The \texttt{uwalet} class

Greg Gamble

Version 2.0a, 1998/04/07

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\section{Introduction}

The \texttt{uwalet.dtx} is the master file for the \LaTeX{} class, \texttt{uwalet}, which provides a letter class for \LaTeX{} users in the Department of Mathematics at the University of Western Australia. It is built on the standard letter class with option \texttt{a4paper}, but we adjust \texttt{\textheight} and \texttt{\topmargin} slightly, to use more of the page. We define the macros \texttt{\fax}, \texttt{\email} and \texttt{\www} to provide for Fax no., email and World Wide Web addresses that appear in the letterhead. Also, \texttt{\name}, \texttt{\address} and \texttt{\telephone} appear in the letterhead, along with the logo of The University of Western Australia. Each of these letterhead field macros has a default value so that it is not necessary for a user to set any of them, but it is expected that most users will want to reset the \texttt{\name} and \texttt{\email} macros, which by default are empty.

Alternative letterheads are provided by options \texttt{consgroup} and \texttt{manager}. Option \texttt{consgroup} is intended for Consulting Groups; under the option, two further commands are defined: \texttt{\groupname} and \texttt{\director} for the name and director of the Consulting Group.

Option \texttt{manager} is intended for those with a special role within the department, e.g. Head of Department. Under the option, the command \texttt{\role} is provided, and \texttt{\name} and \texttt{\role} appear under the university logo.

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If uwalet.dtx is used with the option resreport the titlepage for a Research Report is generated along with a letter to the Australian Mathematical Society Gazette that requests the inclusion of a notice advertising the Report in their next issue. Under this option the user must specify the \title and \author and \Address for each author of the report. Note that the address of the sender of the letter to the Gazette is defined by \address (not \Address which is only defined if resreport is active).

It is recommended that users specify

\pagestyle{headings}

This puts addressee, date and page number in the header of pages subsequent to the first page of the letter.

2 Implementation

The usual name, date, and version information.

\typeout{uwalet 2.0a}
\NeedsTeXFormat{LaTeX2e}
\ProvidesClass{uwalet}[1998/04/07 v2.0a]

We build the class uwalet on top of \LaTeXX's letter class with option a4paper but we prefer to use a little more of the page. Also we declare the options consgroup and resreport; the latter we describe in more detail in Section 3 below.

\DeclareOption*{\PassOptionsToClass{\CurrentOption}{letter}}
\newif{\@resreport}
\DeclareOption[resreport]{\@resreporttrue}
\newif{\@consgroup}
\DeclareOption[consgroup]{\@consgrouptrue}
\newif{\@manager}
\DeclareOption[manager]{\@managertrue}
\ProcessOptions
\LoadClass[a4paper]{letter}
\advance\textheight by 25mm
\advance\topmargin by -12.5mm

To set the logo we need the graphics package graphicx.

\RequirePackage{graphicx}

We provide \fax, \email and \www for setting the Fax number, email address and World Wide Web URL, respectively, in the letterhead.

\newcommand*[\fax][1]{\def\faxnum{#1}}
\newcommand*[\email][1]{\def\Email{#1}}
\newcommand*[\www][1]{\def\WWW{#1}}

If the option consgroup is active we define \groupname and \director.

\if\@consgroup%
\newcommand*[\groupname][1]{\def\consgpname{#1}}
\newcommand*[\director][1]{\def\consdirector{#1}}
\fi
If the option \texttt{manager} is active we define \texttt{\role}.

\begin{verbatim}
23 \if@manager%
24 \newcommand*{\role}{\def\mgrrole{#1}}
25 \fi
\end{verbatim}

We provide \texttt{\fullmonthname} and \texttt{\oztoday} to provide other alternatives for \texttt{\date}, e.g.

\begin{verbatim}
\texttt{\date{\oztoday}}
\end{verbatim}

will cause the date to appear in the Australian style, rather than the default American style.

\begin{verbatim}
26 \newcommand{\fullmonthname}{% 
27 \relax\ifcase\month\or 
28 January\or February\or March\or April\or May\or June\or 
29 July\or August\or September\or October\or November\or December\fi}
30 \newcommand{\oztoday}{\number\day\space\fullmonthname\space\number\year}
\end{verbatim}

The macro \texttt{\name}, which is also set in the letterhead, is already provided by the L\TeX\ letter class. By default it is already set as null, so we do nothing. Also, \texttt{\address} and \texttt{\telephone} are provided by the L\TeX\ letter class. We give them the following default values.

\begin{verbatim}
31 \address{Department of Mathematics\ 
32 Nedlands, Western Australia 6907}
33 \telephone{+61 8 9380 3340}
\end{verbatim}

Now we provide default values for \texttt{\fax}, \texttt{\email} and \texttt{\www}.

\begin{verbatim}
34 \fax{+61 8 9380 1028}
35 \email{}
36 \www{\{\www.maths.uwa.edu.au/}
\end{verbatim}

If option \texttt{consgroup} is active we give the following defaults for \texttt{\groupname} and \texttt{\director}.

\begin{verbatim}
37 \if@consgroup%
38 \groupname{The University of Western Australia}
39 \director{}
40 \fi
\end{verbatim}

If option \texttt{manager} is active we define \texttt{\role} to be blank by default.

\begin{verbatim}
41 \if@manager%
42 \role{}
43 \fi
\end{verbatim}

The user is free to alter any of the letterhead field macros, which are:

\begin{verbatim}
\name, \address, \telephone, \fax, \email and \www; and \groupname
and \director (if option \texttt{consgroup} is active); and \role (if option \texttt{manager} is active).
\end{verbatim}

There is no macro for a Telex number (obsolete?). Note that if the macro \texttt{\signature}, which is normally set (if option \texttt{resreport} is not active) in the \texttt{\closing}, is empty, then \texttt{\name} is used instead of \texttt{\signature} in the \texttt{\closing}.
THE UWALET CLASS

(see the definition of \closing below – note that the macro \name defines \fromname and \signature defines \fromsig). If option resreport is active the sender’s name is omitted entirely.

Now we provide the code that sets the letterhead. Note we use the picture environment to make \LaTeX treat the letterhead as if it were 10 points high, so headers on subsequent pages are appropriately placed.

\begin{verbatim}
\renewcommand{\ps@firstpage}{% 
\renewcommand{\@oddhead}{% 
\begin{picture}(250,10)(0,0) 
\if@consgroup% 
\put(0,0){\begin{picture}(250,10)% 
{\large\bfseries\itshape\consgpname}\% 
\xdef\@picoffset{-33}%%% 
\if\@empty\consdirector\relax% 
\else\textsf{Director: }\consdirector\%\relax% 
{\xdef\@picoffset{-50}}% 
\fi% 
\vrule width0pt\hrulefill\vrule width0pt\% 
\end{picture}}% 
\else% 
\xdef\@picoffset{0}% 
\fi% 
\newlength{\left@width}% 
\setlength{\left@width}{200pt}% 
\newlength{\right@width}% 
\setlength{\right@width}{\textwidth}% 
\addtolength{\right@width}{-\left@width}% 
\put(0,\@picoffset){\begin{minipage}[t]{\left@width}% 
\null% 
\includegraphics*[width=180pt]{uwalogo.ps}% 
\if@manager% 
\if\@empty\fromname\relax\else\textit{\fromname}\%\fi% 
\if\@empty\mgrrole\relax\ \else\textit{\mgrrole}\fi% 
\fi% 
\end{minipage}% 
\begin{minipage}[t]{\right@width}% 
\renewcommand{\baselinestretch}{0.9}\small% 
\begin{list}{}\item% 
\if\@manager\else% 
\if\@empty\fromname\relax\else\fromname\%\fi% 
\fi% 
\if\@empty\fromaddress\relax\ \else\fromaddress\fi% 
\end{list}% 
\renewcommand{\baselinestretch}{0.8}\footnotesize% 
\begin{list}{}\item% 
\if\@empty\telephonenum\relax\else\textsf{Telephone: \quad}\telephonenum\%\fi% 
\if\@empty\faxnum\relax% 
\end{list}% 
\renewcommand{\baselinestretch}{0.9}\small% 
\begin{list}{}\item% 
\if\@empty\faxnum\relax% 
\end{list}% 
\end{verbatim}
3. **OPTION RESREPORT**

Now we define the macros we need under option `resreport`, which are used to generate a titlepage for Research Reports. These have been taken with slight modification from the `amsart` document class. Note that the standard \LaTeX\ macro is ok for the title of the research report ... so we don’t need to define it here. The authors of the research report and their respective addresses are specified by a sequence of `\author` and `\Address` declarations. We use `\Address` in lieu of `\address` here, since `\address` is already used for the sender’s address of the accompanying letter (to the Australian Mathematical Society Gazette). The `\author` macro takes one or two arguments; the optional
argument allows one to give an abbreviation of the author’s name, where desired. For convenience there is an \asabove macro which may and should be used if the address of an author is the same as that of the most recent previously specified author. As well, there are \reportnumber and \reportmonth, so that the user may specify, as one might expect, the report’s number and month.

Other macros are not specified by the user: \authors lists the unabbreviated authors names (with commas and the word and in the appropriate place, where there is more than one author); \shortauthors is similar to \authors except that it lists abbreviated authors names; \addresses lists the sequence of authors with their respective addresses, as specified by the sequence of \author and \Address commands; \shortaddresses is similar to \addresses except that where the \asabove macro is used the authors are listed on the one line (with appropriate commas and word and) followed by their common address; \maketitle sets the report’s title, \addresses, \shortauthors, \reportnumber and \reportmonth in the Research Report title page; and \Report is an abbreviation for the report’s title followed by \shortaddresses, which is intended to be used in the body of the letter to the Australian Mathematical Society Gazette. Of the above list, the user only really needs to know about \maketitle and \Report.

\if@resreport
\RequirePackage{amsmath}
\newcommand*{\reportnumber}[1]{\def\repnumber{#1}}
\newcommand*{\reportmonth}[1]{\def\repmonth{#1}}
\def\subjclass#1{\def\@subjclass{#1}}
\renewcommand{\author}[2]{%
  \ifx\@empty\authors
  \gdef\shortauthors{#1}\gdef\authors{#2}%
  \else
  \g@addto@macro\shortauthors{\and#1}%
  \g@addto@macro\authors{\and#2}%
  \fi
  \toks@author={#2}
  \g@addto@macro\addresses{\bigbreak#2\ }%
\}
\edef\author{\@nx\@dblarg
  \@xp\@nx\csname\string\author\endcsname}
\newtoks\toks@author \newtoks\toks@address
\let\shortauthors\@empty \let\authors\@empty
\let\shortaddresses\@empty \let\addresses\@empty
\let\@authors\@empty \let\@subjclass\@empty
\newcommand{\Address}[1]{%\asabove%
  \@xp\g@addto@macro\@xp\addresses\@xp{#1}\%
  \set\toks@address%\asabove%
  \else%
  \g@addto@macro\addresses{#1}%
  \setq\shortaddresses%
  \toks@address=(#1)%
  \fi
}
\newcommand{\Report}{\@setshortaddresses''\@title''
\bigbreak
\shortaddresses
\bigbreak
\repmonth\space\repnumber.
\bigbreak
AMS Subject Classification: \@subjclass.}
\newcommand{\andify}{\nxandlist\unskip, \unskip{} and~}{\unskip, and~}
\def\and{\unskip{ }and \ignorespaces}
\def\maketitle{\par
\@topnum\z@ % this prevents figures from falling at the top of page 1
\begingroup
\@maketitle
\endgroup
\thispagestyle{empty}
4 A typical letter example

Here is an example of a typical letter. First we must specify the class and fontsize:

\documentclass[12pt]{uwalet}

Next comes the preamble information:

\pagestyle{headings}
\name{Greg Gamble}
\email{gregg@maths.uwa.edu.au}
\www{maths.uwa.edu.au/~gregg/}

If your WWW address starts with www please insert a pair of curly braces when defining the www, e.g.

\www{{}www.maths.uwa.edu.au}

otherwise you will get some rather odd effects, which to date I can't explain! Very mysterious! If you wish to specify the date should be set according to the Australian style, rather than the default American style, include:

\date{\oztoday}

You won't notice the effect of the \pagestyle declaration unless your letter is more than one page – it’s optional, of course, but recommended. Note, how to get the tilde in a World Wide Web URL – use \~{}{ }. The only letterhead fields you need to adjust will normally be those given above. It’s easy to set any field to be empty, (e.g. \www{} ensures that the World Wide Web URL and the label WWW: normally preceding it are both not printed). Note, that if you wish your \closing signature to look different to \name then you should set that here as well.
5. **AN EXAMPLE OF THE USE THE CONSGROUP OPTION**

Now the letter itself ... start the document and open the `letter` environment:

\begin{document}
\begin{letter}{Prof Brian K. Read,\nl Dept of Elec Eng,\nl Stanford.}
\opening{Dear Prof Read,}
BODY TEXT OF LETTER
\closing{Yours Faithfully,}
\end{letter}
\end{document}

Notice the `letter` environment expects the (to) address as an argument. Beginning the `letter` environment sets the letterhead as a side-effect.

Next is the opening, body of the letter and the closing.

\opening{Dear Prof Read,}
BODY TEXT OF LETTER
\closing{Yours Faithfully,}

We set `\name` in the preamble but not `\signature`, so `\name` is set in the closing.

For annotations, we can use `\ps`, since the `\ps` macro does not actually print the “P.S.”.

\ps{ref: GG:1}

Now follow the `\cc` (for the list of people getting copies of the letter), `\encl` (for a list of enclosures – things accompanying the letter) and a genuine “P.S.”

(Note, that \LaTeX doesn’t type the “P.S.” for you.)

\cc{GG}
\encl{C.v.}
\ps{P.S. If you like ...}

Lastly, we close the `letter` environment and the document itself.

\end{letter}
\end{document}

5 **An example of the use the consgroup option**

The `consgroup` option provides a variation on the standard letter provided by the class `uwalet`. Consider the example given above. To specify the `consgroup` option the `\documentclass` declaration should read something like:

```latex
\documentclass[12pt,consgroup]{uwalet}
```

Also, within the preamble, one should specify the `\groupname` and the `\director`. The `\director` field may be left blank, e.g. by omitting it. Mostly users of this option will probably leave `\name` blank (i.e. by completely omitting it). On the other hand `\signature` (which is set in the closing) will need need to be set. Here are examples of the settings of `\groupname`, `\director` and `\signature`.

```
\groupname{UWA Statistical Consulting Group}
\director{Professor Adrian Baddeley}
\signature{Professor A J Baddeley\n Director}
```
6 An example of the use the manager option

The `manager` option provides a variation on the standard letter provided by the class `uwalet`. Consider the standard letter example, given above. To specify the `manager` option the \`documentclass` declaration should read something like:

\documentclass[12pt,manager]{uwalet}

The \`name` is set below the logo in italics, instead of to the right of it, in roman type. Also, within the preamble, one may specify the \`role` of the sender (specified by \`name\); if not blank \`role` appears below the sender in italics. Here is an example of the settings of \`role`:

\role{Head of Department}

7 An example of the use of the resreport option

Here is an example showing how to use the \`resreport` option. First we must specify the class and fontsize and declare we are using the \`resreport` option:

\documentclass[12pt,resreport]{uwalet}

Next comes the preamble information. This is a good place to specify the authors of the research report with their respective addresses and other details relevant to the report (\`pagestyle{headings}` is recommended but not essential). Note the use of the \`asabove` macro where the address of an author is the same as that of the immediately previous author. Also one should provide the AMS subject classification \`subjclass` (refer to: http://www.ams.org/msc/).

\title{A Recognition Algorithm for Classical Groups}
\author{Niemeyer, A.C.}{Alice C. Niemeyer}
\Address{Department of Mathematics\\University of Western Australia\\Nedlands, WA 6907}
\author{Praeger, C.E.}{Cheryl E. Praeger}
\Address{asabove}
\author{Nerk, F.}{Fred Nerk}
\Address{Fictional Department\\Uni of Woop Woop\Never Never}
\reportnumber{1996/41}
\reportmonth{Dec}
\subjclass{20G04}

The defaults for \`name`, \`address`, etc. which are set in the accompanying letter to the Australian Mathematical Society Gazette usually don’t need to be adjusted. If however, you prefer the date to be set in the Australian style, rather than the default American style, then you need to include:

\date{\oztoday}
Now we start the document and issue a \texttt{\maketitle} which generates the titlepage for the Research Report.

\begin{document}
\maketitle

Now follows the letter to the Australian Mathematical Society Gazette. The macros have been set up so that the following will be correct, verbatim, unless the editor or his address changes.

\begin{letter}{Professor Mills\
 \hspace{1cm} Editor of the Australian Mathematical Society Gazette\
 \hspace{1cm} Department of Mathematics\
 \hspace{1cm} La Trobe University\
 \hspace{1cm} PO Box 199\Bendigo, Vic 3550}
\opening{Dear Professor Mills,}

The following preprint has appeared in the Research Report Series of The University of Western Australia.

\begin{quote}
\texttt{\Report}
\end{quote}

We would be very grateful if they could be included in the Notices of Preprints in the next issue of the Gazette.

\closing{With kind regards,}
\end{letter}

Finally, we must of course finish with

\end{document}

Bibliography

[1] M. Goossens, F. Mittelbach, and A. Samarin, \textit{The \LaTeX\ Companion} (Addison-Wesley, 1994).


[4] The \LaTeX\3 Project, \textit{\LaTeX\ 2\epsilon for class and package writers} (Jun. 1996). Filename: \texttt{clsguide.dvi}. 
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## Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Description</th>
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<tr>
<td>v1.0</td>
<td>General: First release</td>
</tr>
<tr>
<td>v1.0a</td>
<td>General: We use package <code>graphicx</code> in lieu of package <code>epsf</code></td>
</tr>
<tr>
<td>v1.0b</td>
<td>General: Added `fullmonthname` and `oztoday` as suggested by Alice Niemeyer</td>
</tr>
<tr>
<td></td>
<td>Added option <code>resreport</code> to generate a letter to the Research Reports as well as generate a letter to the AustMS Gazette to include a notice of the report as suggested by Alice Niemeyer</td>
</tr>
<tr>
<td></td>
<td>The default address was altered to abbreviate ‘Western Australia’ to ‘WA’ as suggested by Alice</td>
</tr>
<tr>
<td>v1.0c</td>
<td>General: Added option <code>consgroup</code> to generate an alternative letterhead for Consulting Groups</td>
</tr>
<tr>
<td>v1.0d</td>
<td>General: Added option <code>manager</code> to provide a variation on the letterhead that puts the manager’s `name` and `role` below the logo</td>
</tr>
<tr>
<td>v1.0e</td>
<td>General: Changed phone and fax numbers to the new 8 digit numbers and changed the area codes</td>
</tr>
<tr>
<td>v2.0</td>
<td>General: Changes made affecting the letterhead owing to change of logo. Some defaults were changed: ‘WA’ abbreviation in default address changed to ‘Western Australia’, and some punctuation was removed; WWW</td>
</tr>
</tbody>
</table>

Altered fontsize for block containing Tel, Fax, email and WWW in letterhead to `\footnotesize` as suggested by Adrian Baddeley.
URL default no longer leads with ‘http://’ ........................ 1

v2.0a

General: When \www is given a URL beginning with www the WWW address is not set correctly in the letterhead. This is very curious To fix this problem \WWW had, in the previous version, been set to include braces before the URL. This fixed the problem but created another – empty URLs were no longer detected. So the default value of \www is now www.maths.uwa.edu.au and \WWW doesn’t insert the braces. ............................. 1