mono fonts to match the roman.

```
\setmainfont{Linux Libertine O}
\setsansfont[Scale=MatchLowercase]{Raleway}
\setmonofont[Scale=MatchLowercase]{zcoN}
```

## 2.5 Changes to package defaults

\labelitemi Use a pointy pencil from the bbding package for itemized lists.

```
\renewcommand{\labelitemi}{%
  \raisebox{-.5ex}{\textcolor{Purple}{\PencilRight}}}
\setlength{\leftmargini}{18pt}% don't waste margin space
```

\example Provide commands for distinguishing examples and their output.

```
\newcommand{\example}{%
    \color{DarkGreen}\textsf{\bfseries Example:}
    \color{MediumBlue}}
\def\endexample{\color{black}}
\newcommand{\gives}[1]{%
```

```
  \thinspace\color{DarkGreen}\raisebox{-.4ex}
    {\ArrowBoldRightStrobe}~\color{DarkRed}{\rmfamily
     #1}\color{black}}
\newcommand{\nobox}{~\raisebox{-.25ex}{\footnotesize
    \Square\llap\XSolidBrush}}
\newcommand{\yesbox}{~\raisebox{-.25ex}{\footnotesize
    \Square\llap\CheckmarkBold}}
```

\comment In fancyverb's Verbatim, allow rubric embedded as marked text in red

```
\newcommand{\comment}[1]{%
    \ifthenelse{\equal{#1}{ }}{}{#1}\normalfont
    \itshape\footnotesize\color{DarkRed}}
% Allow notification of newly-added material
\newcommand{\added}{\color{MediumBlue}}
% This reverts rubric back to normal, to avoid embedded spaces
\newcommand{\revert}{\ttfamily\upshape\color{black}}
```

note The note environment is for notes which are in the page body, not footnotes.

```
\newenvironment{note}{\begingroup\small\textbf{\sffamily Note:}}
    {\par\endgroup}
```

\monthdate Define a month-year date European way round.

```
\newcommand{\monthdate}{\ifcase\month\or January\or
  February\or March\or April\or May\or June\or July\or August\or
  September\or October\or November\or December\fi\space\number\year}
```

\hyphenation There's something odd about the hyphenation...these were broken:

```
\hyphenation{mathe-mati-cal auto-mati-cal-ly docu-ment docu-ments
  docu-men-tation statis-ti-cal}
```

\maketitle

```
\renewcommand{\maketitle}{%
  \hbox to\textwidth{%
    \vbox{\hsize=.73\textwidth\huge\bfseries\raggedright
      \@title}
    \hss
    \vbox{\hsize=.27\textwidth\scriptsize\raggedright
```

```
      \@author
      \par
      \textit{\@date}}}
  \par\bigskip\hrule\medskip
}
```

\section Pack headings together more tightly.

```
\renewcommand\section{\@startsection{subsection}{1}{\z@}%
  {-0pt\@plus -.2ex \@minus -.2ex}%
  {1pt \@plus .2ex}%
  {\sffamily\Large\bfseries}}
\renewcommand\subsection{\@startsection{subsection}{2}{\z@}%
  {-0pt\@plus -.2ex \@minus -.2ex}%
  {1pt \@plus .2ex}%
  {\sffamily\large\bfseries}}
\renewcommand\subsubsection{\@startsection{subsubsection}{3}{\z@}%
  {-0pt\@plus -1ex \@minus -.2ex}%
  {1pt \@plus .2ex}%
  {\sffamily\normalsize\bfseries}}
\renewcommand\paragraph{\@startsection{paragraph}{4}{\z@}%
  {1ex \@plus1ex \@minus.2ex}%
  {-1em}%
  {\sffamily\normalsize}}
\setcounter{secnumdepth}{5}% we don't want numbered sections
\renewcommand{\thesection}{}
\renewcommand{\thesubsection}{}
\renewcommand{\thesubsubsection}{\arabic{subsubsection}}
```

\DeclareTeXLogo

```
\DeclareTeXLogo{Caladea(0)}{m}{n}{.1667}{.125}[.4]
\DeclareTeXLogo{Caladea(0)}{m}{it}{.1667}{.08}[.4]
\DeclareTeXLogo{Caladea(0)}{bx}{n}{.1667}{.125}[.4]
\DeclareLaTeXLogo{Caladea(0)}{bx}{n}{.27}{.1333}[.1]
\DeclareLaTeXLogo{Caladea(0)}{m}{n}{.3}{.1}[.1]
\DeclareTeXLogo{Raleway(0)}{bx}{n}{.1667}{.125}[.38]
\DeclareLaTeXLogo{Raleway(0)}{m}{n}{.3}{.1}[.1]
\DeclareLaTeXLogo{Raleway(0)}{b}{n}{.27}{.15}[.1]
```

\footnoterule Adjust footnote fence.

```
\renewcommand{\footnoterule}{\kern-3pt
  \hrule height.2pt width.25\columnwidth\kern 2.8pt}
```

\pagestyle No page numbers, we're faking it; and let text go very sloppy to fit.

```
\pagestyle{empty}
\spaceskip=4pt plus3pt minus2pt
```

\textsc Cater for some fonts not having small caps.

```
\renewcommand{\textsc}[1]{{\smaller\MakeTextUppercase{#1}}}
```

\ff Abbreviate changes of font.

```
\newcommand{\ff}[2][T1]{\fontencoding{#1}\fontfamily{#2}\selectfont}
```

\descriptionlabel Stop the `\descriptionlabel`command reverting to the serif font.

```
\renewcommand{\descriptionlabel}[1]{\hspace\labelsep{\sffamily\bfseries #1}
```

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   (b) Every component of the Derived Work contains prominent notices detailing the nature of the changes to that component, or a prominent reference to another file that is distributed as part of the Derived Work and that contains a complete and accurate log of the changes.

   (c) No information in the Derived Work implies that any persons, including (but not limited to) the authors of the original version of the Work, provide any support, including (but not limited to) the reporting and handling of errors, to recipients of the Derived Work unless those persons have stated explicitly that they do provide such support for the Derived Work.

   (d) You distribute at least one of the following with the Derived Work:

      i. A complete, unmodified copy of the Work; if your distribution of a modified component is made by offering access to copy the modified

component from a designated place, then offering equivalent access to copy the Work from the same or some similar place meets this condition, even though third parties are not compelled to copy the Work along with the modified component;

ii. Information that is sufficient to obtain a complete, unmodified copy of the Work.

7. If you are not the Current Maintainer of the Work, you may distribute a Compiled Work generated from a Derived Work, as long as the Derived Work is distributed to all recipients of the Compiled Work, and as long as the conditions of Clause item 6 above, above, are met with regard to the Derived Work.

8. The conditions above are not intended to prohibit, and hence do not apply to, the modification, by any method, of any component so that it becomes identical to an updated version of that component of the Work as it is distributed by the Current Maintainer under Clause item 4 above, above.

9. Distribution of the Work or any Derived Work in an alternative format, where the Work or that Derived Work (in whole or in part) is then produced by applying some process to that format, does not relax or nullify any sections of this license as they pertain to the results of applying that process.

10. (a) A Derived Work may be distributed under a different license provided that license itself honors the conditions listed in Clause item 6 in the list on p. 16 above, in regard to the Work, though it does not have to honor the rest of the conditions in this license.

    (b) If a Derived Work is distributed under a different license, that Derived Work must provide sufficient documentation as part of itself to allow each recipient of that Derived Work to honor the restrictions in Clause item 6 in the list on p. 16 above, concerning changes from the Work.

11. This license places no restrictions on works that are unrelated to the Work, nor does this license place any restrictions on aggregating such works with the Work by any means.

12. Nothing in this license is intended to, or may be used to, prevent complete compliance by all parties with all applicable laws.

## A.4 No Warranty

There is no warranty for the Work. Except when otherwise stated in writing, the Copyright Holder provides the Work ‘as is’, without warranty of any kind,

either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the Work is with you. Should the Work prove defective, you assume the cost of all necessary servicing, repair, or correction.

In no event unless required by applicable law or agreed to in writing will The Copyright Holder, or any author named in the components of the Work, or any other party who may distribute and/or modify the Work as permitted above, be liable to you for damages, including any general, special, incidental or consequential damages arising out of any use of the Work or out of inability to use the Work (including, but not limited to, loss of data, data being rendered inaccurate, or losses sustained by anyone as a result of any failure of the Work to operate with any other programs), even if the Copyright Holder or said author or said other party has been advised of the possibility of such damages.

## A.5 Maintenance of The Work

The Work has the status 'author-maintained' if the Copyright Holder explicitly and prominently states near the primary copyright notice in the Work that the Work can only be maintained by the Copyright Holder or simply that it is 'author-maintained'.

The Work has the status 'maintained' if there is a Current Maintainer who has indicated in the Work that they are willing to receive error reports for the Work (for example, by supplying a valid e-mail address). It is not required for the Current Maintainer to acknowledge or act upon these error reports.

The Work changes from status 'maintained' to 'unmaintained' if there is no Current Maintainer, or the person stated to be Current Maintainer of the work cannot be reached through the indicated means of communication for a period of six months, and there are no other significant signs of active maintenance.

You can become the Current Maintainer of the Work by agreement with any existing Current Maintainer to take over this role.

If the Work is unmaintained, you can become the Current Maintainer of the Work through the following steps:

1. Make a reasonable attempt to trace the Current Maintainer (and the Copyright Holder, if the two differ) through the means of an Internet or similar search.
2. If this search is successful, then enquire whether the Work is still maintained.

(a) If it is being maintained, then ask the Current Maintainer to update their communication data within one month.

(b) If the search is unsuccessful or no action to resume active maintenance is taken by the Current Maintainer, then announce within the pertinent community your intention to take over maintenance. (If the Work is a LaTeX work, this could be done, for example, by posting to `news:comp.text.tex`.).

3. (a) If the Current Maintainer is reachable and agrees to pass maintenance of the Work to you, then this takes effect immediately upon announcement.

   (b) If the Current Maintainer is not reachable and the Copyright Holder agrees that maintenance of the Work be passed to you, then this takes effect immediately upon announcement.

4. If you make an 'intention announcement' as described in item 2b in the list on p. 19 above and after three months your intention is challenged neither by the Current Maintainer nor by the Copyright Holder nor by other people, then you may arrange for the Work to be changed so as to name you as the (new) Current Maintainer.

5. If the previously unreachable Current Maintainer becomes reachable once more within three months of a change completed under the terms of item 3b in the list on p. 19 or item 4 above, then that Current Maintainer must become or remain the Current Maintainer upon request provided they then update their communication data within one month.

A change in the Current Maintainer does not, of itself, alter the fact that the Work is distributed under the LPPL license.

If you become the Current Maintainer of the Work, you should immediately provide, within the Work, a prominent and unambiguous statement of your status as Current Maintainer. You should also announce your new status to the same pertinent community as in item 2b in the list on p. 19 above.

## A.6 Whether and How to Distribute Works under This License

This section contains important instructions, examples, and recommendations for authors who are considering distributing their works under this license. These authors are addressed as 'you' in this section.

### A.6.1 Choosing This License or Another License

If for any part of your work you want or need to use *distribution* conditions that differ significantly from those in this license, then do not refer to this license anywhere in your work but, instead, distribute your work under a different license. You may use the text of this license as a model for your own license, but your license should not refer to the LPPL or otherwise give the impression that your work is distributed under the LPPL.

The document `modguide.tex` in the base LaTeX distribution explains the motivation behind the conditions of this license. It explains, for example, why distributing LaTeX under the GNU General Public License (GPL) was considered inappropriate. Even if your work is unrelated to LaTeX, the discussion in `modguide.tex` may still be relevant, and authors intending to distribute their works under any license are encouraged to read it.

### A.6.2 A Recommendation on Modification Without Distribution

It is wise never to modify a component of the Work, even for your own personal use, without also meeting the above conditions for distributing the modified component. While you might intend that such modifications will never be distributed, often this will happen by accident — you may forget that you have modified that component; or it may not occur to you when allowing others to access the modified version that you are thus distributing it and violating the conditions of this license in ways that could have legal implications and, worse, cause problems for the community. It is therefore usually in your best interest to keep your copy of the Work identical with the public one. Many works provide ways to control the behavior of that work without altering any of its licensed components.

### A.6.3 How to Use This License

To use this license, place in each of the components of your work both an explicit copyright notice including your name and the year the work was authored and/or last substantially modified. Include also a statement that the distribution and/or modification of that component is constrained by the conditions in this license.

Here is an example of such a notice and statement:

```
%%% pig.dtx
%%% Copyright 2005 M. Y. Name
%%
%% This work may be distributed and/or modified under the
%% conditions of the LaTeX Project Public License, either version 1.3
%% of this license or (at your option) any later version.
```

```
%% The latest version of this license is in
%%   http://www.latex-project.org/lppl.txt
%% and version 1.3 or later is part of all distributions of LaTeX
%% version 2005/12/01 or later.
%%
%% This work has the LPPL maintenance status `maintained'.
%%
%% The Current Maintainer of this work is M. Y. Name.
%%
%% This work consists of the files pig.dtx and pig.ins
%% and the derived file pig.sty.
```

Given such a notice and statement in a file, the conditions given in this license document would apply, with the 'Work' referring to the three files `pig.dtx`, `pig.ins`, and `pig.sty` (the last being generated from `pig.dtx` using `pig.ins`), the 'Base Interpreter' referring to any 'LaTeX-Format', and both 'Copyright Holder' and 'Current Maintainer' referring to the person M. Y. Name.

If you do not want the Maintenance section of LPPL to apply to your Work, change 'maintained' above into 'author-maintained'. However, we recommend that you use 'maintained' as the Maintenance section was added in order to ensure that your Work remains useful to the community even when you can no longer maintain and support it yourself.

### A.6.4 Derived Works That Are Not Replacements

Several clauses of the LPPL specify means to provide reliability and stability for the user community. They therefore concern themselves with the case that a Derived Work is intended to be used as a (compatible or incompatible) replacement of the original Work. If this is not the case (e.g., if a few lines of code are reused for a completely different task), then clauses 6b and 6d shall not apply.

### A.6.5 Important Recommendations

**Defining What Constitutes the Work :** The LPPL requires that distributions of the Work contain all the files of the Work. It is therefore important that you provide a way for the licensee to determine which files constitute the Work. This could, for example, be achieved by explicitly listing all the files of the Work near the copyright notice of each file or by using a line such as:

```
%% This work consists of all files listed in manifest.txt.
```

in that place. In the absence of an unequivocal list it might be impossible for the licensee to determine what is considered by you to comprise the Work and, in such

a case, the licensee would be entitled to make reasonable conjectures as to which files comprise the Work.

# Change History

v0.1
General: Reworked from 2006 original: Changed to 4pp A4. . 1
v0.2
General: Reissue: Fixed typos and changed font. . . . . 1
v0.3
General: Updated to XeLaTeX: Changed fonts again, switched to biber. . . . . 1
v0.4
General: Moved into ClassPack: Added parameterisation for A4 and Legal. . . . . 1
v0.5
General: Maintenance release: Updated ClassPack, changed fonts to Plex. . . . . 1
v0.6
General: Maintenance release: 1) Updated to ClassPack 1.18 ready for new release; 2) Replaced all conformance attributes on revision dates with YYYY-MM-DD as per changes to ClassPack. . . . . 1
v0.7
General: Regression release: 1) Updated to ClassPack 1.19; 2) Switched all conformance attributes on revision dates to YYYY-MM-DD; 3) Fixed some minor typos. . . . . 1

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Numbers written in italic refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in roman refer to the code lines where the entry is used.


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