

**GUIDELINES
FOR THE PREPARATION
OF
MASTER'S THESES
AND
DOCTORAL DISSERTATIONS**

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August 2003*

**The Graduate School
Louisiana State University
and A & M College**

A MESSAGE FROM THE GRADUATE SCHOOL

The personnel in the Graduate School hope that you find the preparation of your thesis, dissertation, or monograph to be not merely the culmination of your advanced study at Louisiana State University but also a high point of your education through intellectual challenge and stimulation. In most disciplines, the master's thesis should demonstrate a capacity for research, originality of thought, and creditable literary quality. In a few disciplines, notably those in which the Master of Fine Arts is awarded, the master's thesis should represent creativity, originality, and mastery of one's craft and art at a professional level. The doctoral dissertation should demonstrate mastery of research techniques, originality of thought, the ability to conduct independent research, and, again, creditable literary quality.

The most important guidance you will receive as you develop your thesis, dissertation, or monograph will come from your advisory committee, members of the Graduate Faculty who will counsel you as you seek to meet--and perhaps to exceed--the standards of your academic discipline. In addition, the staff of the Graduate School is available to assist you in the preparation and submission of your work. In preparing this document we have drawn heavily on three publications of the Council of Graduate Schools: *The Role and Nature of the Doctoral Dissertation* (1991), *The Doctor of Philosophy Degree* (1990), and *Research Student and Supervisor: An Approach to Good Supervisory Practice* (1990), as well as similar guides from other major universities.

We wish you every success as you engage in creative, scholarly, and scientific work and as you prepare to present it in the form of a thesis, dissertation, or monograph. The quality of your work will reflect primarily on you, but it also will reflect on your advisors, your department, and the University. Thus, it is expected that you will prepare a document of high quality that will result in a feeling of pride for everyone concerned. You should use this new edition of LSU's *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations* to guide your writing. We welcome suggestions you may have for its improvement.

You may find it useful to print a copy of this manual to guide you as you progress through the steps of creating your thesis or dissertation.

ACKNOWLEDGMENTS

This manual was created through the efforts of a committee composed of departmental graduate advisors, members of the Graduate Council, members of the Graduate Student Association, and staff of the Graduate School. It is reviewed annually and revised as necessary.

Pamela Ann Monroe
Associate Dean

SUMMARY OF THE STEPS IN THE PREPARATION AND SUBMISSION OF ELECTRONIC DOCUMENTS

Be aware of all pertinent deadlines for degree candidates for the semester of graduation. These deadlines appear in the *University Catalog*, the *Graduate Bulletin*, the Graduate School web site (www.gradschool.lsu.edu) and are available from the Office of Graduate Records.

1. Read this manual to learn about the various parts of your document, how to put it together, how to format it, and how to submit it. Prepare your document according to the directions in this manual.
2. Make an appointment with the editor in the Graduate School for a preliminary review of the document. This can be done before the defense, as long as the document is complete and the format has been approved by the committee. This step is optional but is strongly recommended. Please bring the pdf version of your document to this meeting. Phone for the appointment at 578-3181.
3. Hold the defense as early as possible in the semester of graduation.
4. Make the corrections/revisions that are required by the graduate advisory committee.
5. Secure final approval of your advisory committee and major professor.
6. Convert the document to pdf format and print a final copy on plain paper.
7. Submit the printed copy of the pdf version to the Graduate School editor for review of the final version approved by your committee. Assure that you have followed the appropriate checklist found in this manual. All other required forms (i.e. Approval Sheets, UMI forms, etc.) must be submitted to the Graduate School with the final version.
8. The editor will review the document and inform you via email or telephone of any necessary corrections.
9. Make all corrections with your word processor, convert the files to pdf format again and submit the files electronically through the ETD site for final approval. If additional corrections are necessary, or if the document is approved, you and your advisory committee will be notified by email.
10. When completing the submission page on the ETD site, be sure to include all committee members and their email addresses in the proper boxes.

Be aware that if substantial additional corrections are needed at this point, you may not be able to meet the submission deadline for the current semester and may have to graduate in the following semester.

CONVERTING WORDPERFECT® AND MICROSOFT WORD® FILES TO PDF FORMAT

Both of these word processors have the ability to convert word processing files to pdf format. If your thesis or dissertation is strictly text without any special symbols, it may be converted to pdf easily. However, if your manuscript has symbols, including bulleted paragraphs, em dashes, and perhaps other symbols that are not on the standard keyboard, they may be lost in the conversion. There are numerous ways to be sure that all symbols convert correctly. Consult the on-line help sections for information on special formatting. Most of you will use Adobe Distiller to convert your document, but there are other ways to convert documents. Again, use the on-line ETD help sites.

It is highly **recommended that each chapter of your document be saved in a separate file. These separate files should be named and numbered so they are easily identified, i.e., 01frontmatter.pdf; 02chap1.pdf; 03chap2.pdf; 04ref.pdf; 05appendixA.pdf; 06vita.pdf. After conversion to pdf format, load these separate files to the ETD site. You will also load multimedia files on the same page. Be sure to use the appropriate extension, i.e. “filename.wav”. You may certainly consolidate small segments into single files; i.e. front matter, appendices, etc. You are reminded that backing up your document frequently is essential.**

When *Adobe Acrobat*® is installed on a computer, the Distiller program is automatically installed. The conversion is accomplished by “printing” your document to the Distiller. The Distiller will prompt you for a new file name for each conversion. When the conversion to pdf is complete, use the *Adobe Acrobat*® program to view the document. Examine each page to ensure that there were no problems in the conversion, including the conversion of symbols, page breaks, numbering, and the production of widows or orphans. Check each page number in your table of contents against the final printout of the pdf version to insure that all are correctly listed.

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INTRODUCTION

This guide is issued by the Graduate School to help candidates prepare theses, dissertations, or monographs in proper format for final submission at Louisiana State University. The guide provides uniform standards for meeting University Microfilms, Inc. (U.M.I.) and Louisiana State University requirements for the preparation of theses and dissertations while allowing for differences among disciplinary usage and practice. Please read the material in this document carefully: **All theses and dissertations must be approved by the Graduate School as well as by the student's supervisory committee.**

All candidates for advanced degrees should confer with their major professors and graduate advisors to determine specific departmental requirements. Questions not specifically addressed by departmental guidelines or by the information included in this document should be directed to the Graduate School.

It is the student's responsibility to conform to regulations governing format for theses and dissertations, to follow graduation procedures and to meet pertinent deadlines. The Graduate School issues a calendar of deadlines each semester. The calendar is provided to each department, is available at the Graduate School, and is found in the *Graduate Bulletin*, including the internet version. Students may obtain the calendar, along with other graduation forms and materials, in the Graduate School.

PHILOSOPHY OF THE DOCTORAL DISSERTATION

In the spring of 1991 a task force of the Council of Graduate Schools issued the following statement on the role of the dissertation and dissertation research:

The doctoral dissertation should (1) reveal the student's ability to analyze, interpret, and synthesize information; (2) demonstrate the student's knowledge of the literature relating to the project or at least acknowledge prior scholarship on which the dissertation is built; (3) describe the methods and procedures used; (4) present results in a sequential and logical manner; and (5) display the student's ability to discuss fully and coherently the meaning of the results. In the sciences the work must be described in sufficient detail to permit an independent investigator to replicate the results.

The dissertation is the beginning of one's scholarly work, not its culmination. Dissertation research should provide students with hands-on, directed experience in the primary research methods of the discipline, and should prepare students for the type of research/scholarship that will be expected of them after they receive the Ph.D. degree.

--Excerpt from *A Policy Statement: The Role and Nature of the Doctoral Dissertation*

CHAPTER 1. GENERAL GUIDELINES

1.1 General Recommendations about Style

In establishing a style for the thesis or dissertation, follow the guidelines in this document, the practices of your department, and the advice of your major professor. Documentation and format must be consistent throughout the dissertation or thesis. Several standard style manuals, some of which are listed below, can provide additional help. **BE AWARE THAT REGULATIONS SET FORTH IN THESE GRADUATE SCHOOL GUIDELINES TAKE PRECEDENCE OVER GUIDELINES IN STYLE MANUALS AND OVER JOURNAL FORMATS.** The style manuals do, however, contain many helpful details, especially about documentation. Each candidate should select a style manual suitable to his or her discipline. Students using journal style (see below) must refer to the guidelines herein, or a style manual, for problems or questions not addressed by the journal format (e.g., the formation of a table of contents). Although a thesis or dissertation previously produced in your department may be useful, **DO NOT USE PREVIOUS THESES OR DISSERTATIONS AS A GUIDE. A particular style or usage in a previously approved thesis or dissertation may have been approved before new requirements were instituted, and does not establish a precedent for its continuation.**

The thesis/dissertation editor in the Graduate School will be responsible for checking and approving documents that are submitted. Appointments with the editor for document review are encouraged. Refer to section 4.2 "Thesis/Dissertation Editor" on p. 13 for more information.

1.2 Suggested Manuals (latest edition)

The following is a useful, but not exhaustive list of style manuals. If your discipline has its own style manual, you may use it as a guide with the provisos set forth in **bold print** in the above paragraph.

- *The Chicago Manual of Style*, University of Chicago Press. (Useful for students in all disciplines and for students who eventually hope to publish with a university press.)
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, University of Chicago Press. (Excellent manual for students in all disciplines.)
- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*.
- Kathleen Dugdale, *A Manual of Form for Thesis and Term Reports*, Indiana University Press.
- H. J. Tichy, *Effective Writing for Engineers, Managers, and Scientists*, John Wiley & Sons, Inc.
- W. G. Campbell and S. V. Ballou, *Form and Style*, Houghton Mifflin.

1.3 The Order of the Elements

The elements of a thesis or dissertation may contain part, or all, of the elements listed below. Those elements that are in your document must appear in the order listed and must be formatted as described in this list. **Items in bold-faced type with an asterisk are required to be in all documents.** Margins are always: top, 11"; bottom, 1"¹; left, 1"; right, 1". It is a good idea to set your margins slightly greater than what is required to offset problems caused by differences in word processing programs and printers.

Preliminary pages (Front Matter) (Roman numerals at bottom center of page, beginning with ii on the second page of document)

1. **Title page*** (not numbered, but is considered as page i) See example, p. 24
 - **Required**
 - Spacing: follow example page
2. Copyright page (see p. 19)
 - Optional
3. Dedication or epigraph
 - Optional
 - Maximum of one page
4. Acknowledgments
 - Optional
5. Preface
 - Optional
6. **Table of contents*** See examples, p. 25 - 27
 - **Required**
7. List of tables See example p. 28
 - Optional
8. List of figures (Figures, Schemes, Examples, etc.) See example p. 29
 - Optional
9. **Abstract*** (always the final element in the preliminary pages)
 - **Required**
 - Limited to 350 words

Body of text* (Arabic numerals starting with 1. See section 2.4 on p. 10 for placement of numbers)

¹ This bottom margin may be smaller than 1" if necessary when correcting space gaps.

- 10. Introduction/Literature review:Required in journal style as a separate section. In the traditional style, may be incorporated in the first chapter or section
- 11. Remaining chapters
 - Formatted as above: Should be divided into chapters or sections as indicated in the document's table of contents
- 12. Conclusion/summary Required in journal style as a separate section; may be incorporated in the final chapter or section in the traditional style
- 13. **Bibliography or references***
 - Required if citations are used**
 - Normally placed at end of text, before the appendices (if any) and before the vita. (instead of at end of each chapter; see section entitled "Using the Journal Style", page 5, for variations)
 - Spacing: single space each entry, double space between entries

Back material (Arabic numbers continue)

- 14. Appendices See example, p. 31
 - Optional
 - Spacing: depends on the type of material
- 15. **Vita*** See section 3.6 on p. 13 for details
 - Required**

1.4 General Guidelines for Style

The thesis or dissertation **must** contain elements which unify the entire body of work into a single document instead of being a collection of dissimilar documents. For example, the thesis or dissertation **must** have a **single** topic. In addition, the document must have the following elements:

- A common table of contents covering the entire body of research.
- An abstract of the **complete** study preceding page 1 of the body of the text.
- A common introduction which ties all of the chapters together into a logical whole.
- A final chapter which summarizes the overall results, conclusions, and recommendations for further research (if appropriate).
- A common bibliography or literature cited section. We strongly recommend that this be placed at the end of the text. In those cases where the student and the advisory committee recommend that bibliographic entries are most appropriately placed at the end of each chapter or section, the format must be used consistently. The Graduate School discourages the use of numbered references. However, if the student and advisory committee decide that numbered references are the most appropriate, they must be either (a) in strict numerical sequence throughout the entire text, or (b) coded to the chapter number (e.g., 1.1, 2.1, 2.2, etc.), i.e., the list of references for each chapter may not begin with the number 1.

- All pages must be numbered in Arabic numbers, in sequence from page 1 through the vita, except for preliminary pages, which are numbered with small Roman numerals.

From the above discussion of what must be included in a thesis or dissertation, it follows that the practices listed below are not acceptable.

- Omission of sufficient material to tie all components together to form a completely unified whole, e.g., omission of the general introductory chapter and the conclusion.
- Chapters pagged individually, with page number 1 appearing on the first page of each new chapter or section.
- Use of double-spaced references and any other practices obviously based on journal specifications for typesetting.

While the following points are made in other sections of this manual, it should be emphasized here that the following practices are not suitable for a unified thesis or dissertation presentation.

- Use of co-written papers of which the candidate is not the principal (ordinarily the first-listed) author.
- Figures and tables grouped at the end of a chapter or section for the convenience of editors and typesetters instead of integrated into the text.

The usual requirements for margins, consistency of formats for main headings and subheadings, and other mechanics as specified in these guidelines apply.

1.5 Using the Traditional Style

Most students will use the traditional style for preparing their theses or dissertations. The traditional style generally includes an introduction; literature review; several narrative chapters or one chapter each on materials, methods, and results; a discussion and/or conclusion chapter; a list of references; and tables, figures, or other elements appropriate to the student's discipline.

1.6 Using the Journal Style

Students, usually in the scientific or engineering fields, who plan to publish the contents of their thesis or dissertation, may organize their theses or dissertations as a series of papers for journal publication. This is referred to as the "journal style." This style permits the inclusion of manuscripts that have been, or will be, submitted to scholarly journals as chapters or sections of the dissertation or thesis. Thus, a section may have, for example, an Introduction, Literature Review, Materials and Methods, Results, Discussion, and Summary. It is not acceptable to include an abstract at the beginning of each chapter, or acknowledgements in chapters that are destined for journal submission. The next section of the thesis or dissertation would have the same subsections as if it were also to be submitted for publication. In the journal style, there must be a separate chapter that precedes and unifies these separate sections. This chapter must tie together the individual sections into a cohesive unit. This could be accomplished with an Introduction which explains how the sections are related to one another. These sections **must** be followed by a chapter which unifies and ties together the results and conclusions of the separate sections. Note, however, that some practices that must be used for journal submission (e.g., double spacing the lines in a reference or in block citations) may not be allowed in a thesis or dissertation. **Graduate School guidelines always take precedence over journal submission**

guidelines. (For inclusion of work *previously* published, see the section entitled "The Use of Articles Published by the Student" in the following section.)

If journal style is used, the student must be the **principal** author of the manuscript. Normally, this means that the student's name is the first one in the list of authors on the to-be-published manuscript. If another student's name appears first in the list of authors of a journal chapter, the student writing the thesis or dissertation is not considered the principal author. If necessary, a letter from the major professor can be used to establish what portion of a manuscript can be credited to the student. **All** chapters in a dissertation or thesis prepared in journal style must be in the style of a **single** appropriate scholarly journal in the student's field.

1.7 The Use of Articles Published by the Student

Although the "traditional" dissertation as a unified work . . . should be respected, flexibility with respect to form also should be permitted. Some disciplines, mainly in the sciences, already permit inclusion in the dissertation of research papers or scholarly articles published by the student. Whatever the discipline, the published work must be logically connected and integrated into the dissertation in a coherent manner. **Simply binding reprints or collections of publications together is not acceptable as a dissertation in either format or concept** [emphasis added].

--The Role and Nature of the Doctoral Dissertation,
Council of Graduate Schools, 1991

Articles published in journals may be used for a major part or for a subsection of the thesis or dissertation with departmental approval and with adherence to the requirements for unity set forth in these guidelines. (See the section above entitled "Using the Journal Style.") Students using previously published articles must also comply with the following specifications:

- The student must be the principal author (normally the first listed) and must obtain written permission from the journal or copyright holder to use the published material.
- For proof of principal authorship, a copy of the title page of the article must be submitted with the final copies of the thesis or dissertation.
- The student's acknowledgment of permission must precede the relevant chapter as a citation saying in footnote form:

Reprinted by permission of "" (Journal title).

A copy of the letter(s) requesting and granting permission must be placed as an appendix.

Without this written permission and proof of authorship, no thesis or dissertation containing the student's previously published work will be accepted by the Graduate School.

1.8 Collaborative Work

Where research efforts are part of a larger collaborative project, the student must be able to identify one aspect of that project as his/her own and to demonstrate his/her original contribution. It is the responsibility of the student's major professor and advisory committee to ensure that a thesis or dissertation represents an original, individual effort of the candidate.

1.9 Using Copyrighted or Unpublished Material

Students writing dissertations should avoid violation of copyright in quoting from the work of others. Students must be able to certify that any previously copyrighted material used in the work, beyond "fair use," is with the written permission of the copyright owner. (See the *Chicago Manual of Style* for an explanation of "fair use.") Copyrighted materials used in toto, including photographs, maps, charts, art work, etc., must also be used by permission.

Acknowledgment of permission to use copyrighted material must be noted as a footnote on the first page of the material, wherever that material appears. Copies of letters of permission must be included as an appendix, and must be sized to fit within the margin requirements, and are numbered. For unpublished materials such as diaries, letters, manuscripts, etc., other rules apply. Students whose dissertations incorporate either published or unpublished materials are advised to refer to Turabian's *Manual for Writers*. If necessary, the student should seek legal counsel. (For instructions on copyrighting a document, see the Copyrighting section 5.3 on p. 19)

CHAPTER 2. SPECIFICATIONS FOR THE FORMAT OF FINAL DOCUMENT

2.1 Margins and Line Justification

All margins must be at least 1". The thesis or dissertation must be either left-justified or full-justified. The latter is acceptable only if the word processor and subsequent conversion to pdf format are capable of carrying out full-justification without leaving unsightly gaps between words and letters.

All notes, tables, and figures, including titles and legends, must conform to the margin requirements. Tables and figures may be photographically reduced to meet these requirements provided all information in them is legible. **Table titles and figure legends, however, cannot be reduced, and must be the same font and size as text.**

Photocopies made from the original copy should be checked to ensure that all margins are acceptable.

2.2 Spacing

Since computer programs vary greatly, the student is cautioned to use a program with enough flexibility to meet Graduate School requirements. The inability to make certain adjustments to the program does not relieve the student from meeting format requirements.

The text of your ETD may be either single or double spaced, but whichever spacing you choose must be used consistently throughout the text. If you choose to use double spacing, you must still use single spacing for the following: block quotations, multi-line chapter titles and subheadings in the text, table and figure captions, bibliographic entries, notes (footnotes), and subheadings listed in the table of contents. Double spacing must be used **between** bibliographic entries, end notes, and entries in the list of tables and figures. Use one side of the paper only; no left-hand pages are acceptable. **It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or top of a page (a "widow" or "orphan").** The last word on a page cannot be hyphenated. Other than the space at the bottom of a page that is sometimes created to correct a one-line widow, **no other extra space in the text is acceptable. Text must go to the bottom of each page of text, except at the end of a chapter. Subheads near the bottom of a page must be accompanied by at least two lines of the following paragraph.** (See section on tables and figures for treatment of spacing of tables and figures in the text, page 12.)

Creative Writing candidates writing a thesis in the area of poetry or play writing may single space where appropriate if they obtain prior approval from the director of the MFA Program and the Graduate School.

2.3 Type Size, Style, and Print Quality

The same **font** must be used in **all** elements of the document. This includes all text, page numbers, table and figure legends, main headings (e.g., Acknowledgments, Table of Contents, List of Tables, Abstract, chapter title, Bibliography, Appendix, Vita, etc.), subheadings, and any other text not specifically mentioned here. The type size should not be smaller than 10-point, and 12 point is recommended. Standard fonts, such as the Times and Roman families, are required.

Script fonts may not be used; italics may be used only for scientific terms, foreign words, special emphasis, and in citing titles of published works, but are not acceptable for subheadings or other textual elements. Headings and subheadings may be in a larger size, and may be in bold print, but the font must be the same one that is used in the remainder of the document. The author must remember that consistency is an absolute requirement. For example, if a large type is used for one subheading, the same size of type must be used in all subheadings. Or, if the major headings and subheadings have two different font sizes, the larger font must be used in the major headings. These restrictions with regard to the use of fonts do not preclude the use of special fonts for mathematical or other technical symbols which are standard in contemporary typography for the appropriate specialty.

2.4 Pagination

Every page of the thesis must have a page number except the title page, which is considered page "i" but which **should not be numbered**. Preliminary pages (Front Matter - those preceding the beginning of Chapter 1 or the body of the work) must be numbered consecutively with small Roman numerals (ii, iii, iv, etc.) centered at least one double space below the last line of print. These preliminary pages must include the title page, the table of contents, and the abstract and may include preface, dedication, or epigraph pages, an acknowledgments page, a list of tables, a list of figures, etc. (See the section 1.3, on page 3, entitled "The Order of Elements" for correct placement.)

Arabic page numbers must be used beginning with the body of the text (Chapter 1, or Introduction if chapter designations are not used). Pages must be numbered consecutively beginning with 1 and continuing through to the end of the vita. No other numbering scheme is acceptable.

Front Matter pages are numbered with Roman numerals and must have the number centered at the bottom of the page at least one double space below the last line of print, and no less than **one-half inch** from the bottom. There are **two choices for the placement of the Arabic page numbers** on the remaining pages. The author should choose one method and use it consistently throughout the manuscript. (a) Arabic page numbers are placed in the upper right-hand corner no less than **one-half inch** from the top and right edge of the page, except on pages with a major heading (e.g., the first page of a chapter, bibliography, appendix, vita) where page numbers are centered at the bottom of the page at least one double space below the last line of print, and no less than **one-half inch** from the bottom. (b) All Arabic page numbers are centered at the bottom of the page at least one double space below the last line of print, and no less than **one-half inch** from the bottom. Landscaped tables or figures may have the page number in the center under the table or figure on the long side. Running heads (shortened titles at the top of each page) are not acceptable.

CHAPTER 3. SPECIFICATIONS FOR THE ELEMENTS OF THE THESIS OR DISSERTATION

3.1 The Title Page

The title must contain specific, unambiguous descriptive words. Use word substitutes for formulas, symbols, Greek letters and other non-alphabetical symbols. The terms in the title of your thesis or dissertation will be used by future scholars in searches of the literature. So that future scholars will be able to find your dissertation during a key-word search, it is important that you use terms that would be found in most search indices.

The title must be in all capital letters. See the sample in the appendix for the location, spacing and contents of the title page.

3.2 Abstract

The abstract is a brief description of your research project. It should describe the problem being addressed, how you addressed it, the results and conclusions reached.

The abstract may not contain graphs, tables or illustrations. An English translation should be provided of an abstract in a foreign language. The abstract must be no more than **350 words**, counting enumerations, numerals, articles, and components of hyphenated compounds as one word each. The line spacing of the abstract should be the same as that chosen for the text. It is suggested, but not required, that MFA candidates include an abstract in their theses. If an abstract is not included, a page with the cataloging abstract special heading (described below) must still be submitted.

As a separate item, the student must submit one cataloging abstract with a thesis and two with a dissertation. See the discussion in section 4.3 and a sample in the appendix.

3.3 Main Headings and Subheadings

All main headings, including chapter or main section titles, must begin a new page. Main headings include titles such as Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Introduction, Bibliography, Appendix Number and Title, Vita, and Chapter Number and Title. These headings must be identical in typeface, size, placement, and style of capitalization. The font size for main headings and subheadings may be larger than that used in the text, and bold faced type may be used. However, its use must be consistent throughout the document. Do not place a subheading on a new page if there is room to place it on the previous page without creating a widow or orphan.

Be certain that subheadings in each chapter are formatted identically, from first level subheading to succeeding levels. Do not start a subheading on a new page, unless it naturally falls there. Subheadings may be numbered by chapter (e.g., 1.1, 1.2, 2.1, 2.2, etc.). If subheadings are not numbered, each level must be distinct from the other levels. Within each level of subheading, however, a single, consistent format must be maintained. We do not recommend using more than three levels of subheadings. It is not necessary to include all subheading levels in the Table of Contents. (See Turabian's *Manual for Writers* for more information on subheading levels.)

3.4 Illustrative Materials

3.4.1 Tables and Figures

Tables, figures, and graphs must be numbered either (a) consecutively (1 through xx) throughout the text and appendixes, or (b), consecutively within each chapter or appendix, in which case they are coded to the chapter number or appendix letter (e.g., 1.1, 1.2, 2.1, A.1, A.2, etc.). The use of frames around tables and figures is optional, but their use must be consistent, i.e., frame all or frame none. Tables and figures should be inserted near, and following, their first mention in the text (as near as logically possible without creating space gaps in the text), on a separate page if they are large, or within a page of text if they fit conveniently. It is **not** acceptable to group tables or figures at the end of a chapter or document. It is not acceptable to use "insert table" notations where the tables themselves should be placed. Tables or figures not critical to the understanding of the body of the text may be placed in an appendix. Tables and figures may be reduced so that the table or figure itself appears on a single page provided that the text is readable. However, if the table or figure is reduced, titles and captions must be in **the same font and size as the text**. Two or more small tables or figures may be grouped together on one page.

Figures, plates or tables too large to allow captions on the same page must have the captions on the preceding numbered page. No text should appear on the reverse side of a caption page, and that page number appears on any List of Tables or Figures. **Multi-line titles and captions must be single-spaced. Table numbers and titles must appear above tables, and figure numbers and captions must appear below figures. The format chosen for table titles and figure captions must be used consistently throughout the document.**

Wide tables and figures may be done in "landscape" form (i.e., lengthwise on the page), with the top of the table or figure at the binding (left) edge. The title and caption are landscaped with the page number placed in the center, under the landscaped table/figure so that they are read normally on the screen.

When necessary for textual cross-reference, a List of Tables, List of Figures, List of Nomenclature, List of Schemes, List of Abbreviations, etc., may be included in the preliminary pages of the document. When such lists are used, captions and/or legends must agree **word for word** with captions in the body of the work, except that lengthy captions or titles may appear in shortened form in the list, using the first few words or phrases that give an understanding of the table or figure. Page numbers must be those on which the table or figure begins, or a lengthy caption appears.

Tables, figures, or other illustrations that require hand-drawn elements are acceptable. Only those items that cannot be typed should be hand-drawn.

If a table is longer than a single page a caption at the bottom right-hand edge of the first and succeeding pages, or at the top left-hand edge of each succeeding page must state "(table continued)", "(table XX continued)", "(table cont.)", or "(table XX cont.)"; the word "table" may be capitalized. The author must select one method and use it consistently throughout. The complete caption appears only on the first page at the top of the table.

A single figure may not be divided into more than one page. If the figure is too large to allow space at the bottom for a caption, the caption may be placed alone on the preceding numbered

page. Multi part figures must have a single caption which incorporates the information about each part and can appear on two or more pages with the caption on the first page and (fig. cont'd) on subsequent pages. The parts must be labeled a, b, and c, etc.

3.4.2 Photographs

Photographs must be included as standard media images, .jpg, .tif, .gif, etc.

3.4.3 Images

Students who previously submitted slides as the body of their work should now submit these items in acceptable media images.

3.4.4 Oversize and Supplemental Materials

Large, detailed maps or other oversize materials should be submitted as acceptable media files. Audio and visual files may also be used in acceptable media formats.

3.5 Appendices

Appendices are optional; they may contain surveys, questionnaires, extra relevant material such as tables, figures, computer data, etc. If the document contains previously published material, letters of permission to reprint copyrighted material must appear here. Any and all material in appendixes must be numbered consecutively within the document, with proper margins observed, consistent with the remainder of the document.

Optional appendixes, if used, must appear in the Table of Contents, where they must conform to the format used there. They must also be formatted in the body of the document consistent with other main divisions of the document as to headings, capitalization, bold or not bold, etc. If there is only one appendix, do not label it A or 1 or I.

3.6 Vita

The vita is a brief biographical sketch of the author in paragraph form, in third person and is not a Curriculum Vitae. A main heading page, it should be **numbered at the bottom**, and have the heading formatted as all others. This is the last element in the document and must appear in the Table of Contents. Because a thesis or dissertation is a formal document, abbreviations for states, countries, and degrees should not be used.

3.7 Footnotes

When footnotes are used, they can be placed in two ways: at the bottom of each page in the traditional fashion, or grouped at the end of each chapter as end notes. If put at the end of each chapter, they are formatted like a subheading with a title (End Notes) and they **do not** begin a new page, unless there is no room for the subheading with a 2 line entry at the end of the page. End notes should be single spaced, but double spaced between entries. (Students are directed to

Turabian's *Manual for Writers* for guidance on composition, content, numbering of or need for notes or footnotes.) Footnotes should be numbered consecutively throughout the document or may begin with 1 within each chapter.

CHAPTER 4. FINAL PROCESSING

4.1 University Processing and Use

The Graduate School requires that all documents be submitted electronically and approved by the editor by the published deadline each semester. Students will be notified by email if any corrections are needed in the electronic submission. Corrections are due by the published deadline. For a complete outline of the steps in the submission process, see “Summary of Steps in the Submission Process of Theses and Dissertations “ on page iv of these guidelines.

All electronic files will be archived by Middleton Library, in the National Digital Library of Theses and Dissertations, and with University Microfilms, Inc. (UMI). The library will print a single copy of each thesis or dissertation and each will be archived, unbound, in the Louisiana and Lower Mississippi Valley Collection in Hill Memorial Library.

4.2 Thesis/Dissertation Editor

The editor is a part-time staff member in the Office of Graduate Records. The editor's sole responsibility is to check theses and dissertations for final approval by the Graduate School. When time allows, the editor will accept appointments to review documents with students until one week before the final deadline for turning in documents. **Students scheduling appointments should have already read and adhered to the Graduate School's format guidelines before meeting with the editor.**

Preliminary review is optional - not a requirement and availability of appointments is limited. Students are encouraged to make appointments early, or as soon as they have a complete or nearly complete document that has been reviewed by their graduate committee. It is not necessary to wait until after the thesis or dissertation defense, although we do recommend scheduling the defense as early in the semester as possible. Due to the limited number of appointment times, only one appointment per student can be scheduled prior to submission of the final document to the Graduate School. The editor's appointment schedule is available in room 114 David Boyd Hall, (225)578-3181. No appointments are scheduled during the week prior to the deadline for submission because of the large volume of final documents being submitted for approval.

4.3 Cataloging/Extra Abstract

In addition to the abstract in the body of the manuscript, a student must submit **one cataloging abstract for a thesis. Two copies** of a cataloging abstract are submitted **with a dissertation**. In previous versions of this manual the cataloging abstract was referred to as the “extra” abstract. Because this abstract will be used by researchers and others to determine whether or not they wish to access your complete thesis or dissertation, it should provide a succinct, descriptive account of your work. The cataloging abstracts for dissertations will be published and distributed in *Dissertation Abstracts International* without further editing.

To prepare a cataloging abstract, the student may use the abstract from the body of the document and add to it the special heading, described below. This abstract, with its special heading, must be submitted on paper with the thesis or dissertation. The cataloging abstract

must not be numbered or included in the body of the thesis or dissertation. Use the same line spacing for this abstract as you use in the body of the text.

The special heading must be placed at the left margin (meeting margin requirements) and must be single-spaced. (See sample in Appendix G.) **Check the *Graduate Bulletin* for correct official titles of degrees and cite the degree correctly on both the title page and abstract. Names and document titles must also be identical on the title page, the cataloging abstract, and the examination report forms (approval sheets) signed by the student's committee.** The following **single-spaced formats** should be used for the heading on the cataloging abstracts:

4.3.1 Format Requirements for Special Heading

- Include title page and preliminary pages in total number of pages.
- Give the correct name and professorial rank of the major professor as listed in the Graduate Faculty section at the back of the *General Catalog*.
- The names of certain degrees in engineering are properly followed by an "in" phrase (e.g., Master of Science in Chemical Engineering). Please refer to the *General Catalog* for the correct designation.

4.3.2 Thesis:

Jones, Ella Margaret, B.S., University of Florida, 2000
Master of Science, Fall [or Spring or Summer] Commencement, 2003
Major: Mathematics
Design and Analysis of an Optimal System for Predictable Algorithms
Thesis directed by Professor John L. Johnson
Pages in thesis, 156. Words in abstract, 231.

4.3.3 Dissertation or Monograph:

Edwards, James William, B.S., Duke University, 1998
M.A., University of North Carolina, 2001
Doctor of Philosophy, Fall [or Spring or Summer] Commencement, 2003
Major: Political Science; Minor: Economics
The Function of the Equalization Fund in Six Southern States
Dissertation directed by Professor Anne E. Smith
Pages in dissertation, 294. Words in abstract, 321.

4.4 Thesis and Dissertation Report Forms (Approval Sheets)

It is the responsibility of the department to submit the approval sheets to the Graduate School. These forms record the acceptance of the student's final thesis or dissertation. **The student should, however, carefully check to ensure that these forms reflect the correct and final title, major field, and student's name as it will appear on the title page and cataloging abstract.** The first letter of each word in the title except for articles and prepositions should be capitalized. Approval sheets should not be numbered or included in the table of contents. Two

approval sheets are required with the second approval sheet available to the student after final submission and the Dean's approval.

4.5 Typing and Typist

Any competent typist or word processor may type the manuscript. An experienced thesis and dissertation typist can often be more helpful to an author than someone who is simply a good typist. **The Graduate School does not endorse a particular typist** but does maintain a file of people interested in typing theses and dissertations. **The Graduate School does not accept responsibility for the quality of work performed by persons whose names are on the list.**

The typist should be thoroughly acquainted with the requirements of the Graduate School and with the approved style manual. It is important to give the typist precise instructions, including any special departmental requirements.

CHAPTER 5. SUBMITTING YOUR DOCUMENT

5.1 Preparation for Submission

When the graduate student and the advisory committee feel that the document is in acceptable form and is ready to be submitted to the Graduate School for final approval, the document should be converted to pdf format. Please see the brief discussion on page v of the Front Matter of this manual for directions.

The manuscript should be thoroughly checked for consistency--all titles and headings in the table of contents, list of tables, and list of figures must agree exactly with their wording in the text. Subheadings, if included in the table of contents, must appear in descending order of value. Throughout, consistency in the positioning of all headings of the same value is imperative. Page numbering and margins should be correct.

The regulations herein are periodically updated, and students must be certain to use the most recent version of the guidelines in preparing their theses or dissertations. Students who leave the University before submission of the final copy of the thesis or dissertation are encouraged to have the document reviewed in advance by the Graduate School.

5.2 Submission Procedures

A printed copy of the pdf version of the document (unbound and on plain paper) should be brought to the editor of the Graduate School. No mailed copies are accepted by our office. Theses and dissertations must be presented in person to the Graduate School by the candidate or a designated representative who will assume full responsibility for any required changes. Candidates who are out of town are responsible for meeting all deadlines and requirements. The staff of the Graduate School is available to answer questions in 114 David Boyd Hall, (225)578-3181.

Note: It is recommended that students prepare a copy of their document for themselves before final submission to the Graduate School.

The editor will review the document and inform the student of any needed corrections. The student then makes the appropriate corrections, reconverts files to the pdf format, obtains the appropriate logon ID and password from the Records Office, and electronically submits the final version to the Graduate School. The Graduate School editor will review the electronically submitted document for final approval. If additional corrections are needed, the student will be notified by email. Be aware that if additional corrections are needed at this time, the student may miss the deadline for submitting a final, corrected version.

In addition to the final version of the thesis or dissertation, the students must submit the following:

5.2.1 Master's Candidates

- Approval sheets with correctly typed name, title, and major field and with all signatures in black ink.

- One cataloging abstract (with special heading).
- Agreement form.

5.2.2 Doctoral Candidates

- Approval sheets with correctly typed name, title, and major field and with all signatures in black ink.
- Two cataloging abstracts (with special heading).
- Survey of Ph.D.'s form.
- University Microfilms form.
- If copyrighting through U.M.I., a certified check or money order payable to P.Q.I.L. for the specified amount. (See copyright section below for insertion of Copyright page into document.) Note: If ordering bound copies of a dissertation from U.M.I., the student should be aware that there is a delay of 6 months to a year before receiving an order.

5.3 Copyrighting

Copyrighting the thesis or dissertation is optional. Most master's students do not choose to copyright their work; those who do, however, may contact the Copyright Office directly, at the Library of Congress,, 101 Independence Ave., S.E., Washington, D.C.20559-6000, or by visiting their web site at <http://www.loc.gov/copyright/>.

Doctoral students wishing to protect their original work may have University Microfilms, Inc., register the copyright with the Library of Congress Copyright Office. An application form and a certified check or money order made payable to P.Q.I.L., for the specified amount is required for this service and must be submitted to the Graduate School with the dissertation. Theses and dissertations that are copyrighted must contain a page following the title page (and numbered ii) with the notation:

©Copyright 2003 [year of graduation/copyright]
 Student's full legal name
 All rights reserved

The pages which follow the copyright page should begin with Roman numeral iii and should be ordered as recommended in "The Order of the Elements" in section 1.3.

CHAPTER 6. PREPARATION FOR GRADUATION

6.1 Preliminary Steps

The semester before graduation, the candidate should check that all degree requirements have been or will be met and that grade changes or incomplete grades are recorded on the official transcript. Official transcripts may be obtained in the Office of the University Registrar, 112 Thomas Boyd Hall. In the final semester, the Application for Degree form must be submitted or updated in the Graduate School by the deadline published in the Graduate School Calendar. The Application for Degree form, required for the student's name to appear on the graduation list, assures placement of the student's name in the commencement program. Failure to submit appropriate documents for degree candidacy may postpone graduation. Candidates pursuing concurrent degrees need to apply for both degrees.

A student must be registered during the semester of graduation. Satisfactory performance on the final exam and final submission of the exam cards and the corrected thesis or dissertation must be completed by the deadline dates shown on the Graduate School Calendar.

Students should schedule their defenses as early in the semester as possible. Corrections or revisions required by the student's advisory committee should be made and resubmitted to the committee for final approval. The document should then be converted to pdf format, printed, and submitted to the editor at the Graduate School for review. After submitting this final copy of the document, students must re-check with the Graduate School to see whether further corrections are necessary. If further corrections are necessary, **they must be completed and the document submitted electronically for approval by the deadline for submitting theses and dissertations to the Graduate School.** (Note: Students must defend their document during an official semester and one in which the student is registered. The defense may not occur between semesters.)

6.2 Commencement Instructions

For each commencement the Faculty Senate Committee on Commencement Exercises issues "Instructions to Candidates for Degrees" through the Office of the University Registrar. These instructions outline final payments of fees, ordering of caps and gowns, and details of the commencement ceremony. Caps and gowns are available through the LSU Union Bookstore by the deadline designated in the "Instructions to Candidates for Degrees." Hoods for doctoral candidates are included in the graduation fee and should be kept by the graduate.

Students unable to attend commencement should complete a Commencement Absentee form in the Graduate School. If not obtained at commencement, diplomas may be picked up after commencement in the Office of the University Registrar, 112 Thomas Boyd Hall. The Office of the University Registrar will mail diplomas (and hoods for doctoral students) to out-of-town addresses for graduates who do not attend commencement.

6.3 Postponement of Graduation

If the candidate is unable to meet final submission deadlines, the Application for Degree form must be updated for the semester in which he or she again intends to graduate. If continued research or writing is necessary, the student is expected to register for thesis or dissertation research. The student may be eligible to register for Degree Only if all requirements have been fulfilled by the last day of registration, including the final exam (taken in a previous semester) and submission of the corrected thesis or dissertation.

6.4 Degree Only Registration

Degree Only registration is a separate registration process. Please obtain details from the Graduate Records Office in 114 D. Boyd Hall.

THESIS CHECKLIST

- _____ Have you thoroughly proofread the manuscript?
- _____ Are your name and thesis title **identical** on the title page, cataloging abstract, and approval sheets?
- _____ Have you checked for missing pages and accuracy of pagination?
- _____ Have all page changes in final copy been made in the table of contents?
- _____ Do the table of contents, list of tables, and list of figures reproduce, word-for-word, the headings and titles as expressed in the text?
- _____ Have you included the cataloging abstract on paper?
- _____ Does thesis meet margin and typeface font and size requirements?
- _____ Have you included the agreement form?
- _____ Have you notified the Graduate School whether or not you will be attending commencement?

DISSERTATION AND MONOGRAPH CHECKLIST

- _____ Have you thoroughly proofread the manuscript?
- _____ Are your name and dissertation title **identical** on title page, cataloging abstract, approval sheets, and microfilm agreement form?
- _____ Have you checked for missing pages and accuracy of pagination?
- _____ Have all page changes in final copy been made in the table of contents, list of tables, and list of illustrations?
- _____ Do the table of contents, list of tables, and list of illustrations reproduce, word-for-word, the heads and titles as expressed in the text?
- _____ Have you included 2 cataloging abstracts on paper?
- _____ Does dissertation meet margin and typeface font and size requirements?
- _____ Is the subject classification indicated on the reverse side of the U.M.I. agreement form?
- _____ Is the dissertation to be copyrighted? If so, has the P.Q.I.L. form included in the agreement been followed, and a copyright page been added to the front matter pages, behind the title page; and has a certified check or money order made out to P.Q.I.L. been attached?
- _____ Have you notified the Graduate School whether or not you will be attending commencement?
- _____ If any previously published material authored by you appears as a substantial part of the document, have you applied for and received permission to reprint from the publication it appeared in? (A copy of any letter(s) of permission must appear in an appendix.)

B. Sample Table of Contents (Example 1)

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G. Sample Cataloging/Extra Abstract

[single spaced]

Mitchell, Kevin James, B.S., Auburn University, 1998

Master of Arts, Fall Commencement, 2003

Major: Psychology

Relative Efficacy of School-Home Notes

Thesis directed by Associate Professor Kanchan Goba

Pages in thesis, 174*. Words in abstract, 205.

ABSTRACT [solid capitals]

[single or double spaced]

Body of abstract here as it appears in the thesis or dissertation.

*Include Roman numeral pages added to final Arabic page number totals.

H. Sample Appendix

APPENDIX

CONSENT FORM

(Consent form, questionnaire, letter of permission, data sheets, tables, figures, etc., should be reduced to Graduate School required margins. Format headings same as other main headings in document, and continue Arabic numbering.)

page number at bottom center
on first page of Appendices

I. Sample Approval Sheet

DOCTORAL EXAMINATION AND DISSERTATION REPORT

Candidate: Eleanor Maude Bradshaw *(name exactly as it appears on title page)*

Major Field: Political Science *(exactly as it appears in Graduate Catalog entitled Graduate and Professional Degrees)*

Title of Dissertation: Economic and Political Reforms in Mexico During the Salinas Administration, 1988 - 1994 *(upper and lower case; single spaced if multi-lined; no quotation marks; no period at end of title; no underlining except for genus and species names)*

Approved:

Major Professor/Chairman

Dean of the Graduate School

EXAMINING COMMITTEE:

(All signatures in black ink)

Date of Examination:

Note 1: This example also applies to Master's thesis approval sheets.

*Note 2: This form is furnished by the Graduate School to the examining committee. The student **does not** compose this form.*