THE UNIVERSITY *of* NEW ORLEANS

Thesis and Dissertation Manual   2015-16

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. 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. Check the Student Calendar for due dates: http://www.uno.edu/registrar/bulletin/important-dates.aspx

- 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 must sign the first page of the **Thesis and Dissertation Approval Form**. Your committee will sign the second page. An original and a copy of both pages must be turned in as hard copies to the Graduate School office.

Chapter 1: Responsibilities, Regulations and Procedures

Appendix

- *List of UNO Degrees*
- *Format Checksheet*
- *Fair Use Checklist*
- *Creative Commons Licenses*

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.

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 (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 2011, John Doe
OR
© 2011, John Doe

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. You should be mindful about your use of items that an author could potentially profit from each time they are reproduced.

> *Potential "red flags" include tables or figures, surveys, photographs, charts, digital images of artistic work*

Check with your adviser to determine if copyright permission is necessary. There are several online resources that you can utilize to ensure that you are conducting a thoughtful review of how your use of an item or object could hinder the author.

If you have a situation that concerns you please consult the **Fair Use Evaluator** available from the Copyright Advisory Network website http://librarycopyright.net/resources/fairuse/howitworks.php.

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.

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/ 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: _____

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 <u>must be included in the Appendix</u> 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 (http://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 accessing 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. 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.

3. **Embargoed:** Restrict the entire work for University of New Orleans access for 1 year, 3 years, or 5 years. Bibliographic and abstract information will be released immediately for access worldwide. 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 15, 2015 if you are graduating in Fall 2012).

Doctoral Students: You will be asked to provide an access level for your dissertation on the UNO Approval Form and also on the UMI Author Agreement Form. These access levels can be different, because these are arrangements with two different entities: UNO and UMI/ProQuest. However, you would most likely want the access to overlap, depending on the implications for your manuscript and any potential publication/patent opportunities in the future. **Please keep a copy of both the UNO Approval Form & the UMI Author Agreement Form for your records**.

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).
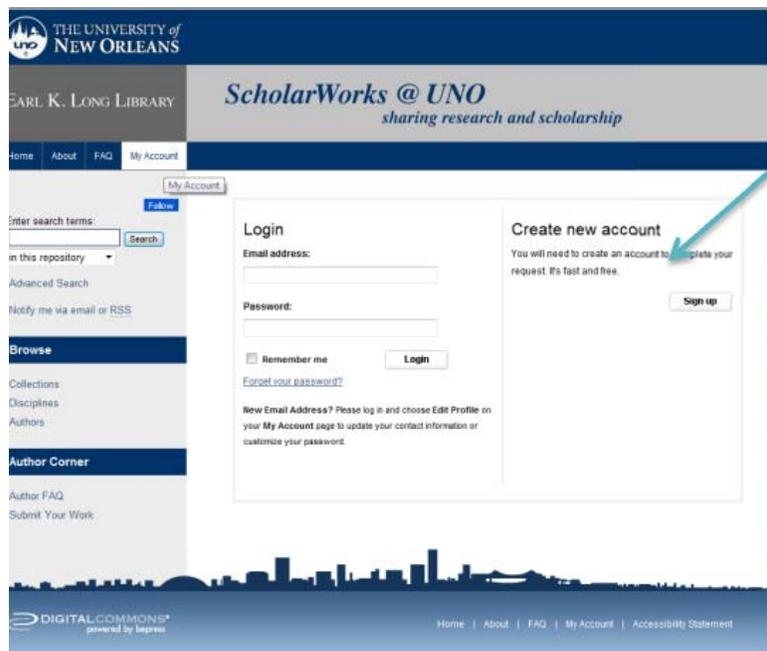

2. Format Check – first review of the manuscript by the Graduate School. The version that you submit for the format check does not necessarily have to have prior approval of your committee. The manuscript will be reviewed for format only. Students will receive format

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**"

Scroll all the way down the page!
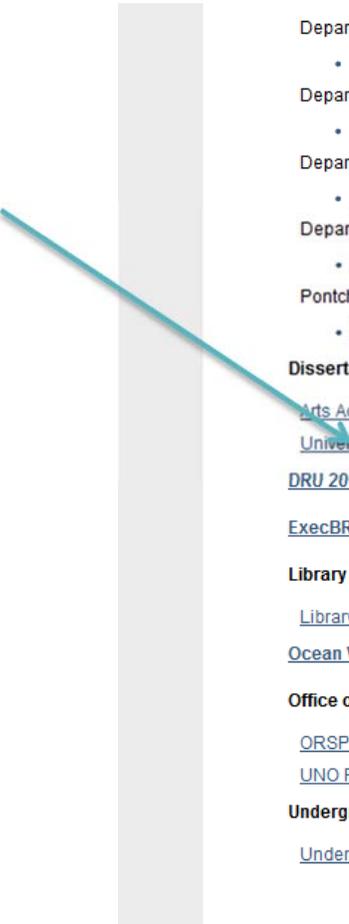
Department of Computer Science
  • Computer Science Faculty Publications
Department of Earth and Environmental Sciences
  • Earth and Environmental Sciences Faculty Publications
Department of Mathematics
  • Mathematics Faculty Publications
Department of Physics
  • Physics Faculty Publications
Pontchartrain Institute for Environmental Sciences (PIES)
  • Pontchartrain Institute Faculty Publications

Dissertations and Theses

Arts Administration Master's Reports

University of New Orleans Theses and Dissertations

DRU 2013 Photo Gallery

ExecBR 2011 Photo Gallery

Library

Library Faculty Publications

Ocean Waves Workshop

Office of Research and Sponsored Programs

ORSP Research Newsletter
UNO Research Magazine

Undergraduate Showcase

Undergraduate Prizes and Awards

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 will be prompted to complete information about your manuscript

- o **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.
- o **Your name:** Make sure this name matches your official name in WebStar.
- o **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.
- o **Date of Award**: This is the official graduation date, e.g. 08/11/15 for Fall 2015, or 12/18/15 for Fall 2015) – NOT your defense date.
- o **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 <u>or</u> Embargo – not both.

- o **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.*)
- o **Degree Program**
- o **Department**
- o **Major Professor** (*last name, first name*). If you have co-chairs put a semi-colon between their names.
- o **Second, Third, Fourth, Fifth, Sixth and Seventh Advisors** (*last name, first name for your committee members*).
- o **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.
- o **Subject Categories**: Select the ones that best correspond to your manuscript.
- o **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".
- o **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.
- o **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.
- o The final step is to **upload the file from your computer**. This can be a Word or WordPerfect file for the initial format check.
- o Within 5-7 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.
   - *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.*
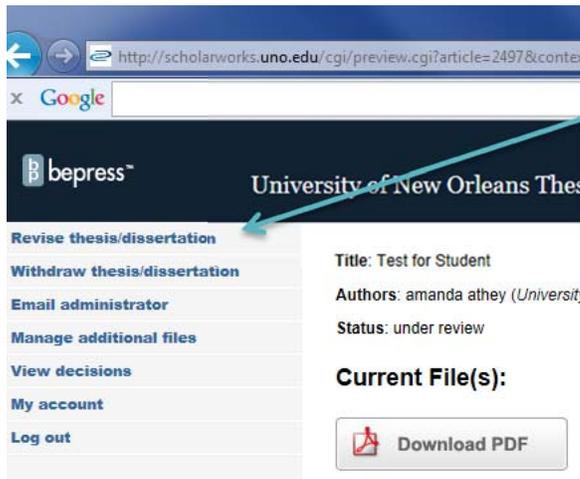
- *This will return you to the page where you enter the information about your manuscript and where you can upload the full text. You can upload your revised file.*
- *You will need to wait until you get an email informing you that your manuscript has been accepted.*
- *The final version accepted by 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*

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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 REQUIREMENTS

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.

ORGANIZATION & ORDER

See list of items below. Items in Bold are required. Other items are optional. Items must be arranged in the <u>sequence</u> presented below:

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

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.

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"
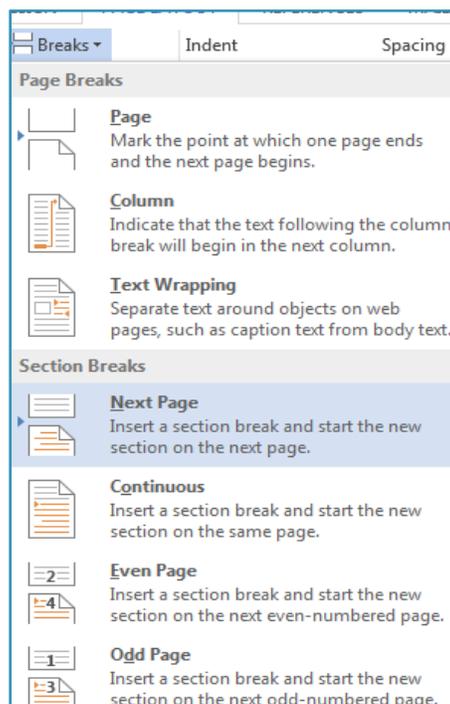
SPACING

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 **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 Graduate School (gradschool@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**: In Word 2007 go to Page Layout > Margins to select 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 or footers are **not** permitted.

 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 $K_3Mn(CN)_6$" is written "Fission-Fragment Synthesis of Potassium Manganicyanide."
- The degree listed must correspond to an official degree awarded by UNO as listed in the University Catalog. A concentration may be listed on the line directly below.

Example title Page:

1 inch margin
Title –No bold or italics
(*6 blank lines*)

A Dissertation <u>or</u> 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 <u>or</u>
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
(1blank line)
John XXXX
(1 blank line)
B.X. XXX State University, 1981
M.X. University of XXXXX, 1991
(1 blank line)
May (<u>or</u> December <u>or</u> August), 2012

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

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:

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.

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:

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.

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.

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.

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

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

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

CHAPTER 4: SPECIAL INSTRUCTIONS

ADDITIONAL REQUIREMENTS FOR FILM STUDENTS

Students completing an MFA in Film and Theatre Arts with a concentration in Film Production must:

A. Submit copies of your thesis film on 3 DVDs. One DVD should be turned in to Department of Film & Theatre and 2 to the Graduate School (ADA 1004A) by the last day of classes in the graduation term (e.g. May 1 for Spring 2015). Each DVD <u>must</u> be labeled with the following information - Author, Title, Date, Running time - and enclosed in a <u>clear, unlabeled</u> jewel case.

After Commencement, the Graduate School will deliver the DVDs to the Earl K. Long Library for storage in Special Collections. DVDs housed in Special Collections will not be circulated outside of the Library but will be accessible to researchers for viewing.

B. Include a Film Reference Page in the Appendix.

Centered at the 1″ top margin include the following statement: "The DVD copy of the thesis film <u>(insert film title here)</u> is located in the Earl K. Long Library."

This page should be numbered sequentially.

ADDITIONAL REQUIREMENTS FOR DOCTORAL STUDENTS

☐ Notify the Graduate School whether or not attending commencement
☐ Submit the Survey of Earned Doctorates online
☐ Submit the UMI Author Agreement form to the Graduate School

- 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.

DEGREE	DEGREE PROGRAM	CONCENTRATION
Master of Arts	English History Political Science* Romance Languages** Sociology	*American Literature/British Literature, etc.* *Public History/International & Global* **Comparative Politics/International Relations, US Politics* ***French/Spanish*
Master of Fine Arts	Creative Writing Film and Theatre Fine Arts	*Fiction/Playwriting/Poetry/NonFiction/Screenwriting* *Film Production/Theatre Production/Theatre Design*
Master of Music	Music	*Composition*
Master of Public Administration	Public Administration	
Master of Science	Applied Physics Biological Sciences Chemistry Computer Science Engineering Engineering Management Hotel and Tourism Management Mathematics Psychology Urban Studies	*Civil/Electrical/Mechanical/Naval Arch & Marine* *Anthropology/Geography*
Master of Urban & Regional Planning	Urban and Regional Planning	
Doctor of Philosophy	Applied Biopsychology Applied Developmental Psychology Chemistry Counselor Education Curriculum & Instruction Educational Administration Engineering and Applied Science*** Financial Economics Political Science* Special Education Urban Studies****	***** *Civil and Environmental Engineering* *Computer Science* *Earth and Environmental Sciences* *Electrical Engineering* *Engineering Management* *Mathematics* *Mechanical Engineering* *Naval Architecture & Marine Engineering* *Physics* ****** *Urban Affairs/Urban History/Urban Planning/Urban Anthropology*

The Graduate School

1004A Administration Building phone: 280-6237   **Thesis & Dissertation Format Checksheet**

Name:	Department:	Degree:

Format Manual: http://www.uno.edu/grad/dissertations-thesis.aspx

Section	Comments	Checked
Margins: Left-1, Right-1, Top-1, Bottom-1		
Page numbers: all bottom center		
Fonts: Must be consistent, between 10-16 pt		
Headings: Must be consistent in format and clearly organized		

A. Front Matter: page numbers must be small Roman numerals (ii,iii,etc.), must be in correct sequence, items in bold must be included

Section	Comments	Checked
Title Page: ___ 1.Title (upper and lowercase) ___ 2. Not boldface ___ 3. Degree correct (check the list in the catalog for accuracy) ___ 4.Date correct (*either* May, August, December) ___ 5. Single-spaced ___ 6. Counted ("i") but not numbered	Title must match Thesis & Dissertation Approval form exactly	
Copyright: Notice centered at the bottom of the page: *either* Copyright 2005, John Doe *or* @2005, John Doe	Not Required	
Dedication: Heading not required		
Acknowledgment: Must have heading		
Foreword		
Table of Contents: (optional for Music, Playwriting and Screenwriting only) _____ single-spaced _____ the list should begin with items following _____ page numbers must be aligned to the right margin with dot leaders. Instructions provided in Manual.		
List of Figures, List of Tables, List of Illustrations: separate pages even if only one listed, list must include page numbers & conform to right margin with dot leaders		
Nomenclature, Abbreviations: single-spaced		
Abstract: 150 word maximum for theses, 350 word maximum for dissertations; last small Roman numeral		

B. Body and Back Matter: page numbering Arabic numerals, begins with "1", items in bold must be included

Section	Comments	Checked
Preface, Prologue, Introduction: starts with page number "1"		
Body: No Widows and Orphans, Single or Double-spacing acceptable if consistent, Footnotes single-spaced		
Tables: (and other illustrative material) must be within the margins, landscaped pages must have page numbers bottom center, Tables continued on next page must have a notation at the top of the page		
References/Bibliography: single-spaced		
Appendix: only for optional items, students who obtained Human/Animal subjects approval must have IRB letter included, students submitting Journal style must include co-author permission letters, Copyright permission included if necessary		
Vita: must be written in 3rd person		

Date of First Format Check:	Checked by:
Date of Final Format Check:	Checked by:

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

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☐ 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

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