

**GUIDELINES FOR THE
PREPARATION AND SUBMISSION
OF YOUR THESIS OR DISSERTATION**



**LOUISIANA TECH UNIVERSITY
Graduate School**

Revised Edition
May 2007

Approved May 2007

2009/2010 DEADLINES

SUBMIT TO	ITEM TO SUBMIT	Summer 2009	Fall 2009	Winter 09/10	Spring 2010	Signature & Date
COLLEGE – Advisory Committee Chair	DRAFT Thesis/Dissertation (complete—no partials)--- at least 1 week prior to oral exam	Jun 26	Sep 25	Dec 18	Mar 26	
COLLEGE – Graduate Committee	DEFEND Thesis/Dissertation	Jul 2	Oct 2	Jan 8	Apr 1	
ENGLISH DEPT	English check (if required by College)	Jul 2	Oct 2	Jan 8	Apr 1	
GRADUATE SCHOOL	One copy DRAFT Thesis/Dissertation-- for <u>initial</u> format check (partials not accepted). English approval form must be submitted.	Jul 10	Oct 9	Jan 15	Apr 9	
COLLEGE - Assoc. Dean/Grad Studies Director	One copy FINAL DRAFT of approved Thesis/Dissertation -----By 4:00 p.m.	Jul 17	Oct 16	Jan 22	Apr 16	
GRADUATE SCHOOL (Dean)	One copy FINAL DRAFT Thesis/Dissertation Approved – (all corrections made)----- By 4:00 pm	Jul 24	Oct 23	Jan 29	Apr 30	
GRADUATE SCHOOL (Dean)	5 Copies on bond paper Thesis/Dissertation Certified COPY approved (with Signature pages-- all other signatures must be obtained prior)	Jul 31	Nov 6	Feb 5	May 9	
LIBRARY – 3 rd Floor	5 copies on bond paper Certified FINAL copies of Thesis/Dissertation (complete PROQUEST form) -----by 3:00 p.m.	Aug 12	Nov 13	Feb 26	May 14	
CASHIER	Deposit payment of binding fees -----by 3:30 p.m	Aug 12	Nov 13	Feb 26	May 14	
LIBRARY – 3 rd Floor	Return paid receipt for binding fees--- by 4:00 p.m. at least 5 working days before graduation.	Aug 12	Nov 13	Feb 26	May 14	
COLLEGE – Assoc Dean/ Graduate Studies Director	Receipt from Library and this form (with all signatures)---- to graduate in current quarter.	Aug 12	Nov 13	Feb 26	May 14	

Note: All items in the list are **mandatory**. After completing each step in the order listed, obtain approval signatures (no initials) to continue the submission process.

Students unable to meet the published deadlines for submission of theses/dissertations to the appropriate entities listed in this table can proceed with the submission process, but they **will not be eligible to graduate during the current quarter**.

If students submit **five** copies of the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School by 4:00 p.m. on the last day of classes in the current quarter, they will be eligible to enroll in the following quarter for graduation only.

Students who fail to submit the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School by 4:00 p.m. on the last day of classes in the current quarter **will be required to enroll in at least 3 hours of graduate credit for the following quarter** while they complete requirements for the degree.

Please keep up with this form. After the submission process has been completed and all signatures obtain, this chart will be used as your Graduate School CERTIFICATION form and must be presented to the Library for your document to be accepted for binding.

LOUISIANA TECH UNIVERSITY

PROCEDURES FOR SUBMITTING THE
FINAL MANUSCRIPT OF THESES
AND DISSERTATIONS

1. Submit draft to Graduate School (see deadlines listed on Page 2) for a format check. The student and his/her committee are responsible for ensuring that content is accurate and standard English is used in the document. (Note: The College of Engineering and Science requires GS Form 17 signed by an approved reader.)

Provide contact information (e-mail address and/or telephone number).

2. Make any correction(s) noted.
 - a. After making corrections, return BOTH marked draft and corrected/revised draft to the Graduate School.
 - b. Note deadlines on Page 2 for submission of FINAL draft.

3. After the thesis/dissertation has been successfully defended, all corrections have been made, and you have received the signed Certification Form from the Dean of the Graduate School,
 - a. make copies on approved bond paper (20 lb. permanent white bond of at least 25% cotton fiber content). Use only one brand of paper throughout.
 - i. make 5 copies of entire thesis/dissertation for distribution by student as indicated in Table 1 (additional copies are optional).
 - ii. make extra copies of the title page, abstract, and signature page:
 - 2 extra copies for a thesis
 - 3 extra copies for a dissertation.
 - b. place individual final copies in appropriately sized, unsealed manila envelopes. Print your name legibly on the outside of each envelope. Keep signature pages and extra copies of the title page, abstract, and signature page separate.

Distribution of the thesis/dissertation is described in Table 1.

Table 1: Distribution of Theses/Dissertations

Associate Dean of Graduate Studies, College	
Thesis	1 bound copy of thesis 1 extra copy of title page 1 extra copy of signature page 1 extra copy of abstract
Dissertation	1 bound copy of dissertation 1 extra copy of title page 1 extra copy of signature page 1 extra copy of abstract

Major Advisor	
Thesis	1 bound copy of thesis
Dissertation	1 bound copy of dissertation
Prescott Memorial Library	
Thesis	2 bound copies of thesis
Dissertation	2 bound copies of dissertation 1 extra copy of title page 1 extra copy of abstract
Graduate School	
Thesis	1 extra copy of title page 1 extra copy of signature page 1 extra copy of abstract
Dissertation	1 extra copy of title page 1 extra copy of signature page 1 extra copy of abstract
Student	
Thesis	1 bound copy of thesis Additional copies optional
Dissertation	1 bound copy of dissertation Additional copies optional

4. Submit the manila envelopes, signature pages, extra pages, and Certification Page to the Graduate School Office for the Dean's signature. The Graduate School will keep one copy of the title page, abstract, and signature page.
5. Submit the thesis/dissertation, the remaining extra pages, and completed GS Form 15 to the Serials Department on the third floor of Prescott Memorial Library by 3:00 pm on the due date listed on Page 2. Binding fees will be charged as indicated in Table 2. You will receive a Louisiana Tech Departmental Deposit Ticket from the Serials Department staff.

Table 2: Binding Fees

For 5 copies	Without Pockets	With Pockets*
Thesis	\$ 62.00	\$ 75.00
Dissertation	\$126.00	\$139.00
Honors Thesis	\$ 62.00	
Extra copies	Without Pockets	With Pockets*
Thesis	\$ 13.25	\$ 16.00
Dissertation	\$ 17.00	\$ 19.75
Honors Thesis	\$ 12.00	
Mailing Costs		
Domestic Mailing	\$ 9.50 each copy**	
International Mailing	Add \$ 24.00 each copy**	

* For theses/dissertations accompanied by media or other large items.

** Students can pick up their theses/dissertations at the Library when they are returned from the bindery to avoid paying mailing costs.

6. Go to Cashier's Office on the first floor of Keeney Hall to deposit payment before 3:30 p.m. on the due date listed on Page 2.
7. Return to the Serials Department in the Library.
 - a. Exchange the Louisiana Tech Departmental Deposit Ticket for a Library receipt.
 - b. The Serials Department staff will complete an "Approved Thesis/Dissertation Form" for the Library files.
 - c. Provide your permanent mailing address to the Library to ensure proper delivery of your copy(ies) of the bound thesis/dissertation. The completed mailing label will be retained until the bound copies are returned from the bindery.
8. All dissertations must be accompanied by "Doctoral Dissertation Agreement Form D" (available for download at www.il.proquest.com/dissertationagree, username "**dissertations**" and password "**publish**"). Form D also requires submission of a copy of the title page and abstract (included in the submission count to the Library (see page 4). The student must fill out the form and sign the back. The \$126 binding fee paid to the Library (see page 4) includes a bound copy for UMI and microfilming. If the student wishes to copyright the dissertation, the student must also complete the section "Publishing Agreement Form: Authorization to Apply for Registration of My Claim to Copyright" on Form D and pay the \$65.00 fee to PQIL as indicated on the form. There is an additional \$160.00 charge payable to PQIL for students wanting "open access" for their dissertation.

GRADUATE SCHOOL GENERAL POLICIES

1. Documents must be formatted following the style used by the discipline in which the thesis or dissertation is being submitted. This information is available from the student's advisor, committee, or the College Graduate Studies Office. In addition to these discipline-specific styles, the Graduate School has specific requirements for general format issues, such as order of arrangement, pagination, margins, consistency, and other characteristics contained in this booklet.
2. Documents deemed by the Graduate School to be inadequately prepared for the format check will not be checked thoroughly by the Graduate School and will be returned to the student as "incomplete." The Graduate School staff will check 25 pages at random in the document—if these pages contain significant errors numerous enough to demonstrate that little or no effort has been made to format the document, the document will be deemed "incomplete" by the Dean of the Graduate School. These incomplete documents will not be considered "on time" to meet the posted deadlines for submission. It is the responsibility of the student to ensure that the appropriate style has been applied to the document before it is submitted to the Graduate School prior to the posted deadlines for submission. Posted deadlines are not negotiable (see Page 2).
3. Students are advised to submit their completed theses/dissertations to the Graduate School before the posted deadlines to facilitate the formatting process and to avoid the last-minute rush at the end of each quarter. Students are also advised to make the corrections noted on the thesis/dissertation before returning the document for a subsequent check. If corrections have not been made, the document will be returned to the student.
4. Students are advised to wait until they receive a certification page from the Graduate School before they make the final copies of their theses/dissertations on bond paper. Final copies are also checked against the last corrected copy to ensure that corrections have been made.

GRADUATE SCHOOL GUIDELINES

1. ORDER OF ARRANGEMENT AND PAGE NUMBERS

Assemble the thesis or dissertation in the following order:

A. Preliminary pages.

Use Roman numerals beginning with “i.” Place the numeral at the center bottom on the first page of each section and at the top right for subsequent pages in each section. Suppress numeral on the Title Page, Signature Page, and Approval Page. These three pages are counted in the page numbering, but the page numbers are not inserted visually on the pages. Number preliminary pages sequentially.

1. Title Page (not physically numbered, but counted as “i”)
2. Signature Page (not physically numbered, but counted as “ii”)
3. Abstract (page iii)
4. Approval for Scholarly Dissemination (not physically numbered but counted in page numbering)
5. Dedication or Epigraph (if included, follows sequence of page numbering)
6. Table of Contents
7. List of Tables
8. List of Figures
9. Acknowledgments (if included, follows sequence of page numbering)
10. Preface (if included, follows sequence of page numbering).

B. Body of thesis/dissertation.

Use Arabic page numbers beginning with “1.” Place number at the center bottom on the first page of each chapter or section and at the top right for subsequent pages of each section. Number pages in Body and Final Items sequentially.

11. Body (divided into chapters).

C. Final Items. Arabic page numbers continue.

12. Appendix(es) (if used)
13. Bibliography, References, or List of Works Cited (use heading common to discipline)
14. Vita (if required).

2. **MARGINS**

All text, figures, and tables must appear within the following margins:

Left Margin:	1 ½ inches
Right Margin:	1 inch
Top Margin:	1 inch
Bottom Margin:	1 inch

3. **LINE SPACING**

- Double space between entries in the Table of Contents, List of Figures, and List of Tables. Single space internally in individual entries if they exceed one line. Align internal elements of lists. Align page numbers on right margin. Text of entry does not overlap right-aligned page numbers or left-aligned entry numbers (see guidelines for Table of Contents). Use leaders between end of entries and associated page numbers.
- Text in the abstract and body of the document must be double-spaced, including between paragraphs.
- Do not leave a single line of a paragraph at the bottom (widow) or the top (orphan) of a page. Do not leave a heading or subheading without at least two lines of text at the bottom of a page.

4. **HYPHENATION**

The last word on a page cannot be hyphenated. Limit hyphenation to 3-4 uses per page. Do not hyphenate words in headings or subheadings.

5. **FONT SIZE AND STYLE**

The same 12-point font must be used throughout the text. All major headings (e.g., Table of Contents, List of Tables, Abstract, Chapter Title, Appendix) must have identical font, value, size (12-14 point maximum), and position/location on the page.

6. **TABLE OF CONTENTS**

- The thesis/dissertation must contain a Table of Contents covering the entire manuscript. Exceptions: the Title Page, Signature Page, and Approval Page are not listed in the Table of Contents. All other headings and subheadings are listed exactly as they appear in the document in sequence with associated page numbers in the Table of Contents.

- Align page numbers on right margin. Use leaders to connect entries with page numbers. Align entries internally—entries do not overlap with page numbers on right margin, and they do not overlap into the left column. Example:

1.0	The Rise and Fall of the New York Stock Exchange over a Twenty-Five Year Period in the United States.....	23
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7. LIST OF TABLES and LIST OF FIGURES

- Entries in the List of Tables and List of Figures must match the titles and numeration of the graphics in the text exactly. Format these lists using the guidelines provided for “Table of Contents.”

8. TABLES

- Tables must be placed immediately after the in-text citation (reference to the table (e.g., Table 2.3) in the body of the document).
- Tables may be placed in portrait or landscape orientation in the text. If placed in landscape orientation, the top of the table must appear on the gutter (left-hand edge) of the page, using a 1 ½-inch margin. Center tables within the required margins.
- Tables are numbered consecutively (including tables in the appendices).
- The titles of all tables must be placed above the tables and must match the List of Tables in the Preliminary material exactly. The font of the titles must be the same font as the text and must be single-spaced. Number and format the titles of all tables consistently.

9. FIGURES

- Figures must be placed immediately after the in-text citation (reference to the figure by number (e.g., Figure 2.3) in the body of the document).
- Figures may be placed in portrait or landscape orientation in the text. If placed in landscape orientation, the top of the figure must appear on the gutter (left-hand edge) of the page, using a 1 ½-inch margin. Center figures within the required margins.
- Figures are numbered consecutively (including figures in the appendices).
- The titles of all figures must be placed at the bottom of the figure and must match the List of Figures in the preliminary material exactly. The font of the titles must be the same font as the text and must be single spaced. Number and format the titles of all figures consistently.

Note: Figures and tables must be integrated into the text and placed as close as possible to the in-text citation. Do not group them at the end of a chapter or

section. A double-space must be used between descriptive narratives of tables and at the top and bottom of the illustration to set it off visually from the text. Photocopies or scanned copies of figures and tables are acceptable if they are reproduced on the same quality paper as the text. They must be clearly legible and fit within the margins.

10. HEADINGS AND SUBHEADINGS

All headings and subheadings must be formatted consistently throughout the thesis or dissertation. Use the same font, font size, font value (bold, underline, etc), positioning, and numbering throughout the document.

11. BODY OF THE THESIS/DISSERTATION

Follow the conventions of your discipline to determine the number and content of chapters, preliminary pages, and final items. Format the body of the thesis/ dissertation consistently for pagination, headings, equations, figures and tables, etc., throughout the document.

12. APPENDICES

- Appendices are optional. They must contain extra, relevant material such as questionnaires, surveys, tables, figures, computer data, and letters of permission to reprint copyrighted material. These optional appendices must be listed in the Table of Contents, conforming to the format used there. They must also be formatted in the document in such a way that they are consistent with the other main divisions.
- Appendices must be cited in the Body of the document.
- All material in appendixes must be numbered consecutively, within the required margins, and on the same paper used throughout the document.
- All appendices must have a title page. The title page of each Appendix must have the Arabic page number centered between the left and right margins between ½ inch and 1 inch from the bottom edge of the page. Place the Arabic page number at the top right of subsequent pages of each Appendix.
- The Title page must have the word “APPENDIX” typed in all capital letters 2 inches from the top of the page followed by an informative title in all capital letters. If there is more than one appendix, then label the first title page as “APPENDIX A,” the second “APPENDIX B,” and so on, providing an informative title for each appendix.

13. BIBLIOGRAPHY, REFERENCES, or LIST OF WORKS CITED

- The bibliography, references, or list of works cited must begin on a new page. The heading must have identical font, value, size, and position/location in the page as other major headings.
- Use the format and spacing acknowledged as standard for your discipline for entries (name and format of journal article title, name of journal, bibliographic information, etc.)
- When bibliographic entries must be placed at the end of each section or chapter—the exception, not the rule—consistency of format is required. When using the numbering system for references, references must appear in strict numerical sequence throughout the entire text or coded to the chapter number (e.g., 1.1, 2.1, 2.2, etc.).
- If references are cited alphabetically by author, use a hanging indent format with internal single spacing and double spacing between references.
- If references are cited numerically, single space internally and double space between references. Align the references under the text of the reference, not under the number.

14. VITA (if required)

- The Vita is a one-page biographical sketch of the author written in paragraph form and in 3rd person. It is the last item of the document and must appear in the Table of Contents.
- The heading must have identical font, value, size, and position/location in the page as other major headings.

15. REPORT FORMS AND APPROVAL SHEETS

See pages 13-17 for samples of Report Forms and Approval Sheets.

- The approval sheets are the responsibility of the student and his or her Department/Unit. These forms record the acceptance of the candidate's final thesis or dissertation. The student must carefully check to ensure that these forms reflect the correct final title, major field, and author's name as they will appear on the title page and abstract. No visible corrections are acceptable on these sheets, and they are not to be numbered or included in the Table of Contents.

Sample Title Page for a Thesis/Dissertation (Required)
(Center all typing between margins and fill in the appropriate material)

(line 7)

APPROVED TITLE OF THESIS/DISSERTATION
IN ALL CAPITAL LETTERS
by

Full Name of Student, Previous Degrees

(line 26-28)

A Thesis/Dissertation Presented in Partial Fulfillment
of the Requirements for the Degree
Master (Doctor) of _____

(line 39-43)

COLLEGE OF _____
LOUISIANA TECH UNIVERSITY

(line 45-46)

Month Year
(Date degree will be awarded)

Sample Signature Page for a Thesis (Required)

LOUISIANA TECH UNIVERSITY
THE GRADUATE SCHOOL

_____ Date

We hereby recommend that the thesis prepared under our supervision
by _____
entitled _____

be accepted in partial fulfillment of the requirements for the Degree of

_____ Supervisor of Thesis Research

_____ Head of Department

_____ Department

Recommendation concurred in:

Advisory Committee

Approved:

Director of Graduate Studies

Dean of the College

Approved:

Dean of the Graduate School

GS Form 13
(5/03)

Sample Signature Page for a Dissertation (Required)

LOUISIANA TECH UNIVERSITY
THE GRADUATE SCHOOL

Date

We hereby recommend that the dissertation prepared under our supervision
by _____
entitled _____

be accepted in partial fulfillment of the requirements for the Degree of

Supervisor of Dissertation Research

Head of Department

Department

Recommendation concurred in:

Advisory Committee

Approved:

Approved:

Director of Graduate Studies

Dean of the Graduate School

Dean of the College

GS Form 13
(5/03)

Sample Approval for Scholarly Dissemination for Thesis (Required)

APPROVAL FOR SCHOLARLY DISSEMINATION

The author grants to the Prescott Memorial Library of Louisiana Tech University the right to reproduce, by appropriate methods, upon request, any or all portions of this Thesis. It is understood that "proper request" consists of the agreement, on the part of the requesting party, that said reproduction is for his personal use and that subsequent reproduction will not occur without written approval of the author of this Thesis. Further, any portions of the Thesis used in books, papers, and other works must be appropriately referenced to this Thesis.

Finally, the author of this Thesis reserves the right to publish freely, in the literature, at any time, any or all portions of this Thesis.

Author _____

Date _____

GS Form 14
(5/03)

Sample Approval for Scholarly Dissemination for Dissertation (Required)

APPROVAL FOR SCHOLARLY DISSEMINATION

The author grants to the Prescott Memorial Library of Louisiana Tech University the right to reproduce, by appropriate methods, upon request, any or all portions of this Dissertation. It is understood that "proper request" consists of the agreement, on the part of the requesting party, that said reproduction is for his personal use and that subsequent reproduction will not occur without written approval of the author of this Dissertation. Further, any portions of the Dissertation used in books, papers, and other works must be appropriately referenced to this Dissertation.

Finally, the author of this Dissertation reserves the right to publish freely, in the literature, at any time, any or all portions of this Dissertation.

Author _____

Date _____

GS Form 14
(5/03)