



THE UNIVERSITY of  
NEW ORLEANS

## Thesis and Dissertation Manual

Graduate School  
Fall 2009

205 Administration · (504) 280-1155 · <http://grad.uno.edu>

The semester of graduation requires attention to several deadlines and procedures. Besides meeting all academic requirements of your program, the following must also be completed:

- Your degree plan, i.e., *Application for Candidacy* (master) or *Report on General Examination/ Request for Candidacy* (doctoral), must have been approved in an earlier semester.
- You must be enrolled in the university the semester you graduate.
- You must have completed the *Application for Degree* with the Registrar's Office (<http://registrar.uno.edu>) and paid your diploma fee and the processing fee. If you do not graduate the semester you initially pay your graduation fees, you will need to complete a new *Application for Degree* the next semester.
- You must file by the published deadline the *Thesis and Dissertation Approval Form* in the Graduate School.

# Table of Contents

Introduction	
Student Responsibilities .....	3
Committee Responsibilities.....	3
Human & Animal Subjects .....	3
Copyright.....	3
Manuscript Review.....	6
Format Review .....	6
Final Versions .....	6
Access.....	6
Manuscript Preparation.....	6
Submission of the Manuscript.....	7
Converting to PDF .....	7
Security Settings .....	7
Format Requirements .....	8
Organization .....	8
Page Numbering .....	8
Spacing.....	9
Font.....	9
Margins.....	9
Headings .....	9
Title Page.....	10
Table of Contents .....	12
Abstract .....	13
Vita.....	13
Footnotes.....	13
Tables & Figures.....	13
Landscape Pages.....	13
Illustrations .....	14
Final Checklist.....	15
Commencement.....	15
Doctoral Packet .....	16
Appendix - <i>Fair Use Checklist</i>	
<i>Graduate School Website</i>	

## Introduction

Submission of your manuscript is the pinnacle of the graduate experience. The University of New Orleans has created this packet to guide you towards this moment. **Each section contains important information and should be read carefully.**

### *Student Responsibilities*

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Each candidate for commencement is responsible for meeting the requirements of the university **and** their supervisory committee. In addition to following the format requirements in this Manual, students should familiarize themselves with the various forms and due dates required for the completion of a graduate degree.

### *Committee Responsibilities*

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A student's chair and committee are responsible for the evaluation and approval of the style and content of the student's manuscript. Signatures of the committee on the Thesis and Dissertation Approval Form must be received before a manuscript will be approved by the Graduate School.

## Human & Animal Subjects

University regulations require students to receive permission to conduct research on human and animal subjects. Any research that involves a human subject, including a survey, requires permission. Forms to submit to either the University Committee on the Use of Human Subjects or the University Committee on Animal Subjects may be obtained from the Office of Research website <http://orsp.uno.edu/compliance/subjects.html>.

**A copy of the approval form must be scanned into the Appendix of the manuscript.**

## Copyright

- Copyright issues are 2-fold:
- a) protection of your intellectual property &
  - b) legal use of others' intellectual property.

If intellectual property includes an invention in which a patent may be applicable, you should check with your program or with the **Office of Research and Sponsored Programs** for advice.

### *Protection of your intellectual property*

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Although you have an **inherent** copyright upon publication of your work (U.S. Copyright Office states: "Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship *immediately* becomes the property of the author who created the work"), you may wish to include a copyright notice in your document. If so, center the copyright notice above the bottom margin on the second page of your manuscript following the title page (page number "ii").

**No** other text should appear on the page.

Copyright 2005, John Doe  
OR

*Example:* © 2005, John Doe

## ***Legal use of others' intellectual property***

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Copyright protection also applies to the intellectual property of others that are referenced in your document.

If use of others' work exceeds fair use as defined by law, you must obtain permission from the copyright owner. Under the doctrine of "Fair Use," up to 200 words from one source may be used without permission, if full credit is given to the source in notes and references. However, use of certain proprietary information (e.g. *tables or figures, photographs, charts, etc.*) may require written authorization by the copyright holder; check with your adviser to determine if copyright permission is necessary. A Fair Use checklist (created by the Copyright Management Center at IUPUI) is provided in the Appendix.

To obtain permission from a copyright owner, a detailed letter must be sent to the copyright owner that explains the intellectual property you wish to use and the purpose of the use. *Keep in mind that copyright issues must be addressed prior to turning in your document.* If such permissions are required, the student is responsible for confirming the copyright owner and contacting him/her to obtain the necessary written releases. In the letter, be sure to precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. To avoid a delay or the rewriting of your document you should begin the process of obtaining permission early in your writing. An example of a letter is provided on the next page.

Copyright approval must appear in a footnote and a copy of the permission letter(s) **must** be scanned into the Appendix of your manuscript. You will be required to acknowledge your awareness of Copyright Law when you submit your Thesis or Dissertation.

*Sample Copyright Permission Letter:*

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear \_\_\_\_\_:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral dissertation at \_\_\_\_\_ University entitled "\_\_\_\_\_." I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work]

The excerpts to be reproduced are: [insert detailed explanation or attach copy]

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by UMI Company. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

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

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

\_\_\_\_\_  
[Type name of addressee below signature line]

Date: \_\_\_\_\_

For more detailed information on copyright issues consult *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*, a handout available online: [http://proquest.com/products\\_umi/dissertations/copyright/](http://proquest.com/products_umi/dissertations/copyright/) or other online copyright references: Indiana University Copyright Management Center <http://www.copyright.iupui.edu>, Library of Congress <http://lcweb.loc.gov/copyright/>.

## Manuscript Preparation

In matters of style and bibliographical form you should follow the practice of the department and the advice of your major professor. Some departments require a certain style of format, such as APA, MLA, Chicago Manual of Style or Turabian while other programs allow you to choose a style (see Table below). The style selected must be consistently used throughout the paper. Changing styles within a manuscript is prohibited. If there are any discrepancies between the style chosen and University of New Orleans requirements, **University requirements have priority** and must be followed.

There are two general format styles: **Manuscript** and **Journal**.

### ***Manuscript***

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The **Manuscript** style is the more familiar style used by students. Traditionally, it includes an introduction, review of literature, methodology, results, discussion or conclusion, and references.

### ***Journal***

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The **Journal** style may contain submitted articles or articles to be published. It must maintain a clearly defined theme and an introduction and a conclusion. In addition, the title and abstract must reflect the overall theme of the research.

In order for articles to be accepted within the manuscript, the student must have contributed the major part of the work submitted. In general, the candidate would be expected to be the sole author or first author of each article. **If co-authors are listed, beyond the major advisor, a letter from each co-author addressed to the Dean of the Graduate School granting approval for the article to be used must be included in the thesis or dissertation.** Discussion of multiple authorship and submission approval should begin early in the development of the research project. All authors must be in agreement and have had the opportunity to read the final draft of the article before submission of the thesis or dissertation to the University. **A copy of the letter(s) must be scanned into the Appendix.**

In no case shall the same paper be included in more than one thesis or dissertation. For proof of authorship, **a copy of the title page of the article must be submitted at the format check** of the thesis or dissertation. Authorship guidelines specific to a discipline would have to be supported by the program if the candidate is not the sole author or first author on each article. Finally, theses and dissertations submitted in journal style must adhere to University of New Orleans format standards.

## Manuscript Review

The review of the entire manuscript by the Graduate Reviewer is a critical step in the approval process. The Reviewer will examine the layout of each page to ensure that it meets the standard set by the University of New Orleans.

### **YOU WILL BE REQUIRED TO SEND YOUR FILE A MINIMUM OF 2 TIMES**

1. **FORMAT CHECK** – first review of the manuscript by the Graduate School. You **must** send the manuscript electronically by the relevant due date. Word or Word Perfect files are preferred.
2. **FINAL VERSION** – This is the last version of the manuscript in which committee changes and Graduate School format changes have been integrated. The file **must** be sent by 4:00 pm CST on the relevant due date. 1 PDF file is required.

### ***Format Check***

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The complete manuscript should be submitted as no more than 2 MS Word or WordPerfect files to [reviewer@uno.edu](mailto:reviewer@uno.edu).\* The manuscript will be reviewed for format only. Students will receive format comments within approximately 3 business days, depending on the volume of manuscripts received. If your file size exceeds your mailbox capacity, you may want to use a third-party site such as [yousendit.com](http://yousendit.com) or [xdrive.com](http://xdrive.com).

### ***Final Versions***

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Once they receive clearance from Reviewer, students may submit their final version.

**Final Submission:** Send the approved manuscript as a **single PDF file** to [reviewer@uno.edu](mailto:reviewer@uno.edu). Once approval is granted, no revisions will be permitted.

**IMPORTANT:** Manuscript submission is only considered complete when an email from [reviewer@uno.edu](mailto:reviewer@uno.edu), indicating that the Graduate School has approved the manuscript, is sent to the student's UNO email account.

### ***Access***

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After the manuscript has been approved and received it will be linked to the UNO Library and added to the LOUISiana Digital Library according to the access level designated by the author and the committee on the first page of the Thesis and Dissertation Approval Form.

## **Electronic Submission of the Manuscript**

Electronic documentation is rapidly becoming the administrative standard for universities and other institutions. In addition, libraries and other archiving facilities are moving towards digitizing their collections as a means of preserving documents at a minimal cost.

### ***Electronic Submission of the Final Version***

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The process of creating an electronic thesis or dissertation is a simple one. Once a manuscript is finalized in word processing software, it is ready to be converted to PDF (Portable Document Format).

Converting to PDF:

- **If you are running Mac OSIX or lower or Office 97-2003 you must have Adobe Acrobat software installed.** On a computer with **Adobe Acrobat** installed, open the file to be converted. Select Print. Change the printer destination to **Acrobat Distiller** (version 5.0) or to **Adobe PDF** (version 6.0 & higher). Select **OK**. Conversion will now be complete.
- If you are running **Mac OSX**, you can "save as PDF".
- If you are running **Office 2007** you can "save as PDF".

### ***Security Settings***

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Adobe Acrobat 7.0 Professional allows authors to set security preferences for their manuscript. For processing and cataloging purposes, all security settings must be turned off. **Manuscripts with security turned on will not be approved.**

### ***Graduate School Website***

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Several resources are available from the Graduate School website for students completing Thesis & Dissertation requirements, including several “how-to” documents for using MS Word and Adobe Acrobat.

## **Format Requirements**

The following section outlines the University’s requirements for format for all theses and dissertations submitted in partial fulfillment of the requirements for Master’s and Doctoral degrees.

**IMPORTANT: Do not use a previously submitted thesis or dissertation as a guide.**  
Guidelines under which that manuscript was approved may no longer be in effect.

### ***Organization***

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★ Items in **Bold** must be included

**Title Page**

Copyright

Dedication

Acknowledgment

Foreword

**Table of Contents**

List of Figures

List of Tables

List of Illustrations

**Abstract**

**Introduction**

Body of Thesis

References/Bibliography

Appendix/ces

**Vita**

## **Page Numbering**

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- **Title Page:** the **only** unnumbered page (counted as page “i” but not numbered)
- **All** pages except the title page must be numbered.
- **All** page numbers must appear in the bottom center of the page.

Two **different** number formats are required:

1. The section from **Title Page through Abstract** (see Organization above) is considered “front matter” and numbered with *small Roman numerals (ii,iii,iv,etc.)*.
2. Numbering **restarts on the first page of Chapter 1** with *Arabic numerals (1, 2,3, etc)* and continues through the “body” to Vita.

**Format Tip:** Unless you have access to **Adobe Acrobat** software - not the same as Adobe Reader - you will need to keep both front matter and body sections in **one** Word file. Instructions on using Section Breaks to correctly format page numbers are provided from the Thesis and Dissertation page of the Graduate School website (<http://grad.uno.edu/td/workshop.cfm>).

## **Spacing**

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Manuscripts may be double-spaced, space and a half, or single-spaced with the following exception: The Title Page, Table of Contents, Table and Figure Captions, Footnotes and entries in the Reference **must** be single-spaced. Paragraph Indentation **must** be 0.5” or 0.7”. Widows (the last line of a paragraph typed as the first line of a new page) and orphans (the first line of a paragraph as the last line of a page) are **not** permissible.

## **Font**

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A uniform font style should be consistent throughout the manuscript. The maximum font size is 16pt and the minimum is 10pt. Script fonts are not acceptable. Italics may be used for subheadings, scientific terms, foreign words, and special emphasis or for citing titles of published works. Some fonts convert to PDF more easily than others. If you have a question, please consult the Reviewer ([reviewer@uno.edu](mailto:reviewer@uno.edu)).

## **Margins**

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All margins should be set to 1” (left, right, top & bottom). **Left justification is required.** Charts, graphs, tables, and illustrations must adhere to the required margin settings as well.

**Format Tip:** The default setting in MS Word is not 1”. You may have to re-set the margins. In Word 2007 go to *Page Layout > Margins* to select the margins. In Word 97-2003 go to *File>Page Setup* to change the margins.

**Headings and Subheadings**

Headings and sub-headings may be in bold print and have a larger size font. Font size may not exceed 16-point. The font size and heading level correspond in a descending order (e.g., first-level heading has largest font size, etc.).

First-level headings (e.g., *Acknowledgements, Table of Contents, List of Tables, List of Figures, Abstract, Introduction, Chapters, Bibliography, Appendix, Vita*) must begin on a new page.

**The headings must be identical in font style, font size, placement, and style of capitalization and used consistently throughout the document.**

Double-spacing twice after a first-level heading, before footnotes, and before and after tables is permitted. Do not add extra space before or after subheadings. Running headers are **not** permitted. Follow the heading levels of your program’s manual style. If the APA manual style is the default, examples of three, four- and five-level headings are provided.

<p><b>Heading for three levels</b></p> <p>Uppercase, Lowercase, Centered</p> <p><i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i></p> <p><i>Indented, italicized, uppercase first letter heading</i></p>	<p><b>Heading for four levels</b></p> <p>Centered Uppercase and Lowercase Heading</p> <p>Centered ,Italicized, Uppercase and Lowercase Heading</p> <p><i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i></p> <p><i>Indented, italicized, uppercase first letter heading</i></p>
<p><b>Heading for five levels</b></p> <p>CENTERED UPPERCASE HEADING</p> <p>Centered Uppercase and Lowercase Heading</p> <p>Centered, Italicized, Uppercase and Lowercase Heading</p> <p><i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i></p> <p><i>Indented, italicized, uppercase first letter heading</i></p>	

***Title Page (required)***

The Title of the manuscript **must** be in upper and lowercase letters, begin at the 1" top margin and not be in bold. It should appear **identical** to the title on the *Thesis and Dissertation Approval form*.

Authors of scientific and engineering theses or dissertations must use **words in place of formulas, symbols, superscripts, subscripts, Greek letters**, etc., in the title. For example, "Fission-Fragment Synthesis of  $K_3Mn(CN)_6$ " is written "Fission-Fragment Synthesis of Potassium Manganicyanide."

The degree listed must correspond to an official degree awarded by UNO as listed in the University Catalog. A concentration may be listed on the line directly below.

*Example:*

Master of Fine Arts  
in  
Film, Theatre and Communication Arts  
Creative Writing

The date of graduation (month and year only) coincides with the awarding of the diploma. For Fall and Spring semesters the date of graduation is December or May and the year. Students who finish in the Summer must use August, even if returning to participate in the Fall semester commencement exercises. The date of graduation is **not the date that the final defense is held**.

A sample of the Title Page appears on the following page.

Example:

1 inch margin

Title

(6 blank lines)

A Dissertation or A Thesis

(6 blank lines)

Submitted to the Graduate Faculty of the  
University of New Orleans  
in partial fulfillment of the  
requirements for the degree of  
(6 blank lines)

Doctor of Philosophy or

Master of Arts, Science, Fine Arts

in

Xxxx XXxxx (official degree listed here)

## **Table of Contents (required)**

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The Table of Contents should list and identify all items that follow the Table in the manuscript, including appendices. A Table of Contents is optional only for candidates in Playwriting or Screenwriting.

*Example:*

Table of Contents	
List of Figures.....	ii
Abstract.....	iv
Chapter 1.....	1
Introduction.....	1
Themes.....	2
Chapter 2.....	5
Chapter 3.....	8
References.....	11
Appendices.....	12
Appendix A: example.mpeg.....	13
Vita.....	14

**Format Tip:** Do not manual type in dot leaders! The page numbers on the right margin will not line up. Instead, in Microsoft Word 97-2003:

1. Begin with a pure page— remove previous formatting.
2. Set top, right and left margins.
3. At the top margin, **center** “Table of Contents”.
4. **Left justify** the cursor. Type the title of your first page (FOREWORD, LIST OF TABLES, etc.)
5. With the cursor at the end of the word, set a **tab stop**. Choose **Format** from the toolbar, and **Tabs** from the menu. In the **Tab Stop Position** window, type in **6**. In the **Default Tab Stops** window, type in **0**. Set the **Alignment** to **Right**. Choose Option **2** under **Leader**. Click **OK**.
6. With the cursor at the end of the word, press the **Tab** key. With the cursor now at the right margin, type in your page number and hit return. (Remember to use *small Roman Numerals* for Front Matter).
7. For each subsequent heading, simply type in the title at the left cursor, tab over to the right and type in the corresponding page number.
8. If you have subheadings to indent from the left, you will need to **space** over to the correct point. Be sure that all subheadings are aligned to the same point.

In Microsoft Word 2007 the instructions are the same as above. Just start from Home>Paragraph to get to the Tabs menu.

## **List of Figures, Tables or Illustrations**

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If a figure, table or illustration is included in your manuscript a List should be provided. Lists should be formatted exactly like the Table of Contents (with page numbers aligned to the right margin).







