

Guidelines for the Preparation of Theses and Dissertations

University of Louisiana at Monroe Graduate School
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INTRODUCTION

Active participation in original research is a significant component of your graduate education at the University of Louisiana at Monroe (ULM). The preparation of a thesis or dissertation will require you to do more than simply observe research—you will also conduct research. Through the preparation of your manuscript, you will learn to design significant and original problems and will acquire the literary skills necessary to articulate that research to other scholars. The preparation of a manuscript is more meaningful than merely satisfying a degree requirement; you will be preparing a work in which you can take great pride and which will advance your discipline. The preparation of a scholarly manuscript is an important learning experience that will prepare you to actively participate in your profession.

Scholars in all fields of scientific and creative enterprise write articles and books, generate research proposals, or engage in artistic endeavors. Whether you are composing an effective novel or writing about an experiment in human genetics, your work relies on comprehensive and focused research. Once the research is completed, the next step is the preparation of an acceptable manuscript or work of art that must conform to a set of rules and guidelines specific to your field of study. Conformity to these guidelines is necessary for the review and analysis that leads to publication or public display.

Enterprises which deal in the publication of documents produced from creative endeavor—be they art, music, or basic research—each have their own stylistic requirements for manuscript review and possible publication. In the majority of cases, manuscripts which do not meet these stylistic guidelines are automatically rejected and returned to the author. The rigidity regarding style is a necessary reality of life for an author. Peer reviewers who read and comment on the quality of journal article submissions should not have to endure misspelled words and misplaced clauses. A thesis or dissertation may be your first encounter with such strict compositional rules. It is the desire of the Graduate School and your Graduate Advisory Committee that you learn that consistency, accuracy, and compliance to these rules are requirements for any publishable manuscript or other intellectual product that will be on public display.

As a graduate student, you should realize that your accepted manuscript is a published document for which ULM is the publisher. To a great extent, the quality of this institution is measured by the scholarship of its students and faculty. Such scholarship includes theses and dissertations that are written by our students and are supervised by our faculty. For these reasons, we have prepared the *Guidelines for the Preparation of Theses and Dissertations* to assist you. In preparing a manuscript for submission to the Graduate School, you should keep in mind that neatness and correctness of form are second in importance to accuracy and soundness of research. The purpose of this guide is to assist you and your Graduate Advisory Committee in manuscript completion and contains important information regarding the writing and publication of your manuscript. Although this is not an exhaustive manual, it can nevertheless assist you in preparing a professional document.

For specific questions regarding style, you should purchase and consult the most recent edition of the style manual which has been chosen by you and your Graduate Advisory Committee. A listing of these manuals can be found in Appendix B. It should be clearly understood that these guidelines, along with the academic unit-approved style manuals, must be used as sources of information from which your manuscript is prepared. **However, if and when conflicts occur, regulations set forth in this guide take precedence over those in the style manuals.** Close attention to this manual will increase the probability that your manuscript will be acceptable when you submit it to the Graduate School. Paying attention to the details now will save you time and money at a critical point in your academic career.

Graduate School staff is available at any time to discuss any specific matters related to completing your manuscript. You are welcome to call, email or visit the Graduate School if you have any questions concerning these guidelines or if they fail to address an issue specific to your project. **Please do not use another thesis or dissertation as a model for your work since that style may not meet current guideline requirements.**

SUBMISSION PROCEDURES

These are the procedures which you are to follow when submitting a thesis or dissertation to the Graduate School:

1. You must defend your thesis or dissertation prior to submitting your manuscript to Graduate School.
2. Submit one copy of your official thesis to the Graduate School by the deadline published in the university calendar. An official manuscript is the complete work which has been formally reviewed and approved by your Graduate Advisory Committee and must include signatures from all members on the title page. The official thesis must be printed on 8 ½ by 11 inch copy paper and of appropriate print quality. You must also include receipts from La Capitol indicating payment for binding each copy of your work (four copies for a thesis) and copyrighting (if applicable). However, if you copyright, microfilming is required.

Dissertations will be submitted electronically through ProQuest and all applicable fees will be paid by credit card when you submit your dissertation to the ProQuest link.

3. Graduate School staff will then conduct a review of your candidacy status. Following the guidelines of the style manual which you have chosen, the manuscript will be checked for margins, type style, and format. In addition to the official copy of your manuscript, your comprehensive examination report must be on file in the Graduate School.
4. Graduate School staff will perform comprehensive review of your manuscript.
5. After review, your manuscript will be returned to you for the purpose of making final corrections (if necessary). After these corrections have been made, the

manuscript must be returned to the Graduate School before the deadline published in the university calendar.

6. When printing the plenary copies of your thesis, use twenty pound bond paper with twenty-five percent cotton content.

Dissertations will not be printed.

7. When submitting plenary copies of your thesis to the Graduate School (four copies for a thesis), be sure that **all copies** have been signed on the title page by all members of your Graduate Advisory Committee. **These signatures must be in black ink.** The copies of your manuscript must then be packed in one box, if possible. Boxes are available for purchase at the ULM Bookstore. If all copies will not fit in one box, place as many whole manuscripts as possible in each box and use as many boxes as necessary.

Dissertations will be submitted electronically through ProQuest. The names of your committee members will be typed on the title page. However, a title page with the signatures of all the committee members will be submitted to Graduate School to be kept on file.

8. Include a label on the box (or boxes) that contains the following information:

- Your full name as it appears on your manuscript
- Full title of manuscript
- Department, curriculum, or school of your major
- Degree you are seeking
- Total number of pages, including all introductory pages
- Whether the work is a thesis or dissertation

9. Graduate School staff will conduct a review of the plenary manuscript. If the document contains excessive errors, it may be rejected. It is your responsibility as the author to insure the accuracy of your manuscript.

BINDING FEES

As previously outlined, when you submit a pre-approval copy of your thesis you must include a receipt from La Capitol indicating that appropriate binding fees have been paid. Please note that fees may change without notification, especially as a change to electronic submission is implemented. Binding and microfilming fees are as follows:

Binding: \$19.00

This is the cost per copy for manuscripts under 600 pages. If your manuscript is more than 600 printed pages, it must be divided into two volumes and you will be required to pay an additional fee.

Microfilming: \$45.00

Required only if copyrighting thesis.

Copyright: \$55.00

Copyrighting is optional; however, if you are submitting a thesis and choose to copyright your work you will be required to pay an additional \$45 for microfilming.

Pockets: \$4.00 per copy (if applicable).

COPYRIGHT PROCEDURES

You have the option to register your thesis or dissertation for copyright. If you are unsure about registering for copyright at the time you submit your dissertation to the Graduate School, you may include a copyright page indicating your intent to register at a later date. Putting a copyright page in your dissertation notifies the public to your claim for copyright. However, a copyright page itself does not necessarily protect your rights in cases of litigation or infringement. To secure these rights, you must legally register your copyright.

If you would like to have University Microfilm International (UMI) act as your agent and perform this registration for you, you must sign the UMI Thesis Agreement Form (Form D) and pay the appropriate fee. UMI will then file the application for copyright on your behalf. For more information, a copy of *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication*, produced by UMI, can be obtained from the Graduate School.

Dissertation copyrighting and fees will be handled through our ProQuest website.

If you wish to copyright your thesis or dissertation, you must include a copyright page following the title page. A sample copyright page can be found in Appendix A. The following information should be centered on the bottom half of the copyright page:

© Year
Full Legal Name
ALL RIGHTS RESERVED

If your printer cannot produce the copyright symbol, you may type a c inside a pair of parentheses (c) or you may type the word “copyright.” While either of these options is acceptable, the symbol is preferred.

USING COPYRIGHTED MATERIALS IN YOUR MANUSCRIPT

As the author of your manuscript, you must use the UMI Agreement Form to certify that any previously copyrighted materials used in your work, other than brief excerpts, were used with the written permission of the owner of the copyright and that you will save and hold UMI harmless from any damages which may arise from copyright

If your thesis or dissertation includes previously copyrighted material (beyond limited excerpts), you must secure written permission letters from the

owner of the copyright, pay any permission fees, and file copies of all permission letters with the Graduate School upon submission of your manuscript. Instructions for the permission letter and a sample letter can be seen in Appendix D.

Your letter to the owner of the copyright should make clear that you are requesting permission to microfilm and publish your thesis or dissertation through UMI and that UMI may sell single copies of your dissertation, on demand and for scholarly purposes, which includes the material of the copyright owner.

You should discuss any issues relative to securing copyright owner's permission with your major professor during the formulation of your research question. In some circumstances, acquisition of permission can be quite difficult or impossible. This issue should be addressed early on so that adjustments can be made in your strategy if necessary.

The Graduate School regards receiving your approved thesis or dissertation as tantamount to publishing it. It will be available for use through UMI, University Library, or interlibrary loan. The Graduate School keeps copies of *Copyright Law and the Doctoral Dissertation*, the manual produced by UMI, on file. This document explains your legal rights and responsibilities and is available for your review. The contents of this publication apply to all who wish to copyright their research, not just students.

If you have questions regarding copyright procedures which are not covered in this publication, you may contact University Microfilm International Dissertation Services: by mail at PO Box 58, 300 North Zeeb Road, Ann Arbor, MI 48106-1346, by email at disspub@bellhowell.infolearning.com, or by calling toll free at 1-800-521-0600, extension 2144.

USE OF PREVIOUSLY PUBLISHED MATERIALS

Some departments within the University allow you to include articles or other materials in your manuscript that you have previously published, that have been accepted for publication, or that have been presented to the public. In all such instances the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent in all respects with the body of the text. Simply photocopying material with a different typeface and/or format is unacceptable. The text must appear in a single column on each page.

2. If the material is co-authored, your Graduate Advisory Committee must approve its inclusion in your thesis or dissertation.
3. If the material is copyrighted (i.e. if you are the sole author, but the copyright is held by the publisher), you must fulfill the copyright conditions necessary to receive permission to include the material in your work.

STYLE

As an author, you have full responsibility for ensuring that all copies of your manuscript are correct in content and form. All copies must be clear, legible, and accurate. Before you submit your manuscript to the Graduate School, you must make sure that all pages are present and in the following order:

One blank sheet of paper
Title Page
Copyright*
Dedication*
Acknowledgment or Preface
Foreword*
Abstract**
Table of Contents^
List of Tables (with titles and page references)*
List of Figures (with titles or abbreviated captions and page references)*
List of Illustrations (with titles and page references)*
List of Abbreviations*
List of Symbols*
Text of Manuscript
Appendices*
Bibliography or References
Vita
One blank sheet of paper
Artwork, maps, or other material for pockets*

* May not be relevant in all cases and may be omitted.

** Students submitting a creative thesis for the Masters of Arts in English must submit a preface instead of an abstract.

^ You should list and identify in the Table of Contents any appendices which cannot be bound within the text, such as artwork, maps, disks, or other materials placed in pockets inside the cover.

Have the Graduate School staff review selected pages of your work before you print and duplicate the final version of your document. A representative sample might include a table, pages with footnotes, the title page, the first page of a chapter, a page from the bibliography, a page from an appendix, and a page with one or more subheadings (if any). Review of sample pages should aid in the preparation of the final product and does not imply pre-approval of the final document.

TYPEFACE

When selecting a word processing system for your document, remember that the printer used must provide letter-quality print with dark black characters consistently clear and dense. The typeface must be legible and the contrast between the print and the paper must be great enough to ensure crisp, clear photocopies. Typefaces comparable to those used in scholarly journals are acceptable, such as Courier, Times New Roman, Helvetica, and Arial. The same font size and face should be used throughout the manuscript.

The font size for the body of your text is 12 points (equivalent to elite type), and superscripts and subscripts must not be over two points smaller than the font size used for the body of the text. Fonts two or more points larger than 12 are not acceptable for headings or emphasis. At the discretion of the author, bolding may be used sparingly and for emphasis. Use italics in place of underlining.

If fonts are not available for unusual symbols, signs, equations, and characters, you may use Letraset character transfers or produce clear and neat hand-lettering with permanent black ink using a lettering guide. You must match the size of the symbol, sign or character to the font size used in the text. If you use any of these methods, do so only on the original copy; keep the original and submit quality photocopies to the Graduate School.

PHOTOGRAPHY AND ILLUSTRATION

Photographs and colored illustrations used in the manuscript must be of professional quality and must either be dry-mounted or photo-printed. Commercial copy centers can photocopy necessary pages in color, but make sure that the copied pages show high resolution and are on 100 percent cotton paper. If dry-mounted, photographs must be mounted on the same type of paper to be submitted for binding. An entire page of photograph paper may be used. Care should be taken to align photographs between margins with no excess adhesive or dry mounting tissue. Colored photographs and illustrations are acceptable, but when reproduced on microfilm at UMI they will be in

black and white format only. Providing colored photographs and illustrations in all copies of the manuscript is expensive. It is acceptable for only two copies to contain colored photographs and illustrations: one for the library and the other for your major professor. An additional copy should be ordered if you wish to have a colored copy of the document for your personal use. All other copies will contain black and white reproductions.

If you want to ensure that a bound copy containing the colored photographs and illustrations will be returned to the Graduate School for your personal possession, please include your instructions in the box so that the proper return can be made.

MARGINS

All copies of the manuscript must have uniform margins as indicated below:

Left: All left-hand margins throughout the manuscript must be at least one and one-half inches. This margin ensures sufficient room for binding the work.

Right: All right-hand margins must be at least one inch throughout.

Bottom: The bottom margin must be at least one inch throughout (except for page numbers).

Top: The top margin must be at least one inch throughout (except for page numbers). The only exceptions to the one inch top margin are the Title Page, Abstract, Dedication, first page of the Acknowledgement or Preface (if applicable), first page of the Table of Contents, the first page of each chapter (including the Introduction), and all pages which begin more than two inches from the top of the page.

PRINTING, SPACING, AND INDENTATION

The manuscript must be printed on only one side of the page. Double-sided printing is no longer allowed. However, to accommodate illustrations, charts, photographs, and other materials, a printed page may face another printed page.

The text of the manuscript must appear in a single column on each page. It must be double-spaced except for blocked quotations, notes, captions, legends, and long headings, which are to be single-spaced with a space between items. All headings should conform to specifications given by the style manual selected for typing your

document. Spacing your text two lines apart is especially important if you use superscript and subscript characters. The spacing of your manuscript must be uniform throughout.

Paragraphs should be indented five spaces consistently throughout the manuscript. Blocked quotations should be indented at least five spaces from the left and right margins and should be single-spaced. Indent the first line of a blocked paragraph at least another five spaces.

PAGINATION

Each page that is a part of the manuscript must be counted even if it has only one word on it. The number may not always appear on the sheet itself. Small Roman numerals (i, ii, iii, iv, etc.) are used to number the table of contents, list of figures, etc. These should appear at the acknowledgment or preface page, although the counting or numbering of the manuscript begins with the title page. No page number should appear on the title page, copyright, dedication, or vita although all should be included in the counting of pages.

Arabic numerals (1, 2, 3, 4, etc.) are used to number the remainder of manuscript. The count of Arabic numeral 1 begins with the introduction if your manuscript includes this section or chapter one if it does not. All text, illustrations, appendices, notes, reference lists, or bibliography materials should be counted.

Pages of visual materials used in the manuscript must be assigned a number but the number need not appear. Page numbers should not appear on the first page of the body of your text or on the first page of each new chapter. These pages should be counted when you paginate the manuscript, but the page numbers should be omitted. Page numbers that use letters, hyphens, periods, or parentheses such as 1a, 1-2, -1-, 1., and (1) should not be used. Position all page numbers in the same place on each page throughout the entire manuscript, including introductory pages, text, appendices, and bibliography. You may position page numbers in one of three ways:

1. In the upper right-hand corner of the page, one-half inch (three lines) from the top of the page and one inch from the right edge; or
2. Centered at the bottom of the page, one-half inch (three lines) from the bottom edge of the page; or
3. As close to the positions described above as your word processor allows (if your software automatically positions page numbers and you cannot adjust them).

If your manuscript contains landscape-oriented pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers appear in the same place as they do on other sheets (on the short side). Ignore the landscape orientation of your text when positioning page numbers.

Widowed and orphaned lines occur on the printed page. A widowed line is a single line of text at the bottom of a page with the rest of a paragraph continuing on the next page. An orphaned line is a single line of text at the top of a page with the rest of the paragraph left behind on the previous page. This situation can be corrected in most word processing programs by activating the widow/orphan setting that controls page breaks before you print out the final copy of your manuscript. Both widowed and orphaned lines are unacceptable in the final copy of your manuscript.

FOOTNOTES, ENDNOTES, AND IN-TEXT REFERENCES

Depending on the style manual or journal standard you adopt for your manuscript, you may use footnotes (at bottom of the text page), endnotes (at end of each chapter or at the end of text), or in-text parenthetical references (corresponding to a reference list at the back of your manuscript).

If your style manual or journal standard requires footnotes for citing published or unpublished materials, place the footnote at the bottom of the page. Footnotes should be separated from the text by a solid line one or two inches long, beginning at the left-hand margin on the first line below the text. If the footnote is more than one line long, it should be single-spaced, with the first line indented the same number of spaces as the paragraph indentation used in the text (five spaces). A double-space should separate each footnote when more than one footnote appears on a page. Footnote format must be consistent throughout the manuscript. Dividing a footnote may be necessary if it is long and cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page (if there are any). Do not indicate the continuation of a footnote by a statement such as “continued on the next page.”

Some disciplines have accepted the practice of placing footnotes at the end of each chapter, referred to as endnotes. Using endnotes is acceptable to the Graduate School; however, true footnotes placed at the bottom of the page are preferred because they allow a reader to follow the text continuously without having to move back and forth from the text to notes in a bound or microfilmed work.

You must number all footnotes or endnotes consecutively using Arabic numerals. You may number notes continuously, repeating no numbers, through the entire manuscript. Alternatively, you may repeat note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note.

In-text referencing is accomplished by placing the referenced author's name (or names), followed by a comma and the year of publication, in parentheses directly following the location where the reference is being discussed, used, or compared. The full reference is to be placed in the reference section in alphabetical order by author's name. This referencing technique, used extensively in psychology and education, is simple to use and allows the reader ready access to the full citation at the end of the document. End-of-chapter references should not be used when following the in-text reference procedure.

REFERENCES

All manuscripts will contain references and you must list all of them in the references section of the manuscript. You must follow the chosen style manual or journal standard for this purpose. Suggested headings for this section include: List of References, Literature Cited, Works Cited, or References Cited. Entries must be listed alphabetically by author, editor, agency, or institution. Hanging indentation is required, and a single space should be used within entries followed by a double space between. References must be listed in the same font type and size as the body text.

BIBLIOGRAPHY

A listing of all materials consulted to prepare your manuscript is a bibliography. **A bibliography is optional but can be included in any manuscript.** If used, the references must be arranged in alphabetical order by the author's last name. Depending on the style manual chosen for your manuscript, bibliographic entries may differ from discipline to discipline. You must consult your chosen style manual for proper form.

Using abbreviations in the bibliography and footnotes is acceptable if the form is consistent throughout. Your use of abbreviations must conform with your chosen style manual. When listing works in a bibliography, you must provide complete titles for articles, books, and other sources. Suggested headings for this section include:

Bibliography, Selected Bibliography, References, or Sources Consulted. Your major professor can advise you regarding terminology.

APPENDICES

Appendices comprise supplementary, informational, or illustrative material too lengthy to include in the text. Appendices must be labeled on the top margin, either at left-hand side or centered, and should be listed sequentially using capital letters, Roman, or Arabic numerals. Consult your chosen style manual for use of appendices.

Appendices always appear near the end of the manuscript and are placed before the bibliography and reference sections. When there is more than one appendix, you must assign each appendix a number or a letter heading (for example: Appendix A, Appendix 1, or Appendix I) and a descriptive title. The heading and title for each appendix should be centered on the page and typed in all caps. All headings and titles must appear in the table of contents. Subsequent pages of multi-paged appendices are titled: Appendix A (continued). Number all tables and figures consecutively from the text, or separately as A-1, A-2, etc. The appendices must conform to the same margin regulations as the rest of the manuscript. All appendix pages should be numbered with Arabic numerals using the same guidelines described in the pagination section.

Computer printouts used in the appendices must meet margin requirements discussed above and the paper must be 100 percent cotton content. Computer printouts used in an appendix do not have to be in the same typeface as the body of the manuscript, although they must be clean, clear, and legible. Computer printouts with small and indistinct print or narrow margins are unacceptable because they will be illegible on microfilm. The print quality of the printout must meet the standards of the Graduate School to be included in the manuscript.

OVERSIZE MATERIALS

Oversized tables, figures, or other illustrative material should be electronically reduced or scaled to fit on one page or continued to the next page with the appropriate notation: Table 1 (continued). Oversized maps, musical scores, graphs, etc. should be folded right to left only. The fold must meet the standard page size and margin guidelines. Do not fold the page(s) beyond the one and one half inch left-hand margin required for binding your manuscript. Ideally, the piece should be at least one half inch smaller than text pages to avoid being cut in the binding process.

If you wish to use pockets for holding large maps, CDs, plates, tapes, drawings, etc., they are available from the bindery. Additional charges will be assessed by the bindery for this service and should be indicated on your La Capitol receipt.

TITLE PAGE

The title page of the manuscript should contain the following information:

1. The title of the thesis or dissertation, centered two inches below the top of the page and typed in the inverted pyramid form;
2. Your full name, centered one inch below the title;
3. The following statement, within the full margins, one inch below your name and in inverted pyramid form as exhibited below:

A dissertation [or thesis] submitted to the faculty of the University of
Louisiana at Monroe in partial fulfillment of the requirements for the
degree of _____ in the
Department [or School or Curriculum] of

4. On the lower half of the page, centered, the month and year in which your degree will be conferred, separated by a comma;
5. On the right-hand side of the page, the words “Approved by:” followed by signature lines for your major professor and all other members of your Graduate Advisory Committee. ALL copies must bear original signatures in **black** ink. Only one copy of the title page must be signed by the committee for dissertations.

If you are uncertain about the format or wording of your title page, please bring the page to the Graduate School before you defend your thesis or dissertation. It is much simpler to correct any errors before your Graduate Advisory Committee members have signed it.

ABSTRACT OR PREFACE

Each copy of your manuscript must include an abstract except for the creative thesis, which must include a preface. The abstract should follow the acknowledgment or preface and should not be listed in the table of contents. A sample abstract and sample preface can be seen in Appendix A. The abstract or preface must also be printed on 25 percent cotton paper. The abstract or preface page should include the

below information in inverted pyramid form. Include the terminal degree citation for your major professor and center this two inches below the top of the page:

ABSTRACT (OR PREFACE)

Your Name

The Title Should be Centered Below Your Name
in Inverted Pyramid

(Major Professor: John Deere, Ph.D.)

Skip one line and begin the content of the abstract or preface. An abstract or preface should not exceed 150 words; abstracts for doctoral dissertations may not exceed 350 words. All dissertation abstracts are published in Dissertation Abstracts International and should include the following information: a short statement of the problem or area of investigation, a brief discussion of methods and procedures used in gathering the data, a condensed summary of the findings, conclusions reached in the study, and a short statement regarding the significance of the work.

A preface is an author's comment regarding the thesis, dissertation and describes its purpose, sources, and extent. The preface for the creative thesis may address, in expository prose, a range of possible elements. It may consider, but is not limited to: matters of subject, theme, method of construction, theory, or influence. If the preface is written for the creative thesis, please refer to the absolute preface length information provided above. Prefaces which exceed this length will not be accepted. Only one extra copy of the preface is required for the final manuscript submission.

Make sure that the title given at the top of the abstract or preface has the same wording as the title on your title page. Avoid mathematical formulae, diagrams, or other illustrative materials in this section. Your abstract or preface should offer the briefest possible description of your thesis or dissertation and a concise summary of its conclusions.

TABLE OF CONTENTS

The table of contents must follow the abstract or preface. Acceptable headings include “Contents” or “Table of Contents.” Whichever heading you select, type it in all caps and center it two inches below the top of the page. The table of contents should list all parts of your manuscript except for all preliminary pages (title page, abstract or preface, acknowledgments, copyright page, and dedication page). Include the bibliography and all appendices in the table of contents. If chapters in your manuscript contain subheadings of one or more levels, consult your style manual to determine the number of subheadings to include in the table of contents. The subheading(s) must be indented three to five spaces to the right of the margin for chapter titles. Information in a table of contents must match exactly the capitalization and wording of titles for the parts, chapters, and subheadings used in the manuscript.

Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders (a line of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest on a second line indenting the second line three spaces with a single space between the lines. Double-space between entries. A sample table of contents can be viewed in Appendix A.

LIST OF TABLES

Assign each table in your manuscript an Arabic numeral consistent with your chosen style guide. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part numeral with the first number designating the chapter in which it appears, a period, then a second number to indicate its consecutive placement in the chapter. Table 3.2, would be the second table in chapter three. The heading for the list of tables should appear one inch from the top of the page, centered and in all caps. Double-space between the heading and the first entry. The table number and title in your list of tables should match exactly the number and title appearing in the manuscript.

The number of each table and its title should be on the left-hand side of the page with two spaces separating the table number and the title. Page numbers (in Arabic) should be listed on the right-hand side of the page with leaders (a line of dots) filling the space between the table number and title and its corresponding page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest on a second line indenting the second line three

spaces with a single space between the lines. Double-space between entries. Examples of tables and lists of tables can be found in Appendix A.

LIST OF FIGURES OR LIST OF ILLUSTRATIONS

The heading for the list of figures should appear one inch below the top of the page, centered and in all caps: “List of Figures” or “List of Illustrations.” The instructions given above for the list of tables also apply to the list of figures or illustrations. An abbreviated version of figure captions may be accepted. Examples of figures and lists of figures can be found in Appendix A.

LIST OF ABBREVIATIONS

If you use abbreviations extensively in your manuscript, provide a list of abbreviations and their corresponding definitions. The heading for the list of abbreviations should appear one inch below the top of the page, centered and in all caps: “List of Abbreviations.” Arrange your abbreviations alphabetically at the left margin, single space within each entry and double space between entries. An example list of abbreviations is given in Appendix A.

LIST OF SYMBOLS

If you use symbols in your manuscript, provide a list of symbols and their meanings. The heading for the list of symbols should appear one inch from the top of the page, centered and in all caps: “List of Symbols.” Arrange your list of symbols at the left margin, single space within each entry and double space between entries. If you use symbols in your manuscript, you may choose combine them with your abbreviations and title the section “List of Abbreviations and Symbols.” An example list of symbols is given in Appendix A.

PROCESSING PROCEDURES

Binding Personal Copies: If you wish to have additional copies of your publication beyond the required copies needed by the Graduate School (four copies for a thesis), you must submit a paid receipt for binding fees from La Capitol. Fee amounts are outlined earlier in this document. The binding process will be handled by the Graduate School and you will be informed by your academic unit when your copies have been delivered to them. Make arrangements with the administrator of your academic unit to receive your personal copies. Please give them information where you can be contacted following graduation.

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Appendix A: Sample Pages

EVALUATION OF FIELD-GENERATED ACCUMULATION FACTORS
(AF) PREDICTING THE BIOACCUMULATION POTENTIAL OF
SEDIMENT-ASSOCIATED PAH COMPOUNDS

Your Full Name

A dissertation submitted to the faculty of the University of Louisiana at Monroe in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the School of Pharmacy (Pharmacology/Toxicology)

August, 20XX

Approved by:

Major Professor

Committee Member

Committee Member

Committee Member

Appendix A: Sample Pages (continued)

Appendix A: Sample Pages (continued)

PREFACE

Jxxxxx Axxx Sxxxx

Isaiah R. Johnson: Life as a Slave and Stories of Generations Before
(Major Professor: Hxxxxx X. Fxxxxx, Ph.D.)

Growing up in Baton Rouge, Louisiana in the 1960s, I heard many stories about slavery and became fascinated with tales of my ancestry. In particular, I loved stories about my great-grandfather, Isaiah R. Johnson, who was born a slave on a plantation near Baton Rouge and was released after the Civil War. Hearing these stories time after time inspired me to learn more about the history of Louisiana slavery and the characters that I had grown to love. During my research, I came to realize that these stories were a part of my heritage, and that the characters were real and should not be forgotten. These writings are an attempt to recount the stories passed down from earlier generations of the experiences of my great-grandfather and those who came before him.

Appendix A: Sample Pages (continued)

ABSTRACT

VXXXXX AXXX MXXXXXX

Evaluation of Field-Generated Accumulation Factors (AF) Predicting
the Bioaccumulation Potential of Sediment-Associated

PAH Compounds

(Major Professor: Pxxx W. Fxxxxx, Ph.D.)

Equilibrium partitioning of neutral organic chemicals between the organic carbon fraction of bedded sediments and the lipids of resident organisms provided the theoretical basis for one of the most popular approaches to the development of sediment quality (SQC) by the USEPA. Proposed equilibrium partitioning-based SQC seek to relate estimated doses of sediment-associated chemicals to toxicity in exposed biota. Criteria documents for several polynuclear aromatic hydrocarbon (PAS) compounds, endrin, and dieldrin have been related by the USEPA for public review, and may soon be promulgated. A procedure recommended in the Implementation Manual (the "Green Book") for Public law regulating ocean disposal of dredged sediments, (Section 103 of PL 92-532, MPR&SA, the "Ocean Dumping Act") has used equilibrium partitioning-based estimations to screen sediments for bioaccumulation potential for several years. The screening test, termed "theoretical bioaccumulation potential," (TBP), is also included in the draft manual for inland waters to implement dredged material testing requirements of the Clean Water Act. TBP employs an accumulation factor (AF), defined as the ratio at equilibrium of the organic carbon-normalized concentration of a neutral organic chemical in sediment and the lipid-normalized concentration of the chemical in a

sediment and lipid-normalized concentration of the chemical in an exposed organism.

The Green Book currently using a universal $AF = 4$ for all neutral chemicals; the rationale being that this value is suitably protective and, based on field data, reasonably representative of all neutral chemicals provided certain caveats are recognized. This dissertation compared the predictive capability of PAH AFs derived from field data with that of the universal $AF = 4$ in making TBP estimations. Predicted bioaccumulation using the two methods was compared with PAH tissue concentrations measured in laboratory exposures of clams, *Macoma nasut*, and mussels, *Mytilus edulis*.

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Appendix A: Sample Pages (continued)

LIST OF ABBREVIATIONS

ABA	Applied Behavioral Analysis
AB	Adaptive Behavior
BM	Behavior Modification
CB	Continuous Baseline
CRS	Continuous Reinforcement Schedule
Diseq.	Disequilibrium
Dishab	Dishabituation
EC	Ecological Congruence
Eq	Equilibration
FR1	Fixed Ratio - One
Hab	Habituation
O.P. Cond.	Operant Conditioning
N.Ref.	Negative Reinforcement
P.Ref.	Positive Reinforcement
Ret Str	Retentive Strategy
RM	Reinforcement Menu
RTM	Responsive Teaching Method
SC	Stimulus Control
Sci Df.	Scientific Definition
Stim.RD.	Stimulus Reduction

Appendix A: Sample Pages (continued)

Table 3
Analysis of Variance for Classical Conditioning

Source	df	F	η	p
Between subjects				
Fear (F)		2	0.76	.22
Shock (S)		1	0.01	.02
F X S		2	0.18	.11
S within-group				
Error		30	(16.48)	

Appendix A: Sample Pages (continued)

REFERENCE LIST

American Chemical Society. *Handbook for Author's Paper in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Council of Biology Editors, Committee on Form and Style. *CBE Style Manual*. Washington, DC: American Institute of Biological Sciences.

Geological Society of America. *GSA Online Manuscript Submission and Peer Review*. The Geological Society of America.

Gibaldi, Joseph and Achtert, Walter S. *MLA Handbook for Writers of Research papers, Theses, and Dissertations*. New York: Modern Language Association.

The Chicago Manual of Style. Chicago. The University of Chicago Press.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago. The University of Chicago Press.

Appendix B: Style Manuals

The latest editions of the following style manuals are required:

American Chemical Society. *Handbook for Author's of Papers in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Council of Biology Editors, Committee on Form and Style. *CBE Style Manual*. Washington, DC: American Institute of Biological Sciences.

Geological Society of America. [GSA Online Manuscript Submission and Peer Review](#)

The Geological Society of America.

Gibaldi, Joseph and Ahtert, Walter S. *MLA Handbook for Writers of Research papers, Theses, and Dissertations*. New York: Modern Language Association.

~~The Chicago Manual of Style Chicago The University of Chicago Press~~
The Chicago Manual of Style Chicago The University of Chicago Press.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*.

Appendix C: Checklist

Please return first pre-approval copy of your manuscript along with the corrected copy. Be sure you have made all corrections to your final manuscript as indicated in your pre-approval copy.

Title Page

- Is the title worded exactly as it is on the abstract/preface?
- Does your name appear exactly as it does on the copyright page?
- Does the format of your title page match the example from page 14 and Appendix A?
- Is there a two inch margin from the top of the page?
- Does the title page include the department, curriculum, or school granting your degree?

Copyright Page

- Does the format of your copyright page match the example on page 5 and in Appendix A?
- Does this page immediately follow the title page?

Abstract or Preface

- Is the title worded exactly as indicated on the title page?
- Is there a two inch margin from the top of the page?
- Does the format of your abstract match the sample on page 14 and in Appendix A?
- Is the text of your abstract or preface no more than 150 words for a thesis or 350 words for a dissertation?
- Have you placed this page in the correct sequence as indicated on page 7?

Acknowledgement or Preface

- Does every page show at least a one and one-half inch left margin, a two inch margin from the top of the page, and a one inch margin at the bottom of the page and right sides?
- Do the second and subsequent pages of the acknowledgement or preface return to a one inch top margin?

Table of Contents

- Is there a two inch margin from the top of the page?
- Does every page have a one and one half inch left margin and a one inch margin at the bottom and right sides?
- Do the second and subsequent pages of the table of contents return to the one inch top margin?
- Does the format of your table of contents match one of the samples on page 16 and in Appendix A?

- Do the wording, capitalization, and punctuation of all entries match those used in the text of your manuscript?
- Is each entry single-spaced, with a double space between entries?
- Are the page numbers accurate?
- Have you used a line of dots to fill in the space between each entry and its corresponding page number as shown on the sample page in Appendix A?
- Have you placed this page in the correct sequence as indicated on page 7?

List of Tables, Illustrations, Abbreviations, and Symbols

- Does the format of your list(s) of tables, figures, illustrations, abbreviations, and/or symbols match the samples shown in Appendix A?
- Is there a one and one-half inch left margin and a one inch margin from the top, bottom, and right sides of the page?
- Does each list have a heading in all caps?
- Are all lists properly numbered, given a title, and listed consecutively?
- Is each entry in the list single-spaced, with a double space between entries?
- Do the wording, capitalization, and punctuation of all entries in your lists match those used in the text of your manuscript?
- Have you used a line of dots to fill in the space between each entry and its corresponding page number as shown on sample pages in Appendix A?
- Is the list of abbreviations in alphabetical order?
- Have you placed this page in the correct sequence as indicated on page 7?

Chapters

- Does the first page of each chapter begin two inches from the top of the page?
- Does every page have a one and one half inch left margin and a one inch margin at the top, bottom, and right sides?
- Are all chapters in the same typeface and in a single column of text?
- Is the text double-spaced (with the exception of blocked quotations, notes, captions, legends, and long headings, which may be single-spaced)?
- Are paragraphs indented consistently throughout?
- Have you numbered footnotes (or endnotes) consecutively either by chapter or throughout the work?
- Are note numbers properly formatted as either superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
- Are abbreviations used in notes consistent with those used in the bibliography?
- Is each note single-spaced, with a double-space between notes?
- Are page numbers for the preliminary pages in lower case Roman numerals?
- Are page numbers for the rest of the text in Arabic numerals without any additional punctuation?
- Do all page numbers appear in the same position on the page?

- Have you left page numbers off the title page, pages of visual materials, and the first page of each chapter (even though you count these pages in numbering other pages)?

Appendixes

- Does every page have a one and one half inch left margin and a one inch margin at the top, bottom, and right sides of the page?
- Have you assigned each appendix a number or letter and a title?
- Have you placed this page in the correct sequence as indicated on page 7?

Bibliography

- Does every page have a one and one half inch left margin and a one inch margin at the top, bottom, and right sides of the page?
- Are all entries listed in alphabetical order?
- Are all entries single-spaced, with a double space between entries?
- Is the first line of each entry flush left, with subsequent lines indented?
- Are abbreviations consistent with those used in the footnotes or endnotes

References

- Have you checked in-text references against the reference list?

- Are you sure that all names are spelled correctly and that titles, journal citations, publishers, years, numbers, volumes, and inclusive page numbers match?

Fees and Forms

- Have you paid the binding fee and, if applicable, the microfilming fee?
- Have you included the receipt with the pre-approval copy of your manuscript?
- If you are a doctoral candidate, have you picked up and completed the Doctoral Dissertation Agreement Form and the Survey of Earned Doctorates?

Final Inclusions

- Have you included your vita after the references (without a page number)?
- Have you included a label with your name, full title of manuscript, department, curriculum or major, degree, number of pages including introductory pages, and indication that work is thesis or dissertation on each box?
- Have you inserted a blank, white sheet twenty five percent cotton bond paper before and after each set on your final copies?

Appendix D: Permission Letter Instructions and Samples

Instructions for Permission Letters

1. Include your return address, telephone number, and the date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State clearly the name of your university and your manuscript title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. Document all efforts to obtain permission. This is especially important if your efforts are unsuccessful.
6. The sample signature form at the bottom of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature form.

Appendix D: Permission Letter Instructions and Samples (continued)

Sample Permission Form from Company or Publisher: to be used when you are requesting use of copyrighted material for which the copyright is held by a company or publisher. You may omit the first sentence if you have not contacted the addressee by telephone. Items in brackets indicate fields you must edit.

[Your Name]
 [Your Street Address]
 [Your City, State and Zip]

[Date]

[Addressee's Name]
 [Addressee's Street Address]
 [Addressee's City, State and Zip]

Dear [Addressee]:

This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation at The University of Louisiana at Monroe titled [*Enter the Name of Your Dissertation Here*]. I would like your permission to reprint excerpts from the following work(s) in my dissertation:

[Insert full citation to the original work.]

The excerpts to be reprinted 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 University Microfilms, Inc. These rights will in no way restrict republication for 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 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
 signature]
 [Your printed name]

PERMISSION GRANTED FOR THE USE REQUEST ABOVE:

[Name of Company or Publisher]

By: _____

Title: _____

Date: _____

From *Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Right and Responsibilities* by Kenneth Crews. University Microfilms, Inc., Ann Arbor, Michigan. © 1992. Reprinted with permission of the publisher.

Appendix D: Permission Letter Instructions and Samples (continued)

Sample Permission Form from an Individual: to be used when you are requesting use of copyrighted material for which the copyright is held by the individual author. You may omit the first sentence if you have not contacted the addressee by telephone. Items in brackets indicate fields you must edit.

[Your Name]
[Your Street Address]
[Your City, State and Zip]

[Date]

[Addressee's Name]
[Addressee's Street Address]
[Addressee's City, State and Zip]

Dear [Addressee]:

This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation at The University of Louisiana at Monroe titled [*Enter the Name of Your Dissertation Here*]. I would like your permission to reprint excerpts from the following work(s) in my dissertation:

[Insert full citation to the original work.]

The excerpts to be reprinted 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 University Microfilms, Inc. These rights will in no way restrict republication for 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 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
signature]
[Your printed name]

PERMISSION GRANTED FOR THE USE REQUEST ABOVE:

[Addressee's Name]

By: _____

Date: _____