

# LaTeX Thesis and Dissertation Template

## Documentation and Troubleshooting Guide

### Version 14.0

University of Florida Thesis/Dissertation LaTeX Template  
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# 1 Purpose

This guide documents the current UF dissertation/thesis L<sup>A</sup>T<sub>E</sub>X template and the reusable commands provided by `ufdissertation.cls`. The class is designed to enforce UF formatting rules so students ordinarily should not edit the class file itself.

The current template also supports tagged PDF output and alternative text for figures and images. Compile the production dissertation or thesis with **LuaLaTeX** in a current/rolling TeX Live environment such as current Overleaf.

## 2 Required document start

For tagged-PDF and image-alt-text support, `\DocumentMetadata` must appear **before** `\documentclass`:

```
\DocumentMetadata{
  lang=en-US,
  pdfstandard=ua-2,
  pdfversion=2.0,
  tagging=on,
  tagging-setup={math/setup=mathml-SE}
}
\documentclass{ufdissertation}\sloppy
```

During drafting, the optional `editMode` class option can be enabled:

```
\documentclass[editMode]{ufdissertation}\sloppy
```

Remove `editMode` before the final submission unless the editorial workflow specifically requires the colored author/editor remarks.

## 3 Basic configuration

A typical master file contains:

```
\haveTabletrue
\haveFiguretrue
\haveObjecttrue

\title{Your Dissertation or Thesis Title}
\degreeType{Doctor of Philosophy}
\major{Your Official Major}
\author{Your Name}
\thesisType{Dissertation}
\degreeYear{2026}
\degreeMonth{December}
\chair[Optional Cochair]{Chair Name}

\setDedicationFile{dedicationFile}
\setAcknowledgementsFile{acknowledgementsFile}
\setAbstractFile{abstractFile}
\setReferenceFile{referenceFile}{agsm}
\setBiographicalFile{biographyFile}

\setAbbreviationsFile{abbreviations}
\setAppendixFile{appendix}
\multipleAppendixtrue
```

Comment out `\haveTablestrue`, `\haveFigurestrue`, or `\haveObjectstrue` when that list is not needed. Use `\multipleAppendixtrue` only when the dissertation or thesis has more than one appendix. With one appendix, leave it off; the visible heading is APPENDIX <TITLE> while figures and tables still use A-1, A-2, and so on.

### 3.1 Required and optional files

The template can generate the title/front matter automatically from the files assigned in the preamble. The command name `\setAcknowledgementsFile` is retained for backward compatibility, but the rendered heading uses the UF spelling **ACKNOWLEDGMENTS**.

- `\setDedicationFile` — dedication page.
- `\setAcknowledgementsFile` — acknowledgments page.
- `\setAbstractFile` — abstract body text only.
- `\setReferenceFile{file}{style}` — BibTeX source and bibliography style.
- `\setBiographicalFile` — required Biographical Sketch; narrative, third person, past tense.
- `\setAbbreviationsFile` — optional List of Abbreviations source.
- `\setAppendixFile` — optional appendix source.

## 4 Class options

Available options are:

|                         |                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------|
| <b>editMode</b>         | Displays editor/author remarks used during drafting.                                             |
| <b>overrideTitles</b>   | Disables automatic uppercase handling for the dissertation/thesis title. Use only when required. |
| <b>overrideChapters</b> | Disables automatic uppercase handling for chapter titles. Use only when required.                |

The option name is `overrideChapters` (plural).

## 5 Figures and image alternative text

Figures are numbered by chapter or appendix. Figure captions appear below the figure, are left-aligned with a hanging figure number, and use one line of space between the image and caption.

### 5.1 Ordinary figure

For an ordinary figure, provide alt text directly through `\includegraphics`:

```
\begin{figure}[htbp]
  \centering
  \includegraphics[width=.6\textwidth,
    alt={Concise description of the information in the image.}]
    {Images/example.png}
  \caption[Short list entry]{Complete figure caption.}
  \label{fig:example}
\end{figure}
```

## 5.2 Multiple related graphics

Use `\addFigureAlt` inside the template's `multiFigure` environment:

```
\begin{multiFigure}
\begin{center}
  \addFigureAlt{0.3}{Images/a.png}
    {Alternative text for image A.}
  \addFigureAlt{0.3}{Images/b.png}
    {Alternative text for image B.}
\end{center}
\caption[Short list entry]{Complete caption describing the figure.}
\label{fig:multi}
\end{multiFigure}
```

The fourth argument of `\addFigureAlt` is the image alternative text. The optional first argument can override the generated A, B, C, ... label.

The helper `\AccessibleImage[options]{alt text}{file}` is also available for an image that does not need the multi-figure labeling behavior.

## 5.3 Continued figures

For a figure that continues to another page, put the complete caption on the first page and use:

```
\UFFigureContinued{fig:label}
```

on later pages. The continuation notation does not create another List of Figures entry and the figure number is not a hyperlink.

# 6 Tables

Use ordinary `\caption[short]{long}` commands for table titles. The class formats table captions above the table with a hanging table number.

Tables should use no vertical rules and only the minimum horizontal rules needed for clarity. Notes belong below the table. Numerical columns should be aligned by digit or decimal point where appropriate. Tables may be left-aligned or centered/positioned within the text width as appropriate, but presentation should be consistent throughout the document.

For tagged data tables, identify header rows with:

```
\UFFTableHeaderRows{1}
```

immediately before the table data structure. Use the appropriate row set when a table has more than one header row.

## 6.1 Continued tables

For a manually split table, use:

```
\UFFTableContinued{table-label}
```

on continuation pages, followed by repeated row/column headings. This produces plain continuation notation and does not create another List of Tables entry. For long tables that must break automatically, use `longtable`.

Large table body text may be reduced from 12 pt to 10 pt when necessary; do not reduce it further. Table notes are commonly 10 pt.

## 7 Objects

UF Objects are supplemental external files such as audio, video, or large data files. They are not ordinary algorithms. The template provides:

```
\addObject{https://example.org/file}
  {Supplemental data file, CSV, 2.4 MB}
```

The visible Object caption is the hyperlink, Objects are numbered by chapter, and the entry is added to the List of Objects. If there are no Objects, leave `\haveObjectstrue` commented out.

## 8 Body text and special content

### 8.1 Paragraphs and headings

Body paragraphs are double-spaced with a 0.5-inch first-line indent. Use a non-indented paragraph when continuing the same train of thought after an equation, list, block quote, or dialogue.

Use sectioning commands in order: `\section`, then `\subsection`, then `\subsubsection`. A divided section must contain at least two peer subdivisions. There is no formal fourth heading level; use a bold sentence-case paragraph heading ending in a period or colon.

### 8.2 Block quotations

Use:

```
\begin{UFBlockQuote}
Long quotation text.
\end{UFBlockQuote}
```

Block quotations are single-spaced and inset 0.5 inch from both left and right margins.

### 8.3 Lists

The class provides four list environments:

```
UFShortBullets
UFLongBullets
UFShortNumbers
UFLongNumbers
```

Use the short environments when every item fits on one line. Use the long environments when any item wraps. Long lists are single-spaced within each item and have a blank line between items. Numbered lists restart at 1 when a new list begins.

### 8.4 Transcribed dialogue

Use:

```
\begin{UFDialogue}
\UFDialogueLine{Name1}{First statement.}
\UFDialogueLine{Name2}{Second statement.}
\end{UFDialogue}
```

## 9 Footnotes

Ordinary footnotes use Arabic numerals and automatically restart at 1 in each chapter. The class supplies the UF note spacing and separator rule. Do not load a second footnote-layout package in the master file unless there is a documented need.

A publication-credit note for a previously published chapter may use the special unnumbered/symbol pattern demonstrated in `chapter1.tex`.

## 10 References

The bibliography is single-spaced, with space between entries. The class applies strong page-break penalties so an individual reference entry is kept together rather than split across pages.

## 11 Appendices

Use `\setAppendixFile` to assign appendix content. With multiple appendices, enable `\multipleAppendixtrue`. With one appendix, leave that switch off. The class keeps the internal appendix letter for table, figure, equation, and Object numbering even when the visible single-appendix heading omits the letter.

## 12 Troubleshooting

### 12.1 Compile with LuaLaTeX

The accessible template depends on current LaTeX tagged-PDF support. In Overleaf, select LuaLaTeX and use a current/rolling TeX Live version. An older local TeX installation may reject newer `\DocumentMetadata` or tagging commands even when the project is correct.

### 12.2 Missing file errors

Check that filenames and capitalization in `\include`, `\input`, `\includegraphics`, and the `\set...File` commands exactly match the uploaded project files.

### 12.3 Duplicate extension errors

The `\set...File` commands normally assume a `.tex` extension. If a compiler reports a name such as `file.tex.tex`, use the command's optional extension argument as documented in the master file.

### 12.4 Unexpected float order

Ordinary table/figure floats preserve the order of ordinary floats. Capital H is non-floating; mixing an [H] table or figure with earlier pending floats can make a later object appear first. Prefer normal placement options such as [htbp] unless exact placement is truly required.

### 12.5 Do not edit the class for ordinary formatting

The class contains the reusable UF formatting rules. If an ordinary table, figure, list, footnote, appendix, or heading needs manual spacing commands merely to resemble the template, first check whether the documented class command/environment is being used correctly.

## 13 Release notes for Version 14

Version 14 documents the current reusable template architecture, removes obsolete 2019 package/version guidance, corrects the current class-option names, documents Objects and alt-text workflows, and removes redundant master-level footnote and widow/orphan overrides. The student distribution should contain only the current `ufdissertation.cls`; obsolete working-class copies should not be distributed.