

# THESIS & DISSERTATION WORKSHOP

SUMMER 2008

<http://grad.uno.edu/td/>

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The semester of graduation, students MUST:

- ❖ Be enrolled
- ❖ File online Application for Degree (<http://registrar.uno.edu>)

## FORMATTING

### OVERVIEW

UNIVERSITY REQUIREMENTS – **Thesis and Dissertation Guidelines** posted on the Graduate School website

HUMAN AND ANIMAL SUBJECTS - **Copy of approval letter must appear in the manuscript**

- ❖ Human Subjects: Institutional Review Board (IRB) <http://www.humansubjects.uno.edu/>
- ❖ Animal Subjects: Institutional Animal Care and Use Committee (IACUC)  
<http://www.uno.edu/orsp/forms/animal.doc>

### COPYRIGHT:

- ❖ Your work--current Copyright Law states “Copyright is secured **automatically** when the work is created, and a work is ‘created’ when it is fixed in a copy or phonorecord for the first time.”
- ❖ Another work--Fair Use Checklist

### FORMAT STYLES:

- ❖ Manuscript
- ❖ Journal

ORGANIZATION - with the exception of Creative Writing manuscripts, the following MUST be included:

- ❖ Title Page, Table of Contents, Abstract, Introduction, Body of Thesis, Vita

### PAGE NUMBERING:

- ❖ Title Page through the Abstract (small roman numerals); Introduction through Vita (restarts with regular Arabic numerals).
- ❖ All page numbers are bottom center.

WORD TEMPLATES: Available on the Graduate School website. Download, save and type over.

MARGINS: 1” left. Top, right and bottom must be 1”.

TABLES AND FIGURES: Must be integrated into the body of the manuscript, not grouped at the end.

Captions must appear on every page that table or figure appears.

## MANUSCRIPT REVIEW

FORMAT CHECK: Review of the layout of the *entire* manuscript. Email first time as a Word file/s to [reviewer@uno.edu](mailto:reviewer@uno.edu)

### COMMON PROBLEMS:

- Pagination (wrong format, wrong location)
- Table of Contents (missing dot leaders, page numbers not aligned)
- Organization (sequence)
- Widows and Orphans
- Tables (margins, not labeled correctly)

### SOLUTIONS:

Pagination: utilize Section breaks, Table of Contents: utilize instructions in the Guidelines & the Word template, Organization: follow the Guidelines, not a previously submitted manuscript, Widows and Orphans: use Page breaks, Tables: use Page Setup, Page breaks & orientation

APPROVAL: Notification via email. After Commencement, the manuscript is added to the UNO ETD Collection in the LOUISiana Digital Library (<http://louisdl.louislibraries.org/>) and eventually cataloged by the UNO Library.

## ELECTRONIC SUBMISSION

### OVERVIEW

- ❖ Advantages—eliminates paper costs, consistent medium (most manuscripts are “born” digitally), easy access for more users
- ❖ Procedure—Create manuscript, Defend, Convert to PDF, Upload file, Format Check, Approval

### PDF CONVERSION

- ❖ Open the manuscript > Select Print > Change Printer to Acrobat PDF > Press Print
- ❖ These instructions assume access to Adobe Acrobat. **ACROBAT IS NOT THE SAME AS READER.** Acrobat is installed in the following computer labs on campus—UCC, Education, Liberal Arts, Library student lab
- ❖ Navigation—Bookmarks and Internal links make online viewing simpler. Instructions are on the Graduate School website.

### SUBMISSION

- ❖ Send as attachment to [reviewer@uno.edu](mailto:reviewer@uno.edu).
- ❖ 1<sup>st</sup> review: Word file/s encouraged. Final review: must be a single PDF.
- ❖ Reviews normally occur within 48 hrs. Notification that your file has been reviewed will be sent to your email address.

### APPROVAL FORM

- ❖ Students and committee members must sign
- ❖ Section 1: Copyright Agreement—acknowledgment of requirements for using another person’s work and that you retain the right to your own work.
- ❖ Section 2: Access Level—Unrestricted (immediate worldwide) or Restricted (1 year campus only; worldwide thereafter)
- ❖ Section 3: Approval—Title must be exactly the same as the one on the manuscript; MP confirms Human and Animal Subject regulations met; Committee signs

## HELPFUL LINKS

The Graduate School website (<http://grad.uno.edu>)

- ❖ Forms page (all degree forms are available from this page)
- ❖ Checklists – Important dates for students (Thesis, Non-Thesis & Dissertation)
- ❖ Thesis and Dissertation page – includes Format Requirements
- ❖ Workshop page – University Requirements, Powerpoint, Handouts, Tutorials, Templates
- ❖ UNO ETD Collection <http://louisdl.louislibraries.org/NOD/Pages/home.php>

### MORE QUESTIONS?

Contact me: Amanda Athey  
280-1155 ♦ [aathey@uno.edu](mailto:aathey@uno.edu)  
205 Administration Building  
Graduate School  
The University of New Orleans  
New Orleans, LA 70148