Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects

First Edition

UNIVERSITY OF LOUISIANA *Lafayette*™

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INTRODUCTION

A thesis/dissertation/synthesis project advances knowledge within the discipline(s) it addresses, and thus it provides evidence of a student's ability to be a productive, successful member in a particular academic community. Therefore, theses/dissertations/synthesis projects are to reflect standards and methods that are acceptable to and recognized by active professionals in the appropriate field(s) of study. Given the diversity of academic practices across scholarly communities, the Graduate School necessarily relies upon individual students and their committees to help ensure this aspect of quality. One important method of achieving such quality is through the student's supervised use of research/style manuals and professional scholarly journals that provide or demonstrate discipline-appropriate guidelines for presenting and documenting research. The Graduate School intends that *Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects* be used in addition to such sources and in conjunction with guidance from the student's committee. In the *Guidelines,* the Graduate School provides the following: 1) general guidance regarding UL Lafayette's specific standards for completed theses/dissertations/synthesis projects and 2) instruction in the necessary procedures for submitting the thesis/dissertation/synthesis project to the Graduate School. Since each thesis/dissertation/synthesis project is unique, with its own distinctive challenges, the general nature of the information contained here may not address some individual cases. For further guidance, you should first consult with your committee chair and then, if needed, with the Graduate School staff. Variances from these *Guidelines* should be arranged through consultation with the Dean of the Graduate School.

PART I: INITIAL CONSIDERATIONS

Documentation Style

For assurance that the information included in your thesis/dissertation/synthesis project is documented and presented in a format that is acceptable to and recognized by professionals in your academic discipline, the Graduate School asks that you select an appropriate and current research/style manual* or professional journal for a model (if need be, seek the guidance of your committee chair) and follow the guidelines for research and writing presented or demonstrated therein**. Please identify the style manual or journal used submitting your thesis/dissertation/synthesis project to the Graduate School** (you will receive the appropriate paperwork for doing so from the Graduate School when you apply for graduation).

* Some recommended style manuals:
- *The Chicago Manual of Style*. 16th ed. Chicago: U of Chicago P, 20010.
- Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed. NY: Modern Language Association of America, 2008.
- *Publication Manual of the American Psychological Association*. 6th ed. Washington, D.C.: American Psychological Association, 2010.
- Tichy, H. J., and Slyvia Fourdrinier. *Effective Writing for Engineers, Managers, and Scientists*. 2nd ed. NY: Wiley, 1988.
- Turabian, Kate L., John Grossman, and Alice Bennett. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th rev. ed. Chicago: U of Chicago P, 2007.
- If you elect to use a professional journal as a model, **please also submit a sample article from that journal**, including the bibliography page and all endnotes, to the Graduate School when

you submit the thesis/dissertation/synthesis project. **The submission of a sample article significantly speeds up the editing and approval of your thesis/dissertation/synthesis project by Graduate School staff, and it efficiently demonstrates that your thesis/dissertation/synthesis project reflects the standards and methods of presentation of published work in your field.**

- In order to reduce the likelihood of reproducing previously undetected errors and to avoid the possibility of utilizing outdated models, **using a previous thesis/dissertation/synthesis project for a model is strongly discouraged.**

- Should you discover a discrepancy between the guidelines presented in the style manual or model journal you have chosen and those presented in *Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects*, please seek further guidance from your committee chair and the Graduate School staff.

Layout: The Traditional- versus the Compilation-Style Format

In addition to choosing a research/style manual or a model professional journal to guide you, an early choice that you will need to make pertains to the overall format of your thesis/dissertation/synthesis project. The two standard types of formats are described below:

- Traditional: This format *generally* includes an introduction, several narrative chapters or one chapter each on materials, methods, and results, a discussion and/or conclusion, a list of references, and other discipline-appropriate items. Students who write theses/dissertations/synthesis projects in this style develop, over the course of the chapters, a comprehensive argument, hypothesis, or set of questions.
- Compilation: This format allows a student to organize the thesis/dissertation/synthesis project as a collection of short, s*eparate but related* pieces, such as journal articles, essays, stories, plays, or poems. Students who write theses/dissertations/synthesis projects in the compilation style do not necessarily develop a single comprehensive argument, hypothesis, or set of questions, but instead present a collection of pieces that represent the student's scholarly or creative interests and contributions to her/his field. Usually, the pieces compiled have some common subject of inquiry or method. If your thesis/dissertation/synthesis project is formatted in this style, please follow the guidelines put forth in "Specific Instructions for Using the Compilation Style" (immediately below).

In either the traditional or the compilation style, you are permitted the inclusion (as chapters or other segments) of manuscripts already published, submitted, or intended for submission to various publishing venues (most commonly scholarly journals).

Specific Instructions for Using the Compilation Style

The following guidelines address some specific concerns regarding the compilation style. Though this style permits the student to collect *separate but related* examples of her/his scholarly and/or creative abilities, it is important that certain measures be taken to provide a degree of holistic integrity to the thesis/dissertation/synthesis project as a single product. The following guidelines are presented with this primary goal in mind:

- The student must be the author or a co-author of every piece included.
- Scholarly articles written for submission to various professional journals may be included. However, in such cases, wherein more than one professional journal is being used as a target model, the following courtesies and materials are requested upon submission of the thesis/dissertation/synthesis project to the Graduate School:
  1. Please identify the target journal for each article you are including. In each article, you should follow the respective journal's standards for documenting research within the text and for formatting the bibliography *for that article*.
  2. Please supply the Graduate School with sample articles (including the bibliography and all endnotes) from each of the target journals identified.
- If you have previously published any or all of the pieces you are including, please provide and/or observe the following:
  1. Please submit a copy of the published title page in order to demonstrate that you are, indeed, the author or a co-author listed in the publication.
  2. Please follow the guidelines set forth below in the section "Copyright Issues" (especially in the sub-section "Copyright Compliance") and in #17 of "Qualifications of Individual Components."
  3. Please note that it is not appropriate to include in the thesis/dissertation/synthesis project a photocopy of your work from the original publication.
- To ensure overall unity and coherence, the Graduate School requests the following procedures, which are elaborated throughout *Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects*.
  1. There should be a single abstract that treats the thesis/dissertation/synthesis project as whole (even if additional abstracts are provided for each article/chapter).
  2. There should be one Table of Contents that is common to the whole.
  3. The entire thesis/dissertation/synthesis project should be consecutively paginated without interruption.
  4. There should be a common introduction that draws out and illustrates the commonalities among the separate pieces included. A common conclusion is recommended but not required.

Requesting an Embargo on your thesis/dissertation/synthesis project

For some students, the content of their thesis/dissertation/synthesis project is of a sensitive nature, whether for creative, academic, or professional reasons. Under the guidelines for submitting your thesis/dissertation/synthesis project (see page 14), you must submit to the ProQuest/UMI ETD Administrator under the "Open Access" publishing option. However, if you wish to delay the release of your thesis/dissertation/synthesis project, then an embargo must be requested from the Graduate School. Once you are aware of the need or desire for an embargo, submit a **formal request** to the Dean of the Graduate School listing the reason(s) for the embargo (e.g. submission for scholarly publication, confidential data, etc.), the duration of the embargo (two years is the standard duration), and when the embargo should begin.* You are advised to obtain signatures from both your thesis/dissertation/synthesis project director as well as your graduate coordinator. Ultimately, embargo requests must be approved by the Graduate Council. As a result, you are encouraged to submit your **formal request** as early as possible to avoid any delays in completing your degree requirements.

* If granted, an embargo will always begin from the time that the final bound copy is received in the Graduate School.

Basic Principles to Prevent Plagiarism

Whether intentional or unintentional, plagiarism is a serious academic offense and could result in serious academic penalties, ranging in severity with the maximum penalty of dismissal from the University. Plagiarism is the improper use of others' ideas or words as if those ideas or words were your own or without giving credit to the source of the ideas or words. When others' ideas are used, the source of those ideas must be cited (referenced) properly. When others' words are used, those words must be in quotation marks and the source must be cited (referenced) properly. Following these basic principles will help the writer avoid plagiarism and give credit appropriately. Style manuals and similar writing resources offer suggestions for paraphrasing, summarizing, and quoting and for appropriately citing others' ideas and words. For more information on University policies on plagiarism, please refer to the most recent version of the *Graduate Bulletin* and the *Student Code of Conduct & Appeal Procedures*.

Copyright Issues

- Knowing Your Responsibilities: Avoidance of copyright infringement is the responsibility of all students. You should consult the Library of Congress website (see below in this section), the University of Louisiana at Lafayette Copyright Policy (see below in this section), and/or confer with your committee chair for clarification of your responsibilities. All students should sign and submit to the Graduate School the "Acknowledgment of Responsibility for Copyright Compliance" when they submit the "Approval for Admission to Candidacy" (please see **sample form "Acknowledgment"** on page 36). The Dean of the Graduate School will not accept the thesis/dissertation/synthesis project of any student who has not signed and submitted this form.
- Copyright Compliance*: All permissions that you obtain for special inclusion of copyrighted materials (see immediately below) should be shown in the body of the thesis/dissertation/synthesis project in both of the following ways:
  1. As an appendix where an exact copy of the letter granting permission appears.
  2. As an explanatory footnote on the first page where the material is cited. The footnote should read: "Permission to include [cite the material] was obtained from [cite the grantor of permission] and is included as Appendix ___."
  * If you make a good faith effort to obtain permission to include copyrighted materials but fail to do so (e.g., if the copyright owner never responds to your requests), please contact the Dean of the Graduate School for further assistance.

  To include the following types of materials, you may be obligated to seek special permission(s):
  - Inclusion of previously published work authored by you: Before including such work in the thesis/dissertation/synthesis project, you are required to obtain written permission (please see **sample letters of permission** on pages 32 & 34) from the entity owning the copyright (e.g., a publisher or a funding agency publishing any or all results of your research). You must also include evidence of such permission in the thesis/dissertation/synthesis project (see "Including notice of permission" below in this section).
  - Inclusion of work co-authored by you and other parties: **Whether published or unpublished**, before including such work in the thesis/dissertation/synthesis project, you

are required to obtain the necessary written permissions (please see **sample letters of permission** on pages 32 & 34) outlined here:

    a) If your co-authored work has been published and the publisher holds the copyright, then you must obtain written permission from the publisher.

    b) If your co-authored work has been published and the copyright is shared by the co-authors, then written permission must be obtained from each of them. Please seek guidance from the publisher as to the appropriate procedure, whether the publisher will obtain such permissions or whether you are to obtain them independently.

    c) If your co-authored work *has not* been published, then you must obtain written permission from each of your co-authors and/or any other entity owning copyright (e.g., a funding agency publishing any or all results of your research).

- Inclusion of work authored by other parties: Research/style manuals and professional journals demonstrate appropriate procedures for documenting the inclusion of other people's published or unpublished words and ideas in your research. However, for the inclusion of such materials beyond the use of brief quotations, you may be required to obtain written permission (please see **sample letters of permission** on pages 32 & 34) from the individual(s) or the entity owning the copyright.

- Registering the Copyright of Your thesis/dissertation/synthesis project: The Graduate School recommends but does not require that you register your work with the Library of Congress for purposes of complete copyright protection. In deciding whether or not to register the copyright of your thesis/dissertation/synthesis project, keep in mind the following:

    a) Copyrighting and publishing are separate activities. The same laws of copyright govern the use of published and unpublished materials.

    b) According to the Library of Congress, "copyright registration is a legal formality intended to make a public record of the basic facts of a particular copyright. However, registration is not a condition of copyright protection."

    c) Though your work has copyright protection at the time it is committed to a fixed medium, such protection is more limited in the absence of copyright registration with the Library of Congress. Copyright registration provides several important advantages, including that it **greatly enhances the legal viability of your ownership**. For example, according to the Library of Congress, "Before an infringement case can be filed in court, registration is necessary for works of U. S. origin."

    d) While the Graduate School does not require you to register your work with the Library of Congress, it does require that dissertations be published by ProQuest/UMI Dissertations Publishing, which will register your copyright with the Library of Congress upon your request.

- The Library of Congress Website and the UL Lafayette Copyright Policy: Portions of the above information are taken from the Library of Congress website at www.copyright.gov. The Graduate School strongly recommends that you familiarize yourself with this website *as well as* with the *University of Louisiana at Lafayette Copyright Handbook* and the copyright policy, which is accessible at http://www.louisiana.edu/InfoTech/MediaPrintSvcs/Copyright/.

Research: Special Concerns Regarding the World Wide Web

        Because research facilitated by the World Wide Web is relatively new, the rules for documenting these sources are still emerging. Style manuals vary in scope and depth with regard to specifications for documenting web sources. Using the most recent edition available of the style manual will provide the most up-to-date approach in documenting web sources. The *MLA Style*

Manual and Guide to Scholarly Publishing (2ⁿᵈ ed.) is one source that does include a complete set of guidelines. Following are three rules of thumb to keep in mind as you do your research:

- **Try to view a "home" page**: Web search engines tend to yield very specific results (or "hits"). Unfortunately, this specificity can cause problems when it comes to documenting a source, because search "hits" are often located in the middle of a hypertext. The middle of a hypertext is similar to the middle of a book, so trying to determine the bibliographic information for the website by looking there is like trying to determine the publication information for a book by looking on page sixty. Therefore, it is important that you try to access the website's homepage, which usually contains more complete information about the site. Homepages are accessed by clicking on a link or by looking for the main domain of the website in the electronic address appearing in the address window. Be sure to record the electronic address (the shortest one possible that will lead to the website) and the date it was accessed.
- **Test your own bibliographic entries**: When you have compiled a bibliographic entry for a website, go back to the computer and test the information you have included in the entry. Using that information, can you find your way to that website and, more specifically, to the information you have cited?
- **Use academic sources**: The following are **not** academic sources: Wikipedia, Answers.com, and other such web sites. *Use of such web sites as web references is not allowed for theses/dissertations/synthesis projects.* Please rely upon academic, peer reviewed sources and reputable, academic search engines when researching via the World Wide Web.

PART II: THE FORM OF THE TEXT
(GUIDELINES* FOR A FINISHED PRODUCT)

* Please note that some Graduate programs have official departmental Guidelines or an official departmental supplement for theses/dissertations/synthesis projects. Thesis/dissertation/synthesis project writers should consult his or her department's guidelines in combination with the *Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects* provided by the Graduate School. To prevent contradiction, ALL official, properly approved departmental guidelines for theses/dissertations/synthesis projects must be filed with the Graduate School for reference by editing staff. For clarification of departmental and Graduate School guidelines, please consult the Graduate Coordinator for the graduate program and/or the Dean of the Graduate School.

Ordered List of Required and Optional Components

Traditional-style theses/dissertations/synthesis projects are usually divided into three sections: 1) the preliminary material, 2) the body, and 3) reference and supplemental material. In the compilation style (CS), some of these components may be included in each article/chapter (as indicated below by "CS options apply"). Following is an outline of these three parts, their respective components, and the order in which they appear in the traditional style. The items designated "optional" indicate that the Graduate School does not require them, but your particular department or committee may require them.

The Preliminary Material (preceding the prologue/introduction or chapter one)
1. Title Page (CS options apply.)
2. Copyright Page
3. Approval Page

4. Dedication (optional)
5. Epigraph (optional)
6. Acknowledgments (optional and sometimes combined with the preface)
7. Table of Contents
8. List of Tables (if applicable) (CS options apply.)
9. List(s) of Figures and/or Illustrations (if applicable) (CS options apply.)
10. List of Abbreviations in the text or notes (if applicable) (CS options apply.)
11. Preliminary note regarding conventions about transliteration, mathematical symbols, ancient place names, and so on (if applicable) (CS options apply.)
12. Foreword (optional)
13. Preface/Prologue (optional)

The Body
14. Introduction (may be included as chapter one)
15. Chapters (These constitute the bulk of your thesis/dissertation/synthesis project.)

The Reference and Supplemental Material (after the close of your last chapter)
16. Endnotes (optional)
17. Bibliography (CS options apply.)
18. Appendix or Appendices (if applicable) (CS options apply.)
19. Abstract (CS options apply.)
20. Biographical Sketch

Qualifications of Individual Components

1. Title Page: Please see the applicable **Sample Title Page** (page 21 for Master's or page 22 for doctoral) included in this manual for illustration. Please note that the font size (see Formatting Guidelines on page 10) and style should be consistent *throughout the page*. Refer to the "Official Titles of Graduate Degrees" (page 17) for the proper degree to use on the title page. Individual chapter-title pages, if included in CS, should be formatted according to the respective target journal identified; however, the main title page of the thesis/dissertation/synthesis project should coincide with the guidelines established here.

2. Copyright Page: The Graduate School requires that theses and dissertations bear a notice of copyright in the form of a copyright page. See the **Sample Copyright Page** (page 23) included in the manual for illustration. To students writing dissertations, the Graduate School strongly recommends that you register your copyright with the Library of Congress. In any case, you must complete the Copyright Dissertation Agreement (see "Specifications for Submission and Final Processing" on pages 12-14).

3. Approval Page: All members of your committee must appear by name and rank (be sure to check for accuracy) beneath their signature, and the chairperson of your committee should be identified. Do *not* include the title "Dr." prior to each name or "Ph.D." or "Ed.D." after each name. Refer to the "Lexicon of Commonly Misused Names, Titles, and Degrees" (page 15). All signatures must be original and in black ink. The font style and size (see Formatting Guidelines on page 10) should be consistent *throughout the page.* See the **Sample Approval Page** (page 24) included in this manual for illustration. Special Note *for CACS students only*: Include "The Center for Advanced Computer Studies" below the rank of faculty from CACS.

4. Dedication (optional): A dedication is an inscription of dedication to a person, cause, etc. If you choose to have both a dedication and an epigraph, each must be placed on a separate page, with the dedication appearing first.

5. Epigraph (optional): An epigraph is a motto or quotation that captures the spirit or meaning of your work. If you choose to have both a dedication and an epigraph, each must be placed on a separate page, with the dedication appearing first.

6. Acknowledgments (optional): This page contains a simple acknowledgment of indebtedness for assistance or advice in preparation of the thesis/dissertation/synthesis project. It may be combined with the preface (if you have one).

7. Table of Contents: Leaders should follow from each item listed out to the corresponding page number. Page numbers should be *exactly* aligned right (most word processing programs offer leader tabs and alignment choices under the "tabs" formatting option). Please note that the Table of Contents is not listed as an item *in* the Table of Contents. Distinguish between main and sub-entries by indenting sub-entries five spaces, and show any subsequent levels of sub-entries in the same way. If more than one level of heading is used in the body of the thesis/dissertation/synthesis project, a minimum of the first- and second-level headings must be included in the Table of Contents. See "Spacing and Paragraphing" (page 10) for further instruction and see the **Sample Table of Contents** (pages 25 & 26) included in this manual for illustration.

8. List of Tables (if applicable): Even though the number of tables may be small, the list of tables should appear on a separate page. Please show the table number, the exact title of the table as it appears in the text, and the page number of each and every table included in the thesis/dissertation/synthesis project. Format the List of Tables according to the same directions given (directly above) for the Table of Contents. See the **Sample List of Tables** (pages 27 & 28) included in this manual for illustration of the preferable format**.** Individual chapter lists, if included in CS, should be formatted according to the respective target journal identified.

9. List(s) of Figures and/or Illustrations (if applicable): Even if the number of figures and/or illustrations is small, please construct lists for them on separate pages (not combined with each other or with a List of Tables). Please be sure to number, label, and include in the list(s) each and every figure and/or illustration that appears in the text. Format the List(s) of Figures and/or Illustrations according to the same directions given (directly above) for the Table of Contents and List of Tables. Individual chapter lists, if included in CS, should be formatted according to the respective target journal identified.

10. List of Abbreviations (if applicable): If you use abbreviations in the body or in the notes of your thesis/dissertation/synthesis project, it is strongly recommended that you create a common list of the abbreviations. In CS, each chapter may include its own list. Abbreviations of state names and publishing companies, as well as commonly used and recognized abbreviations, do not need to be listed. In the list, items should be ordered alphabetically, following any special instructions of the style manual or journal regarding the listing of Greek symbols with in or after Roman letters. See the **Sample List of Abbreviations** (page 29) included in this manual for illustration.

11. Preliminary note (optional): When applicable, a note regarding conventions about transliteration, mathematical symbols, ancient place names, and so on is recommended. This note should be on a separate page, even if it is short. In CS, each chapter may include its own note.

12. Foreword (optional): This is a very brief or simple preface (see immediately below).

13. Preface/Prologue (optional): Called either a preface or a prologue, this is a statement preliminary to and distinct from the body of your thesis/dissertation/synthesis project. The preface should explain the purpose, plan, or preparation of your work or how you came to do the work. Unlike an introduction, a preface *does not* present information that is preliminary to your argument or creative product; instead, it gives what you think is helpful or insightful

information about the relationship between you and your work. It is different from the foreword in length and depth and different from the introduction in purpose.

14. Introduction: This is a preliminary section in which you explain or define your subject matter, giving background information that *is prerequisite* to your argument but does not belong *in* the argument. Unlike the preface, the introduction should lead into the argument. The introduction may appear as a section preceding the chapters, or it may be included as chapter one.

15. Chapters: The number of chapters will vary in each thesis/dissertation/synthesis project. In CS, the format and components required for each chapter will vary depending upon the guidelines established by the target journal(s) identified (e.g., each chapter may require its own abstract, list of abbreviations, bibliography, etc.). Furthermore, academic departments may have specific chapter requirements.

16. Endnotes (optional): These are notes that provide additional information regarding statements you have made in the body of the thesis/dissertation/synthesis project. You may elect to create footnotes, chapter endnotes, or a compiled section of endnotes for the entire document. If you choose to compile the endnotes into one section, that section is placed (as this list indicates) before the comprehensive bibliography. (See Formatting Guidelines on page 11).

17. Bibliography: This is a listing (usually in alphabetical order by author's family name, in numbered order of appearance in the text, or some combination of these) *of all published sources cited in the argument*. In the traditional style, it is preferably compiled and placed at the end of the thesis/dissertation/synthesis project (rather than at the end of each chapter/section). In CS, each article/chapter usually includes a respective bibliography. Please consult your style manual and/or your committee about the content, organization, and title (e.g., Bibliography, Selected Bibliography, Works Cited, etc.).

18. Appendix or Appendices (if applicable): Appendices serve as reference sources wherein you can include any necessary material relevant to your argument or creative product. Some examples include questionnaires, surveys, transcriptions of interviews, tables, figures, etc. Additionally, if you have obtained permission to use copyrighted material (refer back to "Copyright Compliance" in this manual), notice of permission must be appended. In CS, each chapter may include its own appendix/appendices. In any case, all appendices should be listed in the Table of Contents.

19. Abstract: The abstract of your thesis/dissertation/synthesis project should contain a concise statement of the goals and/or the central issues of your work, a brief description of your process of reaching or engaging those goals/issues, and a statement of your conclusions and/or final observations. *The abstract is limited to 300 words for a thesis and 350 words for a dissertation*. **Please note**, the Graduate School requires additional, separate copies of the abstract (see "Additional, Separate Copies Due of Individual Components" on page 13), and those extra copies must include a specifically formatted extended heading. See **Sample Extended Headings for Extra Copies of Thesis/dissertation/synthesis project Abstracts** (page 30) for illustration of the acceptable format. The abstract included *in* the thesis/dissertation/synthesis project only requires the simple, centered heading, "ABSTRACT," although it may include the extended heading if you so choose. In CS, each chapter may include its own abstract (formatted according to the target journal identified), but an abstract that treats the entire thesis/dissertation/synthesis project is required and should be formatted according to the guidelines established here. A note on the extended heading: Please notice that either Spring or Fall needs to appear before the date for all degrees in the listing of degrees. The city and/or country in which the university is located should not be listed unless it is a part of the university's official name. The page count should include all pages of the document (from the title page to the biographical sketch), and two character spaces are used after the author's name

(which is surname, first format) and after the colons that follow Major, Title of Thesis (or Dissertation), Thesis (or Dissertation) Director, Pages in Thesis (or Dissertation), and Words in Abstract. A note for graduates of USL: If you completed a degree at UL Lafayette when it was named USL, list the name of the university as "University of Southwestern Louisiana (now the University of Louisiana at Lafayette)."

20. Biographical Sketch: *The sketch is limited to 100 words* and should include brief personal information (e.g., birthplace and date, parents' names, educational and scholarly attainments, professional activities). The sketch should be written in the third-person singular point-of-view. [Example: John Doe grew up in southwest Louisiana and attended McNeese State University where he earned a Bachelor of Science in Biology.] The sketch only requires the simple, centered heading, "Biographical Sketch," and the content of the sketch should be double-spaced.

Formatting Guidelines

Pagination

- Please count all the pages in the thesis/dissertation/synthesis project, including title page, preliminary pages, abstract, and biographical sketch. However, please *suppress* (i.e., *do not show*) *page numbers* on pages containing items 1-6 (Title Page through Acknowledgments) in the (above) ordered list of components. Additionally suppress page numbers on the first page of new items or sections throughout the thesis/dissertation/synthesis project (e.g., the first page of the Table of Contents, the first page of Lists of Tables and Figures, the first page of each chapter, the first page of the Bibliography, etc.).
- Please number pages containing items 7-13 (Table of Contents through Preface) with lower-case Roman numerals, suppressing the page number on the first page of each section. If an item (e.g., the Table of Contents) is only one page long, it is still acceptable to not show its page number. Begin counting lower-case Roman numbers with the Title Page even though the page number is suppressed on the Title Page through Acknowledgments.
- Beginning with the Introduction (if you have one) or the first chapter, begin counting pages anew and paginate them with Arabic page numbers.
- Please number pages consecutively throughout the thesis/dissertation/synthesis project.
- Page numbers may be centered at the bottom of the page or placed in the upper right-hand corner of the page. The placement and position of page numbers must remain consistent with the entire document, regardless of illustrative format (i.e., portrait or landscape) of illustrative materials.

Spacing and Paragraphing

- The regular text of the thesis/dissertation/synthesis project should be double-spaced, without any unnecessary gaps of white space showing on the page.
- Standard methods of showing new paragraphs include the traditional and the block methods. In the traditional method, a new paragraph is indicated by an indentation of the first line of the new paragraph, and there is no extra line space between paragraphs. In the block method, a new paragraph is indicated by one extra line space, and there is no indentation of text. Please be consistent in your use of *one* of these methods.
- All text should be ragged on the right edge, as in the *Guidelines*. The text of the thesis/dissertation/synthesis project cannot be right justified.
- Avoid widows (a single line of a paragraph at the top or the bottom of a page). It is acceptable to create an extra space at the bottom of a page in order to correct a widow, but otherwise margins should be strictly recognized. A subheading near the bottom of a page

should be followed by at least two lines of the following paragraph; if not, it is acceptable to move it to the next page.

- *Double-space between main entries* in the Table of Contents and in Lists of Tables, Figures, etc. Single-space the lines of main entries that are longer than one line and indent the second (and third, if applicable) line five spaces (i.e., have a hanging indentation). S*ingle-space between sub-entries* that fall under a main entry (please see **Sample Table of Contents** [pages 25 & 26] and **Sample List of Tables** [pages 27 & 28] for illustration).
- Subheadings in the text should be preceded and followed with a double space; however, if it is more than one line long, you should single-space the heading itself.

Margins

- Normally a margin of at least one inch is provided at the top, right margin, and bottom of a page.
- **A margin of 1.25" is required on the left to allow for binding**.

Font

- Please use a standard size of font (12 pt.) throughout the thesis/dissertation/synthesis project.
- All regular text should be in a printed font (script is allowed for special types of text).
- Consistently use the same font and font size for all text including headings, subheadings, page numbers, and content. Tables/figures/illustrations should also use the same font and font size as consistently as possible. The use of bold, capitalization, and italics may be used as needed and where appropriate.
- ProQuest/UMI Dissertation Publishing suggests using one of the following TrueType fonts and point sizes for best quality and readability: Arial* 10 pt., Century 11 pt., Courier New* 10 pt., Garamond 12 pt., Georgia* 11 pt., Lucida Bright 10 pt., Microsoft Sans Serif 10 pt., Tahoma 10 pt., Times New Roman* 12 pt., Trebuchet MS* 10 pt., or Verdana* 10 pt. (*A web font designed for easy screen readability. Since many readers are likely to view and/or use your thesis/dissertation/synthesis project onscreen, you may wish to improve the readability of your text by using one of these fonts.)

Main Headings and Subheadings

- All main headings (e.g., titles of chapters, sections, or individual items) should be **consistently formatted** (font, placement, size, capitalization, etc.) throughout the thesis/dissertation/synthesis project.
- Subheadings within chapters should be **consistently formatted** throughout the chapter. If you have different levels of subheadings, each level should be clearly differentiated from the others either by numbering them or distinctively (and consistently) formatting them.
- Subheadings in the text should be preceded and followed with a double space; however, if it is more than one line long, you should single-space the heading itself.
- If more than one level of heading is utilized, a minimum of the first- and second-level headings should be included in the Table of Contents.

Foot/Endnotes

- Footnotes are placed at the bottom of the page upon which the note's number appears.
- Endnotes may acceptably be placed either at the end of each chapter or compiled all together at the appropriate place near the end of the document.
- The Graduate School makes no judgment as to whether footnotes or endnotes are the better method. Each method has both advantages and disadvantages. Whichever method you choose, please be consistent and strictly follow the formatting rules of the style manual or

model professional journal you have chosen. If you are uncertain about which method you should use, please consult with your committee chair.
- Foot/endnotes are not appropriately substituted for a bibliography.

Guidelines for the Inclusion of Illustrative, Oversized and Supplemental Materials

The following guidelines should be followed in conjunction with those found in the above sub-sections falling under "Part II: The Form of the Text."

Illustrative Materials
- All material must be reproducible by photocopying without significantly altering the integrity of the original. This includes material that must be hand-drawn.
- Formatting and numbering of all illustrative materials should be consistent throughout.
- Illustrative material is most helpful and clear when it is inserted as near as possible in proximity to where it is first mentioned.
- The positioning of materials (either in portrait or landscape view) is at the student's discretion. However, a **1.25" left-hand margin must be respected for the purpose of binding, and the placement and position of page numbers must remain consistent with the entire document, regardless of illustrative format** (i.e., portrait or landscape).
- Contemporary technology has provided many acceptable means of including photographs. Students are advised to utilize the most recent technology available to them and to choose methods of inclusion that are least intrusive to reproduction.
- The inclusion of slides is directed by the same guidelines as above, with the additional convention that a blank page, numbered as part of the thesis, must follow each slide page.

Oversized and Supplemental Materials
- Whenever possible, oversized materials, such as maps and charts, should be folded (following the protocol established in your discipline) for proper insertion by binding personnel. The material should be numbered and paginated appropriately and must be within proper margin size. Oversized materials that are too large to be folded and included in the thesis/dissertation/synthesis project must be placed in a pocket located on the interior back cover.
- Computer discs are handled in the same manner as above.
- Compact Discs (CDs), Digitally Videoed Discs (DVDs), and Audio/Video Cassettes should be submitted in a box, clearly labeled with your name and the title of your thesis/dissertation/synthesis project.
- Oversized and supplemental materials should also be submitted as supplemental files to ProQuest/UMI Dissertation Publishing. Follow instructions provided by ProQuest/UMI.

Please note: The Graduate School is currently exploring alternative methods for including and/or presenting multi-media components, but until such a time when those methods have been determined and guidelines established, all materials discussed above should be represented appropriately in the Table of Contents. Consult appropriate style manuals and/or your committee chair for further guidance.

<u>A Note Regarding Grammar and Punctuation</u>

The thesis/dissertation/synthesis project is a document that should demonstrate the highest level of professionalism and expertise, and this includes mastery of the rules of English (or French in the case of Francophone Studies) grammar and punctuation. Since it is difficult to personally maintain expertise on all the rules of grammar and punctuation, the Graduate School strongly recommends that each and every writer proceed with the aid of a current writing handbook. Writers at all levels of expertise require editorial assistance (publishing writers are rarely allowed final editorial command of their own work), so the Graduate School respectfully recommends that all writers seek editorial assistance throughout the process of completing the thesis/dissertation/synthesis project. While the Graduate School does provide some degree of editorial assistance very late in the process, students may save themselves time and worry by seeking editorial assistance from a qualified writing professional early on. Limited editorial assistance in English is available from writing professionals employed in the English department's writing center in Griffin Hall. Writing center staff will not serve as proofreaders (reading and making corrections to your document) but will provide more generalized instruction and guidance regarding English grammar and usage as well as style and content. The most efficient method for utilizing their services is to approach them with specific questions. It is not appropriate to drop off portions of your work, and you should bring a reasonable amount of work to a single appointment. Please contact the writing center at 482-5224 for current hours of operation and appointment protocol.

<u>A Note Regarding Software and Word Processing Programs</u>

Selecting which word processing program (Microsoft Word, WordPerfect, LaTex, etc.) and other software to utilize in writing the thesis/dissertation/synthesis project is at the discretion of the thesis/dissertation/synthesis project writer and may be guided by discipline standards and/or the recommendation of the thesis/dissertation/synthesis project committee. **No matter which software and word processing programs are selected, the writer must still adhere to all specifications and guidelines set forth in the** ***Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects***.

PART III: SPECIFICATIONS FOR SUBMISSION AND FINAL PROCESSING

After you have defended your thesis/dissertation/synthesis project and have completed all the revisions requested by your committee, you must submit a draft electronically through the Graduate School's Moodle site to be inspected by the staff of the Graduate School.* A signed "Preliminary Approval of Draft of Thesis, Dissertation, or Synthesis Project" form (see sample page 37) and a signed "Acknowledgment of Responsibility for Copyright Compliance" form (see sample page 36), if not previously submitted, must be submitted with the draft. When the Graduate School has indicated that your draft satisfactorily meets the standards of the Graduate School (herein outlined), you will then be ready to submit your final copy (on quality paper) as well as a PDF version to the ProQuest/UMI ETD Administrator. In this section you will find specifications regarding paper quality, the number of copies required of various items, and other miscellaneous documents required upon submission of your thesis/dissertation/synthesis project for binding. You will also find a breakdown of the fees you will be expected to pay.

Copy Due of the thesis/dissertation/synthesis project and Paper Quality

One copy of the thesis/dissertation/synthesis project (required):

- On approved, archival quality papers (see below for specifications and approved brands): <u>one</u> copy is to be submitted for Dupré Library for archival purposes.
- Students are strongly advised to speak with their thesis/dissertation/synthesis project director and/or department about any copies that they may desire. While the Graduate School does **not** require that you provide your director or department with a copy, they may request that you provide one.

Additional copy(s) of the thesis/dissertation/synthesis project (optional):

You may submit for binding additional copies of your thesis/dissertation/synthesis project for distribution at your discretion. Examples would include personal copies, copies for your department, or copies for your committee chair. These additional copies may be printed on the paper of your choice. Binding fees (see "Breakdown of Fees" page 14) are applicable to additional copies submitted.

The required library copy must have an approval page, with original signatures in black ink, printed on the approved, archival quality paper.

Specifications for required archival-quality paper:

- 24 lb. weight
- 100% cotton
- Acid-free
- Watermarked

Approved brands of required archival quality paper:

- Crane's Thesis Paper*
- Southworth 14C** (100% Cotton Business paper; comes in package of 500 sheets)
- Southworth R14CF** (Resume paper; comes in package of 100 sheets)

The required paper is available from the University Bookstore and other vendors.

Notes:
* Although Crane's Thesis Paper is discontinued, we realize some students may have already purchased it. The Graduate School will continue to accept theses/dissertations/synthesis projects printed on Crane's Thesis Paper.
** Southworth 14C and Southworth R14CF are the exact same paper; the difference is the quantity of sheets per package and how the package is labeled. Do NOT purchase "Southworth Thesis Paper." The paper packaged as "Southworth Thesis Paper" does NOT meet the 24 lb. weight requirement and will NOT be accepted.
* **The Graduate School must approve alternative brands of paper prior to copying.**

Additional, Separate Copies Due of Individual Components

On paper of your choice:

- Two copies of your abstract* with the extended heading

* Note: A dissertation written in French requires submission of an English translation of the abstract with extended heading.

<u>Submission to ProQuest/UMI ETD Administrator</u>

Master's and Doctoral Students:
- Submission of the final, approved thesis, dissertation, or synthesis project in PDF format to the ProQuest/UMI ETD Administrator (instructions provided under the "Forms" section of the Graduate School website).*
- Once the thesis, dissertation, or synthesis project is submitted to the ProQuest/UMI ETD Administrator, the Graduate School will review the submission to verify compliance with guideline standards. If there are no issues, the thesis, dissertation, or synthesis project will then be submitted to ProQuest/UMI Dissertations Publishing. If any issues are present, the student will be asked to fix them and resubmit their work to the ProQuest/UMI ETD Administrator.
- All submissions must be published under the "Open Access" option through ProQuest/UMI Dissertations Publishing. If the "Traditional Publishing" option is selected, then the student will be required to resubmit their thesis, dissertation, or synthesis project under the "Open Access" option.
- If the "Embargo" option is selected, you must have already obtained permission for an embargo from the Graduate School. Students who select the embargo option without securing permission will be required to resubmit their thesis/dissertation/synthesis project with the "Embargo" option deselected. (See <u>Requesting an Embargo on your Thesis/dissertation/synthesis project</u> on page 3 for more information on obtaining an embargo.)

*Notes: Students that request, for whatever reason, an embargo on the release of their work must still submit to ProQuest/UMI Dissertations Publishing. If the embargo request is approved by the Graduate Council, then their thesis, dissertation, or synthesis project will be stored within the ProQuest/UMI database until the schedule lift date of the embargo.

<u>Other Documents Due</u>

Doctoral students only:
- Submission of the Survey of Earned Doctorate questionnaire (instructions provided under the "Forms" section of the Graduate School website)

<u>Breakdown of Fees</u>

Please note: Fees are subject to change and are paid as indicated below. Bring a copy of your receipt(s) when submitting copies to the Graduate School.

Master's and Doctoral Students:
- Binding: $10 per copy; a minimum of <u>one</u> copy is required. If you desire additional copies for dissemination, you must pay binding fees for those copies. Pay via cash or check in the Student Cashier Center in Lafayette Hall (formerly Coronna Hall).

All fees below are paid online to ProQuest/UMI Dissertation Publishing via credit card at the time you submit your final, approved dissertation.

- Dissemination Fee for ProQuest/UMI Dissertations Publishing:
    - Open-Access Publishing: $95
- Copyright Fee (optional): $55 (this is an optional fee dependent on your decision to have your copyright registered).*

*Notes: More information can be found under **Part I: Initial Considerations** - Registering the Copyright of your Thesis/dissertation/synthesis project.

PART IV: CONCLUSION

A Final Note

The Graduate School is dedicated to helping you in the process of writing and submitting your thesis/dissertation/synthesis project successfully. Please do not hesitate to call upon the Graduate School staff for further assistance. Refer to the website http://gradschool.louisiana.edu for contact information.

Works Consulted

Cain, Joan T. *Instructions for the Preparation of a Thesis, dissertation, or synthesis project for Presentation to the Graduate School at the University of Southwestern Louisiana*. Lafayette: University of Southwestern Louisiana.

The Chicago Manual of Style. 14th ed. Chicago: U of Chicago P, 1993.

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 2nd ed. NY: Modern Language Association of America, 1998.

Graduate School of Louisiana State University and A&M College. *Guidelines for the Preparation of Theses and Dissertations*. Baton Rouge: Louisiana State University, 1996.

Modern Language Association of America. "Frequently Asked Questions: How Do I Document Sources from the World Wide Web in My Works-Cited List?" *MLA Style*. 15 May 2002. 30 Sept. 2002. <<www.mla.org>>

Publication Manual of the American Psychological Association. 5th ed. Washington, D.C.: American Psychological Association, 2001.

Pyenson, Lewis, ed. *Writing and the Graduate Experience*. Publications of the Graduate School. Vol 6. Lafayette: University of Southwestern Louisiana, 1998.

Tichy, H. J., and Slyvia Fourdrinier. *Effective Writing for Engineers, Managers, and Scientists*. 2nd ed. NY: Wiley, 1988.

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ProQuest/UMI Dissertation Services. *Copyright Law & Graduate Research: New Media, New Rights, and Your Dissertation*. Ann Arbor, MI: ProQuest Information and Learning, 2002.

United States Copyright Office-Library of Congress. "About Copyright." *Home page*. 6 Jun 2002. 30 Sept. 2002. <<www.loc.gov/copyright>>

University of Louisiana at Lafayette. *Copyright Handbook*. Lafayette: University of Louisiana at Lafayette.

PART V: LAGNIAPPE (EXTRA HELPFUL ITEMS)

The following section is intended to provide extra help with determining the correct form of commonly misused items, with completing all the necessary steps for successful submission of the thesis/dissertation/synthesis project and graduation, for obtaining any necessary permissions to include copyrighted material in the thesis/dissertation/synthesis project, and for observing the appropriate format of various items included in the thesis/dissertation/synthesis project.

<u>Lexicon of Commonly Misused Names, Titles, and Degrees</u>

The chart (on page 16) lists names, titles, and degrees and the correct usage of those names, titles, and degrees for theses/dissertations/synthesis projects at UL Lafayette. Please refer to the chart to avoid incorrect usage of these items. Note: This list is not exhaustive.

Name, Title, or Degree	Correct Use
University of Louisiana at Lafayette	Abbreviation: UL Lafayette Full Name: University of Louisiana at Lafayette Notes: (1) When using the full name in a sentence, precede the name of the university with "the." (2) When using the abbreviation, do not use "the" prior to the name. (3) The use of a comma or dash in the name of the university is not acceptable. (4) ULL should not be used as the abbreviation. Example: Joe Smith began graduate study at UL Lafayette in Fall 2007. After earning a Master's degree at the University of Louisiana at Lafayette, he will pursue a doctorate degree at Harvard University.
Title of degree when in the Biographical Sketch or Acknowledgments	Bachelor of Science in Biology Master of Science in Engineering, Chemical Engineering option Doctor of Education in Educational Leadership Note: When stated as above in the biographical sketch, the major/discipline is capitalized.
Title and Rank of Professors (for approval page)	Professor of (Department name) Associate Professor of (Dept. name) Assistant Professor of (Dept. name) Professor Emeritus of (Dept. name) When a committee member is head of the department, the title should appear as Head and Professor of (Dept. name) Note: Do not use endowed professorships on the approval page.
Outside Committee members' titles and organizations (for approval page)	John K. Smith Research Analyst Center for Ecology and Environmental Technology Note: the title and organization appear on separate lines below the

	name
Names of Committee Members (for approval page)	John K. Smith Note: Please do not use these titles, "Ph.D.," "Ed.D.," or "Dr.," with the names of committee members.
Co-chairs of a committee	On the Approval Page: use "Co-chair" after each Co-chair's name. Note: the second c is lowercase. Do not use "Chairman" or "Chairperson." In the extended heading abstract, list both co-chair's name after "Thesis (or Dissertation) Directors."
When referring to a state . . .	Spell out the state. Do not use the two-letter postal abbreviation. Correct: Louisiana Incorrect: LA

Official Titles of Graduate Degrees with a thesis/dissertation/synthesis project Option Offered at UL Lafayette

     Each graduate program with a thesis, dissertation, or synthesis project option is listed below with the formal degree title, which is to be used on the Title Page and in the Extended Heading of the Abstract, and the official major, which is to be used in the Extended Heading of the Abstract. Locate your graduate program on the list to determine the official degree title and major for inclusion in your thesis/dissertation/synthesis project. The list below reflects the degrees with a thesis/dissertation/synthesis project option offered at UL Lafayette at the time of revision to the *Guidelines*. Students should consult the *Graduate Bulletin* and/or the Graduate School staff for degrees added after the date of revision.

Graduate Programs with Thesis, Dissertation, or Synthesis Project Options

Graduate Program	**Degree** (for title page and extended heading of abstract)	**Major** (for extended heading of abstract)
Ph. D.		
Applied Language & Speech Sciences	Doctor of Philosophy	Applied Language & Speech Sciences
Computer Engineering	Doctor of Philosophy	Computer Engineering
Computer Science	Doctor of Philosophy	Computer Science
English	Doctor of Philosophy	English
Environmental & Evolutionary Biology	Doctor of Philosophy	Environmental & Evolutionary Biology
Francophone Studies	Doctor of Philosophy	Francophone Studies
Mathematics	Doctor of Philosophy	Mathematics
Systems Engineering	Doctor of Philosophy	Systems Engineering
Ed. D.		
Educational Leadership	Doctor of Education	Educational Leadership
Master's		
Architecture	Master of Architecture	Architecture
Biology	Master of Science	Biology

Communication	Master of Science	Communication
Computer Engineering	Master of Science	Computer Engineering
Computer Science	Master of Science	Computer Science
Criminal Justice	Master of Science	Criminal Justice
Education: Curriculum & Instruction	Master of Education	Curriculum & Instruction
Education: Educational Leadership	Master of Education	Educational Leadership
Education: Gifted Education	Master of Education	Gifted Education
Engineering: Chemical Engineering	Master of Science	Engineering, Chemical Engineering option
Engineering: Civil Engineering	Master of Science	Engineering, Civil Engineering option
Engineering: Electrical Engineering	Master of Science	Engineering, Electrical Engineering option
Engineering: Mechanical Engineering	Master of Science	Engineering, Mechanical Engineering option
Engineering: Petroleum Engineering	Master of Science	Engineering, Petroleum Engineering option
English	Master of Arts	English
French	Master of Arts	French
Geology	Master of Science	Geology
History	Master of Arts	History
Kinesiology	Master of Science	Kinesiology
Mathematics	Master of Science	Mathematics
Music	Master of Music	Music
Nursing	Master of Science	Nursing
Physics	Master of Science	Physics
Psychology	Master of Science	Psychology
Speech Pathology & Audiology	Master of Science	Speech Pathology & Audiology

Helpful Tips for Setting Dot Leaders for the Table of Contents

Setting dot leaders for the Table of Contents may seem daunting but can be quite simple. The options below provide instructions for setting dot leaders using Microsoft Word. The process is similar for WordPerfect. Please utilize the Help feature for your software program to most efficiently determine how to set dot leaders for your Table of Contents.

Option 1: How to Set Tabs with Leader Characters in Microsoft Word 2003
- Ensure the margins are preset to the *Guidelines* standards.
- Place the cursor on the left margin of the first line where you want to start the tab setting with dot leaders.
- On the FORMAT menu, click TABS.
- Under TAB STOP POSITIONS, type the position for a new tab. (The position typed in the box will be where the page numbers are placed on the page, and the page numbers will be at the right margin on this page. Please make this right margin consistent with the

right margin used throughout the thesis/dissertation/synthesis project. The position will usually be 6.25" if left margin is 1.25" and right, bottom, and top margins are 1".)

- Under ALIGNMENT, select the alignment (which will be RIGHT) for the text typed at the TAB STOP.
- Under LEADER, click the leader option you want (which will be dot leaders continuing along the bottom of the line between the words and the page number), and then click SET.
- If you have subheadings within your Table of Contents, you may also set the subheading indention tab at the same time. Under TAB STOP POSITIONS, type the position for the indentation for the subheading. (The position will be measured from the left margin and should be consistent throughout the Table of Contents. The position will usually be 0.5".) Under ALIGNMENT, select the alignment (which will be LEFT) for the text typed at the TAB STOP. Under LEADER, click the leader option you want (which will be none for subheadings), and then click set.
- Your cursor should be at the original position you placed it in the first bullet above. Begin typing the text (for example, Chapter 1 and title). Immediately after typing the last letter of the text, hit the TAB key. The cursor will move to the TAB STOP POSITION you selected above, and the leaders will be on the screen. Type the page number exactly where the cursor stopped after you hit the TAB key. After typing the page number, press ENTER to move the cursor to the next line.
- For a subheading, begin by pressing TAB to move the cursor to the first TAB STOP POSITION you set. Type the text for the subheading. Immediately after typing the last letter of the text, press the TAB key. The cursor will move to the TAB STOP POSITION you selected above, and the leaders will be on the screen. Type the page number exactly where the cursor stopped. Press ENTER to move the cursor to the next line.
- Continue typing text for the remainder of the Table of Contents, press the tab key, enter the page number, and repeat until the Table of Contents is complete.

Option 2: How to Create Flush Right Numbers with Dot Leaders in Microsoft Word 2003 & 2007

- Place the cursor where you want to begin typing the Table of Contents first entry. Type the line of text (for example, Chapter 1 and title).
- Using the MOUSE, move the cursor to the right margin. When the icon changes to right justification (the image will have four lines right aligned), double click the left side of the MOUSE. Then type the page number. Press ENTER to move the cursor to the next line.
- Repeat the process for the remainder of the entries in the Table of Contents.
- To add the DOT LEADERS, highlight the area between the text and the page number. Go to FORMAT menu (or simply right click over the highlighted area); click on FONT. Under UNDERLINE STYLE, pull down the menu and select the round dot leaders (which look like this ....).
- Repeat the process for the remainder of the entries in the Table of Contents.
- Hint: You may also use the FORMAT PAINTER feature to quickly repeat the process. To do this, highlight the dot leaders you wish to copy. Click on the FORMAT PAINTER icon (which is a little paint brush on the STANDARD toolbar). Then, highlight the area between the heading and the page number where you wish the dot leaders to format. Repeat the process.

Option 3: Microsoft Word 2007 Table of Contents Template

        The 2007 version of Microsoft Word does have several automatic templates that you may utilize including a Table of Contents template. This can be a helpful tool if used properly. If you select to use this, ensure the formatting remains consistent with the *Guidelines*.

Option 4: Setting Tabs with Leader Characters in Microsoft Word 2007

        Setting tabs with leader characters in Word 2007 is very similar to Word 2003. You simply need to find the correct Tabs Dialog Box. On the PAGE LAYOUT tab, click the PARAGRAPH Dialog Box Launcher. Select TABS. From this point forward, setting the tabs is very similar to setting them with Word 2003 (see Option 1 above). The Help function within Word is very helpful, also.

A FINAL CHECKLIST FOR SUBMISSION

<u>For Master's and Doctoral Students</u>

1. Has the manuscript been thoroughly proofed for errors (and then proofed again)?

2. Is your name and thesis/dissertation/synthesis project title <u>identical</u> in all the places they appear (Title Page, Copyright Page, Approval Page, and Extended Heading Abstract)?

3. Has the accuracy of your pagination (and inclusion of all pages) been checked?

4. Does the Table of Contents reflect changes you may have made to the text since you prepared the first draft?

5. Are all of your unbound supplemental materials properly labeled, stored, and listed in the Table of Contents?

6. Are your headings and titles (including those of tables and illustrations, etc.) all uniform and accurately listed in the Table of Contents or List of Tables/Figures/Illustrations, as appropriate?

7. Have you footnoted and included as appendices any and all letters you may have obtained that grant you special permission to include copyrighted materials?

8. Have you correctly completed and submitted the proper number of extra copies of the abstract and title page of the thesis/dissertation/synthesis project?

9. Have you followed all formatting guidelines and paper-quality requirements?

10. Have you ensured that all figures and illustrations can be reproduced with integrity?

11. Have you paid all of your fees and retained the receipts?

12. Has your attendance at or absence from commencement been confirmed with the Graduate School and/or your disciplinary college?

<u>For Doctoral Students Only</u>

13. Have you completed the Copyright Dissertation Agreement Form and paid the copyright fee?

[*Sample Title Page for a Thesis*]*

[Scroll down six single-spaced lines and begin the title of the thesis.]

An Ounce of Prevention Is Worth a Pound of Cure:
Traditional Words of Wisdom

[After the title, scroll down eight** single-spaced lines and begin the next section.]

A Thesis

Presented to the

Graduate Faculty of the

University of Louisiana at Lafayette

In Partial Fulfillment of the

Requirements for the Degree

Master of Arts***

[After "Master of Arts," scroll down eight single-spaced lines and begin the next section.]

Anonymous P. Smith

Spring 2003

[Scroll down six single-spaced lines and begin the title of the dissertation.]

An Ounce of Prevention Is Worth a Pound of Cure:
Traditional Words of Wisdom

[After the title, scroll down eight** single-spaced lines and begin the next section.]

A Dissertation

Presented to the

Graduate Faculty of the

University of Louisiana at Lafayette

In Partial Fulfillment of the

Requirements for the Degree

Doctor of Philosophy/Education/Nursing Practice***

[After "Doctor of Philosophy," scroll down eight single-spaced lines and begin the next section.]

Anonymous P. Smith

Spring 2003

[Scroll down eight single-spaced lines and begin the title of the thesis/dissertation/synthesis project.]

An Ounce of Prevention Is Worth a Pound of Cure:
Traditional Words of Wisdom
[double-space here]
Anonymous P. Smith

[Scroll down ten** single-spaced lines from your name and begin the next section.]

APPROVED***:

_____   _____
Jane Doe, Chair   John Doe
Professor of Communication   Assistant Professor of Mechanical
                                         Engineering

_____   _____
Any Person   David Breaux
Associate Professor of Education   Dean of the Graduate School
Southeastern Louisiana University

[*Sample Table of Contents, Sample 1*]*

TABLE OF CONTENTS

* Words in brackets <u>should not</u> appear on your copy.

[*Sample Table of Contents, Sample 2*]*

Table of Contents

* Words in brackets <u>should not</u> appear on your copy.

[*Sample List of Tables, Sample 1*]*

List of Tables

* Words in brackets should not appear on your copy.

[*Sample List of Tables, Sample 2*]*

List of Tables

* **Words in brackets <u>should not</u> appear on your copy.**

[*Sample List of Abbreviations*]*

List of Abbreviations

CAPEX	Total capital expenditure ($)
D	Depth with respect to a datum plane (ft)
FOE	Field oil efficiency
g	local gravitational acceleration (ft/sec²)
i	Discount rate (%)
p	Pressure (psi)
Δt	Change in time or time-step (seconds)
λ	Total fluid mobility (1/cp)
μ	Viscosity of fluid (cp)
ρ	Density (lb/ft³)
Ω	Spatial map, matrix containing x, y, and z coordinates of reservoir grid

* Words in brackets <u>should not</u> appear on your copy.

[*Sample Extended Headings for Extra Copies of Thesis/dissertation/synthesis project Abstracts*]*

<u>[For a Thesis]</u>

[*The information included in the following extended heading is single-spaced.*]
Smith, Anonymous P. Bachelor of Science, University of Neverland, Fall 1994; Master of Science,
        University of Louisiana at Lafayette, Spring 1999
Major: Biology
Title of Thesis: Genetic Determinants of Eye Color and Ocular Albinism in the Louisiana
        Alligator
Thesis Director: Dr. John Doe
Pages** in Thesis: 113; Words in Abstract: 298

ABSTRACT [*centered, in solid capitals, not bold*]

[*The text of your abstract (limited to 300 words) follows. It is double-spaced.*]

****

<u>[For a Dissertation]</u>

[*The information included in the following extended heading is single-spaced.*]
Smith, Anonymous P. Bachelor of Arts, Neverland State University, Fall 1994; Master of Arts,
        University of the Stars, Spring 1997; Doctor of Philosophy, University of Louisiana at
        Lafayette, Spring 2003
Major: English
Title of Dissertation: An Ounce of Prevention is Worth a Pound of Cure: Traditional Words of
        Wisdom
Dissertation Director: Dr. Jane Doe
Pages** in Dissertation: 275; Words in Abstract: 155

ABSTRACT [*centered, in solid capitals, not bold*]

[*The text of your abstract (limited to 350 words) follows. It is double-spaced.*]

* Words in brackets <u>should not</u> appear on your copy.
** Note: <u>All pages</u> from the Title Page to the Biographical Sketch, including those with suppressed pagination, are counted.

How to Choose a Sample Letter of Permission?

On the pages that follow, you will find two sample letters of permission, one to publishers/copyright owners (see pages 32-33) and one to co-authors (see pages 34-35). Though it may seem clear which of these samples is appropriate for your particular case, the Graduate School has prepared a few example scenarios that may help you decide. Our sample letters and example scenarios provide limited guidance, and, in the end, any request for permission will have to be catered to the particular circumstances at hand. The Graduate School suggests that you attempt an initial contact (perhaps by phone) with the person/entity who you think owns the copyright of the material you wish to use before sending your letter. An initial contact will not only provide assurance that you have correctly identified the copyright holder(s), but may also ensure that your letter requesting permission will be processed more efficiently.

*Possible scenarios in which the "**Sample Letter of Permission from Publishers/Copyright Owners**" might be appropriate:*
1. You authored an article or creative piece that was published in a journal or as a chapter in a book and you now wish to include it in your thesis/dissertation/synthesis project.
2. You co-authored an article or creative piece that was published in a journal or as a chapter in a book and you now wish to include it in your thesis/dissertation/synthesis project. In this scenario, the co-author(s) may still own copyrights, so you may have to issue additional letters to each of them (see the scenarios listed below for the sample letter to co-authors). The permissions editor at the publishing company should be able to tell you if you need to issue such letters (the publisher may take responsibility for contacting your co-authors, or the co-authors may no longer hold copyrights).
3. You would like to include a portion of a published work authored by someone else that you believe requires special permission (e.g., because of its size or due to the nature of your intended use). In this case you may need to get permission from the publisher *and* from the individual who authored the material. Again, the permissions editor at the publishing company should be able to guide you.
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*Possible scenarios in which the "**Sample Letter of Permission from Co-Authors**" might be appropriate:*
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2. You co-authored an article or creative piece that has not been published and that you wish to utilize beyond the use of brief quotations.

[*Sample Letter of Permission from Publishers/Copyright Owners*]*

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

This letter is a request for your permission to include in my [thesis. dissertation, or synthesis project] material of which you are the copyright owner. I am completing [a master's thesis or a doctoral dissertation] at the University of Louisiana at Lafayette, and the title of my [thesis. dissertation, or synthesis project] is "__." I would like your written permission to include in my [thesis. dissertation, or synthesis project] excerpts from or replications of the material described below. Your signing of this letter will confirm that you own the copyright to the material described below and that you are authorized to grant this permission. If you no longer own the rights for the material requested in this letter, will you kindly direct me to the person and/or entity now owning these rights?

[In this paragraph, clearly identify the source of the requested material (e.g., with a citation) and define the excerpts or reproductions you wish to include in the thesis/dissertation/synthesis project. The most efficient and/or complete method of making your request clear may be to include copies of the excerpts or reproductions with this letter, in which case you should indicate here that you are doing so.]

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If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed stamped return envelope. Thank you very much.

Sincerely,

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[Signature page for the copyright owner]

As a/the copyright owner of the material described herein, I am granting permission for the use of the same requested material:

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Signature: _____

Professional Title: _____

Date Signed: _____

[*Sample Letter of Permission from Co-Authors*]*

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

This letter is a request for your permission to include in my [thesis. dissertation, or synthesis project] material that you have co-authored. I am completing [a master's thesis or a doctoral dissertation] at the University of Louisiana at Lafayette, and the title of my [thesis. dissertation, or synthesis project] is "__." I would like your written permission to include in my [thesis. dissertation, or synthesis project] excerpts from or replications of the material described below. Your signing of this letter will confirm that you co-own the copyright to the material described below and that you are authorized to grant this permission. As a co-author, if you no longer own the rights to the material requested in this letter, will you kindly direct me to the person and/or entity now owning these rights?

[In this paragraph, clearly identify the source of the requested material (e.g., with a citation) and define the excerpts or reproductions you wish to include in the thesis/dissertation/synthesis project. The most efficient and/or complete method of making your request clear may be to include copies of the excerpts or reproductions with this letter, in which case you should indicate here that you are doing so.]

The requested permission extends to any future revisions and editions of my [thesis. dissertation, or synthesis project], including non-exclusive rights in all languages, and to the prospective publication of my [thesis. dissettion, or synthesis project]. [For dissertations, insert: This authorization is extended to ProQuest/UMI Dissertations Publishing, Ann Arbor, Michigan, for the purpose of reproducing and distributing copies of this dissertation.] These rights will in no way restrict [republication or publication] of the material by you or by others authorized by you.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed stamped return envelope. Thank you very much.

Sincerely,

[Your name and signature]

*Brackets are used to contain the following: 1) words that <u>should not</u> appear on your copy, 2) a <u>choice</u> of words which <u>should</u> appear on your copy, or 3) extended instructions.

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[*Sample Form*]

Acknowledgment of Responsibility for Copyright Compliance
(Signed form to be attached to "Application for Admission to Candidacy.")

As a graduate student writing a thesis, dissertation, or synthesis project at the University of Louisiana at Lafayette, I declare that I understand the contents of the following statements and that I intend to uphold the agreements therein.

1. I understand and agree that if my dissertation or thesis contains copyrighted materials, either implied or indicated, I am solely responsible for obtaining written permission, where necessary, for same prior to the completion of any work as submitted for final review prior to its approval. It is my responsibility to maintain these written permissions.

2. I agree to indemnify and hold harmless the University of Louisiana at Lafayette, its employees, agents and representatives, in any claim or lawsuit that may be made or filed, which arises from my fulfillment of the requirements for my graduate degree, either thesis, dissertation, or synthesis project, or similar work.

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ADDENDUM

Works Consulted

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