

L^AT_EX Style For Munitions Management Project
Reports, *Environmental Security Technology
Certification Program* *

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Abstract

This package provides class for typesetting Cost & Performance Reports and Final Reports for Munitions Management Reports, US Environmental Security Technology Certification Program.

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1 Introduction

As described on its Web site, <http://www.estcp.org>, *The Environmental Security Technology Certification Program (ESTCP)* is a Department of Defense (DoD) program that promotes innovative, cost-effective environmental technologies through demonstration and validation at DoD sites. Munitions Management Projects, financed through this program, are required to file certain reports according to the approved templates. This class provides for typesetting Cost & Performance reports and Final Reports in the L^AT_EX framework.

The class was commissioned and paid for by US Army Corps of Engineers, Engineer Research and Development Center, 3909 Halls Ferry Road, Vicksburg, MS 39180-6199.

I am grateful to Ryan E. North, RPG for his help in testing the package and preparing the sample files.

2 User Guide

2.1 Installation

The class uses a number of L^AT_EX packages. Normally they should be present in any up-to-date distribution. If you do not have them, you can download them using the links below prior to using the class.

You will need PSFNSS [1]: the L^AT_EX package providing the access to common PostScript fonts. Of course you will need the fonts themselves. You will also need graphics bundle [2], packages geometry [3], caption [4] and fancyhdr [5].

The installation of the class follows the usual practice [6] for L^AT_EX packages:

1. Run `latex` on `estcpmm.ins`. This will produce the L^AT_EX class `estcpmm.cls`.
2. Put the file `estcpmm.cls` to the place where L^AT_EX can find it (see [6] or the documentation for your T_EX system).
3. Update the database of file names. Again, see [6] or the documentation for your T_EX system for the system-specific details.
4. The file `estcpmm.pdf` provides the documentation for the package (this is the file you are probably reading now).

As an alternative to items 2 and 3 you can just put the file `estcpmm.cls` in the working directory where your `.tex` file is.

2.2 Invocation

To use the class, put in the preamble of your document

```
\documentclass[<options>]{estcpmm}
```

	The class recognizes the standard L ^A T _E X options, shared by the most document classes [7]. The default font size changing options (8pt, 9pt, . . . , 12pt) have no effect other than producing a warning in the log, since DoD requires the reports to use 12 pt fonts.
<i>options</i>	
8pt	
9pt	
10pt	
11pt	
12pt	
2.3 Front Matter	
<code>\frontmatter</code>	. The command <code>\frontmatter</code> starts the <i>Front Matter</i> of the document. This part includes title page, table of contents, list of figures, list of tables.
<code>\logo</code>	Many reports have logo in the title page. This logo is set up by the command <code>\logo[<i>options</i>]{<i>file</i>}</code> . The syntax of the command is the same as the syntax of the command <code>\includegraphics</code> of the <code>graphicx</code> package [2]. The obligatory argument <code>{<i>file</i>}</code> is the name of the graphics file with the logo, and <code>[<i>options</i>]</code> , if present, may, for example, set the dimensions of the logo. Note that our class uses the “extended” version <code>graphicx</code> of the package with its “key-value” syntax. For example,
	<pre>\logo[width=2in]{red_corps_castle2.eps}</pre>
	The format of the graphics file depends on the T _E X engine used. If you use <code>latex→dvips→pstopdf</code> route, then you need PostScript files (PS or EPS). If you use <code>pdflatex</code> engine, then you need graphics files in JPEG, PNG or PDF formats (see [6] for more information).
<code>\title</code>	The command <code>\title</code> is used to store project name. Unlike the similar command in most document classes [7], our version has both optional and mandatory fields: <code>\title[[<i>Short Title</i>]]{<i>Full Title</i>}</code> . The full title is used in the document cover page. The short title is used in footers in the document. For example:
	<pre>\title{A New Project} \title[A New Project]{A New Project And Great Project}</pre>
<code>\subtitle</code>	The command <code>\subtitle{<i>Sub Title</i>}</code> us used to store the project subtitle. For example,
	<pre>\subtitle{Final Report}</pre>
<code>\date</code>	The macro <code>\date</code> stores the date of the document, for example
	<pre>\date{March 2008}</pre>
<code>\projectno</code>	The command <code>\projectno{<i>Project Number</i>}</code> is used to store the project number. For example,
	<pre>\projectno{MM-234-t567E}</pre>

`\internalno` The command `\internalno{Internal Project Number}` is used to store the internal project number, if applicable. For example,

```
\projectno{MM-234-t567E}
```

`\version` The command `\version{Version Information}` is used to store the document version, internal project number, etc. For example,

```
\version{DR-ATF-0.8}
```

`\author` The command `\author{Authors and Affiliations}` stores the names of the authors and their affiliations. For example:

```
\author{A.~U. Thor, University of Laputa\\
        C.~O. Rrespondent, Brobdingnag School of Technology}
```

`\maketitle` The command `\maketitle` typesets the title page of the report.

Note that some reports require Form 298 (see, for example, <http://www.ntis.gov/pdf/rdpform.pdf>). This form should be typeset separately.

`\tableofcontents` Table of contents, list of figures, list of tables are typeset with the usual \LaTeX commands [7]. Note that these commands always typeset their contents starting from an odd page.

`\listoffigures`

`\listoftables`

2.4 Main Matter

`\mainmatter` The main matter starts with the macro `\mainmatter`. The text is divided into sections and subsections in the usual \LaTeX manner. All familiar \LaTeX commands and packages should work without problems.

Note that the class assumes that the captions of tables are put above the tables (this is the usual practice; the behavior of the standard \LaTeX , which expects them below the tables, is rather odd).

`\specialsection` Unlike standard \LaTeX , this class includes in the table of contents both numbered and unnumbered sections. If you need to have a section, that is not included in the table of contents, use `\specialsection{Title}` command.

2.5 Appendices

`\appendix` The command `\appendix` starts appendices. Each individual appendix after this command should be entered as either a `\section` or `\section*`. The numbered sections will be called 'Appendix A', 'Appendix B', etc. (so do not use the word 'Appendix' in your titles).

3 Implementation

3.1 Identification

We start with the declaration who we are. Most `.dtx` files put driver code in a separate driver file `.drv`. We roll this code into the main file, and use the pseudo-guard `<gobble>` for it.

```
1 <class>\NeedsTeXFormat{LaTeX2e}
2 <*gobble>
3 \ProvidesFile{estcpmm.dtx}
4 </gobble>
5 <class>\ProvidesClass{estcpmm}
6 [2010/03/02 v0.4 Typesetting reports for ESTCP MM Reports]
```

And the driver code:

```
7 <*gobble>
8 \documentclass{ltxdoc}
9 \usepackage{array}
10 \usepackage{url,amsfonts}
11 \usepackage[breaklinks,colorlinks,linkcolor=black,citecolor=black,
12             pagecolor=black,urlcolor=black,hyperindex=false]{hyperref}
13 \PageIndex
14 \CodelineIndex
15 \RecordChanges
16 \EnableCrossrefs
17 \begin{document}
18   \DocInput{estcpmm.dtx}
19 \end{document}
20 </gobble>
21 <*class>
```

3.2 Options

`\estcpmm@size@warning` The font-changing options are not used in our setup, so we just produce a warning:

```
22 \long\def\estcpmm@size@warning#1{%
23   \ClassWarning{estcpmm}{Size-changing option #1 will not be
24     honored}}%
25 \DeclareOption{8pt}{\estcpmm@size@warning{\CurrentOption}}%
26 \DeclareOption{9pt}{\estcpmm@size@warning{\CurrentOption}}%
27 \DeclareOption{10pt}{\estcpmm@size@warning{\CurrentOption}}%
28 \DeclareOption{11pt}{\estcpmm@size@warning{\CurrentOption}}%
29 \DeclareOption{12pt}{\estcpmm@size@warning{\CurrentOption}}%
```

All other options are just sent to the main class:

```
30 \DeclareOption*{\PassOptionsToClass{\CurrentOption}{book}}
31 \ProcessOptions\relax
```

3.3 Loading Class and Packages

We start with the base class and packages

```
32 \LoadClass[12pt]{book}
33 \RequirePackage{graphicx}
34 \RequirePackage{caption}
35 \captionsetup[table]{position=top}
36 \captionsetup{justification=centering,font=bf}
```

3.4 Fonts

We use Times for the main font. The guidelines say nothing about other fonts, but to reproduce the familiar look, we also use Helvetica for the sans serifed font, and Courier for the monospaced font:

```
37 \usepackage{mathptmx}
38 \usepackage[scaled]{helvet}
39 \usepackage{courier}
```

3.5 Page Dimensions and Paragraphing

The requirements are 1" margin top, left, right and bottom. Rather ugly from the the point of view of classical typography, but this is how DoD wants it.

```
40 \RequirePackage[margin=1in]{geometry}
```

`\parindent` The paragraphs have no indentation...

```
41 \setlength{\parindent}{0pt}
```

`\parskip` ...and there is one baseline skip between paragraphs

```
42 \setlength{\parskip}{\baselineskip}
```

3.6 Headers and Footers

We use fancyhdr:

```
43 \RequirePackage{fancyhdr}
```

`\headrulewidth` We do not want decorative rules:

```
44 \renewcommand{\headrulewidth}{0pt}
```

```
45 \renewcommand{\footrulewidth}{0pt}
```

We do not have headers:

```
46 \pagestyle{fancy}
```

```
47 \lhead{}
```

```
48 \rhead{}
```

```
49 \chead{}
```

And we put title and date in the footers:

```
50 \lfoot{\parbox[b]{\headwidth}{\setlength{\parskip}{0pt}\raggedright
51   \itshape\fontsize{\@xipt}{\@xipt}\selectfont
52   \@shorttitle}}
53 \cfoot{\small\thepage}
54 \rfoot{\textit{\small\@date}}
```

3.7 Front Matter

`\logo` The `\logo` command has the same format as `\includegraphics`. It actually sets up `\includegraphics` in `\maketitle`.

```
55 \newcommand{\logo}[2] []{\gdef\@logo{\includegraphics[#1]{#2}}}%
56 \def\@logo{}
```

`\title` We redefine the title to have both mandatory and optional arguments:

```
57 \renewcommand{\title}[2] []{\gdef\@shorttitle{#1}\gdef\@title{#2}}%
58 \ifx\@shorttitle\@empty\gdef\@shorttitle{#2}\fi
59 \def\@title{}
60 \def\@shorttitle{}
```

`\subtitle` Subtitle:

```
61 \newcommand{\subtitle}[1]{\gdef\@subtitle{#1}}
62 \def\@subtitle{}
```

`\projectno` Project number:

```
63 \newcommand{\projectno}[1]{\gdef\@projectno{#1}}
64 \def\@projectno{}
```

`\internalno` Internal project number:

```
65 \newcommand{\internalno}[1]{\gdef\@internalno{#1}}
66 \def\@internalno{}
```

`\version` Version number:

```
67 \newcommand{\version}[1]{\gdef\@version{#1}}
68 \def\@version{}
```

`\today` We use only month and year in `\today`:

```
69 \def\today{\ifcase\month\or
70   January\or February\or March\or April\or May\or June\or
71   July\or August\or September\or October\or November\or December\fi
72   \space \number\year}
```

`\maketitle` The `\maketitle` macro performs all the work of typesetting the informations. Note that the guidance show flushed right title page.

```
73 \def\maketitle{%
74   \thispagestyle{empty}%
75   \begin{flushright}%
```

First, we are setting up the logo—or empty space if none is provided:

```
76 \raisebox{0in}[2in][1in]{\@logo}\par
```

And the other elements:

```
77 \bgroup
78 \fontsize{26pt}{32pt}\bfseries\selectfont\MakeUppercase{\@title}\[-10pt]
79 \rule{\textwidth}{5pt}\par
80 \egroup
81 \bgroup
82 \fontsize{18pt}{24pt}\bfseries\selectfont
83 \ifx\@subtitle\@empty\relax\else\@subtitle\par\fi
84 \ifx\@projectno\@empty\relax\else Project Number \@projectno\par\fi
85 \ifx\@internalno\@empty\relax\else\@internalno\par\fi
86 \ifx\@date\@empty\relax\else\@date\par\fi
87 \ifx\@version\@empty\relax\else\@version\par\fi
88 \ifx\@author\@empty\relax\else\@author\par\fi
89 \egroup
90 \end{flushright}%
91 \clearpage}
```

3.8 Sectioning

`\texorpdfstring` The package `hyperref` defines this macro. We provide it to enable compatibility with it

```
92 \def\texorpdfstring{%
93 \expandafter\@firstoftwo}
```

`\phantomsection` Another `hyperref`-compatibility thing

```
94 \let\phantomsection\@empty
```

`\@sectionprefix` This is empty, but `\appendix` redefines it to `Appendix~`. Used in formatting numbered sections.

```
95 \def\@sectionprefix{}
```

`\@sectionsuffix` Another feature of section formatting. This is empty, but `\appendix` redefines it to `..`

```
96 \def\@sectionsuffix{}
```

`\thesection` We do not use chapter numbers in sections, and add `.0` to the section numbers. This is not too typographically sound, but it is how it is done in the Army...

```
97 \renewcommand \thesection {\@arabic\c@section.0}
```

`\thesubsection` Since we changed `\thesection`, we need to redefine this.

```
98 \renewcommand \thesubsection{\@arabic\c@section.\@arabic\c@subsection}
```

`\section` Sections are in 14pt bold uppercase. They have a decorative rule after heading. The guidelines do not say it, but it seems that a section opens a new page.

```
99 \renewcommand\section{\par\cleardoublepage
100 \addpenalty\@secpenalty\nobreak
101 \secdef\@section\@ssection}
```

`\@section` This is for numbered sections:

```
102 \def\@section[#1]#2{%
103   \ifnum\c@secnumdepth>0\relax
104     \refstepcounter{section}%
105     \addcontentsline{toc}{section}{%
106       \@sectionprefix\thesection\@sectionsuffix
107       \texorpdfstring{\quad}{ }#1}%
108   \else
109     \addcontentsline{toc}{section}{#1}%
110   \fi
111   {\noindent\raggedright\interlinepenalty\@M
112     \large\bfseries
113     \ifnum\c@secnumdepth>0\relax
114       \@sectionprefix\thesection\@sectionsuffix
115       \quad\MakeUppercase{#2}%
116     \else
117       \MakeUppercase{#2}%
118     \fi%
119     \ll[-10pt]\rule{\textwidth}{3pt}%
120     \@afterheading
121     \nobreak\par}}
```

`\@ssection` This is for unnumbered sections, Note that even unnumbered sections go into TOC

```
122 \def\@ssection#1{%
123   \phantomsection
124   \addcontentsline{toc}{section}{#1}%
125   {\noindent\raggedright\interlinepenalty\@M
126     \large\bfseries
127     \MakeUppercase{#1}%
128     \ll[-10pt]\rule{\textwidth}{3pt}%
129     \@afterheading
130     \nobreak\par}}
```

`\subsection` Subsections are also bold uppercase

```
131 \renewcommand\subsection{\par
132   \addpenalty\@secpenalty\nobreak
133   \secdef\@subsection\@ssubsection}
```

`\@subsection` Numbered subsections:

```
134 \def\@subsection[#1]#2{%
135   % \changes{v0.3}{2010/02/28}{Deleted |\MakeUppercase|}
136   \ifnum\c@secnumdepth>1\relax
137     \refstepcounter{subsection}%
138     \addcontentsline{toc}{subsection}{%
139       \thesubsection\texorpdfstring{\quad}{ }#1}%
140   \else
141     \addcontentsline{toc}{subsection}{#1}%
142   \fi
143   {\noindent\raggedright\interlinepenalty\@M
```

```

144 \normalsize\bfseries
145 \ifnum\c@secnumdepth>0\relax
146   \thesubsection\quad#2%
147 \else%
148   #2%
149 \fi%
150 \@afterheading
151 \nobreak\par}}

```

`\@ssubsection` Unnumbered subsections:

```

152 \def\@ssubsection#1{%
153   \phantomsection
154   \addcontentsline{toc}{subsection}{#1}%
155   {\noindent\raggedright\interlinepenalty\@M
156     \normalsize\bfseries
157     #1%
158     \@afterheading
159     \nobreak\par}}

```

3.9 Appendix

`\appendix` Appendix changes the numbering of sections and the formatting of section entries.

```

160 \renewcommand\appendix{%
161   \setcounter{chapter}{0}%
162   \setcounter{section}{0}%
163   \renewcommand \thesection{\@Alph\c@section}%
164   \renewcommand \thesubsection{\@Alph\c@section.\@arabic\c@subsection}%
165   \def\@sectionprefix{Appendix~}%
166   \def\@sectionsuffix{:}}

```

3.10 Special Sections

Since our unnumbered sections go to the toc, we need to redefine table of contents, list of figures, list of tables, bibliography and index.

`\specialsection` A section that does not go into TOC...

```

167 \def\specialsection#1{%
168   \par\cleardoublepage
169   \addpenalty\secpenalty\nobreak
170   {\noindent\raggedright\interlinepenalty\@M
171     \large\bfseries
172     \MakeUppercase{#1}%
173     \![-10pt]\rule{\textwidth}{3pt}%
174     \@afterheading
175     \nobreak\par}}

```

`\tableofcontents` TOC:

```

176 \renewcommand\tableofcontents{%
177   \specialsection{\contentsname}%

```

```

178 \@starttoc{toc}

\listoffigures LOF:
179 \renewcommand\listoffigures{%
180 \specialsection{\listfigurename}%
181 \@starttoc{lof}}

\listoftables LOT:
182 \renewcommand\listoftables{%
183 \specialsection{\listtablename}%
184 \@starttoc{lot}}

\thebibliography Bibliography uses \section* instead of \chapter*:
185 \renewenvironment{thebibliography}[1]
186     {\section*{\bibname}%
187     \@mkboth{\MakeUppercase\bibname}{\MakeUppercase\bibname}%
188     \list{\@biblabel{\@arabic\c@enumiv}}%
189     {\settowidth\labelwidth{\@biblabel{#1}}%
190     \leftmargin\labelwidth
191     \advance\leftmargin\labelsep
192     \@openbib@code
193     \usecounter{enumiv}%
194     \let\p@enumiv\@empty
195     \renewcommand\theenumiv{\@arabic\c@enumiv}}%
196     \sloppy
197     \clubpenalty4000
198     \@clubpenalty \clubpenalty
199     \widowpenalty4000%
200     \sfcode'\.\@m}
201     {\def\@noitemerr
202     {\@latex@warning{Empty 'thebibliography' environment}}%
203     \endlist}

\theindex Same with the index:
204 \renewenvironment{theindex}
205     {\section*{\indexname}%
206     \parskip\z@ \@plus .3\p@\relax
207     \columnseprule \z@
208     \columnsep 35\p@
209     \let\item\@idxitem}
210     {\clearpage}

```

3.11 The final word

```
211 </class>
```

References

- [1] Walter Schmidt. *Using Common PostScript Fonts With L^AT_EX. PSNFSS Version 9.2*, September 2004. <http://ctan.tug.org/tex-archive/macros/latex/required/psnfss>.
- [2] D. P. Carlisle. *Packages in the ‘Graphics’ Bundle*, November 2005. <http://ctan.tug.org/tex-archive/macros/latex/required/graphics>.
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- [5] Piet van Oostrum. *Page Layout in L^AT_EX*, March 2004. <http://ctan.tug.org/tex-archive/macros/latex/contrib/fancyhdr>.
- [6] UK T_EX Users Group. UK list of T_EX frequently asked questions. <http://www.tex.ac.uk/cgi-bin/texfaq2html>, 2006.
- [7] Leslie Lamport. *L^AT_EX: a Document Preparation System*. Addison-Wesley Publishing Company, Reading, Ma., 2 edition, 1994. Illustrations by Duane Bibby.

Change History

v0.2			
General: First fully functional version	1		
v0.3			
\@sectionprefix: Added macro ..	8		
\@sectionsuffix: Added macro ..	8		
General: Bottom-aligned footers ..	7		
\appendix: Added macro	10		
\phantomsection: Added macro ..	8		
\texorpdfstring: Added macro ..	8		
\thesection: Added decimal dot and zero after section number ..	8		
		\thesubsection: Added macro ...	8
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		\@sectionprefix: Moved from subsection to section	8
		\@sectionsuffix: Moved from subsection to section	8
		General: Documentation update ..	1
		\appendix: Changed appendices to be sections rather than subsections	10
		Typo corrected	10

Index

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