The univie-ling-handout class

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Version 2.10, 2026/11/20

Abstract

The univie-ling-handout class provides a LaTeX 2ε class suitable for handouts that accompany presentations in classes or at conferences. The class adheres to the corporate design of the University of Vienna (although no dedicated specs for handouts are provided there).[1] Therefore, although this class has been written for students in the Department of Linguistics, it might also be useful for other fields and for students and researchers alike. This manual documents the class.

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*Please report issues via `https://codeberg.org/jspitz/univie-ling`.

[1] `https://communications.univie.ac.at/fileadmin/user_upload/d_oeffentlichkeitsarbeit/Dokumente/UniversitaetWien_CD_Manual_Mai_2022_interaktiv.pdf`.

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1 Aims and scope

The univie-ling-handout class provides a template for (lecture and presentation) handouts that follows the corporate design of University of Vienna (using the logo of the university and following the recommendations for author data formatting). Interestingly, the university corporate design specs are quite terse on how handouts, after all a major genre in academics, should look like. This class draws on the setting of letters (which are regulated) and adapts this for handouts.

The design matches as closely as necessary the standards set up within the university. This particularly concerns the fonts (Source Pro) and the page layout.

2 Requirements of univie-ling-handout

The following class and packages are required and loaded by univie-ling-handout:

- article: article class (base class).
- csquotes: Context sensitive quotations.
- graphicx: Graphic support.
- geometry: Page layout settings.
- isodate: Format URL dates.
- l3keys: Key-value interface for class options.
- ragged2e: Hyphenated ragged-right text.
- translator: Localization machinery.
- url: Support for typesetting URLs.

The following packages are required for specific features and loaded by default. However, the loading can be individually and generally omitted (see sec. 4):

- sourceserif: Default serif font (*Source Serif Pro*).
- sourcesans: Default sans serif font (*Source Sans Pro*).
- sourcecodepro: Default monospaced font (*Source Code Pro*).
- biblatex: Contemporary bibliography support.
- caption: Caption layout adjustments.
- covington: Support for linguistic examples/glosses.

- fontenc: Set the font encoding for PostScript fonts. Loaded with option **`T1`**.
- microtype: Micro-typographic adjustments.
- prettyref: Verbose cross-references.
- varioref: Context-sensitive cross references.

The following packages are required for optional features (not used by default):

- beamerarticle: Handouts based on beamer slides.
- biblatex-apa: APA style for biblatex.
- draftwatermark: Create a draft mark.
- fontspec: Load OpenType fonts (with LuaTeX or XeTeX).
- polyglossia: Multi-language and script support.

3 Fonts

The class uses, by default, PostScript (a. k. a. Type 1) fonts and thus requires classic (PDF)LaTeX. Optionally, however, you can also use OpenType fonts via the fontspec package and the XeTeX or LuaTeX engine instead. In order to do this, use the class option **`fonts=otf`** (see sec. 4 for details).

In both cases, the class uses by default *Source Serif Pro* as a serif font, *Source Sans Pro* as a sans serif font, and *Source Code Pro* as a monospaced (typewriter) font. This font is included in most LaTeX distributions by default. If you use **`fonts=otf`** with XeTeX, you just have to make sure that you have the fonts *Source Serif Pro*, *Source Sans Pro* and *Source Code Pro* installed on your operating system (with exactly these names!).

Note that by default, with PostScript fonts, univie-ling-handout also loads the fontenc package with T1 font encoding, but this can be customized (see sec. 4 for details).

If you want (or need) to load all fonts and font encodings manually, you can switch off all automatic loading of fonts and font encodings by the class option **`fonts=none`** (see sec. 4).

4 Class Options

The univie-ling-handout class provides a range of key=value type options to control the font handling, package loading and some specific behavior. These are documented in this section.

4.1 Font selection

As elaborated above, the class supports PostScript fonts (via LaTeX and PDFLaTeX) as well as OpenType fonts (via XeTeX and LuaTeX). PostScript is the traditional LaTeX font format. Specific LaTeX packages and metrics files are needed to use the fonts (but all fonts needed to use this class should be included in your LaTeX distribution and

thus ready to use). OpenType fonts, by contrast, are taken directly from the operating system. They usually provide a wider range of glyphs, which might be a crucial factor for a linguistic handout. However, they can only be used by newer TeX engines such as XeTeX and LuaTeX.

The class provides the following option to set the font handling:

> **fonts=ps|otf|none**: if **ps** is selected, PostScript fonts are used (this is the default and the correct choice if you use LaTeX or PDFLaTeX); if **otf** is selected, OpenType fonts are used, the class loads the fontspec package, sets *Source Serif Pro* as main font, *Source Sans Pro* as sans serif font, and *Source Code Pro* as monospaced font (this is the correct choice if you use XeTeX or LuaTeX; make sure you have the respective fonts installed on your system); if **none** is selected, finally, the class will not load any font package at all, and neither fontenc (this choice is useful if you want to control the font handling completely yourself).

The base font size can be set via

> **fontsize=<size>**

With PostScript fonts, univie-ling-handout also loads the fontenc package with T1 font encoding, which is suitable for most Western European (and some Eastern European) writing systems. In order to load different, or more, encodings, the class option

> **fontenc=<encoding(s)>** can be used (e. g., **fontenc={T1,X2}**). With **fontenc=none**, the loading of the fontenc package can be prevented. The package is also not loaded with **fonts=none**.

4.2 Layout settings

The following layout options are available

> **cd=german|english** Select either German or English corporate design (independent of the document language). With **english**, this selects the optionally declarable English variants of certain strings.
>
> **landscape=true|false** Set the handout to landscape format. This also adjusts the logo positioning.
>
> **pplogo=true|false** Whether to print the university logo on pages 2ff (*true* by default).
>
> **bwlogo=true|false** Print black university logo rather than colored one.
>
> **swaphead=true|false** Swap order of title and event in the header.
>
> **totalpages=true|false** Print total pages in pagination (as in *Page 2/5*).
>
> **firstpagination=true|false** Print pagination on first page (*true* by default).
>
> **breakevent=true|false** Add line break in heading between event and event specifications (location, date etc.).
>
> **widesubtitle=true|false** Print subtitle over whole page width also with the unstarred form of **\hoSubtitle**.

punchmarks=true|false Print punch marks (false by default).

foldmarks=true|false Print fold marks (false by default).

4.3 Polyglossia

If you need polyglossia rather than babel for language support, please do not use the package yourself, but rather use the package option **polyglossia=true**. This assures correct loading order. This also presets **fonts=otf**.

4.4 Package loading

Most of the extra features provided by the class can be switched off. This might be useful if you do not need the respective feature anyway, and crucial if you need an alternative package that conflicts with one of the preloaded package.

All following options are **true** by default if not stated otherwise. Those that are true by default can be switched off one-by-one via the value **false**, or altogether, by means of the special option **all=false**. You can also switch selected packages on/off again after this option (e. g., **all=false,microtype=true** will switch off all packages except microtype).

apa=true|false [default: **false**]: If **true**, the biblatex-apa style is used when biblatex is loaded. By default, the included univie-ling style is loaded, instead. See sec. 10 for details.

beamerarticle=true|false [default: **false**]: If you want to use the beamerarticle package, you should load it via this option, particularly with **covington=true**, since beamerarticle needs to be loaded before covington.

biblatex=true|false: If **false**, biblatex is not loaded. This is useful if you prefer BibTEX over biblatex, but also if you neither want to use the preloaded univie-ling style nor the alternative biblatex-apa style (i. e., if you want to load biblatex manually with different options). See sec. 10 for details.

caption=true|false: If **false**, the caption package is not loaded (or, with `tagging=on`, the local emulation of this is omitted). This affects the caption layout.

covington=true|false: If **false**, covington is not loaded. Covington is used for numbered examples.

microtype=true|false: If **false**, microtype is not loaded.

ref=true|false: If **false**, both prettyref and varioref are not loaded and the string (re)definitons of the class (concerning verbose cross references) are omitted.

4.5 Draft mode

The option **draftmark=true|false|firstpage** allows you to mark your document as a draft, which is indicated by a watermark (including the current date). This might be useful when sharing preliminary versions with your supervisor. With **draftmark=true**,

this mark is printed on top of each page. With **draftmark=firstpage**, the draft mark appears on the title page only.

5 General settings

In this section, it is explained how you can enter some general settings, particular the information that must be given in the title of the handout. The title is automatically set up by the **\maketitle** command, given that you have specified the following data in the preamble or in the body text before **\maketitle**.

5.1 Author-related data

\hoName[<English name>]{<German name>}: Name of the handouts's author. Multiple authors should be separated via **\and**. The English name is only needed if the name differs in English output (this might be the case with academic titles).

\hoShortName[<English name>]{<German name>}: Short name of the handouts's author(s), which is printed instead of **\hoName** in the headings on pages 2 ff if specified. As with **\hoName**, multiple addresses should be separated via **\and**.

\hoDept[<English name>]{<German name>}: Name of the department (e. g., *Department of Linguistics*).

\hoFunction[<English>]{<German>}: Function of the author (e. g., *Research Assistant*).

\hoStreet{<Street>}: Street where your department is located.

\hoPostCode{<Street>}: Postcode of your department's location.

\hoLoc[<English>]{<German>}: Location (city) of your department.

\hoCountry[<English>]{<German>}: Country of your department.

\hoPhone{<phone number>}: Your phone number.

\hoFax{<fax number>}: For the traditionals.

\hoEMail{<e-mail address>}: Author's e-mail address. As with **\hoName**, multiple addresses should be separated via **\and**.

\hoURL{<URL>}: homepage URL.

Note that you should only use full address data of a department as a member of staff, as this indicates you are employed at this department. For student handouts, it is advised to only use name and possibly e-mail.

5.2 Presentation-related data

\hoTitle[<header>]{<title>}: Title of the handout with optional short title for the header on page 2ff.

\hoSubtitle{<subtitle>}: Subtitle of the handout. As the main title, this is normally not printed over the whole page width in order to prevent overlapping with the address data. With the class option **widesubtitle** this can be changed.

\hoSubtitle*{<subtitle>}: A version of the subtitle that is always printed over the whole page width.

\hoEvent[<header>]{<event>}: The event you are presenting at (seminar or conference title).

\hoEventLoc[<header>]{<event>}: The location of the event you are presenting at. Useful for conference presentations.

\hoEventDate[<header>]{<event date>}: The date of the event you are presenting at, or the term of your class.

\hoDate[<header>]{<date>}: The date of your presentation, which might be a subset of the event date only.

6 Generating Accessible PDF

In accordance with the *The European Accessibility Act (EAA)* (as of June 2025), handouts should be made accessible to readers with visual impairments. This means, among other requirements, that they need to be semantically tagged properly. Recent LaTeX versions provide support for automatic tagging at least for the base classes and a wide range of packages; univie-ling-handout employs those and also has some integrated tagging mechanisms for custom environments and commands.

In result, you *can* produce a compliant PDF/UA-2 with this class where all parts of the document are sensibly semantically tagged. However, since many LaTeX packages are not yet tagging-compatible[2], the tagging might be flawed (or even fail) if you use specific packages. You can (and should) check your final PDF's validity with a PDF validator such as VeraPDF against PDF/UA2 standard. However, validity does not mean that the texts are also tagged in a sensible way (this needs to be checked by a human reader).

In order to produce tagged PDF, you need a LaTeX release at least from June 2025 (and the newer the better, since PDF tagging is still worked on actively). Also, it is advised that you use LuaLaTeX to typeset the document, since tagging works best with this engine. But to rephrase: Even given this prerequisite, tagging may not work depending on the packages you employ in your paper.

To enable tagging with a document, put the following before the **\documentclass** line (also see the template):

```
\DocumentMetadata{
  language=en-US,                % the main language of the document
  other-languages={de-DE,fr-FR}, % additional languages used (if any)
  tagging=on,                    % activation of tagging
  pdfstandard={UA-2},            % adhering to the PDF/UA-2 standard
}
```

[2] See https://latex3.github.io/tagging-project/tagging-status/

6.1 Tagging Graphics

You need to provide short description texts (alt texts, max. 200 characters) to any graphic in the document. This text should be concise enough to inform a reader who does not see the image what the image consists of. Please refrain from interpretive comments and provide as formal a comment you can come up with.

These texts are passed via the `alt` optional argument key to the **`\includegraphics`** command or `picture`/`tikzpicture` environment. E. g.:

```
\includegraphics[alt={A howling wolf looking left upwards}]{howling_wolf.png}
```

If a graphic represents real text only, quote it verbatim via the `actualtext` optional argument key to the **`\includegraphics`** command:

```
\includegraphics[actualtext={Der Text}]{der-text.png}
```

6.2 Tagging Tables

In tables, heading rows and/or columns need to be handled specifically. Before a table (and within a float), specify the heading row as follows:

```
\tagpdfsetup{table/header-rows=<rows>}
```

with `<rows>` denoting the row (e.g., `1`) or rows (e.g., `1,2`) which is/are the header. Longtables are an exception: their header rows are automatically detected and tagged.

If your table uses columns as header instead, use:

```
\tagpdfsetup{table/header-columns={<columns>}}
```

6.3 Markup

Please use semantic markup (see sec. 7) rather than static marking-up of linguistic examples, concepts and meaning.

7 Semantic markup

The class defines some basic semantic markup common in linguistics:

`\Expression{<text>}`: To mark expressions (object language). Typeset in *italics*.

`\Concept{<text>}`: To mark concepts. Typeset in SMALL CAPITALS.

`\Meaning{<text>}`: To mark meaning. Typeset in ‘single quotation marks’.

You can redefine each of these commands, if needed, like this:

```
\renewcommand*\Expression[1]{\textit{#1}}
\renewcommand*\Concept[1]{\textsc{#1}}
\renewcommand*\Meaning[1]{\enquote*{#1}}
```

8 Hyperlinks

It is good practice to always give last access dates to web links (URLs). To make this easier, univie-ling-handout provides a number of convenience macros. To begin with, you can easily enter URLs with the last date you accessed the site with the function

```
\weblink{<URL>}[<date>]
```

This will format the date in the preferred way ("[last accessed: <date>]"), localized to English or German. The argument can be given in the form YYYY-MM-DD, DD/MM/YYYY, or DD.MM.YYYY, e.g.

```
\weblink{https://linguistics.univie.ac.at}[27/06/2024]
```

will print: https://linguistics.univie.ac.at [last accessed: 27/06/2024]. If you do not give the optional date argument, no date is printed unless you have specified a general last access date by means of the function

```
\SetURLDate{<date>}
```

which takes the same date format as argument. This function might come in handy if you have the same access date for all, or many, URLs. And it lets you update all URL access dates with a single change.

For hyperlinks without date, you can also use the legacy command **\url{<URL>}**. To output the date information only, you can use the macro **\urldate{<date>}**.

9 Linguistic examples and glosses

The class automatically loads the covington package which provides macros for examples and glosses. Please refer to the covington manual [1] for details.

10 Bibliography

10.1 Default bibliography style (*Unified Style for Linguistics*)

By default, the univie-ling-handout class loads a bibliography style which matches the conventions that are recommended by the Applied Linguistics staff of the department.[3] These conventions draw on the *Unified Style Sheet for Linguistics* of the LSA (*Linguistic Society of America*), a style that is also quite common in General Linguistics nowadays. In order to conform to this style, the univie-ling-handout class uses the biblatex package with the univie-ling style that is included in the univie-ling-handout package.

If you are in Applied Linguistics, using the default style is highly recommended. The style recommended until 2017, namely APA/DGPs, is also still supported, but its use is no longer encouraged; see sec. 10.2 for details. If you want/need to use a different style, please refer to section 10.3 for instructions.

[3] See http://www.spitzmueller.org/docs/Zitierkonventionen.pdf

10.2 Using APA/DGPs style

Until 2017, rather than the Unified Style, the Applied Linguistics staff recommended conventions that drew on the citation style guide of the APA (*American Psychological Association*) and its adaptation for German by the DGPs (*Deutsche Gesellschaft für Psychologie*).

For backwards compatibility reasons, this style is still supported (though not recommended). You can enable it with the package option **`apa=true`**.

If you want to use APA/DGPs style, consider the following caveats.

- For full conformance with the APA/DGPs conventions (particularly with regard to the rather tricky handling of "and" vs. "&" in- and outside of parentheses), it is mandatory that you adequately use the respective biblatex(-apa) citation commands: Use `\textcite` for all inline citations and `\parencite` for all parenthesized citations (instead of manually wrapping `\cite` in parentheses). If you cannot avoid manually set parentheses that contain citations, use `\nptextcite` (a biblatex-apa-specific command) inside them.[4] For quotations, it is recommended to use the quotation macros/environments provided by the csquotes package (which is preloaded by univie-ling-handout anyway); the univie-ling-handout class assures that citations are correct if you use the optional arguments of those commands/macros in order to insert references.

- The biblatex-apa style automatically lowercases English titles. This conforms to the APA (and DGPs) conventions, which favour "sentence casing" over "title casing". English titles, from biblatex's point of view, are titles of bibliographic entries that are either coded as **`english`** via the **`LangID`** entry field or that have no **`LangID`** coding but appear in an English document (i. e., a document with main language English). Consequently, if the document's main language is English, all non-English entries need to be linguistically coded (via **`LangID`**) in order to prevent erroneous lowercasing, since biblatex assumes that non-identified entries use the main language (hence, such a classification is also important for correct hyphenation of the entries).
  Note that up to biblatex 3.3, the document language was not taken into account by the lowercasing automatism and all non-classified entries were treated like English entries (and thus lowercased), notwithstanding the main language; therefore, any entry needed to be coded. Even if this misbehaviour is fixed as of biblatex 3.4, it is still advisable to systematically set the proper **`LangID`**, since this is a prerequisite for a correct multilingual bibliography.

- The lowercasing automatism described above cannot deal properly with manual punctuation inside titles. Hence, a title such as `Maintitle. A subtitle` will come out as *Main title. a subtitle*. There are several ways to avoid that. The most proper one is to use the title and subtitle fields rather than adding everything to title. Alternatively, everything that is nested inside braces will not get lowercased, i. e. `Maintitle. {A} subtitle` will produce the correct result. This trick is also needed for names and other elements that should not get lowercased

[4] Please refer to [5] and [3] for detailed instructions.

(`Introduction to {Germanic} linguistics`). However, please do not configure your BibTeX editor to generally embrace titles (this is a feature provided by many editors) since this will prevent biblatex-apa from lowercasing at places where it should be done.

- The biblatex-apa style requires that you use biber as a bibliography processor instead of bibtex (the program). See [4] for details.

10.3 Using a different style or not using biblatex

If you do not want or are not supposed to use neither the default Unified nor the APA/DGPs style, you can disable automatic biblatex loading via the class option **`biblatex=false`** (see sec. 4.4). In this case, you will need to load your own style manually, by entering the respective biblatex or BibTEX commands.

One case where you need to do that is if you prefer classic BibTEX over biblatex. If you want to follow the Applied Linguistics conventions, but prefer classic BibTEX over biblatex, a (seemingly unmaintained) BibTEX style file unified.bst that implements the *Unified Style Sheet for Linguistics* is available on the Internet.[5] This style produces English output, a localized version for German, unified-de.bst, is available as well.[6] Both styles require the natbib package to be loaded. Note, though, that both styles provide only very rudimentary support for the Unified Style Sheet. Thus, if you want to follow the Applied Linguistics conventions really strictly, it is strongly recommended that you use biblatex with the preloaded univie-ling style.

It is also possible (though not recommended) to use the `thebibliography` environment if, for some reason, you do not want to use biblatex nor BibTEX. Of course, in this case you are all responsible for the proper formatting of the entries. If you decide for this, you must load the natbib package and use the syntax documented in the natbib manual ([2, sec. 1]) for the proper setup of bibitems, e. g.,[7]

```
\bibitem[Jones et al.(1990)Jones, Baker, & Williams]{jon90}
       Jones, Baker, & Williams. 1990. ...
```

(Only) if natbib is loaded, univie-ling-handout will take care that the spacing with the `thebibliography` environment is correct.

10.4 Heading

In handouts, you sometimes want a different heading over the references (e. g., *Recommended readings*). This can be easily done via the macro **`\Bibheading{<title>}`** which works with biblatex and normal bibliography environment.

[5] A copy is at `https://codeberg.org/jspitz/univie-ling/raw/branch/master/3rdparty/unified.bst`.
[6] See `https://codeberg.org/jspitz/univie-ling/raw/branch/master/3rdparty/unified-de.bst`.
[7] Note the missing space before and after the parentheses that mark the year!

11 Further instructions

11.1 Commands and environments

Please refer to the template files included in the package for some further usage instructions and hints.

11.2 LyX layouts and templates

A layout for LyX[8] can be retrieved from `https://codeberg.org/jspitz/univie-ling/raw/branch/master/lyx/layouts/univie-ling-handout.layout`.

Templates are provided as well:

- English template:
  `https://codeberg.org/jspitz/univie-ling/raw/branch/master/lyx/templates/template-univie-ling-handout-english.lyx`
- German template:
  `https://codeberg.org/jspitz/univie-ling/raw/branch/master/lyx/templates/template-univie-ling-handout-deutsch.lyx`

12 Release History

2026/11/20 (v. 2.10)

- This class now supports PDF tagging (PDF/UA-2):
  - As a prerequisite for proper PDF tagging support, the class now builds on standard article (no longer scrarticle).
  - Custom elements are tagged.
  - Artifacts are being marked as such.
  - Logos are equipped with alt image text.
  - Style redefinitions rely on hooks, sockets or templates where appropriate.
  - Title is added to PDF structure.

  Note that in the implementation of this assistance by Claude Sonnet 5.5 was employed.
- Provide documentation on accessibility (see sec. 6).
- Use sourcesans and sourceserif rather than deprecated sourcesanspro and sourceserifpro packages.
- Fix logo file.
- Add **`beamerarticle`** option.

2024/09/20 (v. 2.8)

[8] See `https://www.lyx.org`.

- Add basic support for `thebibliography` environment.
- Update documentation on bibliography beyond biblatex.

2024/07/23 (v. 2.7)

- Fix spacing after `\weblink`.
- Fix empty argument check in `\weblink`.

2024/06/27 (v. 2.6)

- Provide **`\weblink`**, **`\SetURLDate`** and **`\urldate`** macros.

2024/05/09 (v. 2.5)

- Add **`\hoDate`**.

2023/03/31 (v. 2.4)

- No change to this class.

2023/01/26 (v. 2.3)

- No change to this class.

2022/12/06 (v. 2.2)

- Fix boolean option parsing.

2022/10/21 (v. 2.1)

- Fix **`polyglossia`** option.

2022/10/02 (v. 2.0)

- Use l3keys rather than xkeyval for key-value option handling.
- Fix some varioref definitions.
- Use translator instead of translations for localization.
- Various small class cleanups.

2022/09/08 (v. 1.20)

- Load varioref AtBeginDocument.

2022/06/18 (v. 1.19)

- Initial release.

References

[1] Covington, Michael A. and Spitzmüller, Jürgen: *The covington Package. Macros for Linguistics*. September 7, 2018. http://www.ctan.org/pkg/covington.

[2] Daly, Patrick W.: *Natural Sciences Citations and References*. September 13, 2010. http://www.ctan.org/pkg/natbib.

[3] Kime, Philip: *APA BibLaTeX style. Citation and References macros for BibLaTeX*. March 3, 2016. http://www.ctan.org/pkg/biblatex-apa.

[4] Kime, Philip and Charette, François: *Biber. A backend bibliography processor for biblatex*. March 6, 2016. http://www.ctan.org/pkg/biber.

[5] Lehman, Philipp (with Audrey Boruvka, Philip Kime and Joseph Wright): *The biblatex Package. Programmable Bibliographies and Citations*. March 3, 2016. http://www.ctan.org/pkg/biblatex.