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Section 1: Introduction and Initial Considerations

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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 resource

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 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](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 plans.

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 demonstrate scholarly or creative contributions to the field of study. A compilation format is

- ✘ 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; 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 thesis project. In all such instances, the following requirements apply:

- ✘ If the material is co-authored, the coauthor 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 intended 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 quotes, 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 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 the material] was obtained from [cite the grantor for o 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

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 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 ULM 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

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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 here. We strongly encourage using t

⌘ Avoid "widows and orphans" by ensuring that you have at least 2 lines of a paragraph at

Headings and Subheadings

- ☞ To aid in consistency and uniformity, the Graduate School requires that all these dissertations and synthesis projects, regardless of disciplines, conform to the following level heading format:

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6!	-/#\$/%/'7!8&,'79*\$,/-+./!:/+ '*#2 ! "\$%&!&#()*!*+!*+!)#,-+.+'.+-/0!

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

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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 exist between instructions and sample pages

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I=,;*;)3J+!4#3/	,-%\$+!7%+!2-!\$-+9D7/(!	D-!
K=G7&+(#+	,-%\$+!#\$2D%.7/(!	E/&!
L=M/2)'#+)-\$!<-*+)-\$#8@	,-%\$+!#\$2D%.7/(!	E/&!
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FK=4(/9#!!<-*+)-\$#8@	,-%\$+!#\$2D%.7/(!	E/&!

Item One: Title and ApprovalPage

*****CJLMCJN

The Title and ApprovalPage is the first page of your thesis/dissertation/synthesis project and is required from all students.

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A+)*+!+;!F.8)(*/+6!

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Item Two: Copyright Page

CJKLMCJN

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 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 supplied (i.e., counted but not numbered)
- ! Ensure that the Copyright Page does NOT appear in the Table of Contents.

Next up: Abstract



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#\$/*(4\$!+,!*#\$!2\$(T\$:K!*#\$!@+D!(+86.!P#+&*#\$2\$!+\$&2!:\$0+50\$K!P\$2\$\$*#'\$!.\$228:\$2!
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Item Four: Dedication Page

GB#MGOD:"

The Dedication Page is an optional page, but, if you choose to include it, it should be counted 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 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 page number on the Dedication Page.
- ! Ensure that the Dedication Page appears in the Table of Contents and is counted.

Next up: Epigraph Page

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%#&!0&&1!)\$!0&!0#\$!2345*567!

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Item Five: Epigraph Page

GB#MGOD:"

Item Six: Acknowledgements

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The Acknowledgements Page is more of a formal thank you to those who have helped you in the

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!"#\$%&!

Item Seven: Table of Contents

CJKLMCJN

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 recommend you take a

Item Eight: List of Tables

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

CJKLMCJNP

(*Required only if you include

Item Eleven: List of Abbreviations

CJKLMCJNP"

(*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. 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 the 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

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Item Thirteen Preface

*****GB#MGOD:"

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.

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!"#\$%&!

Item Fourteen Introduction

*****GB#MGOD:"

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 to 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 plays, but his Introduction deals with how Shakespeare is viewed. 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 on 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 of the 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

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Item Fifteen Chapters

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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 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/subheadings. Having these in mind in advance will help you avoid last-minute reformatting rushes.

Next up: Endnotes

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Item Sixteen: Endnotes

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Endnotes are similar to footnotes in a text, giving 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,

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Item Eighteen: Appendix/Appendices

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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 software codes, well logs, letters of permission,

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 heading 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)

""""GB#MGOD:

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 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

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Item Twenty: Biographical Sketch

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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. Keep it brief. Something between 100-150 words is more

Section 4: 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 submit the "Defended Manuscript Submission and Contact Information Webform" to the Graduate School.
- #" 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 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 pay 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

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- ¥ 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 fees 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/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

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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.

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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.

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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 "It'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 Disinhibit 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 .

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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.

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- !! 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.

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

>5.2)*("

- !! 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.

