The univie-ling-paper class

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Abstract

The univie-ling-paper class provides a LaTeX 2ε class suitable for papers (i. e., [*Pro*]*Seminararbeiten*) in (Applied) Linguistics at the Department of Linguistics, University of Vienna. The class implements some standards for those papers (such as a suitable title page) and pre-loads some packages that are considered useful in the context of Applied Linguistics. The class might also be used for General and Historical Linguistics as well as for other fields of study at Vienna University. In this case, however, some settings might have to be adjusted. This manual documents the class as well as the configuration possibilities.

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

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1 Aims and scope

The univie-ling-paper class has been written mainly with my own field in mind: Applied Linguistics. Therefore, the defaults are closely tied to the requirements in this field. This particularly concerns the preloaded bibliography style, which conforms to the standards that are proposed by the Viennese Applied Linguistics staff (see sec. 10). Furthermore, some frequently used packages (such as covington) are preloaded. As documented later, however, you can disable this (and other) default(s), use a bibliography style of your choice and load alternative packages.

The design matches as closely as necessary the standards set up by the university. This particularly concerns the title page, which takes the recommendations specified by the *StudienServiceCenter* as a model.[1] These specifications actually address theses, not research proposals (for which no title page specifications exist), but I think it makes sense to adapt them.

2 Requirements of univie-ling-paper

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

- scrartcl: KOMA-Script article class (base class).
- csquotes: Context sensitive quotations.
- graphicx: Graphic support.
- isodate: Format URL dates.
- l3keys: Key-value interface for class options.
- scrlayer-scrpage: Page layout settings.
- setspace: Line spacing adjustments.
- 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):

- mathpazo: Default serif font (*Palatino*).
- urw-arial or helvet: Default sans serif font (*Arial* or *Helvetica*).
- sourcecodepro: Default monospaced font (*Source Code Pro*).

[1] `http://ssc-philkultur.univie.ac.at/studium/masterstudien/abgabe-der-masterarbeit` <25. 01. 2017>.

- biblatex: Contemporary bibliography support.
- caption: Caption layout adjustments.
- covington: Support for linguistic examples/glosses.
- inputenc: Set the input encoding of the document. The encoding used is **utf8**.
- 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):

- 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 *Palatino* as a serif font, *Arial* (or, alternatively, *Helvetica*) as a sans serif font, and *Source Code Pro* as a monospaced (typewriter) font. Note that *Arial* (PostScript) font support is not included in most LaTeX distributions by default, due to license reasons. You can install it easily via the getnonfreefonts script.[2] If *Arial* is not installed, however, *Helvetica* (which is part of the LaTeX core packages) is used as a fallback. This is usually a suitable alternative, since *Arial* and *Helvetica* only differ in subtle details. If you use **fonts=otf**, you just have to make sure that you have the fonts *Arial*, *Palatino* and *Source Code Pro* installed on your operating system (with exactly these names, i. e., fonts named *Arial Unicode MS* or *Linotype Palatino* will not be recognized!).

As to font selection: *Arial* is used in the official title page template[3], so I used that (with the mentioned fallback, *Helvetica*). A serif font recommendation is not given. The corporate design manual of the university suggests *Source Serif Pro*, but this font is too heavy for an academic paper (and we cannot use the suggested sans, *Source Sans Pro*, anyway). A somewhat standard for academic papers and theses is *Times New Roman*, but I think this runs too small for the text block size we have (as the name suggests, this font has been developed for the small columns of newspapers), and it is also pretty overused. The selected font, *Palatino*, in contrast, suits well to wider text lines, it is well supported in LaTeX, and it fits with *Helvetica*. The monospaced font, *Source Code Pro*, is a good companion to this pair.

[2] `https://www.tug.org/fonts/getnonfreefonts` <25. 01. 2017>.

[3] See `https://linguistics.univie.ac.at/studium/masterstudium/masterarbeit/`.

If you (or your instructor) prefer(s) *Times New Roman* over *Palatino* nevertheless, write to your preamble

```
\usepackage{mathptmx}
```

if you use PostScriptFonts, or

```
\setmainfont{Times New Roman}
```

if you use **fonts=otf**, respectively.

If you do neither like *Palatino* nor *Times*: A recommendable serif font (and actually the former 'professional' house font of Vienna university) is *MinionPro*, supported by the excellent FontPro package.[4] However, some effort is needed to install the package and fonts. Please refer to the package's documentation in case you are interested. A more accessible alternative, with a similar style than *MinionPro*, is the *CrimsonPro* font, which is available in modern LaTeX distributions via the cochineal package. Another good option is the font this manual is typeset in, *Linux Libertine* (via the libertine package).

Note that by default, with PostScript fonts, univie-ling-paper 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-paper 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 package 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 paper. However, they can only be used by newer, partly still experimental 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 *Palatino* as main font and *Arial* as sans serif font (this is the correct choice if you use XeTeX

[4] https://github.com/sebschub/FontPro <25. 01. 2017>.

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).

With PostScript fonts, univie-ling-paper 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 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**.

4.3 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. They 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: 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.

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. 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.

4.4 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.

4.5 Short papers

Via the option **short=true|false**, univie-ling-paper provides a layout setting which is more suitable for short written papers such as home exams or short concepts. As opposed to the default layout, this uses smaller font sizes and does not insert a title page. Rather than that, the title is printed on top of the first page, and the main text immediately follows.

Such short papers usually do not have a table of contents or a declaration, but you can use it if you want.

4.6 Further options

The class builds on scrartcl (KOMA article), which provides many more options to tweak the appearance of your document. You can use all these options via the `\KOMAoptions` macro. Please refer to the KOMA-Script manual [5] for details.

5 General settings

In this section, it is explained how you can enter some general settings, particular the information that must be given on the title page. The title page, following the model given in university guidelines for theses, is automatically set up by the **\maketitle** command, given that you have specified the following data in the preamble.

5.1 Author-related data

\author{<name>}: Name(s) of the paper's author(s). Separate multiple authors by **\and**.

\studienkennzahl{<code>}: The degree programme code (*Studienkennzahl*) as it appears on the student record sheet, e. g. *A 792 327*. Note that this is not output with **short=true**.

\matrikelnummer{<registration number>}: Your registration number (*Matrikelnummer*). In case of multiple authors, separate the codes by **\and**.

5.2 Paper-related data

\title{<title>}: Title of the paper.

\subtitle{<subtitle>}: Subtitle of the paper.

\course{<type>}{<course title>}: Type and title of the course. The type must be one of **ps** (Proseminar), **se** (Seminar), **vo** (Vorlesung), **ue** (Übung), **ko** (Kolloquium) or **pv** (Privatissimum).

\semester{<semester type>}{<year>}: Type and year of the current semester. Type must be either **ss** (summer term) or **ws** (winter term).

\instructor{<name>}: Title and name of your instructor (*Dozent*).

\texttype{<text type>}: Text type (such as *Forschungsbericht*). For **ps** and **se** course types, this is automatically set (but can be overwritten with this macro).

6 Declaration

It is possible to automatically generate a page with a declaration where you declare and sign that you follow research ethics/anti-plagiarism rules (*Selbständigkeitserklärung*) by means of the command

```
\makedeclaration
```

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

The stylesheet requires you to always give last access dates to web links (URLs). To make this easier, univie-ling-paper 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-paper class loads a bibliography style which matches the conventions that are recommended by the Applied Linguistics staff of the department.[5] 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-paper class uses the biblatex package with the univie-ling style that is included in the univie-ling-paper 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.

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.

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

- 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.[6] For quotations, it is recommended to use the quotation macros/environments provided by the csquotes package (which is preloaded by univie-ling-paper anyway); the univie-ling-paper 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 (`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.

[6] Please refer to [6] and [3] for detailed instructions.

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. 4.3). 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.[7] This style produces English output, a localized version for German, unified-de.bst, is available as well.[8] 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.,[9]

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

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

11 Further instructions

11.1 Commands and environments

Since the class draws on scrartcl, you can use all commands and environments provided by KOMA article in order to structure and typeset your document. Please refer to the comprehensive KOMA-Script manual [5] for information.

Please also 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[10] can be retrieved from `https://codeberg.org/jspitz/univie-ling/raw/branch/master/lyx/layouts/univie-ling-paper.layout`.

Templates are provided as well:

[7] A copy is at `https://raw.githubusercontent.com/jspitz/univie-ling/master/3rdparty/unified.bst`.

[8] See `https://codeberg.org/jspitz/univie-ling/raw/branch/master/3rdparty/unified-de.bst`.

[9] Note the missing space before and after the parentheses that mark the year!

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

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

12 Release History

- 2026/11/20 (v. 2.10)
  - Add alt image text to logos.
- 2024/09/28 (v. 2.9)
  - No change to this class.
- 2024/09/20 (v. 2.8)
  - 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)
  - Implement **`short`** option.
- 2023/03/31 (v. 2.4)
  - Fix default **`ps`** and **`se`** text type.
- 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)
  - Add option **`fontenc`**.
  - Fix translation of English example string.
  - Add monospaced font.
- 2022/05/11 (v. 1.18)
  - Fix error with subtitles.
- 2022/02/05 (v. 1.17)
  - Fix option **`apa`**.
  - Omit quotation marks when title is empty.
- 2021/11/03 (v. 1.16)
  - Adjust font size and margins to dept. standards.
  - Add option **`draftmark`**. See sec. 4.4.
  - Fix grouping in **`\maketitle`**.
- 2021/10/19 (v. 1.15) No change to this class.
- 2021/09/01 (v. 1.14) Do not overwrite **`texttype`** set by user with default value.
- 2020/11/11 (v. 1.13) No change to this class.
- 2020/06/25 (v. 1.12) No change to this class.
- 2020/05/05 (v. 1.11) New option **`polyglossia`**.
- 2020/05/01 (v. 1.10) No change to this class.
- 2019/01/21 (v. 1.9) No change to this class.
- 2019/01/15 (v. 1.8) Fix encoding of German declaration string.
- 2018/11/07 (v. 1.7) No change to this class.

- 2018/11/04 (v. 1.6) Remove **subexamples** environment as this is now provided by covington.
- 2018/09/03 (v. 1.5) Introduce **subexamples** environment.
- 2018/04/26 (v. 1.4) Fix full date issue in biblatex bibliography style.
- 2018/03/02 (v. 1.3) No change to this class.
- 2018/02/13 (v. 1.2) No change to this class.
- 2018/02/11 (v. 1.1) No change to this class.
- 2018/02/08 (v. 1.0)
  - Switch default bibliography style (from APA to Unified).
  - Initial release to CTAN.
- 2016/09/07 (v. 0.8) Improve **\makedeclaration** output.
- 2016/05/05 (v. 0.7) Fix comma after *et al.* with biblatex-apa.
- 2016/04/30 (v. 0.6)
  - Reset the alignment after declaration.
  - Set proper citation command for csquotes' integrated environments.
  - Improve templates.
- 2016/03/23 (v. 0.5)
  - Fix the output of German multi-name citations (DGPs guidelines).
  - Extend documentation of bibliographic features.
- 2016/01/25 (v. 0.4): First (documented) release.
  - Add **\makedeclaration** command.
  - Possibility to disable some pre-loaded packages.
  - Use key=value option format.

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] Kohm, Markus (2015): KOMA-Script. The Guide. URL: http://www.ctan.org/pkg/koma-script.

[6] 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.