

# LAYOUT RECOMMENDATIONS FOR TÁMOP LECTURE NOTES

Title of the series

# LAYOUT RECOMMENDATIONS FOR TÁMOP LECTURE NOTES

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Author(s)

Reader

10–15 keywords

Summary (cca. 10 lines)

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# Chapter 1

## Title of Chapter

### 1.1 Title of Section

Dear Author, this file enables you to prepare your (TÁMOP) lecture notes in a unified format. We advise you to prepare your lecture note files on the basis of this style file. L<sup>A</sup>T<sub>E</sub>X-compiling: 1. `latex`, 2. `dvips`, 3. `ps2pdf`.

Page layout: papersize: A/4 portrait, margins: top 3 cm, bottom 3 cm, left-hand side margin: 2.5 cm, right-hand side margin: 2.5 cm gutter 0.5 cm, place of gutter: on the left.

Page setup: running head and running foot are different on even and odd pages (even pages: title of work, odd pages: title of chapter). First page of chapter is different, no running head, only running foot.

No indent is needed in first lines after titles and subtitles.

#### 1.1.1 Title of Subsection



*Figure 1.1: Title of figure*

The titles of the figures should be under the figures, whereas the titles of the tables should be above the tables. Text of table should be `\small`.

An example is shown in the next table (other table styles can be used as well).

A guide for modifying tables can be found here:

<http://www.tug.org/pracjourn/2007-1/mori/mori.pdf>

Table 1.1: Title of table

A	B	C	D	E	F
0	1,1				
0	1,1				
0	1,1				
0	1,1				

- Enumeration
- Multilevel enumeration:
  - Second level

## 1.2 Formulas

Equations, formulas should appear inserted in the text or displayed in the middle of a line, numbered tags in round brackets on the right, when they are necessary.

Formulas make also part of a sentence, so a punctuation character (comma, dot, semi-colon) is usually needed at the end of a formula.

Hyphenation of formulas: the operation symbols should not only be at the end of a line but should be repeated at the beginning of the next line.

Numbers should be written together up to 4 digits, above that in groups of three digits. Here is a sample formula:

$$\frac{\Delta z}{z} = \frac{1}{f(\bar{y})} \frac{df(y)}{dy} \bigg|_{y=\bar{y}} \Delta y. \quad (1.1)$$

If possible, **avoid** using `\eqnarray`, because it uses incorrect horizontal spaces around equation signs. It also fails to take into account the size of the numbering of the equation and it might print the number of the equation on the equation itself, rendering it illegible. Instead, the `\align` environment should be used for multi-line equations, or you can even use the `\equation` environment with line breaks (`\\`).

## 1.3 Additional parts of the text

### 1.3.1 Figures, animations

An EPS file should contain one figure only.

We recommend to name the figures according to the number they get in the course of the book and an abbreviation which indicates the content of the figure.

It is advised to start numbering of figures afresh in each chapter (e.g. Figure 1.1, Figure 2.1, Figure 3.1 etc.), and the numbering of tables and animations in the same way.

We ask you to specify the place of animations precisely and store all animations in a separate folder.

### 1.3.2 Hyperlinks

Hyperlinks can be inserted with the `\url` command, eg. `\url{http://www.tygotex.hu/}`. This command prints the links with all the special characters like `_`, `%` etc., and can also break long links into multiple lines.

### 1.3.3 Frequent problems

Here we list some common problems frequently occurring in manuscripts.

- There is an exclamation mark (!) at the end of an imperative sentence.
- Quotation marks in English text should have the form "...", and if there is a quotation within a quotation, then: „»«”.
- There is a difference between a hyphen (-) (connecting compounded words like “mass-produced”) and an n-dash (–) (for instance Snellius–Descartes Law, 5–7 cm, joining names or numbers in a range).
- We also use n-dash or m-dash to separate an inserted thought ( – ), with a space in front of it and one after it).
- There are punctuation marks (comma, dot, semicolon) following a formula, when they are part of a sentence.
- In decimal fractions a period (.) is used as the decimal separator (unlike in Hungarian, where a comma is used).
- The percent sign (%) joins the preceding number without a space (e.g. 13%).
- Emphasizing by italicizing (`\emph`) or by making the text bold (`\textbf`).

### 1.3.4 Recommendations for figures and animations

When preparing figures and animations, keep in mind the following parameters:

- Recommended quality: 300 dpi (figures with resolution 200 dpi and less are of poor quality when printed).
- We advise to provide us with figures of average 10–12 cm, maximum 15 cm width, but not wider than the textwidth.

- Recommended line thickness: 0.7 pt (thin) and 1.3 pt (thick), or proportionally thicker, when it is necessary.
- Explaining and marking lines should be 0.5 pt thick.
- Font size within a figure, if possible, should be generally 1-2 pt smaller than the main text font size. When the main text is 12 pt, the text of the figure should be 11 pt.
- Font type is advised to be the same as that of the main text.

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### **Subsubsection**

For introducing smaller units than subsections we use subsubsections.

## **1.4 Other questions**

### **1.4.1 Running head, running foot**

Running heads and running feet are different on even and odd pages.

Running head on even pages: title of work, odd pages: title of chapter. First page of chapter is different, no running head, only running foot.

Please put the name(s) of author(s) and their university into the running foot, chapter by chapter.

In case of one author: Name, University. In case of two or more authors: Name, Name, Name, University.

In case of more than three authors: Name of Editor, University.

# Thesaurus

or:

## Thesaurus

If there is a Thesaurus in each chapter, then it is worth using `\section*`.

If there is an only Thesaurus at the end of the work, `\chapter*` is recommended. The specific notion is emphasized by bold, then comes the explanation.



# Chapter 2

## Title of Chapter 2

This is the second page of Chapter 2.

This is the third page of Chapter 2.