This is a "cookbook" for those who want to typeset their thesis as quickly as possible using the LaTeX package ipothes. It covers $(100 - \varepsilon)\,\%$ of all demands, where ε is a small positive number. The remaining $\varepsilon\,\%$ might be in the brochure `SampleThesisAsAManual.pdf` (coming soon). v26.04.e

Installation for writing a thesis in English

1. Download the archive `ThesisTemplate.zip` and extract it to any location, preserving its directory structure. This will create a working directory `ThesisTemplate` containing the main LaTeX [1, 2] file `ThesisTemplate.tex`, other files, and the subdirectories `chapters` and `graphics`. If you are using Overleaf [3], upload the archive directly; it will unzip automatically.

2. Optionally, rename the base name of the main LaTeX file and the working directory (names do not have to be the same). Do not use spaces or diacritics in the names.

3. Do not delete, rename, or edit any other files or subdirectories located in the working directory. You will edit later in the items 5 (`ipothes.cfg`, optionally), 7 (`reflist.bib`, probably everyone), and 15 (`pdfmeta.cfg`, required).

4. Test the installation by compiling the main LaTeX file without making any changes to it. You need to perform one compilation using pdflatex, then process the citations using bibtex, and finally at least two recompilations using pdflatex (until the warnings about cross-references and citations disappear from the log). You can compare the resulting `*.pdf` file with the file `ThesisTemplate.pdf` – all pages should be visually identical; however, the file size may vary depending on the distribution version, compression settings, and so on. There should be no errors or warnings in the log.

Writing and preparing a thesis

5. If the test in item 4 was successful, open the main LaTeX file in your editor and follow the instructions in the comments (they mention `ipothes.cfg`; see item 3). You can delete or comment out the optional items and fill them in later when finalizing the thesis.

6. Now you can start filling in the main LaTeX file with your ideas, organized into chapters, sections, subsections, ...

7. Citations are an important part of your work. The recommended method for creating citations uses the BibTeX utility [4] and a bibliographic database – a file with the `.bib` extension – into which bibliographic entries are entered. You can again find inspiration in

the main LaTeX template file and the attached bibliographic database file `reflist.bib` – which you can fill with your own bibliographic entries. The bibliography can also be created "manually" using the `\thebibliography` environment, but this usually ends up requiring more effort than using BibTeX (see also item 17); moreover, the bibliographic style loaded by BibTeX is part of the ipothes package.

8. Optionally, you can divide your work into parts using `\part`, as demonstrated in the main template file.

9. Optionally, you can use `\include` to move the chapters of your thesis into separate files, which you should place in the `chapters` subdirectory, as demonstrated in the main template file.

10. While writing, it is advisable to uncomment the `draft` document class option and, conversely, to comment out the `htext` option. It is also a good idea to comment out the generation of title pages, the table of contents, the list of figures, and the list of tables (`\maketitle`, `\tableofcontents`, `\listoffigures`, and `\listoftables`, respectively). This will speed up the compilation.

11. Do not worry about positioning floating objects (typically the `figure` and `table` environments) for now; this is done during the finalization stage (see item 13).

12. At the end of the day, it is customary to comment out the `draft` option, uncomment the generation of title pages, the table of contents, the list of figures and tables, and compile the written text along with all images (which are replaced by placeholders in `draft` mode) and other necessary elements.

Finalization

13. Position floating objects (typically figures and tables) by copying the entire `figure` or `table` environment from its current location in the source text and pasting it into the space between paragraphs closest to the desired location. Try changing the optional argument for their placement to the top (`t`) or bottom (`b`) of the page; consider using full-page images (`p`). Each floating object should be placed as close as possible to where it is first referenced in the resulting PDF file; ideally on the same page, but this is not always possible. This is usually done by trial and error. See also item 11.

14. Run a spell check. The "tildifying" [5, 6] described in the corresponding item of the Czech version of this guide `RychlyPruvodce.pdf` is not applicable to the English text.

15. In the `pdfmeta.cfg` file, which provides metadata displayed by PDF viewers as "Properties", enter the same information as in the main file (title, author, keywords, and additionally subject), but *WITHOUT DIACRITICS* (see Figure 1 for explaination).

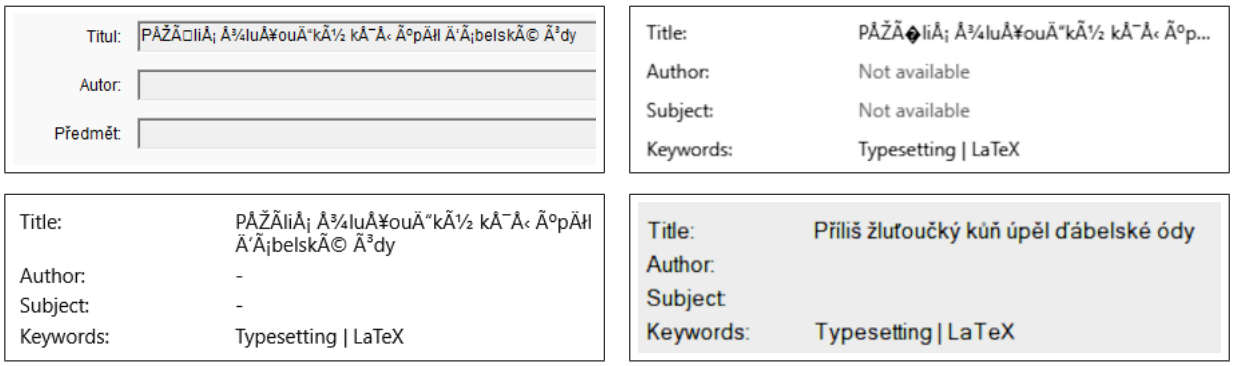

Figure 1. PDF metadata labeled as "Properties" are sometimes displayed as garbled text by some browsers if they contain diacritics in UTF-8 encoding. It is therefore better to avoid diacritics entirely in PDF metadata. *Top left:* Adobe Acrobat. *Top right:* Edge. *Bottom left:* Firefox. *Bottom right:* MuPDF [7], the only one that can handle this. The examples are from April 2026.

16. Have your official thesis assignment ready as a PDF and save it in the working directory as `assign.pdf`. Follow the instructions in `ThesisTemplate.tex` and in the Dummy Assignment.

17. Check the availability of the hyperlinks in the bibliography and edit the line in the bibliographic database `reflist.bib`
`@STRING{UNIACCESS = PREACCESS # "\bblaccym{2026}{04}" # POSTACCESS}`
in which you update the year and month in `\bblaccym{2026}{04}`, which defines the last visit to the links (see also item 7).

18. If the compilation is free of serious errors (don't worry about minor overfull or underfull issues), if your floating objects are properly positioned, and if you are satisfied with the visual appearance,[1] you can proceed to prepare the final version for compilation.

19. In the main LaTeX file, comment out the `draft` document class option.

20. To compile the electronic version of your thesis (required for submission), uncomment the option `htext` in the main LaTeX file. Rename the resulting PDF file appropriately.

21. If you also plan to print your thesis, leave the `htext` option commented out.

22. During compilation, carefully monitor the log for any unresolved cross-references or undefined citations.

23. Before uploading your work to the university information system, it's a good idea to go over the entire thesis carefully, have someone else read it, and check for references, typos, and other errors.

[1] As a former chair of the Academic Senate of the Faculty of Philosophy and Science at the Silesian University in Opava once said: "Your work should give the impression of meticulous care bordering on obsessive pedantry."

11 Dos and Don'ts

(1) Back up your thesis;-) Download it regularly from Overleaf, if you use it.

(2) Keep image files in the `graphics` subdir; they will be found there, so there is no need to specify a path to them, and you will have a better overview of them. See item (11).

(3) If you are writing a lengthy thesis (100+ pages) with many chapters, split it into separate files by chapter stored in the `chapters` subdirectory, following the examples in the main file `ThesisTemplate.tex`. You can significantly speed up compilation by commenting out currently unnecessary `\include{...}` commands or by using `\includeonly{...}`.

(4) Maintaining a code of good style in your source texts will help you navigate them when you return to them later.

Mozart or rock and metal?

(5) If you are sending a PDF for proofreading and have comments on the text, use the `\note{There is a comment here.}` macro for them. In `draft` mode, they will be typeset as marginal notes; without it, they will be automatically "annihilated" without needing to be deleted from the source text.

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(6) Do not load unnecessary packages, nor those that have already been loaded by the ipothes document class – the list is in the comments in `ThesisTemplate.tex`.

(7) Do not end a paragraph with `\\`, even if there is a blank line after `\\`. It is appropriate to use it when you need a "forced" line break, e.g., in the title of your thesis.

(8) Do not use "`h`" or "`H`" as optional arguments for the `figure` and `table` environments when placing floating objects (figures and tables). In academic publishing, the standard placement is at the top (`t`), at the bottom (`b`), or as full-page figures or tables (`p`).

(9) Do not add unnecessary commands to adjust the spacing in math mode. In most cases, TEX knows best how to handle spacing in math typesetting. There are exceptions, but clearly `$a^{2}+b^{2}=c^{2}$` looks better than `$a^{2}\,+\,b^{2}\,=\,c^{2}$`:

$$a^2+b^2=c^2 \qquad\qquad a^2\,+\,b^2\,=\,c^2$$

(10) Do not use the `eqnarray` environment for multi-line mathematical formulas and their line breaks. Instead, use the `gather`, `multline`, `align`, and similar environments from the amsmath[8] package, which is automatically loaded by the ipothes class.

(11) Do not include the file extensions when inserting images. For example, to insert `fig.pdf` (`fig.png`, `fig.jpg`, `fig.tiff`), simply write `\includegraphics[...]{fig}`. The system will add the extension automatically. This also has the advantage that if you compile using latex (which is faster than pdflatex), simply having prepared `fig.eps` will suffice, and it will be found. See also item (2).

Reference list

[1] LaTeX.net, LaTeX.org and LaTeX-Community.org: *The LaTeX Network*, online (accessed 2026-04). On LaTeX-Community.org, founded January 2007, many authors published articles about LaTeX and related tools (the site has been renamed to https://LaTeX.net), URL https://latex.net/.

[2] Oetiker, T.; Partl, H.; Hyna, I. & Schlegl, E.: *The Not So Short Introduction to LaTeX 2ε (Or LaTeX 2ε in < 150 minutes)*, online (accessed 2026-04). URL https://tobi.oetiker.ch/lshort/lshort.pdf.

[3] Overleaf: *The easy to use, online, collaborative LaTeX editor*, online (accessed 2026-04). URL https://www.overleaf.com/.

[4] Patashnik, O.: *BibTeX – Process bibliographies for LaTeX, etc*, online (accessed 2026--04). Contained in TeX Live as bibtex, in MiKTeX as miktex-bibtex-bin-*.*, URL https://ctan.org/pkg/bibtex.

[5] Sojka, P.: *Pomocný nástroj „vlna“*, online (accessed 2026-04). URL https://sojka.pages.fi.muni.cz/PB029_web/practices/ceska-sazba-texem/#vlna.

[6] Popel, M.: *LaTeX*, online (accessed 2026-04). Odborné vyjadřování a styl, URL https://ufal.mff.cuni.cz/~popel/latex.pdf.

[7] Artifex Software, Inc.: *MuPDF*, online (accessed 2026-04). MuPDF is a lightweight PDF, XPS, and E-book viewer, URL https://mupdf.com/.

[8] The LaTeX team: *amsmath – AMS mathematical facilities for LaTeX*, online (accessed 2026-04). Contained in TeX Live and MiKTeX as amsmath, URL https://ctan.org/pkg/amsmath.