



THE UNIVERSITY of  
NEW ORLEANS

## Thesis and Dissertation Manual

2011-12

GRADUATE SCHOOL

205 ADMINISTRATION · (504) 280-1155 · [HTTP://GRAD.UNO.EDU](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:

- Degree plan, i.e., *Application for Candidacy* (master's) or *Report on General Examination/ Request for Candidacy* (doctoral), must already have been approved in an earlier semester.
- Enrollment in the University is required.
- 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.

Introduction	
Student Responsibilities .....	3
Committee Responsibilities .....	3
Human & Animal Subjects .....	3
Copyright.....	3
Manuscript Preparation .....	6
Manuscript Review .....	7
Format Review.....	7
Final Versions.....	7
Access .....	7
Conversion of the Manuscript.....	8
Converting to PDF.....	8
Security Settings .....	8
Format Requirements .....	9
Organization & Order .....	9
Page Numbering .....	9
Spacing.....	10
Font.....	10
Margins.....	10
Headings .....	10
Title Page .....	11
Table of Contents .....	12
Abstract .....	13
Vita .....	14
Footnotes.....	14
Tables & Figures .....	15
Landscape Pages.....	15
Illustrations.....	15
Film Students.....	15
Final Checklist.....	15
Doctoral Packet.....	16
Commencement .....	16
Appendix - <i>Fair Use Checklist</i>	
<i>Creative Commons Licenses</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

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

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 (Institutional Review Board -IRB) or the University Committee on Animal Subjects (Institutional Animal Care and Use Committee-IACUC) may be obtained from the Office of Research website <http://orsp.uno.edu/compliance/subjects.html>.

**A copy of the approval from either the IRB chair or IACUC chair must be scanned into the Appendix of the manuscript. Certification of NIH training is not a substitution for IRB approval.**

---

## 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**

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 2011, John Doe

OR

© 2011, John Doe

#### EXAMPLE:

Should you wish, you can also register copyright with the U.S. Copyright office. The UMI ETD Administrator -which you will be using to submit your manuscript for review- will provide you the option to pay for UMI to register copyright on your behalf. Or, you can go online to the U.S. Copyright Office website (<http://www.copyright.gov/>) and file electronically for \$35.

#### LEGAL USE OF OTHERS’ INTELLECTUAL PROPERTY

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** is available from the Columbia University Copyright Center <http://copyright.columbia.edu/copyright/files/2009/10/fairusechecklist.pdf> and provided in the Appendix of this Manual.

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.

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:

Columbia University Copyright Center: <http://copyright.columbia.edu/copyright/>

U.S. Copyright Office: <http://www.copyright.gov>.

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: \_\_\_\_\_

## 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

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

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. 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. **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 Appendix of the thesis or dissertation**.
- 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. 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 should expect to submit your manuscript a minimum of 2 times*

1. **CREATE AN ACCOUNT ON SCHOLARWORKS@UNO** – ScholarWorks is the UNO Institutional Repository. You will be uploading your manuscript to this site for review and approval by the Graduate School.
  1. Go to: <http://scholarworks.uno.edu>
  2. Click on “My Account”
  3. Click on “Sign Up” button under “Create New Account”
  4. Provide your email address, first name, last name and be sure to type in University of New Orleans as your institution; Be sure to provide a password that you will remember since you will need to log in again.
  5. Your account confirmation will be sent to the email address you provided (not necessarily UNO email)
2. **FORMAT CHECK** – first review of the manuscript by the Graduate School. The version that you submit for the format check does not necessarily have to have prior approval of your committee. The manuscript will be reviewed for format only. Students will receive format comments within approximately **2-3 business days**, depending on the volume of manuscripts received. Manuscripts are reviewed in the order in which they are received. Keep in mind that because the review is conducted by a person, and not a machine, if you send your manuscript after business hours (8am-4:30pm M-F) it will not be logged in until the next business day.

You **must** upload the manuscript to the UNO Theses & Dissertations Collection at ScholarWorks@UNO online: <http://scholarworks.uno.edu> by the due date. After you have created an account you will be able to go to “My Account” and log in.

- On the bottom left select “Submit your Work”
- You will need to scroll down the “Submit your Work” page to access “University of New Orleans Theses and Dissertations”
- You will first see the Submission Instructions. Read and scroll through to the agreement. After you have clicked to verify your agreement you will see the submit form.
- You must provide the following information:
  - Title
  - Your name (this should be already populated)
  - Date of Award (this is the official graduation date, e.g. 12/17/11 for Fall 2011 or 5/18/12 for Spring 2012).
  - Degree Type: Thesis, Thesis-Restricted (only if you have selected Access Level 2 on the Approval Form, Dissertation, Dissertation-Restricted (only if you have selected Access Level 2 on the Approval Form).
  - Degree Name (this is the official name of your degree: M.A., M.F.A., M.M., M.P.A., M.S., M.U.R.P., Ph.D.)
  - Degree Program
  - Department
  - Major Professor (last name, first name). If you have co-chairs put a semi-colon between their names.
  - Second, Third, Fourth, Fifth, Sixth and Seventh Advisors (last name, first name for your committee members).
  - Keywords (you may enter up to 6 words or phrases, separated by semi-colons)
  - Subject Categories (select the ones that best correspond to your manuscript)

- Abstract (you may type or copy and paste; this cannot exceed 150 words for theses or 350 words for dissertations; if you are submitting a music composition, collection of stories or poems you can type in “N/A”)
  - Embargo Period (only complete if you have selected Access Level 3 on the Approval form; include the exact month, date and year of the approved Embargo release date).
  - Creative Commons License – Optional. Creative Commons developed in 2001 to create a global standard for sharing research. They have 6 licenses that outline what an author will allow a user to do with their work. A listing of the licenses is available online: <http://creativecommons.org/licenses> and on the last page of this manual.
  - The final step is to upload the file from your computer. This can be a Word or WordPerfect file for the initial format check.
  - Within 2-3 business days you should receive an email with the reviewer decision and comments about the format of your manuscript.
3. **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 submitted by logging back into ScholarWorks@UNO and selecting the Revise thesis/dissertation link by **4:00 pm CST** on the due date. The final version accepted by the University will be a PDF file. If you have access to Adobe Acrobat, Word 2007 or Word on Mac OSX and higher you can do this conversion before you submit your file. If you do not have access ScholarWorks will do the conversion for you. You will receive an email confirming approval of your manuscript format approximately 1 business day after you submit it. Once approval is granted, no revisions will be permitted.

#### FILE NAME

To ensure that the file of your final manuscript is cataloged and stored correctly please follow this convention in naming: YEAR\_DEGREE(MA/MFA/MS/PHD,ETC)\_LASTNAME\_FIRSTNAME

4. **ACCESS** After the manuscript has been approved and received it will be added to ScholarWorks@UNO according to the access level designated by the author and the committee on the first page of the Thesis and Dissertation Approval Form. There are three access levels to choose from: Unrestricted, Restricted or Embargo.
- **Unrestricted** access means that once it is uploaded any user will be able to search for your manuscript and view it.
  - **Restricted** access means that once it is uploaded any user will be able to search for your manuscript but only users accessing the collection from a UNO IP address will be able to view it. After one year, restricted access reverts to unrestricted access.
  - **Embargo** means that bibliographic and abstract information will be released immediately for access worldwide but the actual file will not be available to anyone for the designated period of time. After the embargo time has passed, the file will be available for unrestricted access.

#### GRADUATE SCHOOL WEBSITE

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.

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 & ORDER** See list of items below. Items in **Bold** are required. Other items are optional. Items must be arranged in the sequence presented below:

**Title Page** \*no page number

Copyright -

Dedication

Acknowledgment

Foreword

**Table of Contents**

List of Figures

List of Tables

List of Illustrations

**Abstract**

Introduction\*\**page numbering re-starts with "1"*

Body of Thesis

**References/Bibliography**

Appendix/ces

**Vita**

### PAGE NUMBERING

- **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 & Order 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** : If you insert Section Breaks you can keep the different page number formats within one document. With your cursor on the last page of the first section (usually the Abstract page) In Word 2007, select Page Layout tab. Click Section Breaks > Next Page. Now select the Insert tab. Click on the drop-down menu to the right of Page Number> Bottom of Page> Plain Number 2. Select Format Page Numbers. If you are inserting page numbers for the first page after the front matter (page 1) you must de-select **Continue from Previous Section** and select **Start at "1"**.

## SPACING

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

- 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

- 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

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

- 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.
- 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.

### EXAMPLE Heading for three levels

- Level 1: Uppercase, Lowercase, Centered
- Level 2: *Flush Left, Italicized, Uppercase and Lowercase Side Heading*
- Level 3: *Indented, italicized, uppercase first letter heading*

### EXAMPLE Heading for four levels

- Level 1: Centered Uppercase and Lowercase Heading
- LEVEL 2: *CENTERED, ITALICIZED, UPPERCASE AND LOWERCASE HEADING*
- Level 3: *Flush Left, Italicized, Uppercase and Lowercase Side Heading*
- Level 4: *Indented, italicized, uppercase first letter heading*

### EXAMPLE Heading for five levels

- Level 1: CENTERED UPPERCASE HEADING
- Level 2: Centered Uppercase and Lowercase Heading
- LEVEL 3: *CENTERED, ITALICIZED, UPPERCASE AND LOWERCASE HEADING*
- Level 4: *Flush Left, Italicized, Uppercase and Lowercase Side Heading*
- Level 5: *Indented, italicized, uppercase first letter heading*

## 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<sub>3</sub>Mn(CN)<sub>6</sub>" 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.
- The date of graduation (month and year only) coincides with the awarding of the diploma. The month is December **for Fall, May for Spring or August for Summer**.
- The layout of the Title Page must follow the example (next page) exactly.

## EXAMPLE DEGREE LISTING:

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

## EXAMPLE TITLE PAGE:

<p><i>1 inch margin</i> Title – do not use bold or italics <i>(6 blank lines)</i></p> <p>A Dissertation <u>or</u> A Thesis <i>(6 blank lines)</i></p> <p>Submitted to the Graduate Faculty of the University of New Orleans in partial fulfillment of the requirements for the degree of <i>(6 blank lines)</i></p> <p>Doctor of Philosophy <u>or</u> Master of Arts, Science, Fine Arts, etc. in Xxxx XXxxx (official degree listed here) Xxxxxx (concentration may be listed here) <i>(6 blank lines)</i></p> <p>by (1 blank line) John XXXX (1 blank line) B.X. XXX State University, 1981 M.X. University of XXXXX, 1991 (1 blank line)</p> <p>May (<u>or</u> December <u>or</u> August), 2011</p>
--

## TABLE OF CONTENTS (REQUIRED)

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.....	iii
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

ii

---

**FORMAT TIP:** Don't manually 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 new page or 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

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).

## NOMENCLATURE AND ABBREVIATIONS

It may be necessary to provide a list of nomenclature or abbreviations utilized in your manuscript. It should follow the Table of Contents and precede the Abstract.

## ABSTRACT (REQUIRED)

The **maximum** amount of words for an abstract is:

- **Thesis—150**
- **Dissertation—350**
- Authors of scientific and engineering theses or dissertations **must** use words in place of formulas, symbols, superscripts, subscripts, Greek letters, etc.
- The Abstract is the last page in the manuscript to be paginated with a small roman numeral.
- Keywords (words or short phrases for indexing and database access) are required to be listed at the bottom of the Abstract page

### EXAMPLE :

Abstract

Following the logic of Fernando Pessoa's semiheteronym, Bernardo Soares, the artist renders in a visual image the sensations of his emotional state. "I compose landscapes out of what I feel", he declares, while simultaneously conveying the reader into his own physical landscape of the streets of Lisbon. The state of the self is reflected in the spaces that are inhabited, sought, created and reflected by the various personae represented in works by Rousseau, Pessoa and Lispector.

Comparative Literature, Portuguese, Brazilian Portuguese, Romanticism,  
*Julie, or the New Heloise, Livro do desassossego*

x

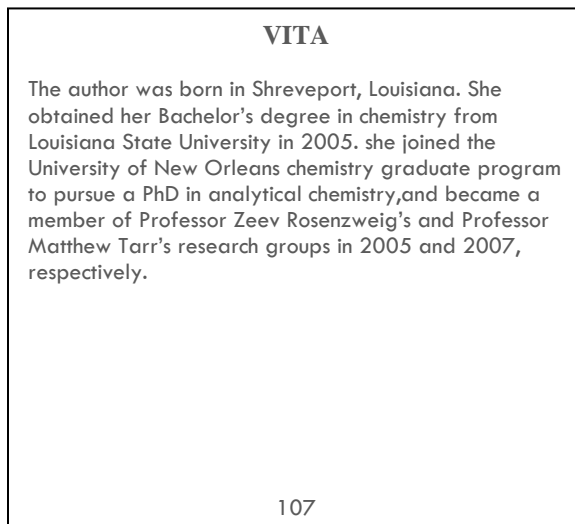
## PREFACE, PROLOGUE OR INTRODUCTION

This should be the **first** page of the manuscript to be paginated with Arabic numeral "1".

## VITA (REQUIRED)

Your vita, which is always the last page of the manuscript (follows appendices), is a brief biographical sketch typed in paragraph format and written in the third person. It should **not** be confused in content or format with your *Curriculum Vitae* or résumé.

### EXAMPLE:



## FOOTNOTES

- If footnotes are used, they can be placed either at the bottom of each page or grouped at the end of each chapter as end notes.
- If put at the end of the chapter the subheading "End Notes" should provide the title for the section. This does not begin a new page. Single-space the end notes with a double-space between entries. Inclusion of End Notes does not preclude a Bibliography. Footnotes may be numbered consecutively throughout the manuscript or they may begin with 1 within each chapter.

## TABLES AND FIGURES

DO NOT GROUP TABLES, FIGURES AND ILLUSTRATIONS AT THE END OF THE CHAPTER OR THE DOCUMENT.

- The format chosen for table titles and figures must be used consistently throughout the document.
- Tables and figures must conform to the 1" margins.
- Captions may be single-spaced and smaller in size, but **no smaller** than 10 pt.
- If a table is longer than a single page, a notation that states either "(table continued)", "(table XX continued)", "(table cont.)", or "(table XX cont.)" is **required**. The complete caption appears only on the first page at the top of the table.
- Tables and figures not critical to the manuscript may be placed in an appendix. These tables and figures may be reduced to fit on one page as long as they are legible.

## LANDSCAPED PAGES

Landscaped pages should be formatted for screen viewing and remain landscaped in the PDF file. The pagination should also be oriented for the screen and not for print.

## ILLUSTRATIONS

It is possible within an Electronic Thesis or Dissertation to include original research elements. Students are encouraged to take advantage of this aspect of electronic documentation. Digital photographs, screen shots, video images, and short audio clips are just a few of the types of supplementary material that can be included in an electronic manuscript. These items should be listed in the Table of Contents.

If included, these items **must** be in one of the following formats:

<b>Images</b>	GIF (.gif) JPEG (.jpeg) PDF (.pdf) use Type 1 PostScript fonts TIFF (.tif)
<b>Video</b>	Apple Quick Time (.mov) Microsoft Audio Video Interleaved (.avi) MPEG (.mpg)
<b>Audio</b>	AIF (.aif) CD-DA CD-ROM/XA MIDI (.midi) MPEG-2 SND (.snd) WAV (.wav)

## FILM STUDENTS

Students completing an MFA in Film, Theatre and Communication Arts with a concentration in Film Production must submit their film as an additional file when they complete the submit form. Do NOT embed into the PDF file.

## FINAL CHECKLIST

### All students:

- Currently enrolled
- Forms submitted by deadline
- Diploma fee paid
- Name and title match on Title Page and Thesis and Dissertation Approval Form
- No pages missing
- Table of Contents lists accurate page numbers
- Table of Contents lists all supplemental material
- Font size does not exceed 16pt.
- Font style is consistent
- Electronic File name: year\_degree\_lastname\_firstname
- Appropriate approval and permission letters inserted (IRB/Copyright)



**Additional steps for Doctoral candidates:**

- Notified the Graduate School whether or not attending commencement
- Submitted the Survey of Earned Doctorates online
- Submitted the UMI Author Agreement form to the Graduate School

**DOCTORAL PACKET**

**Doctoral** candidates must complete and return the following: *Survey of Earned Doctorates* and *ProQuest Author Agreement Form*.

- The *Survey of Earned Doctorates* is a continuing effort by the National Science Foundation to gather data on recent doctorates. The Survey can be completed online from a link on the Graduate School Forms website (<http://grad.uno.edu>, follow the link for Forms).
- *UMI Author Agreement Form\** is disseminated by UMI/PQIL. Your signature gives UMI/PQIL permission to do the following with your dissertation:
  1. Microfilm and archive
  2. Assign a unique ISBN, create a bibliographic record for distribution to resources such as OCLC, Silver Platter, STN and Dialog.

\*ALTHOUGH THE GRADUATE SCHOOL COLLECTS THE FEES AND AGREEMENT FORMS FOR DISTRIBUTION, UMI IS AN AGENCY INDEPENDENT OF THE UNIVERSITY OF NEW ORLEANS. ANY AGREEMENT BETWEEN STUDENTS AND UMI FOR SERVICES SUCH AS COPYRIGHT REGISTRATION, OR DISCOUNTED COPIES OF YOUR DISSERTATION, IN ADDITION TO THE DECISION ON OPTIONS OF ACCESS ARE ALSO INDEPENDENT OF UNO. STUDENTS ARE ENCOURAGED TO MAKE COPIES OF THE AUTHOR AGREEMENT FORM FOR THEIR RECORDS BEFORE TURNING THEM IN TO THE GRADUATE SCHOOL OFFICE.

**COMMENCEMENT**

- The Office of the Registrar coordinates the Commencement Ceremonies and will send notices to degree candidates with instructions.
- The Registrar also prints and distributes diplomas and transcripts. If you cannot attend the commencement ceremony you **must** make other arrangements to receive your diploma, such as picking it up in Room 112 of the Administration Building or by completing the Diploma Mailing form.
- Graduation materials such as cap and gown can be purchased in the Bookstore. There are no dressing rooms or secure lockers available at the Arena. You should arrive with your cap and gown on and you should only carry items that you can store on your person.
- If you plan to attend the Ceremony, you should arrive **at least 45 min. prior to the Ceremony with your cap and gown on.**
- Doctoral students attending the Ceremony should report to the meeting room for the Platform Party.
- Students who complete degree requirements in August may attend the Commencement Ceremony in the following December.

## Fair Use Checklist

Copyright Advisory Office  
Columbia University Libraries  
Kenneth D. Crews, Director  
<http://copyright.columbia.edu>

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Project: \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

### Purpose

#### Favoring Fair Use

- Teaching (including multiple copies for classroom use)
- Research
- Scholarship
- Nonprofit educational institution
- Criticism
- Comment
- News reporting
- Transformative or productive use (changes the work for new utility)
- Restricted access (to students or other appropriate group)
- Parody

#### Opposing Fair Use

- Commercial activity
- Profiting from the use
- Entertainment
- Bad-faith behavior
- Denying credit to original author

**Nature**

**Favoring Fair Use**

- Published work
- Factual or nonfiction based
- Important to favored educational objectives

**Opposing Fair Use**

- Unpublished work
- Highly creative work (art, music, novels, films, plays)
- Fiction

**Amount**

**Favoring Fair Use**

- Small quantity
- Portion used is not central or significant to entire work
- Amount is appropriate for favored educational purpose

**Opposing Fair Use**

- Large portion or whole work used
- Portion used is central to or “heart of the work”

**Effect**

**Favoring Fair Use**

- User owns lawfully purchased or acquired copy of original work
- One or few copies made
- No significant effect on the market or potential market for copyrighted work
- No similar product marketed by the copyright holder
- Lack of licensing mechanism

**Opposing Fair Use**

- Could replace sale of copyrighted work
- Significantly impairs market or potential market for copyrighted work or derivative
- Reasonably available licensing mechanism for use of the copyrighted work
- Affordable permission available for using work
- Numerous copies made
- You made it accessible on the Web or in other public forum
- Repeated or long-term use

# The Creative Common Licenses



## **Attribution CC BY**

This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.



## **Attribution-ShareAlike CC BY-SA**

This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.



## **Attribution-NoDerivs CC BY-ND**

This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.



## **Attribution-NonCommercial CC BY-NC**

This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.



**Attribution-NonCommercial-ShareAlike  
CC BY-NC-SA**

This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.



**Attribution-NonCommercial-NoDerivs  
CC BY-NC-ND**

This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.

We also provide tools that work in the “all rights granted” space of the [public domain](#). Our [CC0 tool](#) allows licensors to waive all rights and place a work in the public domain, and our [Public Domain Mark](#) allows any web user to “mark” a work as being in the public domain.