

Thesis & Dissertation Workshop

Spring 2022

Learning Targets

1. Availability and Location of Thesis/Dissertation Resources
2. Introduction to ScholarWorks@UNO
3. Manuscript Submission Process
4. Format Check/Approval Process
5. Format Manual/Requirements

Contacts and Resources

Brittney Barras

Graduate School Office

bbarras1@uno.edu

504-280-4713

Graduate School Webpage:

grad.uno.edu

Resources

Checklists, Forms, Thesis/Dissertation Page

<https://www.uno.edu/academics/grad/current-grad-student-resources>



Resources

Thesis & Dissertation Manual

PDF that details all things thesis and dissertation:

- Student responsibilities
- Preparation and acceptance of manuscript
- Restriction definitions
- Format guidelines
- Copyright information

IN THIS SECTION

Admission Requirements

Dissertations and Thesis

Master's Degree Requirements

Doctoral Degree Requirements

Visit Us

Apply to UNO

DISSERTATIONS AND THESIS

Students completing a thesis or dissertation must follow the process below to submit their manuscript in ScholarWorks. In addition, the Graduate School must receive a [Thesis/Dissertation Approval Form](#) signed by all committee members and graduate coordinator.

Thesis and Dissertation Manual

This document provides:

1. The current requirements
2. Procedures for submitting your manuscript.

A new version is published each year. Students are required to meet the format requirements in effect the semester that they will graduate.

[Download the Thesis and Dissertation Manual \(PDF format\) Updated 8.3.2021](#)

Thesis and Dissertation Timeline

4/15/22: Initial Format Check

Manuscript in ScholarWorks

Need not be final submission-can make changes

4/29/22: Final Version

Approved version, final upload

4/29/22: Thesis/Dissertation Approval Form

FormStack

Committee signatures

ScholarWorks @ UNO

<http://scholarworks.uno.edu>

ScholarWorks @ UNO

UNO Electronic Thesis and Dissertation (ETD Collection)
Accessible from Graduate School webpage and Library page

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UNO Electronic Thesis and Dissertation (ETD Collection)

The Graduate School at the University of New Orleans began accepting electronic versions of Theses and Dissertations in 2001. The collection of over 2,800 manuscripts is housed with [ScholarWorks@UNO](#), institutional repository for the University of New Orleans.

If you would like to access a manuscript you may go to:

[The UNO Thesis & Dissertation Collection portal \(http://scholarworks.uno.edu/td/\)](http://scholarworks.uno.edu/td/)

Earl K. Long Library

Donate!

Special Collections

Research Tools

Services and Spaces

Help

Special Collections

Special Collections

Digital Collections

LA Supreme Court Archives

Media Resources Videos

ScholarWorks@UNO

UNO Theses & Dissertations

Flickr Photos

more...

OneSearch

Catalog

Reserve

Journals

Keyword

Search books, articles, media and more...

Search

☒ Available in Library Collection

☐ Full Text

☐ Peer Reviewed

☐ Catalog Only

[Advanced Search](#)

PIN reset

Pay Fines/Fees

Renew Materials

Room Request

Interlibrary Loan

Special Collections

Laptop, etc. Request

Submission Process

1. Student creates account in ScholarWorks @ UNO
2. Student uploads manuscript to **UNO Thesis & Dissertation Collection**
3. Email confirmation triggered to student and reviewer
4. Formats reviewed in sequence
5. Review decision sent
6. Student makes corrections and uploads revision to ScholarWorks @ UNO
7. Acceptance decision sent

NOTE: The Graduate School does not require defense or approval form prior to first upload

ScholarWorks @ UNO

1. My Account

The screenshot shows the ScholarWorks @ UNO website. The header includes the Earl K. Long Library logo and the site title 'ScholarWorks @ UNO' with the tagline 'sharing research and scholarship'. The navigation bar has links for Home, About, FAQ, and My Account (highlighted). The left sidebar contains sections for Search, Browse, and Author Corner. The main content area shows the 'My Account' page with a breadcrumb trail: Home > Dissertations and Theses > Theses and Dissertations. The page title is 'UNIVERSITY OF NEW ORLEANS THESES AND DISSERTATIONS'. A 'Reader from' section shows a location in Cambridge, Massachusetts. Below this is a world map with a purple circle highlighting the location. A 'Recent Downloads' section shows '17 of 556 in the past day'.

2. Create new account

The screenshot shows the ScholarWorks @ UNO website with the 'Create new account' page highlighted. The page includes a search bar, a login section with fields for email address and password, and a 'Create new account' button. The text below the button states: 'You will need to create an account to complete your request. It's fast and free.' The 'Sign up' button is also visible.

ScholarWorks @ UNO

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Be press neither sells nor rents contact information to third parties.

Password requirements:

- at least 8 characters
- at least 1 upper case letter
- at least 1 lower case letter
- at least 1 number
- at least 1 special character (e.g., !@#)

You will receive an email confirmation shortly.

Required fields are marked with an *:

Email address *

First/Given Name *

Middle Initial


Last/Family Name *

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password *

Re-enter Password *

☐ I'm not a robot  reCAPTCHA Privacy - Terms

Use email address that you regularly check—this is where all notifications will be sent

Be sure to use proper casing for all fields: they may be displayed elsewhere

You must access your email to confirm and log in again

ScholarWorks @ UNO

1. Author Corner: Submit Your Work

Search

Enter search terms:

in this repository ▼

Advanced Search
Notify me via email or [RSS](#)

Browse

Collections
Disciplines
Authors

Author Corner

Author FAQ
[Submit Your Work](#)

Submit Your Work

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly. In these cases, you will be provided with a mail form to contact the appropriate administrator for further instruction.

Dissertations and Theses

[University of New Orleans Theses and Dissertations](#)

[University of New Orleans Thesis Films](#)

2. UNO Theses & Dissertations

NOTE: Film theses have a special process and will utilize the UNO Thesis Films link

ScholarWorks @ UNO

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 other ownership rights to the copyright of the thesis or dissertation.
4. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.
5. I understand that once my manuscript is approved by the Graduate School and deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☒ Please check this if you agree to the above terms.

Continue

Submission Agreement

- You are certifying for the final submission, not initial format check
- Note that manuscripts may not be removed from the repository
- Print agreement page

ScholarWorks @ UNO

Required Metadata Fields

TITLE

Use proper capitalization
EXACTLY how it appears on
manuscript

AUTHOR

Auto populates; do not add
another name

Check that name matches
WebStar

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

REQUIRED Author

Type your name as it appears on the cover page of your thesis/dissertation. Only one author entry is allowed.

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

1 (bbarras9@gmail.com) Brittney Barras, University of New Orleans 



ScholarWorks @ UNO

Required Metadata Fields

DATE of AWARD

Date of conferral:

May 2022 (Spring)

August 2022 (Summer)

December 2022 (Fall)

DEGREE TYPE

“Dissertation” or “Thesis”: manuscript is unrestricted OR embargoed

“Restricted”: manuscript is restricted

The screenshot displays a web form for metadata entry. The first section, titled 'REQUIRED Date of Award', contains two input fields: 'Month' with a dropdown menu showing 'May' and 'Year' with a text box containing '2022'. The second section, titled 'REQUIRED Degree Type', includes a text instruction: 'Please select the "restricted" type if Access Level 2 was selected and authorized on your signed Approval Form.' Below this is a 'Degree Type:' dropdown menu with the following options: 'Dissertation' (selected), 'Dissertation-Restricted', 'Thesis', and 'Thesis-Restricted'.

ScholarWorks @ UNO

Access Levels for Manuscripts

Think carefully about restrictions and embargoes before submitting
Future adjustments to Access Level requires Graduate School approval

**NOTE: See T/D
Manual for more
information
about Access
Levels**

Access Level

Choose one of the following*

- ☐ **Unrestricted:** Release the entire work immediately for access worldwide.
- ☐ **Restricted:** Release the entire work for University of New Orleans access only for a period of 1 year. Direct document access is limited to users with a University of New Orleans IP address. Full bibliographic and abstract information will be released. 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. Extensions beyond the originally chosen period require approval by the Graduate School of a written request describing the reason for a delayed release.
- ☐ **Embargoed:** Restrict the entire work for University of New Orleans access for a set timeframe. Bibliographic and abstract information will be released immediately for access worldwide. After the timeframe designated release the work for access worldwide.

ScholarWorks @ UNO

Required Metadata Fields

DEGREE NAME

Doctor of Philosophy (Ph.D.)

Master of Arts (M.A.)

Master of Fine Arts (M.F.A.)

Master of Music (M.M.)

Master of Public Administration (M.P.A.)

Master of Science (M.S.)

Master of Science in Engineering (M.S.E.)

Master of Science in Engineering Management (M.S.E.M.)

Master of Urban & Regional Planning (M.U.R.P.)

REQUIRED Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:

Ph.D. ▼

<-- Please Select One -->

Ph.D.
M.S.
M.A.
M.F.A.
M.M.
M.S.E.
M.S.E.M.
M.P.A.
M.U.R.P.

▼

ScholarWorks @ UNO

REQUIRED Degree Program

Degree Program:

<-- Please Select One -->

REQUIRED Department

Department:

<--Please Select Department-->

REQUIRED Major Professor

Major Professor:

Second Advisor

Second Advisor:

Required Metadata Fields

DEGREE PROGRAM

(see approved list of degrees and programs in appendix of T/D Manual)

DEPARTMENT

MAJOR PROFESSOR/CHAIR

Last name, First name (no prefix/title)

ADVISORS/COMMITTEE

Last name, First name (no prefix/title)

ScholarWorks @ UNO

Recommended Metadata Fields

KEYWORDS

6 words/phrases to help readers find your work

SUBJECT CATEGORIES

Helps index your work and make it searchable

ABSTRACT

150 words for theses; 350 words for dissertations; must match manuscript abstract

Keywords

Please enter up to 6 keywords or phrases, separated by semi-colons. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences and Mathematics
- ☐ Social and Behavioral Sciences

Selected:

Select »

« Remove

Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

ScholarWorks @ UNO

Metadata Fields

EMBARGO PERIOD

Use for Embargoed Access Level
For Unrestricted/Restricted Access
Levels, leave blank

CREATIVE COMMONS LISCENSE

Optional; refer to TD Manual for
more information

Embargo Period

Select an embargo period only if that option was authorized on your signed Approval Form.

No Embargo Required ▾
None
No Embargo Required
1 Year
3 Years
5 Years

s License

Optional. For descriptions of the Creative Commons Licenses please access this link:
<http://creativecommons.org/licenses/>

None ▾

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- ☐ Upload file from your computer
- ☐ Import file from remote site
- ☐ Link out to file on remote site

ScholarWorks @ UNO

The screenshot shows the ScholarWorks @ UNO interface. On the left is a sidebar with 'Search' (including a search bar and 'Advanced Search' link), 'Browse' (with links to Collections, Disciplines, and Authors), and 'Author Corner' (with 'Author FAQ' and 'Submit' links). The main content area is titled 'My Account' and includes a 'Log Out' button. Below this is a section for 'BRITTNEY BARRAS <BBARRAS9@GMAIL.COM>' with links for 'Edit Profile', 'Research Alerts', and 'Follow Management'. A 'DASHBOARD TOOLS' section contains the 'Author Dashboard' link. Below that is a section for 'UNIVERSITY OF NEW ORLEANS THESES AND DISSERTATIONS' with an 'ARTICLES' tab. Under the 'THESES/DISSERTATIONS' tab, a table lists a submission titled 'Test for Students' with a status of 'under review'. The 'Test for Students' link in the table is circled in green.

Submitting Revisions

1. Log into your account
2. Click the title of your manuscript
3. Click “Revise thesis/dissertation”

This screenshot shows the 'University of New Orleans Theses and Dissertations' page. On the left is a sidebar with the 'bepress™' logo and a list of links: 'Revise thesis/dissertation' (circled in green), 'Withdraw thesis/dissertation', 'Email administrator', 'Manage additional files', 'My account', and 'Log out'. The main content area displays submission details for 'Test for Students' by 'Brittney Barras (University of New Orleans)' with a status of 'under review'. Below this is a section for 'Current File(s):' with a 'Download PDF' button.

IMPORTANT: Do not create a new submission in ScholarWorks.

Initial Format Check

4/15/22: Initial Format Check

1. Graduate School will review submissions for formatting according to T/D Manual
2. Student will receive email notification of acceptance or revisions required
3. If applicable, student uploads revised/approved version

Final Submission

4/29/22: Final Version

1. Once accepted by Graduate School and approved by defense committee, student uploads final version
2. File format should be PDF (if not, ScholarWorks will convert for you)
3. After Commencement, manuscript posted to ETD repository according to Access Level selected by student

FILE NAME

Use this convention to name your file before submitting a final version:

Year_Degree_Lastname_Firstname

Example: 2022_MA_Barras_Brittney

Thesis and Dissertation Formatting

<https://www.uno.edu/media/26136>

***Pages 16--23 of T/D Manual have detailed information regarding content and formatting for theses and dissertations.**

Format Requirements

MANUSCRIPT ELEMENTS

1. **Title Page***
2. Copyright
3. Dedication
Acknowledgements
Foreword
4. **Table of Contents***
(optional for music compositions, plays, screenplays)
5. List of Figures*
List of Tables*
List of Illustrations* *(required if using)*
6. **Abstract***
(optional for music compositions, plays, screenplays)
7. **Introduction***
8. **Body*** *(Chapters, sections, etc.)*
9. **References/ Works Cited/ Bibliography***
10. Appendix/ces
11. **Vita***

Format Requirements

Required Elements

PAGE NUMBERING

- All pages except title page
- Bottom center of page
- Items after title page and through 'Abstract': small Roman numerals (ii, iii, iv, v, etc.)
- First page of first chapter and through 'Vita': Arabic numerals (1, 2, 3, etc.)

Format Requirements

Required Elements

PAGE NUMBERING

NOTE: See T/D Manual for tips on page numbering and spacing

Title Page

Table of
Contents

ii

List of Figures

iii

Abstract

iv

Chapter 1

1

Format Requirements

SPACING

May use double-spaced, space and a half, or single-spaced
EXCEPT

- Title Page, Table of Contents, Table & Figure Captions, Footnotes, and Reference entries SHOULD be single-spaced
- Paragraph indentations SHOULD be 0.5” or 0.7”

NOTE: Spacing consistency throughout the manuscript is mandatory.

Format Requirements

FONT

- Uniform font style, consistent throughout
- Script fonts prohibited
- Maximum font size: 16pt.
- Minimum: 10pt.

MARGINS

- 1" margins all around
- Left justification recommended
- Charts, graphs, tables, and illustrations must adhere to 1" margins

Format Requirements

TITLE PAGE

Title of manuscript:

- Headline capitalization (upper and lowercase letters), not in bold
- Begin at the 1" top margin
- Identical to approved thesis/dissertation title
- Words must be used in place of scientific formulas, symbols, superscripts, subscripts, Greek letters

CORRECT:

Fission-Fragment Synthesis of Potassium Manganicyanide

INCORRECT:

Fission-Fragment Synthesis of $K_3Mn(CN)_6$

Format Requirements

TITLE PAGE

Submission statement:

- Must follow spacing guidelines from T/D Manual
- Must use this exact wording

A Dissertation or A Thesis
(6 blank lines)

Submitted to the Graduate Faculty of the (line break)
University of New Orleans (line break)
in partial fulfillment of the (line break)
requirements for the degree of

Format Requirements

TITLE PAGE

Candidate Degree:

- Degree name must match official degree awarded by UNO as listed in the University Catalog (see appendix in T/D Manual)
- A concentration may be listed on the line directly below

CORRECT:

Master of Science in Engineering
Electrical Engineering

INCORRECT:

Master of Science
in
Electrical Engineering

Format Requirements

TITLE PAGE

Author, Degrees, and Conferral:

- Under your name, list only prior-earned degrees
- Graduation date (month and year only):
 - December for Fall
 - May for Spring
 - August for Summer
- No page number on title page

TITLE PAGE EXAMPLE (available in T/D Manual)

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

Testing Graduate Students' Conformity to Thesis Manuals

A Thesis

Submitted to the Graduate Faculty of the
University of New Orleans
in partial fulfillment of the
requirements for the degree of

Master of Fine Arts
In
Film and Theatre

by
Brittney Barras
B.A. University of New Orleans, 2010
May 2022

Format Requirements

Table of Contents

- List and identify all items that **follow** the Table in the manuscript, including appendices
- Optional only for Music, Playwriting or Screenwriting

Format Requirements

Table of Contents

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

NOTE:

**Small Roman
numerals for front
matter**

**Arabic numerals
start at first
section/introducti
on, after abstract**

Format Requirements

List of Figures, Tables, or Illustrations

- A separate list of figures, tables, or illustrations found in the manuscript must be provided
- Format the list exactly like the Table of Contents

List of Figures

Figure 1. Hawaiian Drosophilidae are an ideal lineage for Evo-Devo research.....	2
Figure 2. Early embryonic representation of mwh gene across 8 Drosophila species (adapted from Chenevert 2019).....	6
Figure 3. Schematic of ReMOT Control mediated delivery of CRISPR/Cas9 components	14
Figure 4. Plasmid assembly schematic.....	18
Figure 5. An SDS gel showing purified DmP2C-Cas9 and DmP2C-mCherry-Cas9.....	23
Figure 6. Structural features of selected target genes.	24
Figure 7. in vitro validation of selected sgRNAs	25
Figure 8. The survival of female D. grimshawi flies	26

Format Requirements

Abstract

- Maximum word count:

Thesis—150

Dissertation—350

- Scientific/engineering abstracts must use words in place of formulas, symbols, superscripts, Greek letters, etc.
- Last page in the manuscript to use small Roman numerals
- Must include keywords in abstract

Format Requirements

Abstract

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.

Keywords: Fernando Pessoa; semiheteronym; Bernardo Soares

Format Requirements

Preface, Prologue, or Introduction

- First page of manuscript to use Arabic numeral “1”

Vita

- Last page of manuscript
- Brief biographical sketch written in third person
- NOT CV or resume content

Example:

VITA

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.

Format Requirements

Footnotes—not required

- Can be placed either at the bottom of each page or grouped at the end of each chapter as end notes
- If placed at end of chapter the subheading “End Notes” is used as the title for the section
- Does not begin a new page
- Single-space end notes with a double-space between entries.
- Footnotes may be numbered

Format Requirements

Tables, Figures, and Illustrations

- Tables, figures, and illustrations are integrated with the manuscript's content (not grouped at end)
- Format for table and figure titles is consistent throughout document
- Must conform to 1" margins
- Captions may be single-spaced and smaller in size, but no smaller than 10pt

Format Requirements

Tables, Figures, and Illustrations

- If a table is longer than a single page, include a notation that states either “(table continued)”, “(table XX continued)”, “(table cont.)”, or “(table XX cont.)”
- The complete caption appears only on the first page at the top of the table
- Photos must include photographer credit or source information in the caption

Resources

Checklists, Forms, Thesis/Dissertation Page

<https://www.uno.edu/academics/grad/current-grad-student-resources>



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Questions