

Caltech HSS Vita Document Class

kcb@hss.caltech.edu

v. 2012.07.12

Contents

1 Quick start	2
2 Your CV	2
3 Using the HSS vita package	3
3.1 Internal vs. external vita	3
3.2 Special effects	3
3.2.1 Highlighting new entries	3
3.2.2 Indicating refereed publications	4
3.2.3 Hyperlinks	4
3.2.4 Ibid entries	4
3.2.5 Listing personal references	4
3.2.6 Inserting a block paragraph	5
3.2.7 Labeling your vita	5
3.2.8 Decorating your vita	5
3.2.9 Other options	5
3.2.10 Request bells and whistles	6
4 A sample vita source and output	6
5 Additional customization	10
5.1 Colors	11
A Summary of all hssvita documentclass options	11

List of Figures

1 A sample vita, at 66% scale.	8
2 Another sample vita, at 66% scale.	9

1 Quick start

The L^AT_EX document class **hssvita** is intended to make it easy to produce a tasteful vita that can serve multiple purposes. You use `\Name`, `\BusinessAddress`, and `\HomeAddress` to enter the appropriate information. (Use `\\` to separate address lines.) Then enter the content of the vita between `\begin{Vita}` and `\end{Vita}`. Use `\section` commands to insert headings. Each entry is entered as a simple paragraph.

You do *not* need a `\title`, `\author`, `\date`, or `\maketitle` command. The `Vita` environment formats your name and addresses and places the date at the end. The `\Name{}`, `\BusinessAddress{}`, and `\HomeAddress{}` commands must come *before* the `\begin{Vita}` command.

That's it in a nutshell, but there are additional commands and options that are described in later sections. Here is a skeletal vita source file.

```
\documentclass{hssvita}
\begin{document}

\Name{}
\BusinessAddress{}
\HomeAddress{}

\begin{Vita}

... entries ...

\end{Vita}
\end{document}
```

2 Your CV

The Latin expression *curriculum vitae* means “course of life.” An academic **cv**, or **vita**, is a statement of your qualifications for an academic job and a record of your academic accomplishments. (It is hardly a complete life history.) Your cv will change throughout your academic career, but sometimes it should shrink rather than grow. The cv you use to apply for your first job may include details that are irrelevant later in your career. There may also be a difference between your internal and external vita. Your division chair/dean may care about your service to your university, but if you are applying for a job elsewhere, they may not care if you chaired the Curriculum Committee from 2007 through 2013.

The appendix on vitas from *A Handbook for Scholars* by Mary-Claire van Leunen [1] recommends the following sections in the following order (blank sections should be omitted): Degrees, Additional education, Experience, Honors, Grants, Memberships (optional, depends on field), Personal information, Publications. The category of Personal Information is a bit controversial: Most personal information, such as date of birth, marital status, number of children,

is legally irrelevant. (My personal view is that citizenship/legal residence/visa status is the most you should mention.) Van Leunen also suggests that items such as your graduate fellowships or awards for “Best TA” should be dropped from your Honors section once you get a faculty position. (You should wait for your National Academy fellowship or Nemmers Prize.) But there are many other guides on what to include in your vita.

I have seen vitas with sections for Invited presentations, Committee assignments, Advisees, and Courses taught. You may want these at least for internal purposes, especially if you are untenured. You should ask your senior colleagues and department chair/executive officer what they recommend.

3 Using the HSS vita package

Use the **hssvita** class with no options and you will not embarrass yourself with a tacky vita. But there are options to adapt the format to suit your personal preferences. The main difference between the **hssvita** and **article** document classes is that **hssvita** redefines the `\section` command so it does not create section numbers, and it redefines paragraphs so that every paragraph has hanging indentation, and it suppresses page-breaking within paragraphs. All you need to do is put blank lines between you entries. (There are, of course, other differences.)

3.1 Internal vs. external vita

The **Internal** environment is used to segregate entries that are for internal use. For instance, when you are an assistant professor, the division chair and his/her minions may want to know if you have attended conferences or given seminars at other universities. (Later on, no one may care. I am told that at the University of California, the administration never loses interest.) You may have several **Internal** environments, and each may contain several sections.

If you set the internal option,

```
\documentclass[internal]{hssvita}
```

the contents of any **Internal** environment will be included. Otherwise they will be ignored. The `\begin{Internal}` and `\end{Internal}` commands should each be the only thing on its line.

3.2 Special effects

3.2.1 Highlighting new entries

The division chair’s minions like it when you indicate what has changed on your vita since the previous year. The command `\Highlight` does that. If you put it at the beginning of a paragraph, the entry will be highlighted. See Figure 1 on page 8, where the last publication has been highlighted. Don’t forget to remove your old commands.

3.2.2 Indicating refereed publications

The division chair's bosses usually want to know which publications have been subjected to peer review. To indicate this, the `\Refereed` command can be placed at the front of a paragraph. Then when the `refereed` option is specified,

```
\documentclass[refereed]{hssvita}
```

an arrow will appear in the left margin pointing to the refereed article. (See the first publication in Figure 1.) Without the `refereed` option, the command does nothing.

You can use the `\Refereed` and `\Highlight` together in either order.

3.2.3 Hyperlinks

The `\Online` command allows you to put hyperlinks to your publications in your vita. The command takes two arguments. The first is the complete url, and the second is the text to be displayed. For instance,

```
\Online{http://dx.doi.org/doi:10.1007/BF00118938}  
{DOI:~10.1007/BF00118938}
```

The second argument is formatted by the internal command `\cvOnlineDisplay`, which by default is defined to be

```
\newcommand{\cvOnlineDisplay}[1]{\hspace{.5em}\mbox{\small(#1)}}
```

which spaces it to the right, puts parentheses around it and makes it smaller. It is also typeset in the color `\cvUrlColor`, which is by default set to `cyan`. See Figure 1. You can `\renewcommand` either `\cvUrlColor` or `\cvOnlineDisplay` if you wish. See Section 5.1 for valid color names.

You can suppress the display of the links with the `offline` option. (If you are distributing your vita as a pdf file, then the links are clickable, but if you are printing it, you may wish to save some paper and leave them out, since you cannot click on a sheet of paper.)

3.2.4 Ibid entries

The `\Ibid` command draws a horizontal line that can be used to refer to the previous entry. You may want to use this to add an entry for a new edition of the book above, or perhaps a reprint of an article. See the entry for the reprint in Figure 1. The `\Ibid` command accepts one optional argument, which may be used like this, `\Ibid[.]`, to place a period after the line, if you so wish.

3.2.5 Listing personal references

The `References` environment produces two-column output, and is used to include the names and addresses of personal references. See Figure 1. It works much like the `\author` command. Here is a simple example:

```

\begin{Internal}
\begin{References}
James S. Jordan\\
University of Minnesota
\and
Donald J. Brown\\
Yale University
\end{References}
\end{Internal}

```

Note that the use of `\and` to separate referees and the `\\` to break lines. In this example, the `References` environment is inside an `Internal` environment, so they will appear only if the `internal` option is specified.

3.2.6 Inserting a block paragraph

The `BlockPar` environment is used to produce regular block paragraphs instead of paragraphs with hanging indentation. See Figure 1 on page 8.

3.2.7 Labeling your vita

The `cv` option

```
\documentclass[cv]{hssvita}
```

adds the label Curriculum Vitae at the top. See Figure 2 on page 9.

Van Leunen argues that this is unnecessary, since it is obvious what a vita is. If you wish to use a different label, it can be changed like this:

```
\renewcommand{\CVLabel}{R\'esum\'e}
```

Of course, this must go before the `\begin{Vita}` command.

3.2.8 Decorating your vita

The `fancy` option uses decorative rules to give a B-school sort of look. See Figure 2.

3.2.9 Other options

- The `justify` option right-justifies the vita. By default, lines are set ragged-right, since most vita entries do not break nicely.
- The `block` option makes all paragraphs block paragraphs instead of paragraphs with hanging indentation.
- The `stretch` option subtly adds extra space between entries and shortens the page length, so your vita will appear longer. (Why would you ever want to do that?)

3.2.10 Request bells and whistles

If there is a change or new option that you think should be part of the **hssvita** class, then send email to kcb@hss.caltech.edu, and maybe it can be implemented. Or feel free to modify the class yourself. Just change the name if you do.

4 A sample vita source and output

Figures 1 and 2 show the effects of the document options. Both are produced by the following source:

```
\documentclass[11pt,refereed,internal]{hssvita}
\nofiles
\begin{document}

\Name{Kim C. Border}
\BusinessAddress{Associate Professor of Economics\\
Division of the Humanities and Social Sciences\\
California Institute of Technology\\
Pasadena, CA 91125\\
818--356--4062\\
kcb@hss.caltech.edu}
\HomeAddress{
517 N. Cahuenga Blvd.\\
Los Angeles, CA 90004\\
}

\begin{Vita}

\section{Degrees}

BS 1974, California Institute of Technology.

PhD 1979, University of Minnesota.

\section{Experience}
California Institute of Technology. Assistant
Professor of Economics, 1979--1983.\\
Associate Professor of Economics, since 1983.

\section{Publications}

\Refereed
Samurai accountant: a theory of auditing and plunder, with J.~Sobel.
\textsl{Review of Economic Studies}~5:\,525540, 1987.
\Online{http://www.jstor.org/stable/2297481}{JSTOR:~2297481}
```

```
\Ibid Reprinted as Chapter~22 in
\textsl{The Economics of Information, Volume 1,\/}
S.~A. Lippman and D.~K. Levine (editors), pp.~363378.
Edward Elgar, Cheltenham, UK, 1995.
```

```
\Highlight
\textsl{Fixed point theorems with applications to economics and game theory}.
Cambridge University Press, Cambridge, 1985.
```

```
\section{Notes on the vita style}
\begin{BlockPar}
This is a sample abridged vita. This particular paragraph is here
only to illustrate how to use the BlockPar environment.
Note that it produces block paragraphs. Following this paragraph
are some personal references.
\end{BlockPar}
```

```
\begin{Internal}
\begin{References}
James S. Jordan\\
University of Minnesota
\and
Donald J. Brown\\
Yale University
\end{References}
\end{Internal}
```

```
\end{Vita}
\end{document}
```

The only difference is that Figure 2 uses

```
\documentclass[11pt,offline,fancy,cv]{hssvita}
```

for its `\documentclass` declaration.

Now examine the output. The `\begin{Vita}` formats the top matter of the vita, the name at the top and the two addresses. The `\section` commands produce unnumbered section headings. You can see from the Experience entry that the `\\` line breaking command starts a new line that is indented relative to the first line of the paragraph. Also the Publication entry, which does not have a line break in it, also has its second line indented. This is because the default for this class is to make the paragraphs with *hanging indentation*. This makes it easier for the reader to separate the entries, which is handy because a vita is mostly a collection of lists of one thing or another. Finally, the `\end{Vita}` command formats the current date as a simple month/year pair, and puts it flush right on the bottom of the last page.

Kim C. Border

Associate Professor of Economics
Division of the Humanities and Social Sciences
California Institute of Technology
Pasadena, CA 91125
818-356-4062
kcb@hss.caltech.edu

Home:
517 N. Cahuenga Blvd.
Los Angeles, CA 90004

Degrees

BS 1974, California Institute of Technology.
PhD 1979, University of Minnesota.

Experience

California Institute of Technology. Assistant Professor of Economics, 1979-1983.
Associate Professor of Economics, since 1983.

Publications

- Samurai accountant: a theory of auditing and plunder, with J. Sobel. *Review of Economic Studies* 5: 525-540, 1987. ([JSTOR: 2297481](#))
- Reprinted as Chapter 22 in *The Economics of Information, Volume 1*, S. A. Lippman and D. K. Levine (editors), pp. 363-378. Edward Elgar, Cheltenham, UK, 1995.
- Fixed point theorems with applications to economics and game theory*. Cambridge University Press, Cambridge, 1985.

Notes on the vita style

This is a sample abridged vita. This particular paragraph is here only to illustrate how to use the BlockPar environment. Note that it produces block paragraphs. Following this paragraph are some personal references.

References

James S. Jordan	Donald J. Brown
University of Minnesota	Yale University

July 2012

Figure 1: A sample vita, at 66% scale.

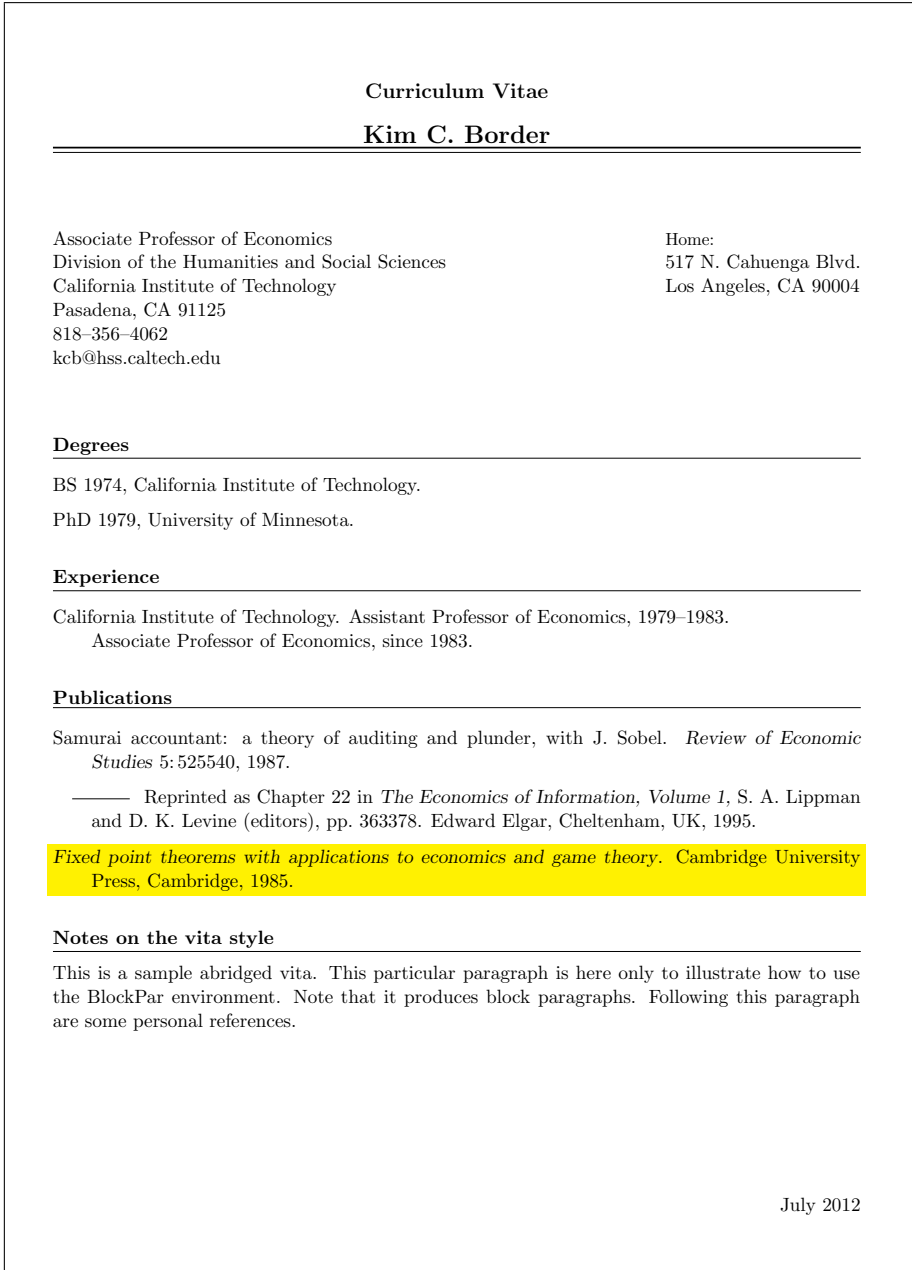


Figure 2: Another sample vita, at 66% scale.

Here are the salient things to observe about the source and the output.

- Figure 2 uses the `cv` option, so the vita is labeled “Curriculum Vitae” at the top.
- Note that Figure 2’s `\documentclass` declaration omitted the `internal` option. Since the `References` environment was nested inside the `Internal` environment, omitting the option causes the references to be omitted.
- Figure 2 uses the `offline` option so there are no hyperlinks.

5 Additional customization

You may also `\renewcommand` various commands in the preamble to customize behavior.

- By default, the home address is prefaced by a line that says Home: It is defined by `\newcommand{\HomeLabel}{\small Home:}\}` You can eliminate it by `\renewcommand{\HomeLabel}{}`
- Similarly, there is a (blank by default) label for the office address:

```
\newcommand{\OfficeLabel}{}{}
```

- The `\ReferenceLabel` is used as the section header for the `references` environment.

```
\newcommand{\ReferenceLabel}{References}
```

The length `\ReferenceWidth` is the width reserved for a personal reference entry. By default it is

```
\setlength{\ReferenceWidth}{.45\textwidth}
```

This allows two references across.

- If you don’t like an arrow to indicate refereed publications, you can use

```
\renewcommand{\cvRefereedMark}{\bullet}
```

to change it to a bullet point (or anything else that strikes your fancy). You might then find the bullet points are too far out in the left margin so you might try

```
\setlength{\cvRefereedWidth}{1em}
```

to move them closer.

- You can change the `Highlight` color with `\renewcommand{\cvHighlightColor}{colorname}`. See Section 5.1 for valid color names.

5.1 Colors

The `\Online` and `\Highlight` commands produce colored output. These colors are governed by the control sequences `\cvUrlColor` and `\cvHighlightColor` respectively. The values of these control sequences must be valid color names. By default, the package recognizes the following colors: `black`, `white`, `red`, `green`, `blue`, `cyan`, `magenta`, `yellow`. You may define other colors like this: `\definecolor{orange}{rgb}{0.9,0.5,0.0}`. See the documentation for the `graphicx` package for more detail.

A Summary of all `hssvita` documentclass options

Here is a list of all the options recognized by `hssvita`. Some of them, such as `norefereed`, are *redundant*. That is, they do not change the default behavior. You can use them as reminders. That is, the `norefereed` option reminds you that there is a `refereed` option that you may want to use on occasion.

`block` Makes all paragraphs without hanging indentation. This makes the vita much harder to read. I do not recommend using this option, and probably should not have made it available.

`cv` Adds the label Curriculum Vitae above the name. See Section 3.2.7.

`external` The opposite of `internal`. See Section 3.1. Redundant.

`fancy` Adds decorative rules. See Section 3.2.8.

`highlight` Enables the `\Highlight` command. See Section 3.2.1. Redundant.

`internal` Displays the contents of `Internal` environments. See Section 3.1.

`justify` Right-justifies all paragraphs. See Section 3.2.9.

`nohighlight` Disables the `\Highlight` command. See Section 3.2.1.

`norefereed` Disables the `\Refereed` command. See Section 3.2.2. Redundant.

`offline` Disables the `\Online` command. See Section 3.2.3.

`online` Enables the `\Online` command. See Section 3.2.3. Redundant.

`refereed` Enables the `\Refereed` command. See Section 3.2.2.

`stretch` Uses more paper. See Section 3.2.9.

As an extension of the `article` class, `hssvita` also accepts all the `article` class options: `10pt`, `11pt`, `12pt`, `draft`, `fleqn`, `leqno`, `openbib`, `twoside`. The first three are most relevant.

References

- [1] M.-C. van Leunen. 1992. *A handbook for scholars*, revised ed. New York and Oxford: Oxford University Press.