



**Guidelines for
the Preparation
and Submission
of Theses,
Dissertations,
and Synthesis
Projects**

The Graduate School
University of Louisiana at Lafayette

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The Graduate School

University of Louisiana at Lafayette

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Section 1: Introduction and Initial Considerations

Introduction

Congratulations on nearing the completion of your thesis, dissertation, or synthesis project!

The *Guidelines for the Preparation and Submission of Theses, Dissertations, and Synthesis Projects* is a resource for students preparing for submission of their thesis, dissertation, or synthesis project. It provides guidance on the formatting of your manuscript the final submission and approval process. You should consult the *Guidelines* early and frequently when preparing your manuscript.

Read and follow the steps outlined in the *Guidelines for the Preparation and Submission of Theses, Dissertations, and Synthesis Projects*. Doing so will help to ensure that your manuscript is formatted in adherence to the requirements to be accepted and approved by the Graduate School. In addition to the *Guidelines*, the Graduate School has helpful materials available on its website and offers workshops regularly for students. Should you encounter technical issues in preparing your manuscript, don't wait to contact the Graduate School.

Note that the current edition of the *Guidelines* supersedes all previous editions, and that if there is a discrepancy in formatting between your chosen style manual and the *Guidelines*, **the regulations set forth here take precedence.**

A point to note from the outset is that you should not use another thesis, dissertation, or synthesis project as a model for your work since their formatting may not meet current requirements.

Be aware that if you take your work forward to the academic market for publication, you may be asked to format differently to the formatting required by the Graduate School for your thesis, dissertation, or synthesis project. Your submission here to the Graduate School does not, therefore, necessarily represent the final form of your work, but instead should be seen as your fulfillment of the requirements for the conferral of your degree at UL Lafayette.

Initial Considerations

Manual of Style

Given the great number of style guides accepted and recognized by academic disciplines, the Graduate School allows you, as the author, to determine the manual of style used to prepare your manuscript. A manual of style dictates the textual arrangement and style, including presentation of citations (i.e., the presentation of foot/endnotes and the manner in which references are cited), of a manuscript. Widely used style guides include *The Chicago Manual of Style*, *The Associated Press Manual of Style* (AP), and *The Modern Language Association Manual of Style* (MLA). You should consult with your graduate program to determine the preferred manual of style for your discipline.

You may instead choose a professional journal as your style guide. If you elect to do so, the Graduate School will require that you to provide a sample article (including notes and bibliography) and the style guidelines from that journal.

Your chair will identify the selected manual of style on the “Preliminary Approval of Thesis, Dissertation, or DNP Synthesis Project Manuscript Webform.” The selection of this manual of style will guide the Graduate School in its review of your manuscript.

A Note Regarding Software and Word Processing Programs

No matter which word processing program used, students must adhere to all specifications and guidelines set forth in the *Guidelines for the Preparation of Theses, Dissertations, and Synthesis Projects*.

The Graduate School staff and editors will be viewing your work with Microsoft Word. The University and the Student Government Association have partnered to make it, along with the full Microsoft Office 365 ProPlus suite, free to students, faculty, and staff. Go to <https://servicedesk.louisiana.edu/office365student> to install.

For LaTeX users, the Graduate School offers a LaTeX template that meets the style guidelines contained herein, and thus, must be used when formatting.

Presentation Style: Traditional or Compilation?

The Graduate School also allows you to present your manuscript as one work or as a compilation of works. You should discuss with your committee chairperson (or Graduate Coordinator) which format will best fit the nature of your work and your academic discipline.

In most cases, authors follow a “traditional format” that presents a single work that includes an introduction and several chapters and puts forth—throughout the entirety of the work—a comprehensive argument, hypothesis, or set of questions with research and analysis.

In some cases, authors use a “compilation format” that presents several separate but related pieces of scholarship. Such compilations do not necessarily develop a single, comprehensive argument, hypothesis, or set of questions, but rather present a collection of works that demonstrates scholarly or creative contributions to the field of study. “Compilation format” is seen more often in STEM fields, though it is not restricted to such fields.

If your committee has approved the presentation of your thesis, dissertation, or synthesis project in a compilation format, these requirements must be followed:

- You must be the author (or co-author with the approval of your committee) of every work included.
- There must be a single Table of Contents that treats the compilation as a whole.

- There must be a single Introduction that addresses the commonalities among the separate works included (even if the separate parts have their own Introductions). A similar conclusion is recommended but not required.
- There must be a single Abstract that treats the compilation as a whole (even if additional abstracts are provided for each work included).
- Pagination must adhere to the formatting requirements set forth here, i.e., the manuscript must be consecutively paginated without interruption.)

Previously Published Work

Some committees allow for the inclusion of previously published (or submitted, in press, or under review) journal articles or similar materials in a thesis, dissertation, or synthesis project. In all such instances, the following requirements apply:

- If the material is co-authored, the co-author must approve its inclusion.
- If the material is copyrighted (i.e., if you are the sole author but the copyright is held by the publisher), you must satisfy the requirements outlined in the “Copyright Issues” discussion below.
- If included in the body of the manuscript, the material must adhere to the formatting requirements set forth here (and regardless of how the material was formatted for publication).

Copyright

A copyright is the exclusive legal right granted to an author under which he or she is given the sole, exclusive privilege of publishing, copying, and/or selling their work.

A copyright also prevents other parties from publishing, copying, and/or selling that (copyrighted) work.

As such, copyright law sets out the rights of the holder as well as the responsibilities of those who wish to use the work in some fashion.

Copyright Compliance

Avoidance of copyright infringement is your responsibility as an author and scholar. Given this, all graduate students must sign and submit to the Graduate School the “Acknowledgement of Responsibility for Copyright Compliance” form when they apply for Admission to Candidacy.

Style manuals and professional journals demonstrate appropriate procedures for documenting the inclusion of other authors’ published words and ideas in your research. For the inclusion of such materials beyond the use of brief quotations, you may be required to obtain written permission from the individual(s) or entity owning the copyright.

All permissions that you obtain for special inclusion of copyrighted material may be presented as an Appendix in your manuscript, but such inclusion is not required. If you do include an Appendix, you should include a copy of the letter granting permission for use and, in an explanatory foot/endnote where the material is first cited, you should provide the following statement: “Permission to include [cite the material] was obtained from [cite the grantor of permission] and is included in the Appendix here.”

Even work that you have authored or co-authored, whether published or unpublished, may require that you seek copyright permissions. Before including such work in your thesis, dissertation, or synthesis project, take care to obtain written permission from the entity owning any copyright (e.g., a publisher, a funding agency who has published any or all of the results of your research, a co-author).

1. If your co-authored work has been published and the publisher holds the copyright, then you must obtain written permission from the publisher.
2. 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. In this case, seek guidance from the publisher as to the appropriate procedure.
3. 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).

Registering Copyright

The Graduate School encourages you to take the additional step of registering your thesis, dissertation, or synthesis project with the U.S. Copyright Office, a department of the Library of Congress.

The benefits of taking this added step could be considerable. In the case of plagiarism, doing so allows an author to bring action against the guilty party and, though sometimes difficult, to recover damages. If the work bears a notice of copyright and has also been registered with the copyright office, statutory damages (and even attorney’s fees) may be awarded.

There are two primary ways to register your copyright:

1. You may empower ProQuest/UMI to file your copyright application on your behalf for a \$55 service fee. This fee includes preparing the application in your name, submitting the application fee, depositing the required copy of the manuscript, and mailing you the completed certificate of registration from the Library of Congress.
2. You may also file for copyright directly with the U.S. Copyright Office. The service fee ranges from \$35-\$55 depending on the method of registration. Go to www.copyright.gov for more information.

Note: It's advised that authors wishing to register their copyright with the U.S. Copyright Office allow ProQuest/UMI to do so on their behalf as 1) the cost is similar to doing it on your own and 2) they are a company that specializes in such matters.

To Embargo, or not?

As a public research institution, the University of Louisiana at Lafayette is committed to making the thesis/dissertation/synthesis projects produced at the University openly available to the scholarly community and the wider public to share and advance knowledge.

There are, however, circumstances when a thesis, dissertation, or synthesis project may contain information that for creative, academic, or professional reasons, is of a sensitive nature. A dissertation, for example, may contain descriptions or diagrams of products in development that, were the dissertation to be made immediately public, could hinder an application for a patent. As a further example, another project could be a completed novel or critical work, which, if immediately released to the public, could hinder subsequent press publication of that work.

An embargo (sometimes called a “sequestering”) is when the public dissemination of a thesis/dissertation/synthesis project is delayed by a set period of time. The majority of theses/dissertations/synthesis projects are not embargoed, but the University of Louisiana at Lafayette does consider applications for embargoing your work.

It is important to note that there are pros and (sometimes significant) cons to embargoing your work, and we have provided a set of resources in the Appendix of the *Guidelines* for you to further acquaint yourself with if you believe your work may need to be embargoed. It is recommended that you also discuss the possible need for an embargo with members of your committee, your graduate coordinator, and, if necessary, the Graduate School.

If it is decided that an embargo may be necessary, students must complete the “Request for Academic Embargo Form” found on the Graduate School website. Students who request an embargo must still submit to ProQuest/UMI Dissertations Publishing. If the embargo request is approved by the Graduate School, then the thesis, dissertation, or synthesis project will be stored within the ProQuest/UMI database until the scheduled lift date of the embargo.

Section 2: Formatting Guidelines

Formatting Guidelines

All theses, dissertations, and synthesis projects must be formatted in adherence to these requirements except as noted below where variation is permitted.

LaTeX users should contact the Graduate School for a LaTeX template that meets the style guidelines contained herein. We strongly encourage using this template when formatting your manuscript.

Paper Size, Paper Quality, and Printing

- Manuscripts must be prepared for submission on standard **8½” x 11”** paper. The Graduate School must approve any exception.
- One of the final documents must be submitted on archival-quality paper. See Submission and Final Approval section below for more information on paper quality.
- When printing your final document, print in **black ink** and on only **ONE SIDE** of the paper, with all **images in color**.

Margins

- Margins must be a **1” margin** on the top, bottom, and right side.
- The left margin must be **1.25”** to allow for binding.

Font

- A font size of **12-point** must be used throughout the manuscript with the exception of foot/endnotes, tables, figures, or illustrations, which may be in 10-point font if preferred.
- The following font types may be used: **Times New Roman, Arial, and Courier New**. These TrueType fonts are required as they ensure clear, legible texts that provide for optimum readability in print and on screen.
- The same font must be used throughout the manuscript, which includes all captions (for images, figures, etc.) and page numbers.
- All regular text must be in a printed font. Script/italics should be used sparingly and is allowed for only special types of text (e.g., book titles, non-English words).

Spacing and Paragraphing

- The text of the manuscript must be **double-spaced** throughout.
- Long or block quotations must be **single-spaced**. Indentation of long or block quotations should follow the style guide of your discipline and should be consistently formatted throughout.
- Foot/endnotes, the bibliography, tables, and captions must be **single-spaced**. Leave a double space between foot/endnotes and each individual bibliography entry.
- Use only **one space** following a period.
- Paragraphs may be formatted in either traditional (indented by .5”) format or block (extra space in-between paragraphs with no indentation) format. Whichever format is selected, it must be used consistently throughout the document.

- Avoid “widows and orphans” by ensuring that you have at least 2 lines of a paragraph at the top and bottom of your chapter pages.

Justification

- The text must be **left-aligned** (or left-justified) to the page, leaving it aligned on the left margin with the right-hand side ragged at the margin (as in this document). The text may not be centered, right aligned, or justified.

Pagination

- Every page in the document is counted, though not all are numbered. Each page must be numbered, with the exception of the title and approval page, copyright page, abstract, epigraph, and dedication.
- **Center** all page numbers at the **bottom** of the page.
- For the preliminary materials (i.e., the Front Matter), **use lowercase Roman numerals** (i, ii, iii, etc.), beginning with "iv." The title and approval page, copyright page, and abstract count as "i," "ii," and "iii," but the numbers do not appear.
- For the remainder of the manuscript (beginning with the Body of the Manuscript and including all text, illustrations, and Back Matter), use **Arabic numerals** (1, 2, 3, etc.). The numbering begins with "1" on the first page of chapter one or the introduction, if applicable, and continues consecutively to the end of the manuscript.
- If your manuscript contains landscape pages (pages in which the page is horizontal rather than vertical), the page number should still appear in the same position and direction as they do on pages with the standard portrait orientation.
- Refer to the Manuscript Components and Ordering Table on page 10 for an easy reference guide to pagination

Tables, Figures, and Illustrations

- Tables, figures, and illustrations vary widely by academic discipline. Formatting of these components, therefore, should follow the style guide common to their field. Whatever format is chosen, it must be **consistent** throughout the manuscript.
- Headings and captions may appear above or below these components, but they must appear, however, on the same page as these components.
- These components may be placed within the manuscript’s text or grouped together in a separate section as in an appendix following the body of the document.
- The presentation of these components must be in compliance with the margin and pagination requirements set forth here.

Headings and Subheadings

- To aid in consistency and uniformity, the Graduate School requires that all theses, dissertations, and synthesis projects, regardless of discipline, must conform to the following level headings format:

| Level | Format |
|-------|---|
| 1 | Centered, Bold, Title Case Heading Text begins as a new paragraph. |
| 2 | Flush Left, Bold, Title Case Heading Text begins as a new paragraph. |
| 3 | <i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph. |
| 4 | <i>Indented, Bold, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph. |
| 5 | <i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph. |

- This level heading format supersedes any other formats specific to the author's selected manual of style or professional journal.
- For title case, all major words are capitalized, and most minor words are lowercase. Words of four letters or more are considered major words, while articles and words of three letters or less are considered minor words. The first word should always be capitalized, whether major or minor.
- Example:

Method (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers (Level 3)

Students (Level 3)

Results (Level 1)

Spatial Ability (Level 2)

Test One (Level 3)

Teachers with experience. (Level 4)

Classroom experience. (Level 5)

Teachers in training. (Level 4)

Test Two (Level 3)

Kinesthetic Ability (Level 2)

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Section 3: Manuscript Ordering and Section-by-Section Guide

Manuscript Ordering and Section-by-Section Guide

The following components and order is required for all theses, dissertations, and synthesis projects unless noted below as “optional” or an exception has been approved by the Graduate School.

What follows the table is a full section-by-section, page-by-page guide to these items. Some sample pages are intentionally left blank due to major differences in style guide guidance for those components, or to ensure side-by-side comparisons can exist between instructions and sample pages.

| Manuscript Components & Ordering | Pagination | Listed in Table of Contents? |
|---|---|------------------------------|
| Preliminary Material (i.e., Front Matter) | Use Lower Case Roman Numerals | Yes or No |
| 1. Title and Approval Page | Count but do not Number | No |
| 2. Copyright Page | Count but do not Number | No |
| 3. Abstract | Count and Number | Yes |
| 4. Dedication (optional) | Count and Number | Yes |
| 5. Epigraph (optional) | Count and Number | Yes |
| 6. Acknowledgments (optional) | Count and Number | Yes |
| 7. Table of Contents | Count and Number | No |
| 8. List of Tables (for tables in text) | Count and Number | Yes |
| 9-10. List of Figures/Illustrations (for figures in text) | Count and Number | Yes |
| 11. List of Abbreviations (for abbreviations in text) | Count and Number | Yes |
| 12. Foreword (optional) | Count and Number | Yes |
| 13. Preface (optional) | Count and Number | Yes |
| Body | Use Arabic Numbers starting at 1 | |
| 14. Introduction (optional) | Count and Number | Yes |
| 15. Chapters | Count and Number | Yes |
| References/Supplemental Material (i.e., Back Matter) | Use Arabic Numbers continued from body | |
| 16. Endnotes (optional) | Count and Number | Yes |
| 17. Bibliography | Count and Number | Yes |
| 18. Appendix/Appendices (if applicable) | Count and Number | Yes |
| 19. Permission Letter(s) (if applicable) | Count and Number | Yes |
| 20. Biographical Sketch | Count and Number | Yes |

Item One: Title and Approval Page

REQUIRED

The Title and Approval Page is the first page of your thesis/dissertation/synthesis project and is required from all students. Please see the sample version of how the Title and Approval Page should look.

It's a simple enough page to construct, but we strongly recommend that you download and use the Graduate School's template for your Title and Approval Page, found on our website.

When you have downloaded and opened the template, replace the following bits with your own information. Also, make sure that your font size and style is consistent throughout the page when you start to replace the information. Earlier versions of Microsoft Word may default the font to something other than the Graduate School's approved fonts listed above.

So, now that you're ready, do the following:

1. **Replace** "Thesis Title" with the title of your thesis/dissertation/synthesis project. (If your submission is a dissertation or synthesis project, note that what you will replace is "Dissertation Title" or "Synthesis Project Title"). Also, replace "Student Name" with your own name.

2. **Replace** "Master of Choose an item" with the degree level and type you have been studying for; for example, Master of Arts or Doctor of Philosophy.

If you are unsure what you should put here, go to our **Official Titles of Graduate Degrees at UL Lafayette** page in the appendix of this document. Look at the table, look for your degree level, then your program or discipline, and then look for the official degree title. Do not list your program, just the degree! So if you are completing a Master's thesis in Communication, the words "Master of Science" would be what you'd replace "Choose an item of Choose an item" with. Don't mention your program here.

3. **Replace** "Choose an item" (next to the year, which you should also update) with the semester you will graduate. Make sure to update the year.

4. Add committee names and replace "Choose an item" for each department or institution.

5. One final thing for the Title Page: **Do not add a page number to the Title Page**. It will be counted as a page in your overall document, but do not add a page number to it. It also shouldn't appear as an item in your Table of Contents.

For a full breakdown of which pages need to have page numbers on them, and which don't, see the Manuscript Components and Ordering table on the previous page. It provides a handy table to work from.

Next up: Copyright Page

The Impact of Adaptive Mathematics Pedagogical Techniques on Learning Outcomes
for High School Students

Johnathan A. Hebert

A Dissertation presented to the Graduate Faculty
in Partial Fulfillment of the Requirements for the Degree
Doctor of Education

University of Louisiana at Lafayette
Fall 2022

APPROVED:

Professor Name, Chair
Department

Professor Name
Department

Professor Name
Department

Outside Committee Member Name
Position
Institution

Mary Farmer-Kaiser
Dean of the Graduate School

Item Two: Copyright Page

REQUIRED

The Copyright Page follows the Title and Approval Page. To protect the right of copyright, it is only necessary under current law to affix a notice of copyright. The copyright notice should give the full legal name of the author, year, and notation of all rights reserved as the example here illustrates.

It's important that you do this, because otherwise your thesis/dissertation/synthesis project will become part of the public domain immediately after acceptance by the Graduate School and delivery to ProQuest/UMI. Make sure to review Section 1 of the *Guidelines* where we recommend taking the additional step of registering your thesis/dissertation/synthesis project with the U.S. Copyright Office, a department of the Library of Congress.

Here's your quick checklist for the Copyright Page:

- Create a copyright page by spacing down 40 single-spaced lines from your top margin.
- Use your full legal name after the copyright symbol.
- Double-space between the lines.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that the page number on the Copyright Page is suppressed (i.e., counted but not numbered).
- Ensure that the Copyright Page does NOT appear in the Table of Contents.

Next up: Abstract

example

© Student Name

2022

All Rights Reserved

Item Three: Abstract

REQUIRED

The Abstract, is a required component of your thesis/dissertation/synthesis project.

It's a concise statement of the goals and/or central issues of your work, a brief description of your process or reaching those goals/issues, and a statement of your conclusions/final observations. Essentially, it's a summary of what you did, how you did it, and what you found. It allows a reader to scan quickly to see if a work may be of interest or use to them.

The example here is from J. Bruce Fuller's dissertation, "The Woodman's Son," which was completed in 2015 at UL Lafayette.

Here's your quick checklist for the Abstract:

- Create a Level 1 Heading for the title "Abstract."
- Ensure that the text is left aligned.
- Ensure that the text is double-spaced.
- Ensure that the text does not exceed 800 words if a thesis or 850 words if a dissertation or synthesis project.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Abstract.
- Ensure that the Abstract appears in the Table of Contents and is counted.
- Include an English translation of the abstract if the thesis or dissertation is written in French.

Next up: Dedication Page

Abstract

This dissertation is a hybrid project that includes a critical paper and a collection of creative writing. Both sections of the dissertation deal with nature poetry. The critical portion of the dissertation focuses on two major examples of animal poetry, William Blake and Galway Kinnell, and draws parallels between their work and other examples of animal poetry. The creative portion of the dissertation is a full-length collection of poetry entitled *The Woodsman's Son*. This collection addresses themes of nature as they manifest in childhood. The natural environment, the woods, the water, and the animals that inhabit them all have a powerful effect on the various speakers' development, both during their formative years, and into their adulthood. Against this backdrop, the collection explores the weight of family. Each section explores family in the contexts of history, experience, and recollection. The history of family can be burdensome, and the speakers are often bound by expectation and tradition. Exploring the heritage of the speaker, the boy around whom these poems revolve, we see the pressures inherited from birth and how they shape his life. His experiences as a child, too, shape his psyche. When combined, all of these factors form a picture of a life that is not entirely within the boy's control.

Item Four: Dedication Page

OPTIONAL

The Dedication Page is an optional page, but, if you choose to include it, it should be counted but not numbered, and should be the first page listed in your Table of Contents. Make sure to check the corresponding sample page to see how it should look in physical form. Note that the word “Dedication” does not appear on this page. Simply center your italicized text in the middle of the page and you’re done.

The Dedication Page gives you a chance to dedicate your work to a person, cause, etc. There is no set requirement for the dedication's content, but most dedications are of a few lines. Some dedications contain humor, some honor loved ones or those who have passed away, and some, like Mark Danielwski's dedication in *House of Leaves*, are mysterious: "This is not for you."

Be aware that the Dedication Page is different from the Acknowledgements Page, where you will specifically thank those who helped you with your thesis/dissertation/synthesis project.

Here’s your quick checklist for the Dedication Page:

- The word “Dedication” should NOT appear on this page.
- Center your italicized text in the middle of the page.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Dedication Page.
- Ensure that the Dedication Page appears in the Table of Contents and is counted.

Next up: Epigraph Page

*To Mom,
Who took me to the library.*

example

Item Five: Epigraph Page

OPTIONAL

An Epigraph Page includes a motto or quotation that captures the spirit or meaning of your work, or somehow illuminates what follows. Formatting is the same as the dedication page. If you choose to include an Epigraph Page, you do not need to include a formal reference apart from including the author and source on this page. Look to the example provided here but also look at other examples for reference.

Here's your quick checklist for the Epigraph Page:

- The title "Epigraph" should NOT appear on this page.
- Center your italicized text in the middle of the page.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Epigraph Page.
- Ensure that the Epigraph Page appears in the Table of Contents and is counted.

Next up: Acknowledgements Page

"All seats provide equal viewing of the universe"
—*Museum Guide, Hayden Planetarium*

Item Six: Acknowledgements

OPTIONAL

The Acknowledgements Page is more of a formal thank you to those who have helped you in the construction of your thesis/dissertation/synthesis project. The example used here to illustrate is Stephen Hawking's acknowledgements section in *A Brief History of Time*.

Here's your quick checklist for the Acknowledgments Page(s):

- Create a Level 1 Heading for the title "Acknowledgements."
- Ensure that the text is left aligned.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Acknowledgement Page(s).
- Ensure that the Acknowledgement Page appears in the Table of Contents and is counted.

Next up: Table of Contents Page

Acknowledgments

Many people have helped me in writing this book. My scientific colleagues have without exception been inspiring. Over the years my principal associates and collaborators were Roger Penrose, Robert Geroch, Brandon Carter, George Ellis, Gary Gibbons, Don Page, and Jim Hartle. I owe a lot to them, and to my research students, who have always given me help when needed.

One of my students, Brian Whitt, gave me a lot of help writing the first edition of this book. My editor at Bantam Books, Peter Guzzardi, made innumerable comments which improved the book considerably.

I could not have written this book without my communication system. The software, called Equalizer, was donated by Walt Waltosz of Words Plus Inc., in Lancaster, California. My speech synthesizer was donated by Speech Plus, of Sunnyvale, California. The synthesizer and laptop computer were mounted on my wheelchair by David Mason, of Cambridge Adaptive Communication Ltd. With this system I can communicate better now than before I lost my voice.

I have had a number of secretaries and assistants over the years in which I wrote and revised this book. On the secretarial side, I'm very grateful to Judy Fella, Ann Ralph, Laura Gentry, Cheryl Billington, and Sue Masey. My assistants have been Colin Williams, David Thomas, and Raymond Laflamme, Nick Phillips, Andrew Dunn, Stuart Jamieson, Jonathan Brenchley, Tim Hunt, Simon Gill, Jon Rogers, and Tom Kendall. They, my nurses, colleagues, friends, and family have enabled me to live a very full life and to pursue my research despite my disability.

Item Seven: Table of Contents

REQUIRED

The Table of Contents lists each item in your thesis/dissertation/synthesis project, and there are two specific components you'll be dealing with: dot leaders and headings. We'd recommend you take a quick look at our sample version of the page here and have it in your mind as we proceed.

Dot leaders, if you haven't heard of them before, are essentially dots that lead out from the end word of your listed item to its corresponding page number (and this page number is aligned exactly on the right side of the page). We know that Microsoft Word can be temperamental with dot leaders, so reach out to the Graduate School if you need help with formatting.

Refer back also to the formatting guidelines in Section 2 if you're unsure about the different levels and requirements for headings and subheadings. In general, here's how they should look (notice that the level headings in the Table of Content mimic the formatting of the headings in the text):

Here's your quick checklist for the Table of Contents:

- Refer to the chart on page 14 to correctly order the items of your manuscript in the Table of Contents.
- Refer to the "Headings and Subheadings" guidance on pages 9-10 to ensure that your items are properly formatted. In general, remember to:
 - Include all chapters, sub-chapters, and/or sub-sections in the Table of Contents.
 - Indent each subchapter/sub-section one tab (.5") beneath the Chapter name that it is a sub-part of.
 - Indent sub-sections of sub-sections another tab (1.0").
 - Include a minimum of the first- and second-level headings in the Table of Contents. (It is optional to list third, fourth, or fifth level headings.)
- Ensure that dot leaders lead out from the end word of each listed item to its corresponding page number. Page numbers should be aligned exactly on the right side of the page.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Table of Contents Page.
- Ensure that the Table of Contents Page does NOT appear in the Table of Contents.
- Review your Table of Contents for accuracy against the manuscript contents before submitting the manuscript to the Graduate School.

Next up: List of Tables Page

Table of Contents

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| Acknowledgments [optional]..... | iv |
| Epigraph [optional]..... | v |
| List of Figures [required if figures in text] | viii |
| List of Illustrations [required if illustrations in text]..... | x |
| List of Tables [required if tables in text]..... | xi |
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| Chapter 1 | 10 |
| 1.1 Subsection | 10 |
| 1.2 Subsection | 12 |
| 1.2.1 Subsection | 13 |
| Chapter 2 [etc.] | 15 |
| Conclusion | 85 |
| Bibliography [or alternate title like “References” or “Works Cited”]..... | 90 |
| Appendix [optional] | 98 |
| Abstract | 110 |
| Biographical Sketch | 111 |

Item Eight: List of Tables

REQUIRED*

(*Required only if you include tables in your document.)

A List of Tables Page should be included if you have any tables in your text — even if it's just one table. Look at the example List of Tables page to your right. The List of Tables Page is essentially a variation on the Table of Contents page.

Here's your quick checklist for the List of Tables:

- Show the table number (Table 1.; Table 2; etc.) of each and every table, though the numbering system (e.g., whether you use Roman numerals or Arabic numbers) you use can vary. Looking at the Example List of Tables, you'll see that "Table 1.", "Table 2.", etc. are in **bold**. Keep it that way.
- Single space between each table entry.
- Use a hanging indent for any table title that extends to a second line, as shown in the example.
- Show the exact title of the table as it appears in the text.
- Do NOT use bold typeface for the title of each table.
- Ensure that dot leaders lead out from the end word of each listed item to its corresponding page number. Page numbers should be aligned exactly on the right side of the page.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the List of Tables Page.
- Ensure that the List of Tables appears in the Table of Contents and that it is counted.
- Double check your List of Tables for accuracy against the manuscript contents before submitting the manuscript to the Graduate School. Double-check that every table has its number, its title, and its page number.

Next up: List of Figures and/or Illustrations

List of Tables

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| Table 3. Characteristics of people ages twenty-one to twenty-five who rely on traditional words of wisdom | 24 |
| Table 4. Characteristics of people ages twenty-six to thirty who rely on traditional words of wisdom | 32 |
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| Table 6. Characteristics of people ages thirty-six to forty who rely on traditional words of wisdom | 48 |
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| Table 8. Characteristics of people ages forty-six to fifty who rely on traditional words of wisdom | 64 |

Items Nine-Ten: List of Figures/ List of Illustrations

REQUIRED*

(*Required only if you include Figures and/or Illustrations in your document.)

The List of Figures and/or Illustrations should be included if you have any figures or illustrations included in your text, and it is of a similar construction to the List of Tables. That means, the word "Figure" should replace that of "Table," and the page should follow the same rules as that of the List of Tables.

Make sure to include a listing for every single figure and/or illustration that you have included in your thesis/dissertation/synthesis project. A sample version of this page follows to the right.

Here's your quick checklist for the List of Figures/Illustrations:

- Show the figure or illustration number (Figure 1.; Figure 2; etc.) of each and every figure/illustration, though the numbering system (e.g., whether you use Roman numerals or Arabic numbers) you use can vary. Looking at the Example List of Figures/Illustrations, you'll see that "Figure 1.", "Figure 2.", etc. are in **bold**. Keep it that way.
- Single space between each figure/illustration entry.
- Use a hanging indent for any figure/illustration title that extends to a second line, as shown in the example.
- Show the exact title of the table as it appears in the text.
- Do NOT use bold typeface for the title of each figure/illustration.
- Ensure that dot leaders lead out from the end word of each listed item to its corresponding page number. Page numbers should be aligned exactly on the right side of the page.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the List of Figures/Illustrations Page.
- Ensure that the List of Figures/Illustrations appears in the Table of Contents and that it is counted.
- Double check your List of Figures/Illustrations for accuracy against the manuscript contents before submitting the manuscript to the Graduate School. Double-check that every table has its number, its title, and its page number.

Next up: List of Abbreviations

List of Figures

| | |
|--|----|
| Figure 1. Skyscraper Types in Great Britain..... | 8 |
| Figure 2. Skyscraper Types in Canada..... | 19 |
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| Figure 7. Skyscraper Types in Australia | 56 |
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example

Item Eleven: List of Abbreviations

REQUIRED*

(*Required only if you include Abbreviations in your document.)

The List of Abbreviations should be included if you use abbreviations in the body, the notes, or the footnotes of your document. Remember that a reader may not be familiar with every single abbreviation you are using, so this List of Abbreviations provides an easy reference guide for any reader to look at. Simply follow the example on the next page.

There are a few specific things to keep in mind on this List of Abbreviations Page. First, abbreviations of state names and publishing companies, as well as commonly used and recognized abbreviations ("cm" for centimeter, for example), do NOT need to be listed.

Here's your quick checklist for the List of Abbreviations:

- Make abbreviations flush with the left margin of the page.
- Do NOT use dot leaders between each abbreviation and its explanation. Use one tab space over between the abbreviation and the explanation.
- Order abbreviations alphabetically. If you are using Greek symbols *and* Roman letters, then you should consult your style guide's guidance on the alphabetical ordering of these, as that ordering can differ.
- Single space between each abbreviation entry.
- Show the exact abbreviation as it appears in the text.
- Do NOT use bold typeface for abbreviations.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the List of Abbreviations Page.
- Ensure that the List of Abbreviation Page appears in the Table of Contents and that it is counted.
- Double check your List of Abbreviations for accuracy against the manuscript contents before submitting the manuscript to the Graduate School.

Next up: Foreword

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/sec ²) |
| 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/ft ³) |
| Ω | Spatial map, matrix containing x, y, and z coordinates of reservoir grid |

Item Twelve: Foreword

OPTIONAL

The Foreword is sometimes confused with the Preface. The key difference is that the Foreword is usually a note written by someone other than the author, usually an expert in the field, putting the work that follows in context (how it contributes to the field of study in question, for example). Forewords are permitted, although the Graduate School rarely sees them.

The included example is from Paul Virilo's *A Landscape of Events*. The Foreword there is two pages long and is written by Bernard Tschumi. The example includes the opening two paragraphs, with Tschumi putting the work in temporal context, and also in the context of its content and themes.

Here's your quick checklist for the Foreword:

- Create a Level 1 Heading for the title "Foreword."
- Ensure that the text is left aligned.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on all pages of the Foreword.
- Ensure that the Foreword appears in the Table of Contents and is counted.

Next up: Preface

Foreword

Through a series of texts written between 1984 and 1996, P.V., or Paul Virilio, establishes the P.V., the *procès-verbal* of our contemporary society. In French, the “P.V.,” as it is referred to colloquially, is an official report, a journal, the minutes of a proceeding, a police report, even a parking or speeding ticket. I have always been struck by the coincidence of these initials. In these essays, P.V. reports on a series of occurrences, incidents, accidents of all sorts—in short, on events—ranging from the World Trade Center bombing to the Gulf War, from the demolition of a social housing project (a French equivalent to Pruitt-Igoe) to the fiftieth anniversary of D Day. The aim is to discuss major transformations in today’s society.

Time, rather than space, is the theme of this book: the collapse of time, the acceleration of time, the reversal of time, the simultaneity of all times. Another title for Virilio’s *A Landscape of Events* could have been “Mediated Blitzes.” Indeed, rarely has a contemporary writer so engaged in an exacerbated analysis of the acceleration of time, to the point where space itself becomes engulfed in time. Space becomes temporal...

Item Thirteen: Preface

OPTIONAL

The Preface is a statement preliminary to the body of your thesis/dissertation/synthesis project.

The Preface has a very particular purpose: It allows you (usually speaking in the first-person "I") to talk about the purpose, plan, or preparation of your work, or how you came to do that work; it helps make clear how you see the relationship between you and your work.

Over recent years there has been a blurring between Prefaces and Introductions, but the Preface has a proud history, and we would recommend that if you want to include a Preface that you stay focused on talking about the purpose, plan, or preparation of your document. If you choose to integrate that into your Introduction, that is also an option.

The example of Thomas Hardy's Preface to *Jude the Obscure*, is taken from Alasdair Gray's *The Book of Prefaces* (2000).

Here's your quick checklist for the Preface:

- Create a Level 1 Heading for the title "Preface."
- Ensure that the text is left aligned.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on all pages of the Preface.
- Ensure that the Preface appears in the Table of Contents and is counted.

Next up: Introduction

Preface

The history of this novel (whose birth in its present shape has been much retarded by the necessities of periodical publication) is briefly as follows. The scheme was jotted down in 1890, from notes made in 1887 and onwards, some of the circumstances being suggested by the death of a woman in the former year. The scenes were revisited in October, 1892; the narrative was written in outline in 1892 and the spring of 1893, and at full length, as it now appears, from August, 1893, onwards into the next year; the whole, with the exception of a few chapters, being in the hands of the publisher by the end of 1894. It was begun as a serial story in *Harper's Magazine* at the end of November, 1894, and was continued in monthly parts.

But, as in the case of *Tess of the d'Urbervilles*, the magazine version was for various reasons an abridged and modified one, the present edition being the first in which the whole appears as originally written. And in the difficulty of coming to an early decision in the matter of a title, the tale was issued under a provisional name, two such titles having, in fact, been successively adopted. The present and final title, deemed on the whole the best, was one of the earliest thought of.

For a novel addressed by a man to men and women of full age; which attempts to deal unaffectedly with the fret and fever, derision and disaster, that may press in the wake of the strongest passion known to humanity; to tell, without a mincing of words, a deadly war waged between flesh and spirit; and to point the tragedy of unfulfilled aims, I am not aware that there is anything in the handling to which exception can be taken.

Item Fourteen: Introduction

OPTIONAL

Sometimes there is a bit of confusion as to what an Introduction should contain, and where it should fit in with the rest of the body of your Thesis/Dissertation/Synthesis Project. Let us help you make sense of that.

Generally, an Introduction differs from your actual chapters in that it gives background information that is *prerequisite* to your argument but does not necessarily belong *in* the argument. The Introduction should therefore (unlike the Preface) lead into the argument and essentially set the stage for it. A good example would be Harold Bloom's Introduction for his book, *Shakespeare: The Invention of the Human*. In the body of that text, Bloom writes an essay on each of Shakespeare's 35(-plus) plays, but his Introduction deals with how Shakespeare is “universal.” When writing thirty-five essays on Shakespeare's creation of individual characters in his plays, the Introduction allows us to see the work in a general context, and how Shakespeare became so central to Western literary tradition. In effect, the Introduction is *complementary* to the rest of the work, allowing each following chapter to more narrowly focus. So, for a reader unfamiliar with the topic at hand, the Introduction should orientate them and make them feel comfortable enough to proceed, even if they entered your Thesis/Dissertation/Synthesis Project without knowing much about the subject.

This is a general example of an Introduction. That said, each discipline has its own traditions concerning Introductions, and given that, you should familiarize yourself with a few recent Introductions from major works within your discipline and consult with your advisor and committee members on constructing an Introduction.

Here's your quick checklist for the Introduction:

- Create a Level 1 Heading for the title “Introduction.”
- Ensure that the text is left aligned.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on all pages of the Introduction.
- Ensure that the Introduction appears in the Table of Contents and is counted.

Next up: Chapters

Introduction

In recent years, there has been a tremendous growth in the research for doing business by using latest technologies. These new technologies give us a most recent way for running business using information and communication technologies. But now the development of ontology and some related technologies change the whole infrastructure for running a business. This is because these technologies increase the popularity among various researchers working in different areas usually related to knowledge management and knowledge representation.

By using ontology technology, various practical applications have been developed rather than working on theoretical concepts of business. Ontology plays an important role and is well known in the Artificial Intelligence community. The development of ontology related applications and standards like RDF, OWL gained important momentum in the framework of the popular Semantics Web initiative. In the scientific community, technologies that are much focused on ontology actually exist and are used by many researchers. A variety of official standards and methods are available as well as many latest tools ranging from simple ontology editors to latest framework offering platform for the development of ontology applications....¹

¹ This example introduction is taken from Harold Bloom's Introduction for his book, *Shakespeare: The Invention of the Human*.

Item Fifteen: Chapters

REQUIRED

The majority of the content of your Thesis/Dissertation/Synthesis Project will be considered the "body" of the document. Depending on your discipline (but in the vast majority of cases), all of this content will be arranged into chapters.

Make sure that your chapter titles and subheadings are accurately represented in the Table of Contents when you are doing your final pre-submission review of your document. Secondly, you should consult with your committee (and style guide) to check if there are specific chapter requirements (or formal suggestions) in terms of organization, structure, and number.

Take another look at the Formatting Guidelines presented earlier in these Guidelines as to margins, typefaces, spacing, justification, pagination, the inclusion of tables, and headings/sub-headings. Having these in mind in advance will help you avoid last-minute reformatting rushes.

Next up: Endnotes

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Item Sixteen: Endnotes

OPTIONAL

Endnotes are similar to footnotes in a text, giving extra explanatory information to the reader that may be of interest, but may not comfortably fit in the body of a paragraph. Alternatively, and perhaps most often, endnotes serve (in certain style guides) a citational purpose, giving the location a quotation or piece of information is from. Often, they do both. What distinguishes endnotes and footnotes from one another is their placement in your Thesis/Dissertation/Synthesis Project.

It makes sense, given their names, that footnotes are placed at the bottom (foot) of each page, and that endnotes are placed at the "end" of somewhere. Where this "end" is depends on authorial (and sometimes style guide) preference: Your endnotes can appear either at the end of each chapter, or as a separate component following the body of your document. Your style guide may indicate a preference (strongly or otherwise).

Endnotes do not appear at the end of sub-sections, but rather must (at least) wait until the end of the chapter. Using both footnotes and endnotes is not common (and you should consult your style guide for clarification). Should you plan to include both, be prepared to justify your decision to do so to the Graduate School.

Next up: Bibliography

Endnotes

¹ Revivalism is a religious movement towards spiritual renewal of churches in America during the first half of the Twentieth century. Hangen's work covers three revivalistic preachers: Paul Rader, Aimee Simple McPherson, and Charles Fuller.

² The CSEC is a mainline Protestant organization founded in 1908 and began broadcasting on the radio in 1922 and on television in 1956

³ In his autobiography, Hoffmann writes that he received a divine call in 1955 (Schlegel 24). In fact, the Lutheran Laymen's League extended an official Christian Call to serve as full-time speaker of *The Lutheran Hour* on March 22, 1957. The reason for this discrepancy is not officially recorded.

⁴ He later transferred to Concordia Institute in St. Paul, Minnesota.

⁵ In his autobiography, Hoffmann mentions a film on the Augsburg Confession made in 1980 and the Movie *Question 7*. *Question 7* was produced and filmed in Germany by Lothar Wolff, who also produced *Martin Luther*. Hoffmann is listed as an expert adviser for the film (*IMDB*). According to Gerald Perschbacher, archivist for *Lutheran Hour Ministries: Question 7* dealt with young people in communist Germany, as I recall, who had to answer a series of questions which would then help authorize direct the future of each student. #7 dealt with faith. If the student admitted he or she WAS a Christian, it would have caused negative responses from authorities. In effect, the young person's future was on the line.

⁶ In his recollection of this visit, Hoffmann says that it occurred "in about 1970" (Schlegel 173). However, the letter from John Ryder is dated March 9, 1966.

Item Seventeen: Bibliography

REQUIRED

A note on the name “Bibliography.” Depending on your style guide’s individual guidelines, or your committee’s preference, there may be a difference in the naming of this item. It is often alternatively called *Works Cited*, *Reference List*, *Works Consulted*, or *Annotated Bibliography* (this list not exhaustive) and these alternatively worded items often come with their own individual specifications and instructions. Check with your committee and your style guide for the exact wording you are expected to use, as well as the exact requirements you are expected to conform to in terms of content.

The Bibliography (or alternative title) is traditionally located at the end of the thesis/dissertation/synthesis project (rather than at the end of each chapter/section), but, again, this is not always the case, so make sure to check *before* you start putting your Bibliography together. In the vast majority of drafts that the Graduate School receives, the Bibliography is located in the traditional placement.

The Bibliography (or alternate title) is an alphabetically organized collection of all published sources cited in the body of your text (including the Introduction). There are alternative organizational methods (like by number of appearance) that can be used, however.

If you’re presenting a thesis or dissertation in the compilation format, you may include your Bibliography (or alternate title) at the end of each chapter. If you prefer not to, it should be placed in the traditional location—at the end of your manuscript.

Whatever organizational method you choose for your Bibliography (or alternate title), it should follow the practice of your discipline or that of your style guide.

Although you may follow the style guide for your specific discipline in formatting the Bibliography, the Graduate School maintains its own requirement for the spacing of the Bibliography. Each entry on the Bibliography must be single-spaced yet double-spaced between each entry. Consult the example here for reference.

Here’s a quick checklist for the Bibliography:

- Create a Level 1 Heading for the title “Bibliography” (or alternate title).
- Single space between each bibliography entry.
- Ensure that the text is left aligned.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on all pages of the Bibliography.
- Ensure that the Bibliography appears in the Table of Contents and is counted.

Next up: Appendix/Appendices

Bibliography

- Blitz, Brad. (2003). From Monnet to Delors: Educational Co-operation in the European Union. *Contemporary European History*, 12(2), 197-212.
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Item Eighteen: Appendix/Appendices

OPTIONAL

The Appendix/Appendices represent the point in your dissertation/thesis/synthesis project where you can place material relevant to your argument (or creative product) that may have been too long or unwieldy to include in the body of your dissertation/thesis/synthesis project. Each topic or item should have its own separate appendix (this helps your reader be able to navigate to it).

Some examples of items that may need their own Appendix include questionnaires, surveys, transcripts of interviews, tables, figures, long lists, software codes, well logs, letters of permission, etc.

Formatting and organization will once again vary according to the style guide you have chosen, but make sure to double-check that all of your navigating markers in the body of your dissertation/thesis/synthesis project are accurate to the item(s) in your appendix. If a point in the body tells a reader to look at "Appendix C" for a questionnaire you are referring to, make sure that "Appendix C" contains the questionnaire and not something else entirely! And remember, all appendices must be listed in the Table of Contents.

Keep in mind that your document will be available as a PDF and data tables included in your Appendix will not be easily manipulated. Therefore, the Graduate School suggests not including data tables that are longer than 10 pages.

Next up: Permission Letter(s)

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Item Nineteen: Copyright Permission(s)

OPTIONAL

This section will include all permission letters for material and content that you've had to seek permission to use, usually in the form of letters to publishers (we have included a sample of a permission letter to publishers to the right, and a template on the website that you can use). Note that while inclusion of your permission letters in your document is optional (having them in your own records is sufficient), reaching out for permission when necessary is not.

After you have written your letter, include in your Permission Request a Response Page for the work you are requesting permission from. It may look something like what's below (and should be on a separate page from your letter of request):

RESPONSE PAGE

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

Title of Work: [Insert the full citation for the requested work here]

Name: _____
(Please print)

Signature: _____

Title: _____

Date Signed: _____

Next up: Biographical Sketch

Permission Letter

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear [insert title and last name]:

I write today to request 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.]

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, dissertation, or synthesis project]. This authorization is extended to ProQuest/UMI Dissertations Publishing, Ann Arbor, Michigan, for the purpose of reproducing and distributing copies of this work.] These rights will in no way restrict publication or republication of the material by you or by others authorized by you.

If these arrangements meet with your approval, please sign the attached request and return it to me in the stamped/addressed return envelope provided. Should you have any questions, you can reach me by email at [insert your UL Lafayette email address].

Sincerely,

[signature]

[Your full name, typed]
University of Louisiana at Lafayette

Item Twenty: Biographical Sketch

REQUIRED

The biographical sketch gives your reader a brief idea about who you are, where you come from, and, if you are so inclined, your parents' names, educational and scholarly achievements, and professional activities. It's usually quite formal, and that is confirmed by the fact that it should be written in the third-person singular point-of-view; that means it should sound something like the included example.

Ultimately, the Biographical Sketch can contain as little or as much information as you like, but we do ask that at minimum, you provide your academic history, including the degree you are currently pursuing, and any previous degrees earned. Do keep it brief. Something between 100-150 words is more than sufficient.

Here's your quick checklist for the Biographical Sketch:

- Create a Level 1 Heading for the title "Biographical Sketch."
- Ensure that the text is left aligned.
- Ensure that the text is double-spaced.
- Ensure that the text does not exceed 150 words.
- Ensure that the font and size is the same as the rest of the manuscript.
- Ensure that there is a page number on the Biographical Sketch.
- Ensure that the Biographical Sketch in the Table of Contents and is counted.
- If you graduated from UL Lafayette when it was named the University of Southwest Louisiana, identify the name as "University of Southwestern Louisiana (now the University of Louisiana at Lafayette)."

Biographical Sketch

John Doe was born in Lafayette, Louisiana on January 1, 1985. He graduated from the University of Louisiana at Lafayette in 2010 with a Bachelor of Science degree in geology. He then entered the master's degree program in petroleum engineering at UL Lafayette that same year. His research in that program has centered on alternate drilling methods for oil and natural gas wells. He graduated in the Spring of 2012 with a Master of Science degree with a petroleum engineering concentration.

example

Section 4: Submission and Final Approval

Submission and Final Approval

To expedite the submission and approval process, please take care to ensure that your thesis, dissertation, or synthesis project conforms to all guidelines **prior to** submission. If it does not adhere to these requirements, your manuscript will not be accepted for review and/or it will be returned to you for correction. Such delays can result in the Graduate School not being able to provide graduation clearance and your degree will not be conferred.

Please remember that you must **successfully defend and make any changes** required by your committee **before** you may submit your manuscript to the Graduate School for final review and approval. No changes to content can be made to your manuscript once it has been submitted to the Graduate School.

Defended manuscripts must be submitted by the required deadlines published in the University's Academic Calendar. Note that each semester's academic calendar is posted on the Office of the University Registrar website far in advance. It's the author's responsibility to be aware of all posted deadlines.

The time between initial submission and final approval by the Graduate School can vary depending on factors such as: proximity to deadlines; your adherence to the guidelines set forth here; and your responsiveness to our editors and staff. You will be contacted once your manuscript has been reviewed by the Graduate School, and you are expected to submit any required revisions in a timely manner. Take care to monitor your email for notifications until your manuscript has been approved.

Submission to the Graduate School

1. Ensure that your manuscript has been prepared according to the *Guidelines for the Preparation and Submission of Theses, Dissertations, and Synthesis Projects*.
2. Committee Chair submit the "Preliminary Approval of Thesis, Dissertation, or DNP Synthesis Project Manuscript Webform" to the Graduate School.
3. Student submits the "Defended Manuscript Submission and Contact Information Webform" to the Graduate School.
4. The Graduate School, upon receipt of both forms, enrolls the student into its **Thesis/Dissertation/Synthesis Project Review Moodle** site.
5. Student uploads approved manuscript electronically to the Moodle site as instructed.
6. Student checks e-mail regularly for notifications from our editors and staff.
7. Student makes revisions as required and resubmits manuscript as necessary.
8. Once the Graduate School confirms that the manuscript has satisfied University requirements, the student is provided directions to order the one required archival-quality printed and bound copy of the approved final manuscript from University Printing Services. (See below for requirements for paper requirements if self printing)

this copy.) These instructions also will provide the ability to order additional bound copies of your manuscript.

9. Student pays binding fee and printing costs.
10. Student submits PDF version of the approved final manuscript to the ProQuest/UMI ETD Administrator. (See instructions below)

Submission to ProQuest/EMI ETD Administrator

- UL Lafayette requires submission of the final, approved thesis, dissertation, or synthesis project in PDF format to the ProQuest/UMI ETD Administrator. Instructions for doing so can be found in the “Forms and Resources” 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 it is the approved manuscript and is in compliance with University requirements. If there are no issues, the document will then be delivered to ProQuest/UMI Dissertations Publishing.
- All submissions must be published under the “Open Access Plus” option through ProQuest/UMI Dissertations Publishing.
- If the “Embargo” option is selected, you must have already obtained permission for an embargo from the Graduate School.

Archival Paper Specifications

- If you elect to print the one required library copy yourself, the paper must be of archival-quality with the following specifications:
 - 24 lb. weight
 - 100% cotton
 - Acid-free
 - Watermarked
 - Either white or ivory color
- The following brands are approved for use:
 - Southworth 14C (Business paper; comes in package of 500 sheets)
 - Southworth R14CF (Resume paper; comes in package of 100 sheets)

Number of Copies Required

- One copy of the thesis/dissertation/synthesis project on approved, archival-quality paper (see above for specifications and approved brands if not ordering copies through University Printing Services).

- Students should speak with their committee chair and/or department about additional copies. While the Graduate School **does not** require that you provide your director or department with a copy, they may request (or require) that you do so.
- If additional copies are submitted, they may be printed on the paper of your choice. Binding and printing fees are applicable to additional copies submitted.

Fees and Costs

- Fees are subject to change and are paid as indicated below. Retain a copy of your receipts for binding fee and printing costs.
- Binding Fee and Printing Costs: You will be charged a \$15 binding fee for each copy of your manuscript. Printing costs are determined by pages per copy.

Note: A minimum of one archival-quality copy is required. If you desire additional copies, you must pay additional printing and binding fees for those copies. Pay via cash or check in the Student Cashier Center in the Student Union.

Additional binding fees will be incurred for documents requiring oversized materials or sleeve inserts for CD, DVD, or USB stick (or similar removable memory) appendices.

- Open-Access Dissemination Fee: \$95 - *required*
Note: Paid to ProQuest/UMI Dissertations through their online submission portal.
- Copyright Fee: \$35-\$55 – *optional*
Note: This is an *optional* fee depending on your decision to have your copyright registered; see below for more information.

Section 5: Appendix

Lexicon of Commonly Misused Names and Titles

The chart below lists names and titles that can be a challenge and the correct usage of those names and titles for theses/dissertations/synthesis projects at UL Lafayette. Please refer to the chart to avoid incorrect usage of these items. This list is not exhaustive. If unsure, contact the Graduate School.

| Name, Title, or Degree | Correct Use |
|---|---|
| University of Louisiana at Lafayette | <p>Abbreviation: UL Lafayette</p> <p>Full Name: University of Louisiana at Lafayette</p> <p>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 permitted. (4) ULL should not be used as the abbreviation.</p> <p>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 doctoral degree at Harvard University.</p> |
| Title of degree when in the Biographical Sketch or Acknowledgments | <p>Bachelor of Science in Biology</p> <p>Master of Science in Engineering, Chemical Engineering option</p> <p>Doctor of Education in Educational Leadership</p> <p>Note: When stated as above in the biographical sketch, the major/discipline is capitalized.</p> |
| Outside Committee members’ titles and organizations (for Title and Approval Page) | <p>John K. Smith</p> <p>Research Analyst</p> <p>Center for Ecology and Environmental Technology</p> <p>Note: the position and organization appear on separate lines below the name</p> |
| Names of Committee Members (for Title and Approval page) | <p>John K. Smith</p> <p>Note: Please do not use these titles, “Ph.D.,” “Ed.D.,” or “Dr.,” with the names of committee members.</p> |
| Co-chairs of a committee | <p>On the Title and Approval Page: use “Co-chair” after each Co-chair’s name.</p> <p>Note: the second c is lowercase. Do not use “Chairman” or “Chairperson.”</p> |
| When referring to a state | <p>Spell out the state. Do not use the two-letter postal abbreviation.</p> <p>Correct: Louisiana; Incorrect: LA</p> |

Official Titles of Graduate Degrees at UL Lafayette

Each graduate program with a thesis, dissertation, or synthesis project option is listed below with the formal degree title and official program name, which are to be used on the Title and Approval Page. Locate your graduate program on the list to determine the official degree title and program for inclusion in your thesis/dissertation/synthesis project.

The list here includes only degrees with a dissertation/synthesis project requirement or a thesis-track option at UL Lafayette at the time of revision to the *Guidelines*. Students should consult the *University Catalog* and/or the Graduate School staff for degrees added after the date of revision.

| Graduate Program | Degree (for Title and Approval Page and extended heading of abstract) | Program (for Title and Approval Page and 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 |
| Earth and Energy Sciences | Doctor of Philosophy | Earth and Energy Sciences |
| 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 |
| D.N.P. | | |
| Doctor of Nursing Practice | Doctor of Nursing Practice | Doctor of Nursing Practice |
| Master's | | |
| Accounting | Master of Science | Accounting |
| 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 concentration |
| Engineering: Civil Engineering | Master of Science | Engineering, Civil Engineering concentration |
| Engineering: Electrical Engineering | Master of Science | Engineering, Electrical Engineering concentration |
| Engineering: Mechanical Engineering | Master of Science | Engineering, Mechanical Engineering concentration |
| Engineering: Petroleum Engineering | Master of Science | Engineering, Petroleum Engineering concentration |
| English | Master of Arts | English |
| Environmental Resource Science | Master of Science | Environmental Resource Science |
| French | Master of Arts | French |
| Geology | Master of Science | Geology |
| History | Master of Arts | History |
| Informatics | Master of Science | Informatics |
| 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 |
| Systems Technology | Master of Science | Systems Technology |

Embargo Resources

All of the following statements and/or articles that present a variety of differing responses to the issue of thesis, dissertation, and synthesis project embargoes. If you are considering embargoing your manuscript, we encourage you to spend time reviewing them.

- AHA (American Historical Association) “Statement on Policies Regarding the Embargoing of Completed History PhD Dissertations.” Available online at .
- Patton, Stacey. “More PhDs are Embargoing their Dissertations – and ProQuest Says That’s Just Fine.” Available online at .
- Ramirez, Marisa L., Joan T. Dalton, Gail McMillan, Max Read, and Nancy H. Seamans. “Do Open Access Electronic Theses and Dissertations Diminish Publishing Opportunities in the Social Sciences and Humanities? Findings from a 2011 Survey of Academic Publishers.” Available online at .
- Truschke, Audrey. “Open Access and Dissertation Embargoes.” Available online at .
- Truschke, Audrey. “To Embargo Your Dissertation, Or Not.” Available online at .

Quick Reference Formatting Checklist

The Graduate School edits hundreds of theses, dissertations, and synthesis projects every year. Allow us to offer a checklist of formatting reminders so that we can help you avoid unnecessary delay in the final editing and review process. Be sure to review the various checklists that are specific to individual front and back matter pages.

Font Type and Font Size

- My font size is 12-point throughout, except when 10-point is allowed per these *Guidelines*.
- I have used Times New Roman, Arial, or Courier New font type.

Page Dimensions, Margins, and Justification

- I have a 1.25” margin on the LEFT.
- I have 1” margins on the right, top, and bottom.
- My text is left-aligned and is not justified.
- I have my page dimensions set to 8.5” x 11”

Spacing

- The text of my manuscript is double-spaced throughout with the exception of long, or block, quotations, which are single-spaced.
- My footnotes (or endnotes) and bibliography are single-spaced with a double space between each entry.
- My indentation is consistent throughout the manuscript.
- I have used “dot leaders” in the Table of Contents, and thus have ensured that the spacing of dots are consistent and that the page numbers align at the 1” right margin.

Page Numbers

- All of my page numbers are centered at the bottom of the page.
- My page numbers are suppressed (i.e., counted but not numbered) on the following “front matter” pages: Title and Approval page, Copyright page, Abstract, Dedication page, and Epigraph page.
- I’ve used lower-case Roman numerals (i.e., i, ii, iii, iv) on the front matter and switched to Arabic numbers (i.e., 1, 2, 3, 4) for all pages beginning with the body of the manuscript (i.e., Introduction or Chapter One).
- I have double-checked that the page numbers in the Table of Contents are correct.

Required “Front/Back Matter” Pages

I have included all of the following required “front/back matter” pages:

- Title and Approval page
- Copyright page
- Abstract
- Table of Contents
- List(s) of Tables/ Figures/Illustrations/Abbreviations (if used)
- Bibliography
- Biographical Sketch

Other

- I have double-checked to ensure that MY NAME appears exactly the same wherever it appears (e.g., Title and Approval page as well as Copyright page).
- I have double-checked to ensure that my thesis/dissertation/synthesis project TITLE is identical everywhere it appears (e.g., Title and Approval page and, if mentioned in, the Abstract or elsewhere).
- I have reviewed the Table of Contents and List(s) of Tables/Figures/Illustrations to ensure that the titles included in them are uniform and identical to what appears in the body of the manuscript.
- I have ensured that my headings and subheadings conform to the level headings guidelines outlined here on pages 9-10.
- I have used abbreviations and capitalization consistently throughout the text.