

# Thesis & Dissertation Handbook

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# Preparing Your Document and Uploading It to WKH / 68 6 F K P 5 H S R V L W R U \ ) R U P H U O \ Digital Commons

Preparing

## After Your Defense

Before uploading your complete, formatted document to the `/686FKRODUO\5HSRVLWRU\DigitalCommons` site for final editorial review, check that the following papers are already at the Graduate School. Without them, the editor cannot approve your document:

- ‡ a copy of the committee-signed Thesis/Dissertation Approval Form, which your department prepares and emails to [gradvylv@isu.edu](mailto:gradvylv@isu.edu)
- ‡ For doctoral candidates only:
  - ‡ a copy of the completion certificate showing that you took the

‡ Carefully choose your period of embargo (restriction of your document from public access) based on your plans for publishing all or part of the document. The Graduate School will not permit changes in the





## Point Size

Use only 12-point type size throughout your document. Exceptions are:

- ‡ the document title, which is 16 points.
- ‡ main headings, which are 14 points.
- ‡ text and data within figures that are cut and pasted directly from other sources.
- ‡ footnotes and notes to tables and figures, which may be 10 points but no smaller.

## Capitalization and Punctuation

- ‡ The document title must be in all-capital letters only on the title page.
- ‡ Main headings must be in either all capitals or headline-style (mixed-case) capitalization throughout. Never use lowercase style for main headings.
- ‡ Table titles and figure titles may be in either lowercase or headline style.
- ‡ Subheadings must be consistently lowercase or headline style on each level.
- ‡ When main headings, subheadings, figure captions, and table titles are numbered, use periods after the numbers. Never use colons, dashes, or spaces.

For example: Table 3.1. Water Runoff by Parish

Figure 3.1. Heart Monitor

Chapter 1. Distant Rumbles

- ‡ Main headings and subheadings have no final punctuation, such as a period or colon.

## Spacing

< R X U G R F X P H Q W ¶ V Q D U U D W L Y - h o r d o u b l e s p a c e d t h r o u g h o u t W K H U V L Q J O  
Documents should contain no spaces larger than a double space, except on the title page. Do not use half-spaces.



## Spacing Around Figures and Tables

- x Place tables and figures reasonably close to, and following, their first mention in text.

Title Page

Copyright page

Dedication

Epigraph

# Unifying and Formatting the Main Sections

## Unifying

Y

- o Style of citation, whether footnotes, author-date style in parentheses, number style
- o Style of entries in reference lists or bibliographies. Complete bibliographical data must be provided.

## Formatting

### FRONT MATTER

#### Title Page

- ‡ Meticulously follow the format shown on the sample title page, including placement of the three separate blocks of text, the use of double and single spaces, the words contained on each line, and the capitalization or lowercasing of every word.
- ‡ Although the title page is page number i, it contains no page number.
- ‡ Format the title in solid capital letters, 16 points, single-spaced, and centered on the first line below the top margin. The rest of the text on the title page is 12 points.
- ‡ Use the version of your name that appears in official university records, which you will find on your MyLSU College Record. If your name has  
FKDQJHG FRUUHFW LW DW WKH 5HJLVWUD WIV 2IILFH  
match on both your approval form and your title page.
- ‡ On the final line, provide the month and year of graduation, e.g., May 2022.

#### Copyright, Dedication, Epigraph, and Acknowledgments

- ‡ Dedication, copyright, and epigraph pages have no main heading, and should not appear in the table of contents. The acknowledgments page, however, does have a main heading and appears in the table of contents.
- ‡ The copyright notice (if you choose to have one), dedication, and epigraph may each be placed in the center of the page or at the top margin.
- ‡ Epigraphs that begin chapters should appear one double space below the chapter title and one double space above the following text. Their longest line should be against the right margin, and they should be single-spaced, un-italic L J H G D Q G Z L W K Q R T X R W D W L R Q P D U N V 7 K H H S L  
appears a single space below the final line of the epigraph, preceded by an em-dash or two hyphens. Below that, also against the right margin, is the title of the work (italicized if a book). Epigraphs need no other source data.

- ‡ Main headings, subheadings, and page numbers listed in the table of contents must precisely match the wording and numbers of those elements as they appear in the text.
- ‡ Never let the words of a heading or subheading overrun the column of page numbers.
- ‡ Place the page number opposite the final line of a heading or subheading.

Lists of Tables and Figures, Nomenclature, Abbreviations, Special Terms  
(see sample pages herein)

- ‡ The Graduate School does not require these lists. Include the lists only if you feel the reader will need them or if including them is standard practice in your discipline.
- ‡ If you have a list with only one table or figure, consider deleting the list. If you have more than one table or figure, number the tables and figures. Do not number the table or figure.
- ‡ Single space all table and figure titles, but double space between each title.
- ‡ Do not let lengthy titles and captions stray into the column of page numbers.
- ‡ Restrict lengthy figure captions to three lines, and omit sources and references. A period will suffice.
- ‡ If a list of tables and a list of figures can fit together on a single page, you may combine them.

## Subheadings

Subheadings work together with main headings to form the outline of your document. In each chapter, they follow a logical, descending sequence from the main heading (usually a chapter title) down through a-level, b-level, and c- and even d-level subheadings.

Do not skip subheading levels, say, from a-level to c-level. The first subheading in a chapter must be a-level. Avoid using more than three levels of subheadings if possible. Too many subheadings make the text look disjointed. Each level should comprise at least two subheadings. Use a double space above and below each subheading.

## Numbered Subheadings

- ‡ If your topic is in science, technology, engineering, or mathematics, you probably use numbered subheadings.
- ‡ Numbered subheadings, no matter their level, should all be identical in format, since visual cues are not necessary; that is, the numbers themselves distinguish one subheading level from another. Therefore, you may position all numbered subheadings against the left margin.
- ‡ Match the first digit of numbered subheadings with the chapter number. For example, the first a-level subheading in Chapter 2 should be numbered, 2.1., and the first b-level subheading would be numbered 2.1.1.

## Unnumbered Subheadings

- ‡ Format each unnumbered level of subheading identically throughout the document, even though you must format each level differently from the other levels.
- ‡ The first subheading in each chapter <sup>2</sup> always an a-level subheading <sup>2</sup> should be visually subordinate to the main heading (chapter title). In turn, each

## Notes

- ‡ Use only one style of documentation throughout, usually the style commonly used in your discipline. If your advisor does not recommend a specific style manual, refer to the most recent edition of *The Chicago Manual of Style* or one of the following:
  - *MLA Style Manual and Guide to Scholarly Publishing*. 3<sup>rd</sup> ed. New York: Modern Language Association of America, 2016. Used mostly by humanities students.
  - Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9<sup>th</sup> ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. Chicago: University of Chicago Press, 2018. A classic reference book used by both humanities and science writers.
  - [The ACS Style Guide: Effective Communication of Scientific Information](#), 3<sup>rd</sup> ed. Edited by Anne M. Coghill and Lorrin R. Garson. Washington, DC: American Chemical Society, 2006. For science students.
  - [Publication Manual of the American Psychological Association](#), 6<sup>th</sup> ed. Washington, DC: American Psychological Association, 2009. Used in several disciplines.
- ‡ Notes must be in the same font as the narrative text.
- ‡ Place footnotes at the bottom of the page below a one-inch rule (line) against the left margin; group endnotes at the end of each chapter; and place parenthetical author-date citations and bracketed reference numbers at the end of sentences in text.
- ‡ Footnotes may be numbered consecutively throughout a short document or begin with number 1 in each chapter. The latter can be easier, because it confines changes in note numbers only to a chapter.
- ‡ Indent each footnote and place it in a 10- or 12-point size.
- ‡ Endnotes must begin with number 1 in each chapter. These should not be confused with references of the sort found in a bibliography at the end of a document. They should be citations only centered a double space below the final line of the chapter text or it may be formatted exactly like the final a-level subheading. Do not begin them on a new page.
- ‡ Endnotes gathered at the end of an entire text are rare. They carry the main heading plus a-level subheadings entitled, e.g. WR & K D S W H
- ‡ Single-space all notes, and double-space between each one.

## Tables and Figures

- ‡ Weave tables and figures into the text. Never group them at the end of a chapter or document. Place tables and figures after, but reasonably near, their first mention in the text. They do not have to be on the same page as the first mention.

- ‡ Place the table number and title above the table, and the figure number and caption below the figure. Music students place the number and title of a music example above the example.
- ‡ Run numbers and titles on the same line, e.g, Figure 1.1. Map of the Study Area, with no boldfacing or italics.
- ‡ The source is run in at the end of a figure caption, but it appears below a table. In both cases it is preceded by the italicized word Source:.
- ‡ End the table and figure numbers with a period when they precede the table title or figure caption. Do not use the final period when they are mentioned in the text.
- ‡ Single-space figure captions, table titles, sources, and notes.
- ‡ Separate tables and figures from the narrative text with a double space.
- ‡ Number tables and figures in one of two ways:
  - consecutively through the text up to the appendixes, where the numbering changes. If you have only one appendix, the tables and figures within it are numbered, e.g., A.1, A.2. If you have multiple appendixes, the numbering would begin anew in each appendix, e.g., A.1., B.1, C.1.
  - by chapter number, e.g., Table 3.1 would be the first table in Chapter 3. Tables and figures in appendixes are numbered as described above.
- ‡ The use of frames around tables and figures is optional, but their use must be consistent <sup>2</sup>frame all or frame none.
- ‡ Placement of tables, figures, and their titles and captions must be consistent throughout. For example, if you locate one table and its title against the left margin, then locate all tables and their titles against the left margin.
- ‡ Landscape tables and figures too. Do not use portrait orientation. The accompanying title, caption, and page number must also be in landscape orientation. If there is no room, e.g., for the Sin1333812paTj /TT0 12 Tf 0 Tc 17.931 0 Td [(



Original Materials: Photographs, Hand -Drawn Illustrations, Images, Audio

For hand-drawn illustrative materials and original photographs, use standard electronic images such as .jpg or gif. Format captions as you would format other figure captions. Acknowledge permission for using original artwork at the end of the caption. Cite audio files contained in standard media formats with clear textual directions.

## BACK MATTER

### Appendices

Do not burden your appendices with entire articles that are either under review or published. You can cite your published articles in the text. Any material that a reader must see should be in the narrative text; include only supporting material in appendices.

‡ Appendices are optional with the following two exceptions :

o

# Copyright and Ethical Matters

## Copyrighting Your Document

The copyright of any thesis or dissertation resides with the individual author unless the author signs away the rights to another person or entity, such as a journal. (See LSU Board of Supervisors Regulations, Part VII of the University Bylaws and Regulations (<https://www.lsu.edu/innovation/faculty/policy/BylawsChapterVII.pdf>))

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Most publishing agreements clearly state that you hold the copyrights to your article or may use it in a thesis or dissertation. In that case, you need no permission to use the article. But you must add an appendix entitled "Snapshot of the publishing agreement" <sup>3</sup> \$ S S H[Q&R L S \ U V, Q K R U P D Z W K R F Q R Q W D L Q

If you have published with an open access publisher, paste into the appendix a snapshot of the page of the published article that includes the name of the author(s), the article title, and copyright information <sup>2</sup> usually the first page of the article. Do not forget to acknowledge previous publication of the article at the bottom of the

,I \RX XVH D SRUWLRQ RI DQRWKHU¶V ZRUN LQ H[FHVV RI ID  
SHUPLVVLRQ RU HYHQ D VLQJOH LPDJH RI DQRWKHU¶V RUL  
DSSHQGL[ WKDW FRQWDLQV ERWK \RXU SHUPLVVLRQ UHTXH  
KROGHU¶V OHWWHU JUDQWLQJ SHUPLVVLRQ ,Q \RXU SHUPL  
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&RPPRQV DQ RSHQ DFFHVV LQVWLWXWLRQDO UHSRVLWRU\  
/DZV WKH XQLYHUVLW\ UHVHUYHV D QRQH[FOXVLYH SDLG\  
RI WKHVHV DQG GLVVHUSDWLRQV ERWK LQWHUQDOO\ DQG  
PHDQV PLFURILOP RU RWKHUZLVH

- ‡ The best way to avoid the slightest suspicion of plagiarism is to give the source of all published material, including material that falls under the concept of fair use. It is understood, in scholarly work, that such acknowledgment will appear in the form of a footnote, endnote, in-text or numbered reference, or within a table or figure caption.
- ‡ You must obtain permission to use any copyrighted material that cannot be described as fair use. Such material includes photographs, maps, artwork, or text that you have extensively copied or paraphrased. You must always inform the journal, press, or individual granting permission that your document will be available for viewing on the web
- ‡ If you cannot obtain full permission to use copyrighted material that does not fall under fair use, you may not use it.
- ‡ Reproducing a single graph, table, or chart that presents data in a straightforward relationship should generally be considered fair use (Chicago Manual of Style, WK HG 8QOLNH DUWZRUN ZKLFK UHSUHV talent and labor, such data could conceivably be compiled by any number of individuals at any time and thus lacks the exclusivity of individually created work. Other factors to consider in deciding whether you have employed fair use:
  - o Whether a previously published item represents a very small part of the original source and is also a small part of your document;
  - o The nature of the copyrighted work, whether factual or artistically creative;
  - o Whether your use of the copyrighted work affects its potential market or value;
  - o Whether your use is not commercial but is for nonprofit educational purposes. This factor favors your use, which is both nonprofit and educational. A general guideline: Fair use may be applied when you have judiciously used the work of others in appropriate proportions and have transformed it through your scholarly examination.

Unpublished  
The Chicago Manual of Style, 15th edition, states:

\* HWWLQJ SHUPLVLRQ IRU XQSXEOLVKHG ZRUNV SUHV  
SUREOHP ,QVWHDG RI D SXEOLVKLQJ FRUSRUDWLRQ  
DUWLVW RU WKHLU KHLUV ZKR PD\ QRW EH HDVLO\ LO  
GHDG LW PD\ EH HVSHFLDOO\ GLIILFXOW WR GHWHUP

7KLV GLIILFXOW\ DOVR RFFXUV IRU H[DPSOH LI \RX ZLVK W  
ZKLFK WKH SKRWRJUDSKHU UHWDLQV WKH FRS\ULJKW 6HYH  
PDWHULDO PLJKW EH FRQVLGHUHG OHQLHQWO\ LQ FDVH RI  
D JRRG IDLWK DWWHPSW WR REWDLQ SHUPLVLRQ )RU WKL  
NHHS FRSLHV RI \RXU UHTXHVWV 3OHDVH UHIHU WR &KDSW  
WKH &KLFDJR 0DQXDO RI 6W\OH IRU D IXOOHU H[SODQDWLR  
XVH RI FRS\ULJKWHG PDWHULDO ,I QHFHVVDU\ FRQVXOW D

## Ethical Matters

Students are responsible for adherence to all University standards regarding the conduct of research, completion of academic studies, and all matters relating to the completion of the thesis, dissertation or monograph. Please see appropriate University documents, including, but not limited to:

- ‡ [The LSU Code of Student Conduct](#)
- ‡ [LSU Policies & Procedures](#)
- ‡ [LSU Rules for Accountability and Academic Integrity](#)
- ‡ [Institutional Review Board policies regarding research conduct](#)
- ‡ [All federal policies relating to research conduct](#)



## Most Frequent Errors

- ‡ Incorrect title page format. Reproduce exactly the single and double spaces, the words on each line, the capitalization and lowercasing style as shown on sample page 25 and place your graduation date on the final line December, May, or August and the year.
- ‡ Failing to give your graduate coordinator the final title of your dissertation, so that the dissertation or thesis approval forms may be properly prepared to match your title page.
- ‡ The table of contents and the lists of tables of figures do not match what is actually in text. You must make a systematic check of each of these pages against the text to be certain that titles and page numbers are an exact match.
- ‡ The use of half-spacing in the front matter, especially the table of contents and the lists of figures and tables. Use only single and double spacing. If you use Word, click on the NO SPACING icon in the toolbox. It produces proper single and double spaces.
- ‡ Inconsistent capitalization. Use headline style (mixed-case) or solid capitals consistently for main headings throughout, including appendix titles. Use either headline style or lowercase style consistently for each level of the subheadings and in table titles and figure captions.
- ‡ Mismatched subheadings. Be certain that each level of subheading is formatted identically in every chapter. Do not skip levels of subheadings, say, from a-level to c-level. Whatever follows an a-level must be formatted like a b-level.
- ‡ Incorrectly spaced notes, bibliography, or list of references. Remember to single-space each entry in references or notes, but double space

## Sample Pages

### About the Title Page

‡ This is the only page in your document without an expressed page number. (It is silently page number i.)

‡ The title page format is identical for dissertations and theses with the exception of  
WKH ILUVW OLQH LQ WKH FHQWHU EORFN RI WH[W ZKH  
³\$ 'LVVHUWDLRQ'

‡ Check the



[Sample title page]

# INFLUENTIAL WOMEN IN THE LIFE OF FREDERICK DOUGLASS





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[Sample acknowledgment of permission to reprint your previously published work <sup>2</sup> see bottom of page.]

## Chapter 2. Nurturing an Icon

She was born in Talbot County on the Eastern Shore of Maryland in 1792. Her son, Frederick, introduced her to the world as Harriet, “the daughter of Isaac and Betsey Bailey. When Harriet died in 1825, at the age of thirty, he recalled, “I received the tidings of her death with much the same emotions I should have probably felt at the death of a stranger” and “with no strong emotions of sorrow for her, and with very little regret for myself on account of her loss.” Sophia Auld was also born in Talbot County, in 1797. Harriet’s son first encountered her as “a white face beaming with the most kindly emotions,” something he “had never seen before.” In 1826, she hired the six-year-old slave to work; instead, he remembered being treated “as she supposed one human being ought to treat another.” For a short while, at least, he “learned to regard her as something more akin to a mother, than a slaveholding mistress.” This period of affection, too, was doomed. The precocious little boy became a suspicious intruder in Sophia’s eyes, someone she had to monitor, control, and limit.

Thus did the childhood of Douglass twist its way through the perverted intimacies of slavery. Black mothers could neither care for nor protect their children, for their  
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XXXXXXX .

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This chapter was previously published as Susan Mary Alford, “Frederick Douglass’s Mother,” *Nineteenth Century History* 24 (2010): 610. Reprinted by permission of Neoclassical Press.



[Sample vita]

## VITA

Susan Mary Alford, born in Topeka, Kansas, worked as a newspaper reporter for several years in Oklahoma after receiving her bachelor's degree from the University of Kansas. She began to work as a volunteer for local and national political campaigns. As her interest in politics grew, she decided to enter the Department of Political Science at Louisiana State University. Upon completion of her master's degree, she will begin work on her doctorate.



## For MFA (Studio Art) Students

The formats on the following pages adapt the preceding guidelines to the needs of MFA students. One format serves students who wish to group images of their artworks into a gallery apart from the essay. The other format serves those who prefer to weave their artworks into the essay. The two formats ensure that the required elements common to all theses do not interfere with your creative work. Include the following elements in your thesis in the order shown below:

TITLE PAGE	Required; unnumbered page I (use lowercase roman numerals throughout the front matter)
COPYRIGHT PAGE	Optional; this page has no mainheading
DEDICATION	Optional; this page has no mainheading
ACKNOWLEDGMENTS	Optional
TABLE OF CONTENTS	Required
LIST OF IMAGES	Required only when artwork is woven into introductory essay. Do not repeat your name preceding title of each of your works. Include names of other artists and their works in the list if you have included their works for comparison or discussion in the essay.
ABSTRACT	Required
EXHIBITION TITLE: ESSAY	Required; Page 1
WORKS IN THE EXHIBITION	Required list and required title. Use only when you group your works LQ D ³JDOOHU\` IROORZLQJ WKH HVVD\ 'HOH DERYH ZKLFK \RX XVH RQO\ ZKHQ \RX¶YH Z essay.
APPENDIX	Optional.
NOTES	Optional
BIBLIOGRAPHY	Optional
VITA	Required

## When You Present Your Works in a Gallery

In the table of contents, page number brings the reader directly to the gallery (see sample below), which, being a grouping, precludes the need for a list of works following the table of contents. However, when you weave your works into the essay, a list with page numbers provides an aid to locating each one within the essay.

Image captions contain the following info: Title (*italicized*), date, medium. Do include the name of any other artist whose work you use, together with an acknowledgment of the source.) Any narrative text in your captions begins a double space below the title, date, and medium.

Use the following table of contents when you wish to have a gallery of images. The inclusive page numbers indicate a gallery.

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