Formatting Your Theses & Dissertations

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Before we begin . . .

Throughout this PowerPoint, I use the word *documents* to mean "theses and dissertations." I will also frequently mention *Digital Commons*, which is the website to which you will upload your document when you are ready for the editor's review. Thereafter, you will receive emails from me via Digital Commons, and following my approval of your document, it will be stored in the Digital Commons permanent collection. You will find all your instructions for uploading to Digital Commons on the Graduate School website.

This PowerPoint does not replace the formatting guidelines, which are located in the *Thesis & Dissertation Handbook,* on the Graduate School website. You must still read the handbook. It contains supplementary information related to your document.

The Graduate School Website–
It Will Keep You Out of Trouble

During your graduating semester, refer frequently to the website. It contains:

- the steps to graduation.

- the many forms needed for graduation.

- the semester *Calendar,* listing deadlines affecting graduation.

- the newsletter*, Grad Nodes,* which posts reminders and more.

- the *Thesis & Dissertation Handbook*. NOTE: *If you do not apply the formatting guidelines contained in the handbook, your document will be returned to you unreviewed.*

Important Dates

1. If you are graduating this semester, submit the *Request for Final Defense* form to the Graduate School on the date shown on the semester calendar. If you are not graduating this semester, submit the request for final defense three weeks prior to your defense date.

2. Try to schedule your defense *at least* three weeks before the thesis and dissertation submission deadline, because you will need time to complete committee-requested revisions and to refine the format before uploading.
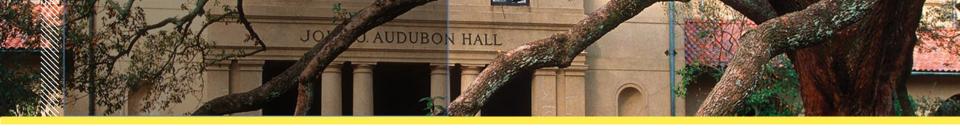
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3. On the Graduate School *Calendar*, do not confuse the *upload* deadline with the second, *approval* deadline, which is the *editors'* deadline for completing approval of everyone's documents. **Accidentally submitting on the approval deadline may move your graduation to the following semester.**

NOTE: If you miss the upload deadline, you can apply for Degree Only for the following semester. If you miss the Degree Only deadline, you should quickly register for research hours so that you can still graduate.

Accessibility Requirement

When you finish writing your document, you are required to make it accessible to visually impaired readers *to the best of your ability*. Please refer to the LSU Research & Education Technology Services site. Or, if you are a LaTex user, refer to LaTex's Guide to Produce Accessible PDF Files.

Preliminary Review

If you would like a preliminary editorial review of your document, please follow the procedure below. The review is *optional* and is meant only to catch obvious oversights, not to replace the guidelines. Do this right before or after the defense.

- Consult the formatting guidelines and apply the rules to your document.
- Email an Adobe PDF containing only the following pages to cmckenzie@lsu.edu.

    a. correctly formatted front matter, from title page through abstract.

    b. page 1 of the narrative text (usually the introduction or Chapter 1)

    c. pages showing samples of all levels of your subheading style.

    d. pages showing a sample of your citations (footnotes, parenthetical notes, number-style notes, or endnotes.

    e. page 1 of the bibliography or reference list.

    f. pages showing one example each of a table and figure, with title.

- Do not send the entire document.
- The subject line should read: Request for Preliminary Review.

Forms for the Editor

Your document cannot be approved without these forms. The forms must be TYPEWRITTEN and emailed to gradsvcs@lsu.edu before you submit your document to Digital Commons.

1. Document Approval Form

Your committee signs this form after your defense, and your department emails it to the Graduate School, but you need to lend a hand. **Before the defense . . .**

- give your department the final document title and your name as it appears in the university records (see MyLSU > Student Services > College Record).

- run your completed document through the iThenticate plagiarism detection program. Convey the results to your committee chair, who notes it on the approval form. Instructions are found on the LSU Research and Education Technology Services site, under LSU Supported Resources. (cont'd.)

- A day or two after the defense, double check that the department has indeed sent your signed approval form to the Graduate School.
- Do not accept any departmental request to fill in the form yourself or convey it to the Graduate School. The Graduate School can accept this form only from the department.

2. Survey of Earned Doctorates
Doctoral candidates must complete this National Science Foundation survey any time during the graduating semester and email a copy of the completion certificate to gradsvcs@lsu.edu.

3. Declaration of Co-Authorship Form
If you are *not* the first author listed in a journal article that you included as a chapter, fill in this form and have your committee sign and email it to gradsvcs@lsu.edu. First-listed authors do not need the form.

All forms available on the Graduate School website.

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Uploading to Digital Commons

1. **NEVER upload the document before your committee approves it.**

2. After receiving committee approval and refining the formatting of the document, do not delay in uploading it to Digital Commons.

3. Convert your document to a pdf and scroll through it to check for altered formatting that sometimes results from the conversion.

4. Go to the Graduate School website > Current Students > Thesis & Dissertation Prep. Closely follow the instructions for uploading the pdf to the Digital Commons site.

5. The editor will contact you within a day or two, so begin checking your email *daily* after you submit. The review process usually takes three days. Ignoring editorial emails or comments will result in intervention by the committee chair and assistant dean.

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Submission Metadata Form

Part of the submission process is filling in the long Submission Metadata Form. You will upload your document from this form.

- Many of the lines on the form contain specific instructions on how to fill them in. *Follow those instructions*.

- The form gives you a choice of a 1-, 3-, or 7-year embargo* as well as the choice of restricting your document to LSU email addresses only. You may find it helpful to discuss the best choices with your major professor. One year is generally sufficient for journal publication, and 3 or 7 years for transforming your document into a book. If you choose not to have an embargo period, **you cannot change your mind after editors approve the document.**

*The embargo is the amount of time you wish to restrict your document from access while you seek publication.

Unity Within the Document

The Graduate School requires that your document be a coherent discourse on a single topic and have the appearance of one. If your document is a "three-article dissertation" or contains even one or more previously published articles, your title and general introduction must show how the published chapters function with the other chapters to make a coherent examination of a single topic.

Formatting "Musts"

- Margins must be one-inch wide on all four sides of every page.

- Use the same font throughout, including page numbers. Arial, Calibri, and Times New Roman are easy-to-read fonts.

- The first line of *every* page must begin at the top 1-inch margin. The only exceptions are the dedication and epigraph.

- Page numbers must be centered at the bottom of every page, one-half inch from the bottom, within the margin, not above it.

- Pages in the front matter are always numbered with lowercase roman numerals, beginning with "ii" on the second page and ending with the abstract. Following the abstract, the page numbering begins with arabic number 1 and continues to the end.

(cont'd.)

- Use no running heads.

- **No space larger than a double space or smaller than a single space is *ever* needed in any area of your document.**

- If you are using Word, use the program setting that deletes widows and orphans (e.g., at the top of a page, the final word of a paragraph).

- If you type your front matter separately from the body of your text, remember that the half-spacing produced by the NORMAL setting (in Word) is not allowed. Instead, click on the NO SPACING icon in your toolbox ribbon to get true single and double spaces.

- Use the same font and 12-point size throughout your document, *including subheadings and page numbers*. Exceptions in point size are the document title and the main headings.

(cont'd.)

- The document title on the title page should be 16 points, centered at the top margin, and in solid capital letters.

- Main headings (e.g., Acknowledgments, Table of Contents, Abstract, chapter and appendix titles, Bibliography, Vita) should all be formatted identically from front matter through back matter. They must all be:

  - 14 points

  - placed at the top one-inch margin, either consistently against the left margin or centered

  - either solid capital letters or mixed-case style, but never lowercase style.

  (cont'd.)

- Boldfacing the document title, main headings, and subheadings produces a reliably handsome format that emphasizes the main sections of the document.

- Do *not* boldface or italicize table numbers and titles or figure numbers and captions. Run them on the same line: Figure 1. Caption

- Avoid italics except for the specific purposes listed in the guidelines.

- Avoid underlining anything.

- **There can be only one abstract and one acknowledgments section in your document.** If your document contains journal articles, you cannot include their abstracts or acknowledgments, although you may incorporate them into the single abstract and acknowledgments in the dissertation's front matter.

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- Never reprint your unpublished articles in an appendix or even acknowledge them in any way, although you are free to use them.
- Never wrap tables and figures with text.
- Never place references at the end of a chapter.

Order of the Main Sections

FRONT MATTER

Title Page **(REQUIRED)**

Copyright Page (optional)

Dedication (optional)

Epigraph (optional)

Acknowledgments (optional)

Table of Contents **(REQUIRED)**

List of Tables (optional)

List of Figures (optional)

List(s) of Nomenclature, Symbols, Acronyms (optional)

(cont'd.)   Abstract **(REQUIRED)**

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Body of the Text

Arabic page number 1: Introduction, or Chapter 1

Footnotes, chapter endnotes (entitled Notes); reference numbers; or author-date citations **(the use of one of these is REQUIRED)**

Back Matter

Appendixes (optional, except for IRB forms and permissions to reprint published material)

Bibliography or Reference List **(REQUIRED)**

Vita **(REQUIRED)**

Title Page

You have no leeway in the format of the title page. It must be formatted exactly as shown in the formatting guidelines, line-for-line, space-for-space, and capitalization of each word.

INFLUENTIAL WOMEN IN THE LIFE AND TIMES OF FREDERICK DOUGLASS

A Dissertation [or Thesis]

Submitted to the Graduate Faculty of the
Louisiana State University and
Agricultural and Mechanical College
in partial fulfillment of the
requirements for the degree of
Doctor of Philosophy

in

The Department of History

by
Leigh Katherine McCall
B.A., Purdue University, 2001
M.A., University of Texas, 2004
M.L.S., University of Virginia, 20010
December 2017

Copyright

- Be aware that you hold the copyright of your document from the moment you complete it, which is why many students forgo formal registration of the copyright. Registration, however, adds an extra measure of protection in the event of a lawsuit regarding unlawful use of your document.

- Most master's candidates do not choose to register copyright, but all interested students should contact the Copyright Office directly at the Library of Congress in Washington, D.C. or visit the website at: http://www.loc.gov/copyright/.

- If you do register copyright, place the following lines on page ii of your document:
© [year of copyright]
[your full legal name]

- Your committee chair should be able to assist you further with this process.

Dedication and Acknowledgments

These are best kept brief.

Table of Contents

- Never include "Table of Contents" in the contents list.
- Subheadings *are not required* in the table of contents. If you feel that you need them, include only a-level subheadings.
- Every line on the page must be single spaced except for the double space above each main heading in the list.
- Do not let long headings overlap the column of page numbers.
- Use no boldface on this page except for the main heading at the top of the page, **Table of Contents**.
- Use *periods,* not colons, following chapter numbers, appendix letters, subheading numbers, figure and table numbers.

Table of Contents

Lists of Tables and Figures

- **The Graduate School *does not require* these lists in your document,** especially in a document under 75 pages, but if you include them, the table titles must agree word-for-word with the titles as they appear in your text. Figure captions should end after the first sentence or phrase. You need only a shortened, overall figure caption, since detailed descriptions serve no purpose in a list containing no images.

- Omit source notes and multiple-part descriptions in figure captions.

Main Headings

- A main heading (for example, a chapter title) always begins at the top margin of a new page.

- Format all main headings *identically*, either centered or flush left, and in either solid capitals or mixed-case capitalization. Never use lowercase style.

- Single-space main headings longer than one line. If you place chapter numbers and appendix letters on a separate line above their titles, they, too, should be included in the single spacing.

- Double-space between a main heading and the first line of text. Triple and half-spacing is not permitted.

Subheadings

- **Subheadings are a serious part of the editor's review, so be certain that they are in perfect, descending order before you upload.**

- Numbered subheadings are formatted identically on all levels, because the numbers make the distinction between each level.

- If your subheadings are *not* numbered, follow a logical descending sequence from the a-level subheading down to the c- or even d-level, with each level in a different, visually subordinate format from the preceding level. **Read the guidelines** for a fuller, illustrated discussion of descending subheading formats.

- All subheadings that are *on the same level* must be formatted identically in every chapter--in font, placement, capitalization style, and use of boldface, italic, or indentation.

(cont'd.)

- Avoid using more than two or three subheading levels if possible, especially in documents under 100 pages. Too many subheadings are visually disruptive and unnecessary in clearly written text.

- Single-space subheadings longer than one line.

- Double space above and below every subheading.

- Do not begin a new page with every subheading. Subheadings should be separated from the previous (and following) section of text by only a double space.

- Never let a subheading appear alone at the bottom of a page. Simply move it to the following page if you do not have room for two double-spaced lines of text below it.

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Notes

Footnotes

- Indent the first line of each footnote and single space it. At the beginning of each note, try to avoid having superscript numbers. Instead, try to have 12-point numbers on the same baseline as the note. Some programs won't allow it.

- Either number footnotes straight through the entire document, or begin each chapter with footnote number 1. The latter choice makes adding and deleting footnotes easier and precludes large, unwieldy note numbers.

- Footnotes always appear *above* the one-inch bottom margin, separated them from the narrative text with an inch-long rule (line) that begins at the left margin.

- If you have used one of your published journal articles as a chapter, acknowledge the previous publication (and permission, if necessary) in an **unnumbered footnote.** This type of note appears at the bottom of the first page of the relevant chapter above any numbered footnote.

- If you have used an image from another source, acknowledge that source at the end of the caption, e.g., ". . . . *Source:* . . .

Parenthetical Author-Date Citations

If you choose this type of citation, then you should have an alphabetized bibliography or reference list wherein each reference contains the full bibliographical data. In your reference list, follow the author's name with the publication data in parentheses.

Numbered Citations in Text

If you use bracketed sequential numbers in the narrative text to refer to the corresponding sequentially numbered reference in a reference list, your bibliography or list of references obviously cannot be alphabetized. (It has been attempted, however.)

Tables and Figures

- Never group tables and figures at the end of a chapter or the document.

- Place figure captions *below* a figure; place table titles and music examples *above*.

- Number tables and figures like this:

  Figure 1. Map of Coastal Parishes; or Figure 2.1. Map of Coastal Parishes (if numbering by chapter instead of straight through).

- Single-space titles and captions.

- Reduce tables and figures slightly to fit within the margins. They must remain legible, however; otherwise, break them into two different tables and figures.

- Place a table or figure after and reasonably close to its first mention, but not necessarily on the same page.

- A table or figure that continues over multiple pages always includes a "(cont'd.)" note placed against the **bottom** left margin of the first and subsequent pages. Repeat only the column headings of tables at the top of the second and subsequent pages.

- Multi-part figures that carry over to another page must carry the entire figure caption at the bottom of the *first* page, not at the end of the final part of the figure. See the guidelines for a fuller explanation.

- Figures and tables do not have to be alone on a page. Always precede and follow them with text.

Reference List and Bibliography

- **Single-space each reference and follow it with a double space.**

- Never place a reference list at the end of a chapter.

- Reference lists and bibliographies appear at the end of your document and contain full bibliographical data of each citation within your text

- All references must be perfectly consistent in style.

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References

Adams, S. B. 2011. "ECOS Budget Survey." *ECOStates* Summer: 11-15.

Allard, Scott W. and Sheldonn Danziger. 2013. "Welfare Magnets: Myth or Reality?" *The Journal of Politics* 62:350-368.

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Bacot, A. Hunter and Roy A. Dawes. 1997. "State Expenditures and Policy Outcomes in Environmental Program Management." *Policy Studies Journal* 25:355-370.

Barbera, Anthony J. and Virginia D. McConnell. 1999. "Effects of Pollution Control on Industry Productivity: A Factor Demand Approach" *The Journal of Industrial Economics* 35:161-172.

Bartik, Timothy J. 1988. "The Effect of Environmental Regulation on Business Location in the United States." *Growth and Change* 19:22-44.

Becker, Randy and Vernon Henderson. 2010. "Effects of Air Quality Regulations on Polluting Industries." *The Journal of Political Economy* 108:379-421.

Bern, Samuel H. 2006. "Welfare Reform: Revolution or Retrenchment?" *Publius* 28:9-15.

Bern, Samuel H., Paul Brace, and John Smith. 2002. *State Government and Economic Performance*. The Johns Hopkins University Press: Baltimore.

Bern, Samuel H., Paul Brace, and Robert Wilkins. 1998. "Accounting for State Economic Performance: A Time-Series Cross-Sectional Analysis of the Limits of State Economic Policy." *International Journal of Economic Development* 1(3):280-310.

Brueckner, J. K. 2010. "Welfare Reform and the Race to the Bottom: Theory and Evidence." *Southern Economic Journal* 66:505-525.

Appendices

- Certain items *must be* included in an appendix: 1) Snapshots of any **original publication agreement** for journal articles that you have used as a chapter, 2) Copies of the first page of any article published as open-access; and 3) copies of IRB approval letters if human subjects are used in your research.

- Besides those necessary items, appendices may also include questionnaires, surveys, and other supplemental data. This is material that a reader does not absolutely have to see.

- Designate multiple appendices with letters, not numbers, e.g., "Appendix A," "Appendix B," etc. A single appendix needs no letter.

- An appendix title should broadly describe its contents, such as "Appendix A. Supplemental Material for Chapter 2."

- Appendix material copied and pasted from another source (such as an IRB Approval) must meet margin requirements and include a main heading at the top of the page, formatted like all other main headings throughout.

- In an appendix, format tables, figures, and their titles just as you do in your chapters. Number them this way: Table A.1., Table B.1, etc.

- Include the tables and figures in your appendixes in the lists of tables and figures in the front matter.

Vita

- This is a brief (one or two paragraphs) biographical sketch written in third person, like those you find on book flaps.

- For identity protection, do not use your birth date.

- Since theses and dissertations are formal documents, do not use abbreviations for states and countries, or ampersands instead of "and."

- Avoid stating that you *will* graduate at a specific time. Instead, state that you *are a candidate to graduate* or you *anticipate graduating.*

- You may use a curriculum vitae instead of the biographical vita described above, but remember that its information will quickly become outdated following graduation and cannot be updated.

Ethical Matters

The use of your own and others' previously published material carries special responsibilities. **See the *Thesis & Dissertation Handbook* for more information.**

- Obtain permission to use the original images and written material of others if it exceeds the concept of fair use (explained in the guidelines). Include the permissions in an appendix.

- Acknowledge the permission for written material in an unnumbered footnote on the relevant page in the chapter. Acknowledge the permission for an original figure or image at the end of the caption, following "*Source: *"

- Acknowledge previous publication of *your own* material at the bottom of the first page of the chapter. Read your publishing agreement to determine whether you or the publisher holds the copyright. If it is the publisher, that means you must include the words "Reprinted by permission" or whatever acknowledgment the publisher desires.

Templates

- Four templates are available, all formatted in LSU style for theses and dissertations: LaTeX, Humanities, Sciences, and Studio Art.

- Locate templates on the Graduate School website > Current Students > Thesis & Dissertation Prep. These templates should serve the needs of students in most departments. Please look through them and determine which format will best serve your needs.

- Just a reminder that, even if you choose to use a template to format your document, you must still read the *Thesis & Dissertation Handbook,* as it contains information that you will need.

Best Wishes from Your Editors!

Email us at any time with any question
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Office of Graduate School Academic Services

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