

The UWA Participant Consent Form Class

uwa-pcf 1.0.1 (2021/09/28)

1 Introduction

This class generates a Participant Consent Form (PCF) for a human research protocol at the University of Western Australia.

2 Usage

2.1 External Dependencies

You must supply the university logo (as `uwacrest-blue.pdf` by default). It is available in SVG format at <https://static-listing.weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/>.

In accordance with the official PCF template, this class uses the **Arial** typeface by default. The fonts must be installed on the system for this to work. Arial is available as part of Microsoft's TrueType core fonts for the web (<https://sourceforge.net/projects/mscorefonts2/>). Alternatively, you can use the `noarial` package option to substitute it with **Source Sans Pro**, the usual typeface used for university correspondence.

2.2 Class Options

`\documentclass` To select the class, add this to your preamble:

```
\documentclass{uwa-pcf}
```

This class supports the `draft`, `final`, `leqno`, and `fleqn` options from the `article` base class and the `footer`, `nofooter`, `arial`, and `noarial` options from the `uwa-letterhead` package.

You can pass the following options to specify whether to include the mandatory Human Ethics Research Office (HREO) statement:

- `hreo`: Include HREO statement (default).
- `nohreo`: Do not include HREO statement.

You can pass the following options to specify whether to include the signature and date lines:

- `signature`: Include signature and date lines (default).
- `nosignature`: Do not include signature and date lines.

2.3 Letterhead Fields

Use the following commands in the preamble to set the letterhead fields:

```
\author \author{\author}  
The author of the document.  
Required
```

```
\school \school{\school}  
The author's school within the university.  
Required
```

<code>\mbdp</code>	<code>\mbdp{<mbdp>}</code> The author's mailbag delivery point (MBDP) . Required
<code>\university</code>	<code>\university{<university>}</code> The name of the university. Default: <i>The University of Western Australia</i>
<code>\address</code>	<code>\address{<address>}</code> The university's address. Default: <i>35 Stirling Highway, Crawley WA 6009</i>
<code>\phone</code>	<code>\phone{<phone>}</code> The author's phone number. Required
<code>\mobile</code>	<code>\mobile{<mobile>}</code> The author's mobile number. Required
<code>\email</code>	<code>\email{<email>}</code> The author's email address. Required
<code>\website</code>	<code>\website{<website>}</code> The author's website, or their school's website. Omit the scheme (<code>https://</code>) and path (<code>/</code>). Default: <i>www.uwa.edu.au</i>
<code>\footeraddress</code>	<code>\footeraddress{<footeraddress>}</code> The university's address, shortened for the first-page footer. Default: <i>Perth WA 6009 Australia</i>
<code>\cricos</code>	<code>\cricos{<cricos>}</code> The university's CRICOS provider code. Default: <i>00126G</i>
<code>\uwacrest</code>	<code>\uwacrest{<uwacrest>}</code> The filename of the UWA crest in PDF format (available in SVG format at https://static-listing-weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/). Default: <i>uwacrest-blue.pdf</i>

2.4 Project Fields

Use the following commands in the preamble to set the project fields:

<code>\project</code>	<code>\project{<project>}</code> The project's title. Required
-----------------------	--

2.5 Participant Name

`\theparticipant` Use `\theparticipant` to generate the line for the participant's name. For example:

```
I, \theparticipant, have read the information provided and
any questions I have asked have been answered to my satisfaction.
I agree to participate in this research project but withdrawal
is not possible once data are submitted.
```

3 Implementation

3.1 Class Options

```
\uwapcf@hreo Define conditionals for the class options.
\uwapcf@signature 1 \newif\ifuwapcf@hreo
                   2 \newif\ifuwapcf@signature
```

The `hreo` and `nohreo` options respectively enable and disable the HREO statement.

```
3 \DeclareOption{hreo}{
4     \uwapcf@hreotrue
5 }
6 \DeclareOption{nohreo}{
7     \uwapcf@hreofalse
8 }
```

The `signature` and `nosignature` options respectively enable and disable the signature and date lines.

```
9 \DeclareOption{signature}{
10     \uwapcf@signaturetrue
11 }
12 \DeclareOption{nosignature}{
13     \uwapcf@signaturefalse
14 }
```

Pass the `draft`, `final`, `leqno`, and `fleqn` options through to the `article` base class, and pass the `footer`, `nofooter`, `arial`, and `noarial` options through to the `uwa-letterhead` package.

```
15 \DeclareOption{draft}{
16     \PassOptionsToClass{\CurrentOption}{article}
17 }
18 \DeclareOption{final}{
19     \PassOptionsToClass{\CurrentOption}{article}
20 }
21 \DeclareOption{leqno}{
22     \PassOptionsToClass{\CurrentOption}{article}
23 }
24 \DeclareOption{fleqn}{
25     \PassOptionsToClass{\CurrentOption}{article}
26 }
27 \DeclareOption{footer}{
28     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
29 }
30 \DeclareOption{nofooter}{
31     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
32 }
33 \DeclareOption{arial}{
34     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
35 }
36 \DeclareOption{noarial}{
37     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
38 }
```

Show a warning for unknown options.

```
39 \DeclareOption*{
40     \ClassWarning{uwa-pcf}{Unknown option '\CurrentOption'}
41 }
```

Use the `hreo` and `signature` options by default.

```
42 \ExecuteOptions{
43     hreo,
44     signature
45 }
```

Complete option processing.

```
46 \ProcessOptions\relax
```

Load the article base class with the a4paper and 11pt options.

```
47 \PassOptionsToClass{
48     a4paper,
49     11pt
50 }{article}
51 \LoadClass{article}
```

3.2 Page Configuration

Use uwa-letterhead to configure the page.

```
52 \RequirePackage[regular]{uwa-letterhead}
```

Adjust paragraph spacing.

```
53 \setlength{\parskip}{0.83\baselineskip}
```

3.3 Font Configuration

Use fontspec for access to OpenType and TrueType fonts.

```
54 \RequirePackage[no-math]{fontspec}
```

Set default fonts.

```
55 \uwalh@arial
56 \ifuwalh@arialfont
57     \setmainfont{Arial}
58     \setsansfont{Arial}
59 \fi
60 \renewcommand{\familydefault}{\sfdefault}
```

Use anyfontsize to support the irregular font sizes required.

```
61 \RequirePackage{anyfontsize}
```

3.4 Letterhead

Adjust the address block of the letterhead to match the PCF template.

```
\uwalh@addresstop
\uwalh@addressblock
62 \setlength{\uwalh@addresstop}{2.07cm}
63 \renewcommand{\uwalh@addressblock}{%
64     \begin{textblock*}%
65         {\uwalh@addresswidth}(\uwalh@addressleft, \uwalh@addresstop)
66     \begin{minipage}[t]{\uwalh@addresswidth}
67         \color{UWAPCFBody}%
68         \sffamily\fontsize{9}{10.4}\selectfont%
69         \@author{} \\\
70         \uwalh@school{}, M\uwalh@mbdp{} \\\
71         \uwalh@university{} \\\
72         \uwalh@address{} \\\
73         \noblanks[q]{\uwalh@phone}%
74         Tel: \href{tel:\thestring}{\uwalh@phone} \\\
```

```

75             Email: \href{mailto:\uwalh@email}{\uwalh@email} \\
76             \href{https://\uwalh@website/}{\uwalh@website}
77         \end{minipage}
78     \end{textblock*}%
79 }

```

3.5 Heading Configuration

Use `titlesec` to configure headings.

```

80 \RequirePackage[sf]{titlesec}
81 \titleformat{\section}{\color{black}\bfseries}{\thesection}{1em}{}
82 \titleformat{\subsection}{\color{black}\bfseries\small}{\thesubsection}{1em}{}
83 \titlespacing*{\section}{0pt}{-0.07em}{-0.07em}
84 \titlespacing*{\subsection}{0pt}{-0.07em}{-0.07em}

```

Disable section numbering.

```

85 \setcounter{secnumdepth}{0}

```

3.6 Colour Configuration

Use `xcolor` for colour support, and enable `hyperref` compatibility.

```

86 \RequirePackage[hyperref]{xcolor}

```

Define body text colour.

```

87 \definecolor{UWAPCFBody}{RGB}{77, 77, 79}

```

3.7 Template Fields

Set default values for the letterhead template fields.

```

88 \renewcommand*{\uwalh@footermdbp}{459}
89 \renewcommand*{\uwalh@footerphone}{+61 8 6488 3703}
90 \renewcommand*{\uwalh@mobile}{+61 000 000 000}
91 \renewcommand*{\uwalh@footeremail}{humanethics@uwa.edu.au}

```

Redefine macros to set the letterhead template fields without affecting the first-page footer.

```

92 \renewcommand*{\mdbp}[1]{\renewcommand*{\uwalh@mdbp}{#1}}
93 \renewcommand*{\university}[1]{\renewcommand*{\uwalh@university}{#1}}
94 \renewcommand*{\phone}[1]{\renewcommand*{\uwalh@phone}{#1}}
95 \renewcommand*{\mobile}[1]{}
96 \renewcommand*{\email}[1]{\renewcommand*{\uwalh@email}{#1}}

```

`\uwapcf@project` Set default values for the template fields.

```

97 \newcommand*{\uwapcf@project}{}

```

`\project` Define macros to set the template fields.

```

98 \newcommand*{\project}[1]{\renewcommand*{\uwapcf@project}{#1}}

```

3.8 Field Validation

`\uwapcf@checkfields` Check that the required template fields are set.

```

99 \newcommand{\uwapcf@checkfields}{%
100     \uwalh@checkfield{\uwapcf@project}{\noexpand\project}
101 }

```

3.9 Document Title

`\uwapcf@maketitle` Generate the title of the Participant Consent Form, including the fields for the project title and researchers.

```
102 \newcommand{\uwapcf@maketitle}{%
103     \uwapcf@checkfields}%
104     \vspace{-1\parskip}\vspace{-0.310cm}%
105     \begin{center}%
106         \uwalh@arial%
107         \fontsize{16}{16.96}\selectfont%
108         \textbf{Participant Consent Form}%
109         \normalsize%
110     \end{center}%
111     \vspace{-1\parskip}\vspace{-0.120cm}%
112     \begin{center}%
113         \uwalh@arial%
114         \fontsize{12}{12.72}\selectfont%
115         \uwapcf@project}%
116         \normalsize%
117     \end{center}%
118     \uwalh@arial%
119     \fontsize{10}{11.6}\selectfont%
120     \vspace{-1\parskip}\vspace{0.860cm}%
121 }
```

3.10 Signature Lines

`\uwapcf@sig@vspace` The vertical space before the signature lines.

```
122 \newlength{\uwapcf@sig@vspace}
123 \setlength{\uwapcf@sig@vspace}{1.3cm}
```

`\uwapcf@sig@rulewidth` The width of the signature lines.

```
124 \newlength{\uwapcf@sig@rulewidth}
125 \setlength{\uwapcf@sig@rulewidth}{0.0227cm}
```

`\uwapcf@sig@offset` The horizontal offset of the leftmost signature line.

```
126 \newlength{\uwapcf@sig@offset}
127 \setlength{\uwapcf@sig@offset}{0.095cm}
```

`\uwapcf@sig@labeloffset` The horizontal offset of the signature line labels.

```
128 \newlength{\uwapcf@sig@labeloffset}
129 \setlength{\uwapcf@sig@labeloffset}{0.008cm}
```

`\uwapcf@sig@labelvspace` The vertical space added before the signature line labels.

```
130 \newlength{\uwapcf@sig@labelvspace}
131 \setlength{\uwapcf@sig@labelvspace}{-0.0675cm}
```

`\uwapcf@sig@gutter` The horizontal space between the signature lines.

```
132 \newlength{\uwapcf@sig@gutter}
133 \setlength{\uwapcf@sig@gutter}{3cm}
```

`\uwapcf@sig@sigline length` The length of the line for the signature.

```
134 \newlength{\uwapcf@sig@siglinelength}
135 \setlength{\uwapcf@sig@siglinelength}{4.905cm}
```

`\uwapcf@sig@dateline` The length of the line for the date.

```
136 \newlength{\uwapcf@sig@dateline}
137 \setlength{\uwapcf@sig@dateline}{2.946cm}
```

`\uwapcf@makesignature` Generate the signature lines.

```
138 \newcommand{\uwapcf@makesignature}{%
139     \vspace{\uwapcf@sig@vspace}%
140     \hspace{\uwapcf@sig@offset}%
141     \begin{minipage}[t]{\uwapcf@sig@siglinelength}
142         \rule{\textwidth}{\uwapcf@sig@rulewidth} \\
143         \vspace{-1\baselineskip}\vspace{\uwapcf@sig@labelvspace} \\
144         \hspace*{\uwapcf@sig@labeloffset}%
145         Participant signature
146     \end{minipage}%
147     \hspace{\uwapcf@sig@gutter}%
148     \begin{minipage}[t]{\uwapcf@sig@dateline}
149         \rule{\textwidth}{\uwapcf@sig@rulewidth} \\
150         \vspace{-1\baselineskip}\vspace{\uwapcf@sig@labelvspace} \\
151         \hspace*{\uwapcf@sig@labeloffset}%
152         Date
153     \end{minipage}%
154 }
```

3.11 HREO Statement

`\uwapcf@hreo@vspace` The vertical space before the HREO statement.

```
155 \newlength{\uwapcf@hreo@vspace}
156 \setlength{\uwapcf@hreo@vspace}{1.843cm}
```

`\uwapcf@hreo@font` The font for the HREO statement.

```
157 \newcommand*{\uwapcf@hreo@font}{%
158     \uwalh@arial%
159     \fontsize{9}{10.4}\selectfont%
160     \color{black}%
161     \bfseries\itshape%
162 }
```

`\uwapcf@hreo@parvspace` The vertical space between paragraphs for the HREO statement.

```
163 \newlength{\uwapcf@hreo@parvspace}
164 \setlength{\uwapcf@hreo@parvspace}{0.5\baselineskip}
```

`\uwapcf@hreo@statement` The statement required by the Human Research Ethics Office (HREO).

```
165 \newcommand{\uwapcf@hreo@statement}{%
166     \begin{minipage}{\textwidth}
167     Approval to conduct this research has been provided by the
168     University of Western Australia, in accordance with its ethics
169     review and approval procedures. Any person considering
170     participation in this research project, or agreeing to
171     participate, may raise any questions or issues with the
172     researchers at any time.
173     \end{minipage}
174 }
```

```

175     \vspace*{\uwapcf@hreo@parvspace}
176
177     \begin{minipage}{\textwidth}
178     In addition, any person not satisfied with the response of
179     researchers may raise ethics issues or concerns, and may make
180     any complaints about this research project by contacting the
181     Human Ethics office at UWA on
182     \href{tel:+61-8-6488-4703}{(08)~6488~4703} or by emailing to
183     \href{mailto:humanethics@uwa.edu.au}{humanethics@uwa.edu.au}.
184     \end{minipage}
185
186     \vspace*{\uwapcf@hreo@parvspace}
187
188     \begin{minipage}{\textwidth}
189     All research participants are entitled to retain a copy of any
190     Participant Information Form and/or Participant Consent Form
191     relating to this research project.
192     \end{minipage}
193 }

```

`\uwapcf@makehreostatement` Generate the HREO statement.

```

194 \newcommand{\uwapcf@makehreostatement}{%
195     \vspace{\uwapcf@hreo@vspace} \
196     \begin{minipage}{\textwidth}
197         {%
198             \uwapcf@hreo@font{}%
199             \uwapcf@hreo@statement{}%
200         }%
201     \end{minipage}
202 }

```

3.12 Body Text Font

`\uwapcf@bodyfont` Set the body text font and colour.

```

203 \newcommand*{\uwapcf@bodyfont}{%
204     \sffamily%
205     \fontsize{11}{15.5}\selectfont%
206     \color{UWAPCFBody}%
207 }

```

3.13 Form Generation

Automatically generate the title and set the body text font at the beginning of the document.

```

208 \AtBeginDocument{%
209     \uwapcf@bodyfont{}%
210     \uwapcf@maketitle{}%
211 }

```

Automatically add the signature lines and HREO statement at the end of the document.

```

212 \AtEndDocument{%
213     \ifuwapcf@signature\uwapcf@makesignature{}\fi%
214     \ifuwapcf@hreo\uwapcf@makehreostatement{}\fi%
215 }

```


3.14 Participant Name

`\theparticipant` Generate the line for the participant's name.

```

216 \newcommand{\theparticipant}{%
217     \begin{minipage}[t]{9.415cm}
218         \vspace*{0.048cm}%
219         \rule{\textwidth}{0.0227cm}%
220     \end{minipage}%
221 }
```

Change History

1.0.0		1.0.1
General: Initial version	1	General: Make HREO statement and signature lines optional
		1

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