



THE UNIVERSITY *of*  
NEW ORLEANS

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Thesis and Dissertation Manual

2021-2022

## DEGREE COMPLETION TIMELINE:

- **Candidate Plan of Study** (master's) or **Report on General Examination/ Request for Candidacy** (doctoral), must already have been approved in an earlier semester

### *Candidacy Due Dates:*

For Fall graduation – **May 15**

For Spring graduation – **March 1**

For Summer graduation – **October 1**

- Enrollment in the University is required in your graduation term.
- You must have completed the **Application for Graduation** in WebStar for the semester that you plan to graduate. Deadlines are October 1 (Fall), March 1 (Spring) and July 1 (Summer). If you don't make graduation due dates for that semester, you will need to complete a **new** Application for Graduation for the next semester.
- Remember to schedule your defense as early as possible. You should plan to submit a draft of your manuscript to your committee no less than 2 weeks prior to your defense date.
- After your defense you, your committee and your graduate coordinator must sign the **Thesis and Dissertation Approval Form**.

Revised 7/30/2021

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# CHAPTER 1: RESPONSIBILITIES, REGULATIONS AND PROCEDURES

## 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.

### 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.

### GRADUATE SCHOOL RESPONSIBILITIES

The Graduate School office oversees and implements all policies and procedures governing graduate manuscripts. It also publicizes and disseminates the articulation of these policies and procedures to the campus

### AUTHORSHIP

It is university policy that one and only one candidate may author a thesis or dissertation. While candidates may collaborate on the research or project, each candidate is responsible for writing their own thesis or dissertation.

### HUMAN & ANIMAL SUBJECTS

University regulations require students to receive permission prior to conducting 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://www.uno.edu/orsp/PoliciesProcedures/index.aspx>.

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## COPYRIGHT

Copyright issues are two-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

You have an **inherent** copyright upon publication of your work. The 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."

If you wish, you may 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"*). This is simply a reminder to the reader of your inherent copyright. It is not the same as registered copyright. If you will include this notice, **no** other text should appear on the page.

**Example:**

Copyright 2021, John Doe
OR
© 2021, John Doe

If you wish to formally register your copyright you can do so through the [US Copyright Office](#).

You also have the option to assign a Creative Commons license to your work. These licenses, which are irrevocable, grant certain permissions automatically, so those who want to use your work will not have to seek your permission.

## LEGAL USE OF OTHERS' INTELLECTUAL PROPERTY

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

There are three ways to legally use copyrighted content:

- 1) **Fair Use** – Fair Use is a doctrine that allows the use of copyrighted works without permission in certain circumstances. Compliance with Fair Use is not determined by a specific number of words or a percentage of the work used. Instead, you should perform a Fair Use analysis to determine if your use applies under this doctrine. See the [UNO Library guide to copyright and fair use](#) for more information, including tools to assist you in performing this analysis.

- 2) **Open License** – If an open license (such as a Creative Commons license) is attached to the work you are using, specific uses will be allowed (as indicated by the particular license) and you will not have to ask for permission to use the work under those terms.
- 3) **Obtaining Permission** – If you are not able to use the copyrighted work under the Fair Use doctrine and there is no license in place that allows the re-use the wish to make, you will need ask to ask permission from the copyright holder to use the work.

#### OBTAINING PERMISSION

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. For further guidance on seeking permission, see [Basics of Getting Permission](#) (Stanford University Libraries).

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.

You are encouraged to check with your advisor and/or consult with a librarian if you have any questions or concerns about your use of copyrighted content.

**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: \_\_\_\_\_

# Chapter 2: Requirements for Preparation and Acceptance

## 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.



## ACCESS LEVEL

All students submitting a Thesis or Dissertation as part of degree requirements for the University of New Orleans will upload their manuscript electronically to ScholarWorks, a digital repository that is housed on the Earl K. Long Library website (<https://scholarworks.uno.edu>). ScholarWorks will be the permanent location for the manuscript. This repository is designed to collect official documents and most significantly, to make scholarship as visible as possible to the research community. Therefore it is important that you consider the options available for sharing your manuscript.

On the Thesis & Dissertation Approval Form you may select one of the following options:

1. **Unrestricted:** Release the entire work immediately for access worldwide.
2. **Restricted:** Release the entire work for University of New Orleans access only for a period of 1 year, then make openly available worldwide. Direct document access is limited to users with a University of New Orleans IP address for one year but full bibliographic and abstract information will be displayed immediately. Any requests for copies through interlibrary loan will be honored by providing a free electronic copy, or a print copy for a nominal fee. After a year release the work for access worldwide.
3. **Embargoed:** Work is unavailable (except to the author) for 1 year, 3 years, or 5 years, but bibliographic and abstract information will be displayed immediately. After the timeframe designated, release the work for access worldwide.

The decision about access is yours to make. You should consult your Major Professor and your committee members if you have questions about the best access for your manuscript.

Make sure to keep a copy of the Approval Form for yourself and have it accessible when you are ready to submit your manuscript for the format check.

The access level that you select on the Approval Form must **also** be selected in the data you provide on ScholarWorks when you upload your manuscript.

- If you select "Unrestricted", you must choose "Thesis" or "Dissertation" for Degree Type in ScholarWorks and do not provide a date for the Embargo Period.
- If you select "**Restricted**", you must choose "Thesis-Restricted" or "Dissertation-Restricted" for Degree Type in ScholarWorks and do not provide a date for the Embargo Period.
- If you select "**Embargoed**", you must choose "Thesis" or "Dissertation" and provide the correct Embargo Period in ScholarWorks. For example, if you select 3 yrs, the period will be 3 years after the official graduation date (December 17, 2024 if you are graduating in Fall 2021).

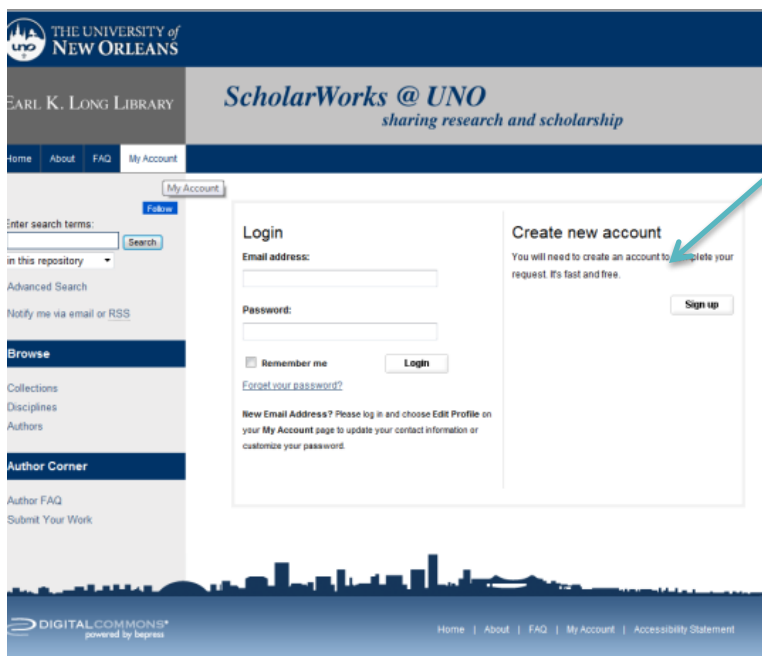
You also have the option to assign a Creative Commons license to your work. These licenses enable sharing and re-use of your work. Creative Commons licenses work with copyright to grant users permissions in advance, so they don't have to ask you for permission to use their work in the ways you specify. These licenses are irrevocable. Please consult the Scholarly Communication Librarian ([scholarworks@uno.edu](mailto:scholarworks@uno.edu)) if you have any questions or concerns about selecting a CC

license. These licenses are completely optional. If you don't apply a CC license the normal terms of copyright will apply to your work.

## 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.

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).



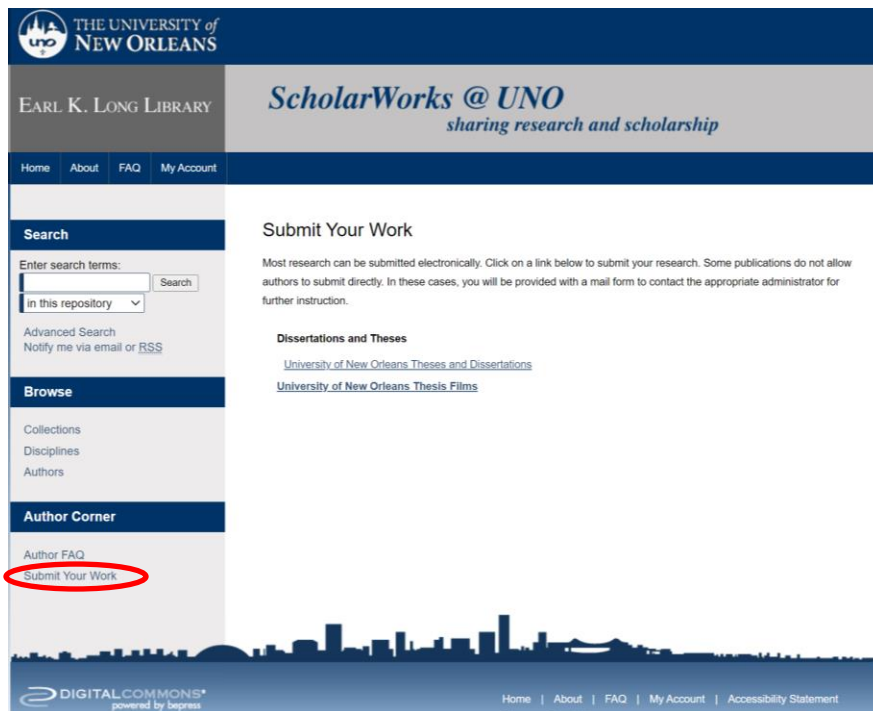
2. [Format Check](#) – first review of the manuscript by the Graduate School. The version that you submit for the format check does not necessarily have to have prior approval of your committee. The manuscript will be reviewed for format only. Students will receive format comments within approximately **3-5 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 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, under Author Corner, select “**Submit your Work**”



Select “**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.

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UNIVERSITY OF NEW ORLEANS THESES AND DISSERTATIONS

**Submission Instructions**

Follow the instructions below to submit to *University of New Orleans Theses and Dissertations*. You will be notified shortly regarding the suitability of your submission for the series/journal.

Before submitting, please read all relevant policies and/or submission guidelines.

**The submission process consists of the following steps:**

1. Read and accept the Submission Agreement below
2. Provide information about yourself
3. Upload your electronic file and associated files

**Before you begin, please be sure you have the following items:**

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your file

**Submission Agreement for *University of New Orleans Theses and Dissertations***

*Note: this text is offered as a suggested model, not as legal advice.*

By checking the box below, I grant *University of New Orleans Theses and Dissertations* on behalf of University of New Orleans the non-exclusive right to distribute my submission ("the Work") over the internet and make it part of the ScholarWorks@UNO.

**I warrant as follows:**

1. I hereby certify that I am submitting the manuscript approved by my advisory committee.
2. I also certify that, if appropriate, I have obtained written permission from the owner (s) of each third party copyrighted matter included in my dissertation or thesis and that I have attached all such permissions to this manuscript.
3. I hereby grant to the University of New Orleans and its agents the non-exclusive license to archive and make accessible my dissertation or thesis in whole or in part in all forms of media, now or hereafter known. I retain all

You will be prompted to complete information about your manuscript

**REQUIRED Title**



Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.


Dissertation/Thesis Title

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**REQUIRED Author**

Search For An Author Using: Last Name, First Name, or Institution

1 (amanda.athey@gmail.com) amanda athey, University of New Orleans  



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**REQUIRED Date of Award**

Season Month Day Year

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**REQUIRED Degree Type**

Please select the "restricted" type if Access Level 2 was selected and authorized on your signed Approval Form.

Degree Type:  
 Dissertation

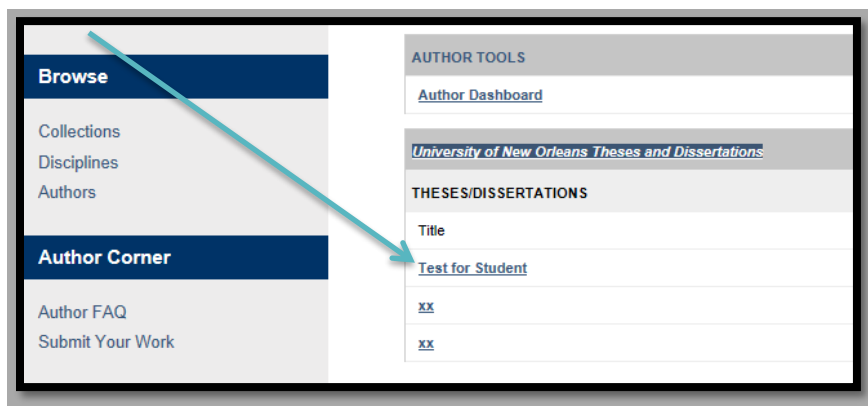
- **Title:** Make sure that this matches what is on the signed Thesis & Dissertation Approval Form. Abbreviations are NOT allowed. Your title must spell out chemical names, for example.
- **Your name:** Make sure this name matches your official name in WebStar.
- **Email:** *Don't leave blank!* You need this field populated or you won't get messages about the status of your manuscript. This doesn't have to be your UNO account but it does have to be the same one you used to create your ScholarWorks account.
- **Date of Award:** This is the official degree conferral date, (e.g. 12/17/2021 for Fall 2021, 5/27/2021 for Spring 2022) – NOT your defense date.
- **Degree Type:**
  - Master's students should select either Thesis or Thesis-Restricted\*
  - Doctoral students should select either Dissertation or *Dissertation-Restricted\**

**PLEASE NOTE:**

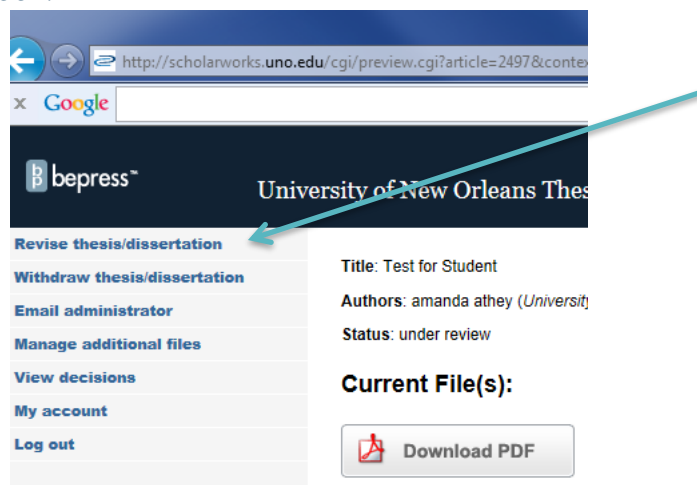
**Restricted in degree type refers to Access Level 2 on the Thesis & Dissertation Approval Form. If selected, it will override any Embargo option. You should only select either Restricted or Embargo – not both.**

- **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. These determine how your manuscript will be discovered by future readers. Try to choose words not already represented in the title of your work.
- **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 must type in "N/A".
- **Embargo Period:** If you are not selecting Access Level 3 on the Thesis & Dissertation Approval form you should leave this **blank**. If you are selecting Access Level 3, the Embargo Date is the official graduation date (see Date of Award above) + 1, 3 or 5 years.
- **Creative Commons License – Optional.** In 2001 Creative Commons was 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. These licenses are irrevocable. Please consult the Scholarly Communication Librarian ([scholarworks@uno.edu](mailto:scholarworks@uno.edu)) if you have any questions or concerns about assigning a CC license to your work.

- 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 5-7 business days you should receive an email with the reviewer decision and comments about the format of your manuscript.
  - When uploading a revision, student must make the appropriate corrections, log back into ScholarWorks, select "Revise Thesis/Dissertation" and proceed to upload the new file.
- NOTE: Do not create multiple accounts in ScholarWorks to upload revisions!**
3. **Final Version** – This is the last version of the manuscript in which committee changes and Graduate School format changes have been integrated.
- *Log back into ScholarWorks*
  - *Below the University of New Orleans Theses and Dissertations bar under My Account you will see your title. Click on it.*



- *You will then see the button for "Revise thesis/dissertation" on the top left-hand side of the screen.*



- *This will return you to the page where you enter the information about your manuscript and where you can upload the full text. You can upload your revised file.*

- You will need to wait until you get an email informing you that your manuscript has been accepted.
- 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 stored in a queue in ScholarWorks. After Commencement it will be released 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.

**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.**

# CHAPTER 3: FORMAT GUIDELINES

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

## 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:

Items	Required?	Section
<b>Title Page - counted as page "i" but not numbered</b>	<b>Yes</b>	<i>Front Matter</i>
<b>Copyright –if included numbered page "ii"</b>	<i>No</i>	<i>Front Matter</i>
<b>Dedication</b>	<i>No</i>	<i>Front Matter</i>
<b>Acknowledgement</b>	<i>No</i>	<i>Front Matter</i>
<b>Foreword</b>	<i>No</i>	<i>Front Matter</i>
<b>Table of Contents</b>	<b>Yes</b> *except for Music Compositions, Plays and Screenplays	<i>Front Matter</i>
<b>List of Figures</b>	<b>Yes</b> if you decide to include figures	<i>Front Matter</i>
<b>List of Tables</b>	<b>Yes</b> if you decide to include tables	<i>Front Matter</i>
<b>List of Illustrations</b>	<b>Yes</b> if you decide to include pictures and illustrations	<i>Front Matter</i>
<b>Abstract – this is the last page numbered with small roman numerals</b>	<b>Yes</b> *except for Music Compositions, Plays and Screenplays	<i>Front Matter</i>
<b>Introduction – (could be Chapter 1) should begin on numbered page "1"</b>	<b>Yes</b>	<i>Body</i>
<b>Body of Thesis (Chapters, etc.)</b>	<b>Yes</b>	<i>Body</i>
<b>References/Bibliography</b>	<b>Yes</b>	<i>Body</i>
<b>Appendix/ces</b>	<i>No</i>	<i>Back Matter</i>



Vita – (always the very last page)	Yes	Back Matter
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## PAGE NUMBERING

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

Two **different** number formats are suggested:

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.**

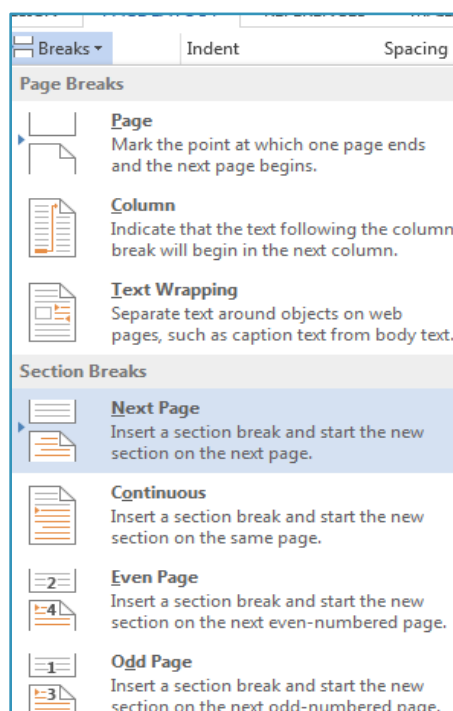
With your cursor on the last page of the first section (usually the Abstract page) In Word 2007, select Page Layout tab.

Select Breaks > 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”



## 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 **should** be single-spaced. Paragraph Indentation **should** 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** recommended.

## 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. Be aware that some fonts convert to PDF more easily than others.

## MARGINS

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

**Format Tip:** In Word 2007 go to Page Layout > Margins to select the margins.

## HEADINGS AND SUBHEADINGS

The headings should 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 should 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*) should 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 or footers are **not** recommended.

Follow the heading levels of your program's style manual (APA, MLA, Chicago, etc).

### 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<sup>37</sup>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.

**Example title Page:**

*1 inch margin*  
Title –No bold or italics  
(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, etc.  
in  
Xxxx XXxxx (official degree program listed here)  
Xxxxxx (concentration may be listed here)  
(6 blank lines)

by  
(1 blank line)  
John XXXX  
(1 blank line)  
B.X. XXX State University, 1981  
M.X. University of XXXXX, 1991  
(1 blank line)  
May (or December or August), 2022

**Please Note:**

- 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 exactly.
- Under your name you are only listing degrees earned **prior** to this one.

## 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 Music, Playwriting or Screenwriting.

### Example:

#### Table of Contents

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#### FORMAT TIP

In Microsoft Word:

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 Home > Paragraph then 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.

## 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:**

<p>Abstract</p> <p>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.</p> <p>Keywords: Fernando Pessoa; semiheteronym; Bernardo Soares</p>
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## 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:**

<p style="text-align: center;"><b>VITA</b></p> <p>The author was born in Shreveport, Louisiana. She obtained her Bachelor's degree in chemistry from Louisiana State University in 2005. she joined the University of New Orleans chemistry graduate program to pursue a PhD in analytical chemistry, and became a member of Professor Zeev Rosenzweig's and Professor Matthew Tarr's research groups in 2005 and 2007, respectively.</p>
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## 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 and figure titles 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.

## EMBEDDED CONTENT

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 very short audio clips are just a few of the types of supplementary material that can be included in an electronic manuscript.

If such items are included a separate *List of Illustrations* should follow the *Table of Contents*.

If included, these items should be in one of the following recommended formats:

Images	JPEG2000 (.jpeg) PDF (.pdf) use Type 1 PostScript fonts TIFF (.tif)
Video	MP4
Audio	AIFF WAV (.wav)

## SUPPLEMENTAL CONTENT

You also have the option to archive, alongside your thesis, supplemental files that are too large or otherwise inappropriate to embed directly in the document. These could include relevant documents such as datasets or multimedia files. **Note that supplemental files archived along your thesis or dissertation as supplemental content will NOT be embargoed or restricted, even if your thesis or dissertation has that designation.** Please contact the Scholarly Communication Librarian ([scholarworks@uno.edu](mailto:scholarworks@uno.edu)) if you would like to attach supplemental content to your thesis or dissertation record in ScholarWorks@UNO.

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# CHAPTER 4: SPECIAL INSTRUCTIONS

## GUIDELINES FOR FILM STUDENTS

In order to accommodate different submission and review procedures for film ETDs, a separate ETD collection has been created in ScholarWorks for MFA thesis films. Once approved and posted online, the contents of the film ETD collection will automatically be collected and integrated into the main ETD collection.

Steps:

- 1) Student will create an account in ScholarWorks, and then log in and submit the film production book to [film ETD collection](#) for review by the Graduate School. (Embargo option for the film can be selected at this time.)
- 2) Graduate School will review the document for formatting and either approve or request changes to the document. The student will receive an automated email from the ScholarWorks platform indicating approval or requested changes, with a link to the submission/metadata record.
- 3) If changes are required, the student can access the record via the link embedded in the email or by logging into their account from the Scholarworks site. Once the student has logged in to the record, they should choose "Revise Thesis" (on left sidebar) in order to upload a revised version of the production book.
- 4) Once the production book is approved by the Graduate School, the student is notified by an automated email from Scholarworks, and Graduate School staff will upload another copy of the approved production book as a supplemental file to the metadata record. (The original production book will remain attached to the metadata record as the main file.)
- 5) After the student's thesis defense, the Graduate Coordinator for the film program will ensure that the student uploads the approved final version of the film as the main document on the ScholarWorks record, replacing the original production book as the main item on the record. The original production book in the main file area will not disappear, but will be stored in the background of the main area (behind the film, which now takes precedence as the primary file). The second copy of the production book will remain in the (publicly visible) supplemental content field.
- 6) Graduate School staff posts the final approved record in ScholarWorks, making the record and the accompanying production book publicly accessible. (The film will be available for download only if no embargo has been selected.)

## ADDITIONAL REQUIREMENTS FOR DOCTORAL STUDENTS

- Notify the Graduate School whether or not attending commencement
- Submit the Survey of Earned Doctorates online



- 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

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.

Assign a unique ISBN, create a bibliographic record for distribution to discipline-specific academic research databases.

## 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 on campus 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.

LIST OF RECOGNIZED DEGREES AND DEGREE PROGRAMS

DEGREE	DEGREE PROGRAM	CONCENTRATION
<b>Master of Arts</b>	Arts Administration English History Romance Languages Sociology	<i>American Literature/British Literature, etc. Public History/International &amp; Global  French/Spanish</i>
<b>Master of Fine Arts</b>	Creative Writing Film and Theatre Fine Arts	<i>Fiction/Playwriting/Poetry/NonFiction/ Screenwriting FilmProduction/Theatre Production/Theatre Design</i>
<b>Master of Music</b>	Music	<i>Composition</i>
<b>Master of Public Administration</b>	Public Administration	
<b>Master of Science</b>	Applied Physics Biological Sciences Chemistry Computer Science Cybersecurity and Operations Earth and Environmental Science Engineering Hotel and Tourism Management Mathematics Psychology Transportation Urban Studies	<i>Civil/Electrical/Mechanical/Naval Arch &amp; Marine          Anthropology/Geography</i>
<b>Master of Science in Engineering Management</b>	Engineering Management	
<b>Master of Urban &amp; Regional Planning</b>	Urban and Regional Planning	
<b>Doctor of Philosophy</b>	Chemistry Counselor Education Educational Administration Engineering and Applied Science* Financial Economics Integrative Biology Justice Studies Psychology Urban Studies	<i>*Civil and Environmental Engineering Computer Science Earth and Environmental Sciences Electrical Engineering Engineering Management Mathematics Mechanical Engineering Naval Architecture &amp; Marine Engineering Physics</i>