



# LAYOUT AND GUIDELINES

## FOR WRITING A

# THESIS/DISSERTATION

This section discusses requirements for the general layout of your manuscript, the order of front and back matter, and page numbering. See the **Sample Pages** located at the end for additional information. Guidelines are similar for both theses and dissertations; instructions specific to theses or dissertations will be marked accordingly. **The Graduate School will only review the document twice. Until the necessary corrections are made, the document will not be cleared for graduation.**

### General Layout

The Graduate School recommends that you use your word processor's global page settings or create a template adhering to the following guidelines:

**Margins:** 1 inch on top, bottom and right sides and 1 ½ inches on the left, *except on the title page, first page of each chapter, and other pages indicated below which should have a 2 inch margin at the top.*

**Line spacing:** Double-spaced; long quotations and footnotes may be single-spaced. Spacing on preliminary pages should follow the examples in the Sample Pages below.

**Fonts:** Text font (Times New Roman and Times Roman) and text size should be chosen for ease in reading. Font sizes 11 through 12 are recommended. Use consistent font styles for section headings. **Ariel font is not recommended.**

**Footnotes or Endnotes:** Follow the accepted practice of your discipline or the chosen style manual. The format selected should be consistent throughout the manuscript.

**Spell check:** Change the word processor spelling setting to include words in ALL CAPS.

#### Pagination:

**Preliminary pages:** Small Roman numerals (ii, iii, iv, etc.) are placed at the bottom center of the page, starting with the Approval Page as ii. The Title Page is counted, but is **not** numbered.

**Manuscript proper:** Arabic numbers (1, 2, 3, etc.) are placed at the bottom center of the page on all remaining pages, beginning with the number 1.

## Order of Preliminary Pages

The preliminary pages consist of the following pages *in this order*:

Title page (Required)

Approval page (Required)

Copyright page (Optional)

Abstract (Required)

Dedication (Optional)

Acknowledgements (Optional)

Preface (Optional)

Table of Contents (Required)

List of Illustrations (As needed)

List of Tables (As needed)

List of Symbols (As needed)

### Title Page (Required)

The title of the thesis or dissertation begins two inches from the top of the page and should be a meaningful description of the substance of the document. It is recommended that word substitutes be used for formulas, symbols, superscripts, subscripts, Greek letters, and other similar material.

The Title of the thesis/dissertation **IN ALL CAPS** is centered and placed two inches from the top of the page. After typing the **TITLE** of your manuscript (single space) space 4 times **On the 4<sup>th</sup> line** type the word “**Thesis/Dissertation**” centered four lines below the heading.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type the word “**Submitted to**” centered two lines below **thesis/dissertation**.

(Single space) space 3 times **On the 3<sup>rd</sup> line** type your **College** centered three lines below **submitted to**.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type **Southern University and A&M College** centered two lines below **college**.

(Single space) space 4 times **On the 4<sup>th</sup> line** type the word “**In Partial Fulfillment . . .**” centered four lines below **college**.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type the word “**The Degree**” centered two lines below **In Partial Fulfillment . . .**

(Single space) space 3 times **On the 3<sup>rd</sup> line** type the word “**Master/Doctor of Philosophy . . .**” centered three lines below **the degree**.

(Single space) space 4 times **On the 4<sup>th</sup> line** type the word “**By**” centered four lines below **Master/Doctor of**.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type “**Your Name**” centered two lines below **by**.

(Single space) space 4 times **On the 4<sup>th</sup> line** type the word “**Southern University and A&M College (In ALL caps)**” centered four lines below **your name**.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type the word “**Baton Rouge, Louisiana**” centered two lines below **school name**.

(Single space) space 2 times **On the 2<sup>nd</sup> line** type the word “**Month and Year**” centered two lines below **city and state**.

The title page should also contain the following:

Title of the thesis/dissertation **IN ALL CAPS**

The word “Thesis” or “Dissertation”

Statement of submission

School or College

Degree being sought

Full legal name of degree candidate or name according to university records

Name of university granting the degree and/or the small University logo located at

<http://www.subr.edu>

City and state in which the university is located

Month and year degree is to be conferred

### **Approval Page (Required)**

The approval page for ProQuest submission will contain the names, and signatures of all committee members.

The Title of the thesis/dissertation **IN ALL CAPS** is centered and placed two inches from the top of the page. The name of the student is **left-justified** and (Single space) space 2 times, **On the 2<sup>nd</sup> line** type Last, First Middle. (Single space) space 2 times **On the 2<sup>nd</sup> line** type “**APPROVED BY:** The chair of your department signs his/her name next to the colon in the word (Approved by). The first set of signatures is reserved for the Committee Chair. The line for the signature of the committee chair is left-justified and (Single space) space 3 times, **On the 3<sup>rd</sup> line** type/draw the line for the signature. Format the rest of the pages according to the Sample pages at the end of this document.

### **Copyright Page (Optional)**

Your manuscript is automatically protected by copyright even if you do not include a copyright page. You may choose the additional protection of registering your copyright for a fee at [www.copyright.gov/eco](http://www.copyright.gov/eco). For further copyright information, please see the U.S. Copyright Office Frequently Asked Questions at (<http://www.copyright.gov/help/faq/>). The Copyright information is **centered and typed on line 19** from the top of the page. Format **this page** according to the Sample Pages at the end of this document.

### **Abstract (Required)**

The abstract should briefly state the problem, describe the procedure or methods used, and summarize the conclusions reached in the thesis or dissertation. The length of the abstract for a thesis **should not exceed 250 words** and for a dissertation it **should not exceed 350 words**.

The **heading ABSTRACT** is centered and placed two inches from the top of the page followed by the title of the thesis/dissertation in ALL CAPS, **centered four lines below the heading**. The author’s name, name of institution and advisor’s name are left-justified.

Author's name, is (Single-space) **space 2 times after title of manuscript** **On the 2<sup>nd</sup> line** type "Your Name" (last, first middle) followed by the name of the institution. (Single-spaced) space 1 time **On the 1<sup>st</sup> line** **type name of institution** below the authors name. (Single-space) space 2 times **On the 2<sup>nd</sup> line** **type advisor's name** below name of institution. The text of the abstract begins two lines below the advisor's name (double spaced).

### **Dedication (Optional)**

The dedication is an optional page that gives the author the opportunity to dedicate the manuscript to an individual or group. The Sample Pages below show one option for formatting. The heading DEDICATION is centered and placed two inches from the top of the page. The text begins four lines below the heading.

### **Acknowledgements (Optional)**

The acknowledgements (or acknowledgments) page is an optional page that gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation. The heading ACKNOWLEDGEMENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

### **Preface (Optional)**

A preface is included in instances where the genesis of the research is important for the understanding of it, or when the method or procedure of investigation is so unusual as to require prefatory explanation. The heading PREFACE is centered and placed two inches from the top of the page. The text begins four lines below the heading.

### **Table of Contents (Required)**

The table of contents includes chapter headings, subdivisions of chapters, and all other parts of the thesis or dissertation listed exactly as they appear in the text along with the starting page number.

The heading TABLE OF CONTENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

### **List of Illustrations or Figures (As needed)**

The illustrations page includes illustration or figure titles and page numbers.

The heading LIST OF ILLUSTRATIONS or LIST OF FIGURES are centered and placed two inches from the top of the page. The list begins four lines below the heading.

### **List of Tables (As needed)**

The tables page includes table titles and page numbers.

The heading LIST OF TABLES is centered and placed two inches from the top of the page. The list begins four lines below the heading.

## List of Symbols, Abbreviations or Special Nomenclature (As needed)

The list of symbols, abbreviations or special nomenclature is provided to acquaint the reader with symbols, abbreviations or special nomenclature that are essential to the work. When used, these lists can take any form acceptable to the discipline.

The heading LIST OF SYMBOLS or LIST OF ABBREVIATIONS is centered and placed two inches from the top of the page. The list begins four lines below the heading.

## The Text (Required)

The nature of the thesis or dissertation determines the organization of the body or main text into chapters, groups of chapters, or other pertinent schemes of exposition. These divisions are dictated by the nature of the discipline. Punctuation, spelling, and general form should be consistent throughout the text.

## Quotation of Copyrighted Material (Required)

The author of a thesis or dissertation is fully responsible for the use of any copyrighted material in the manuscript. Generally, permission to use copyrighted material should be sought when a direct quotation of more than 150 words or an illustration is used. Permission is sought from the author or publisher holding the copyright. Generally, permission is granted on condition that proper acknowledgement is made. In some cases, copyright holders require payment. Necessary clearance for copyrighted material must be obtained *before* final submission of the thesis or dissertation.

For more information:

[UMI Copyright Guide](#)

[Copyright Law and Graduate Research](#)

## Bibliography (As needed)

The bibliography or reference list of sources used is required if applicable. Pages should be formatted according to the **style manual** or **discipline-specific guidelines** used.

The heading BIBLIOGRAPHY is centered and placed two inches from the top of the page. The text begins four lines below the heading.

## Appendices (As needed)

The appendix or appendices include reference materials such as tables, figures, charts, illustrations, abbreviations, and other addenda not placed in the text.

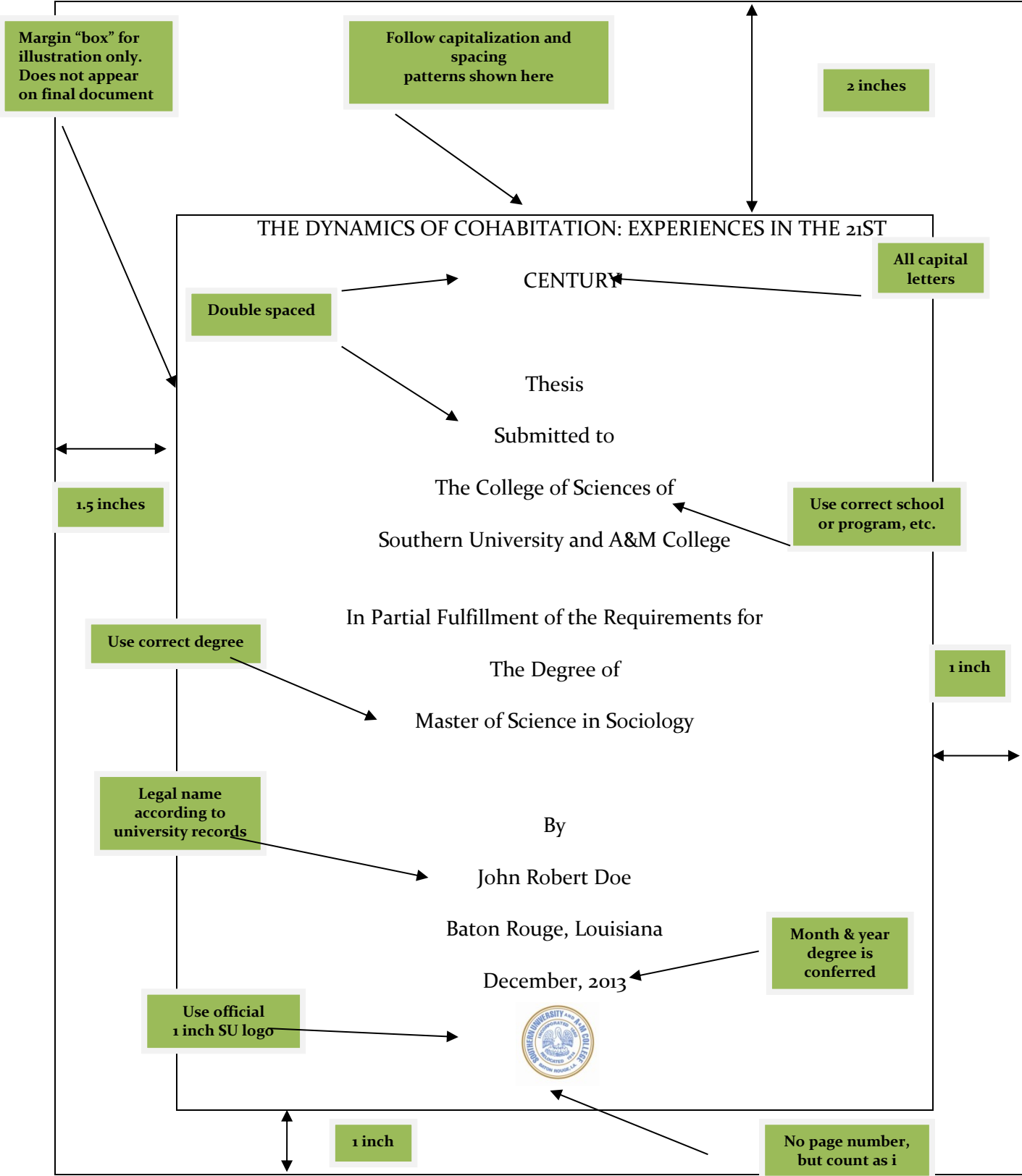
When there are multiple appendices, the heading APPENDIX is followed by a capital letter or Arabic number. The heading is centered and placed two inches from the top of the page. The text begins four lines below the heading.

## Sample Pages

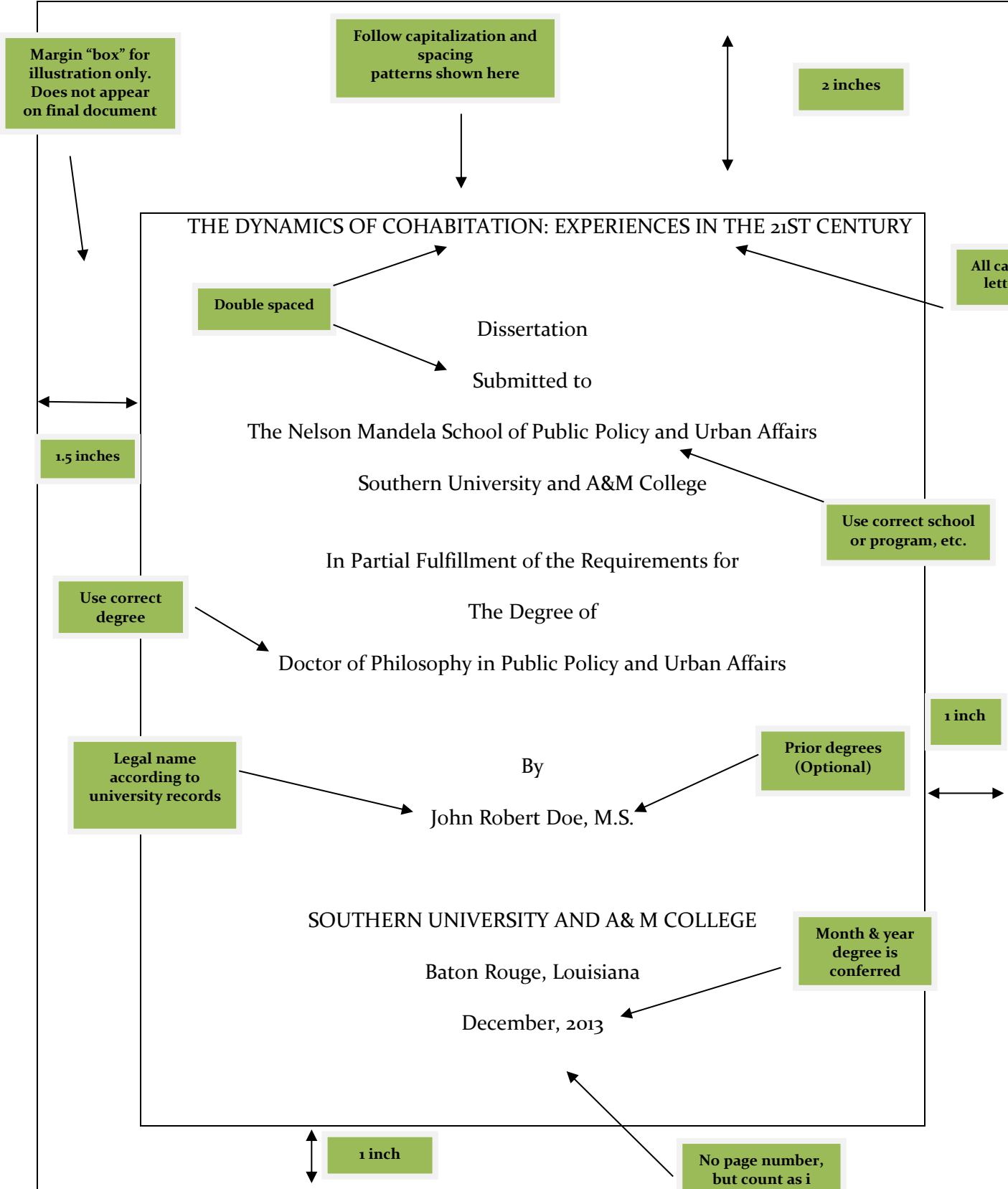
These sample pages are designed to assist you in preparing your thesis or dissertation by giving you a visual representation of a variety of common pages along with guidelines for margins and appropriate information to include on the page. Some departments may have *slightly* different requirements and you should follow those as directed.

**The closer to the end of your paper follows these guidelines, the fewer corrections you will have during format checking.**

# Sample Thesis Title Page (With Optional Logo)

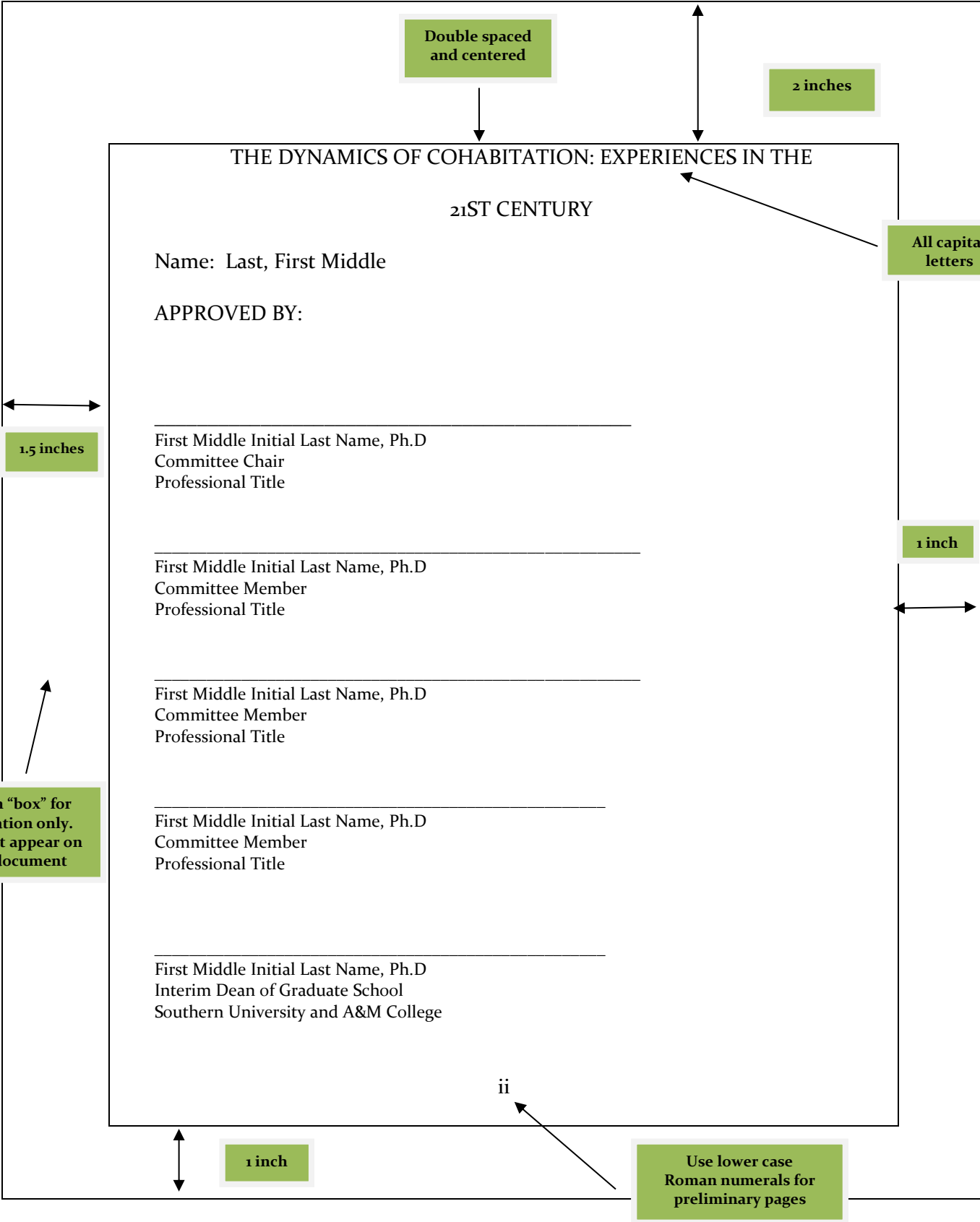


# Sample Dissertation Title Page (Without Optional Logo)

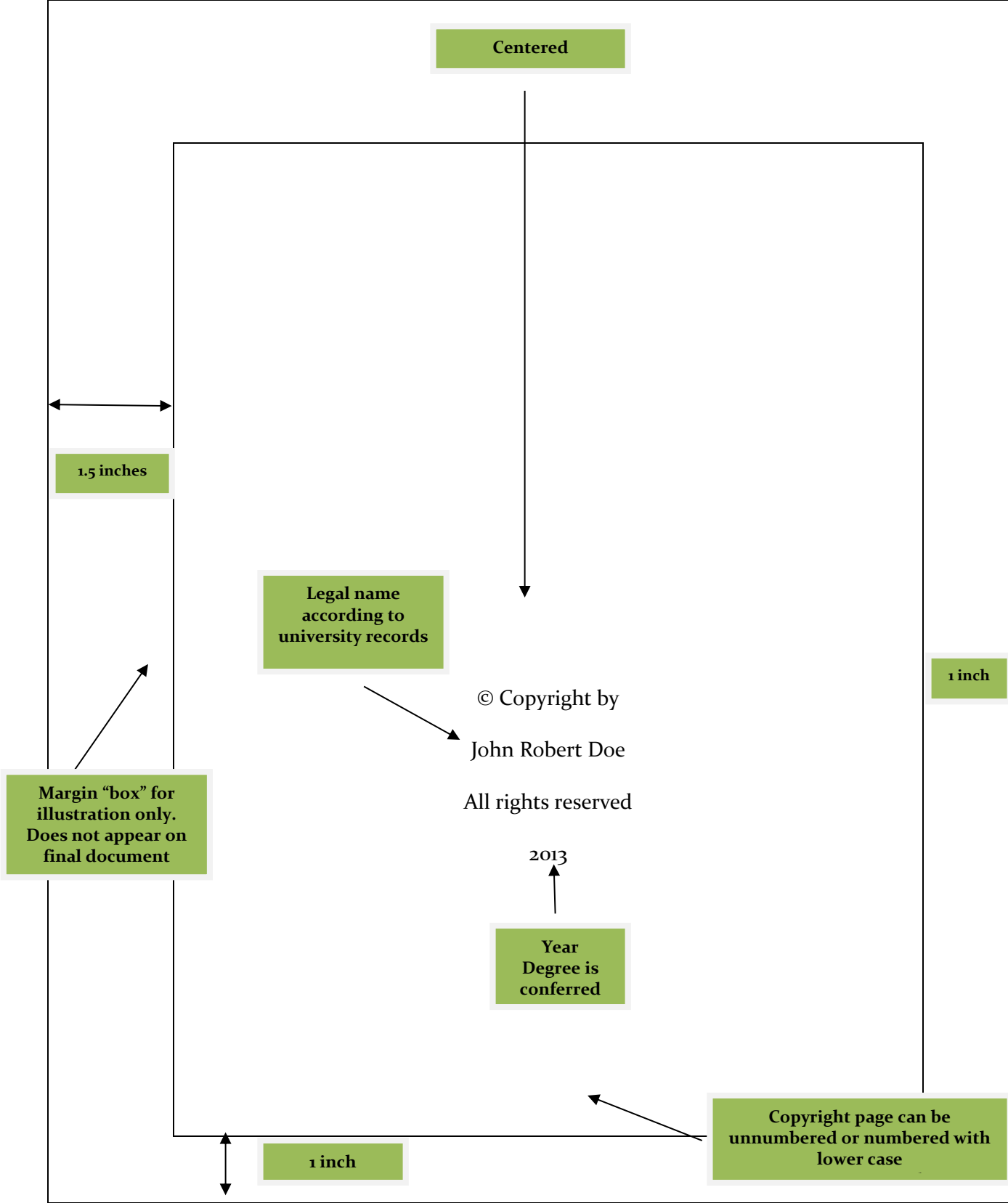




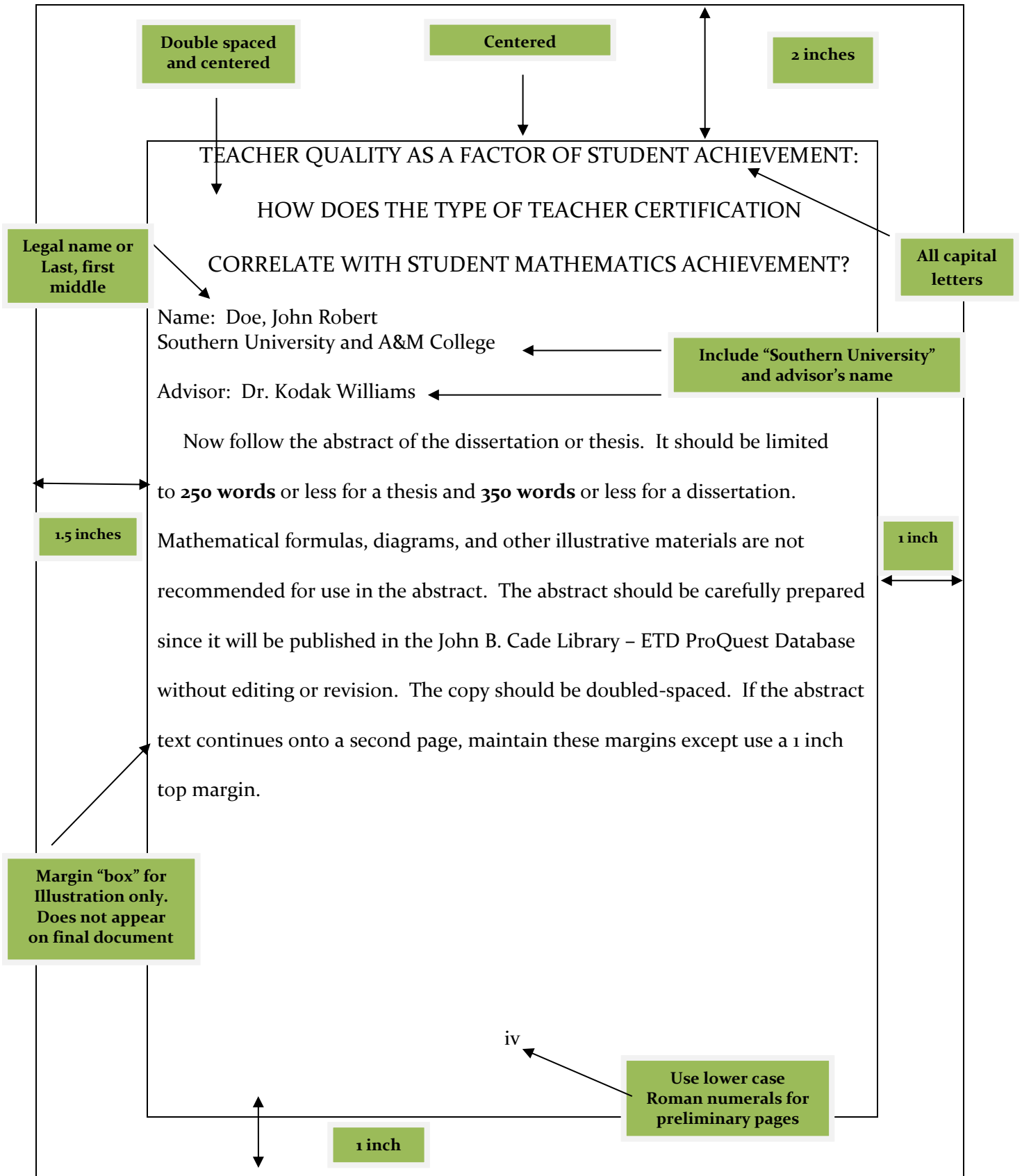
# Sample Approval Page



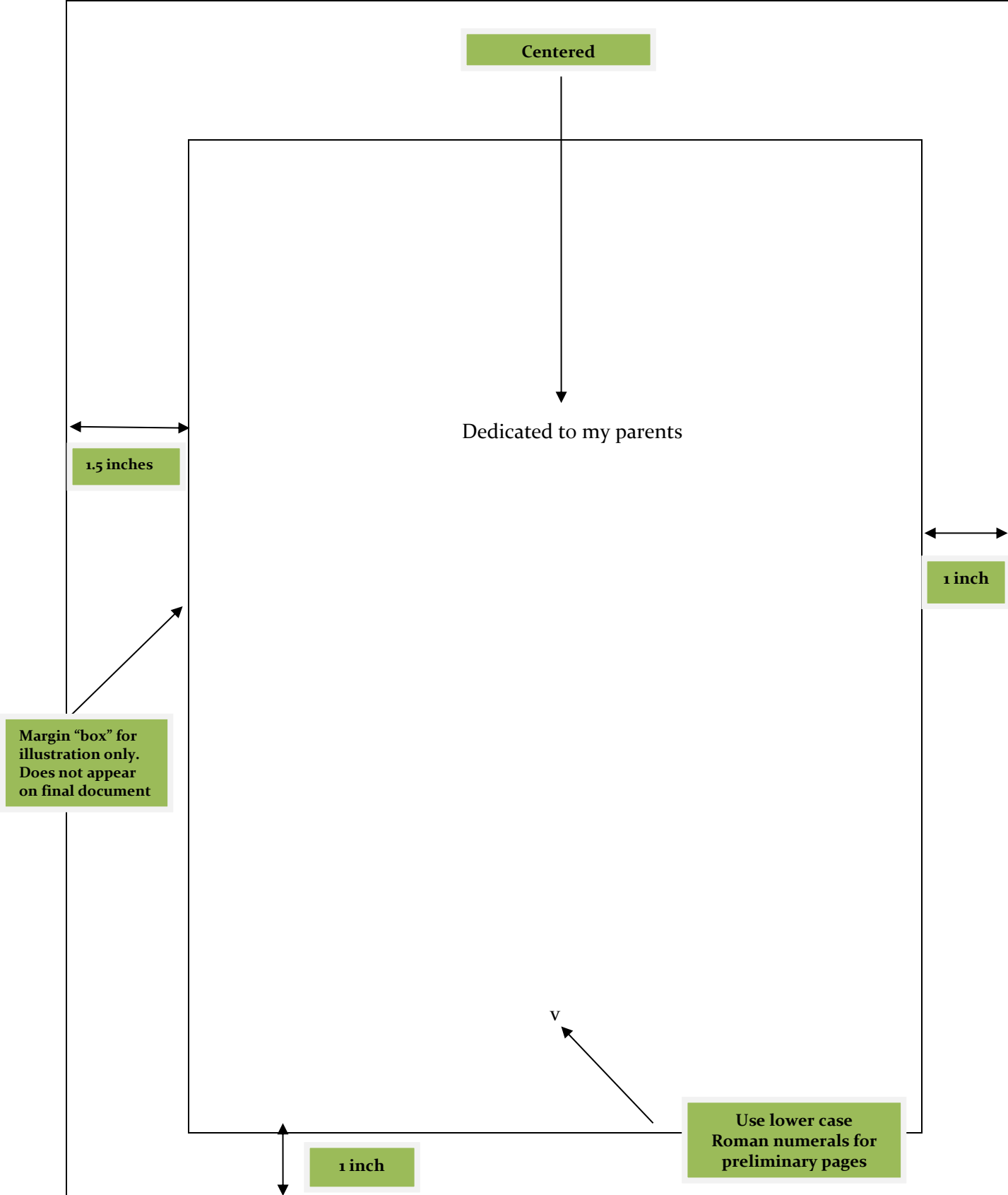
# Sample Copyright Page



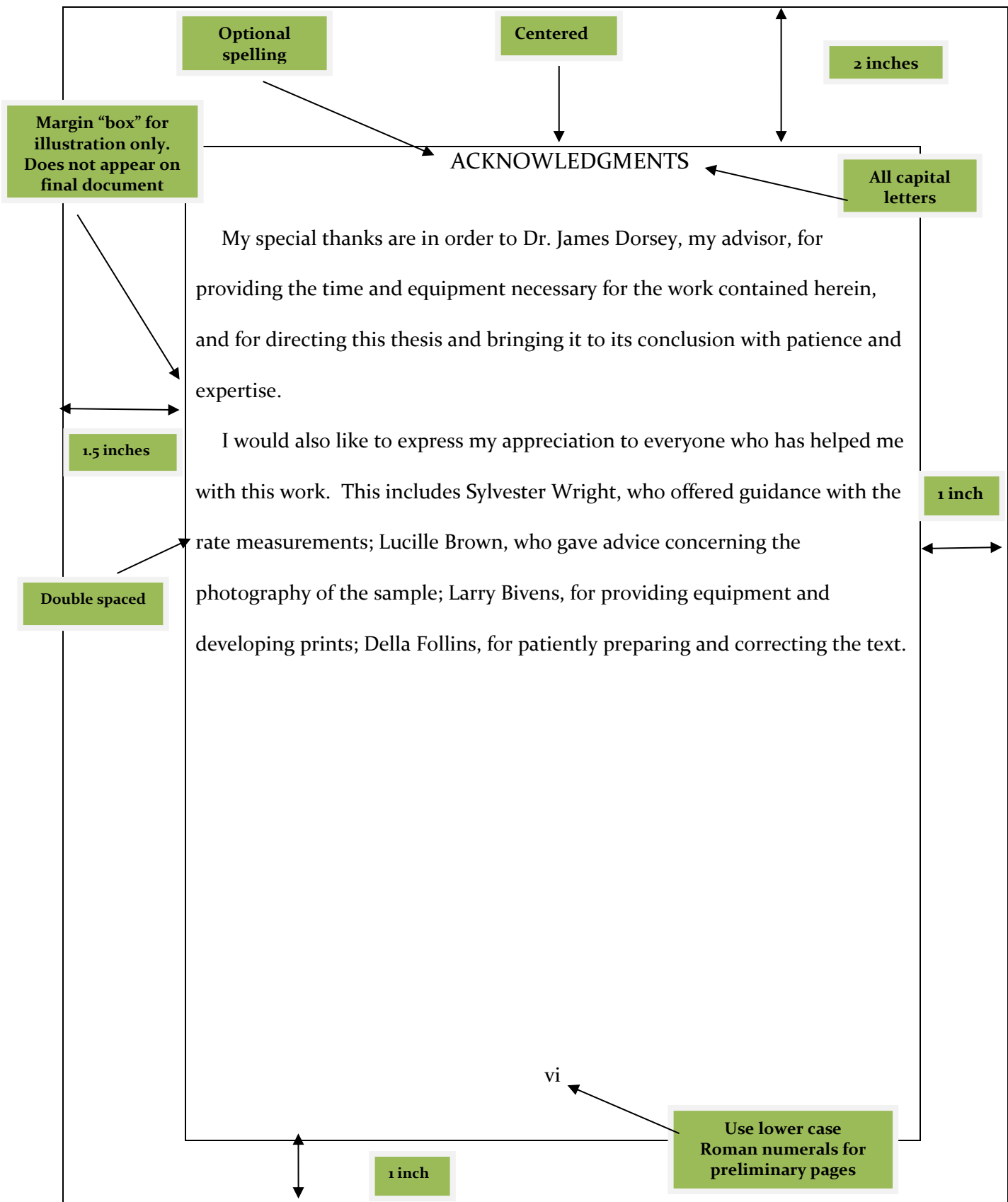
# Sample Abstract Page



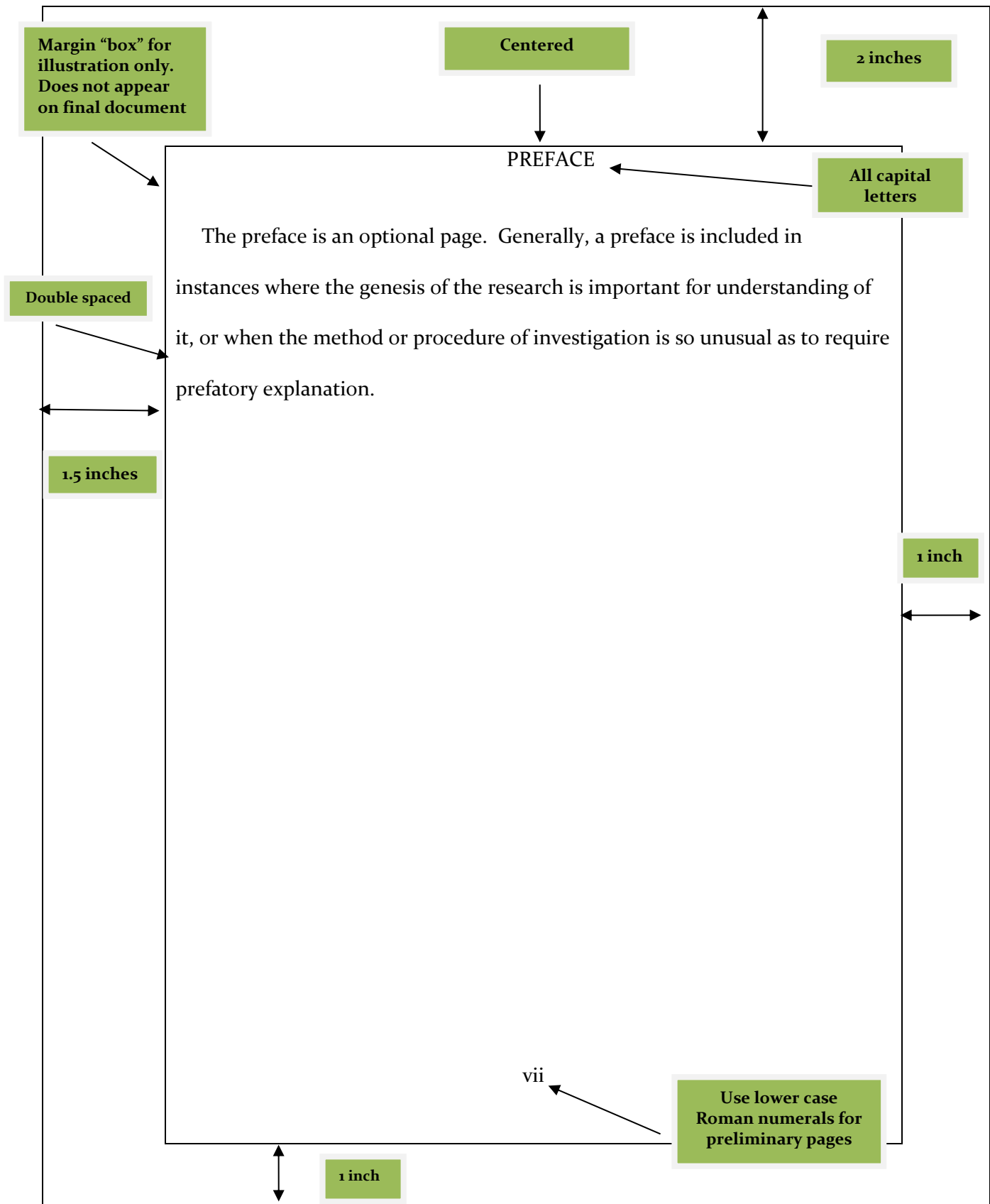
# Sample Dedication Page



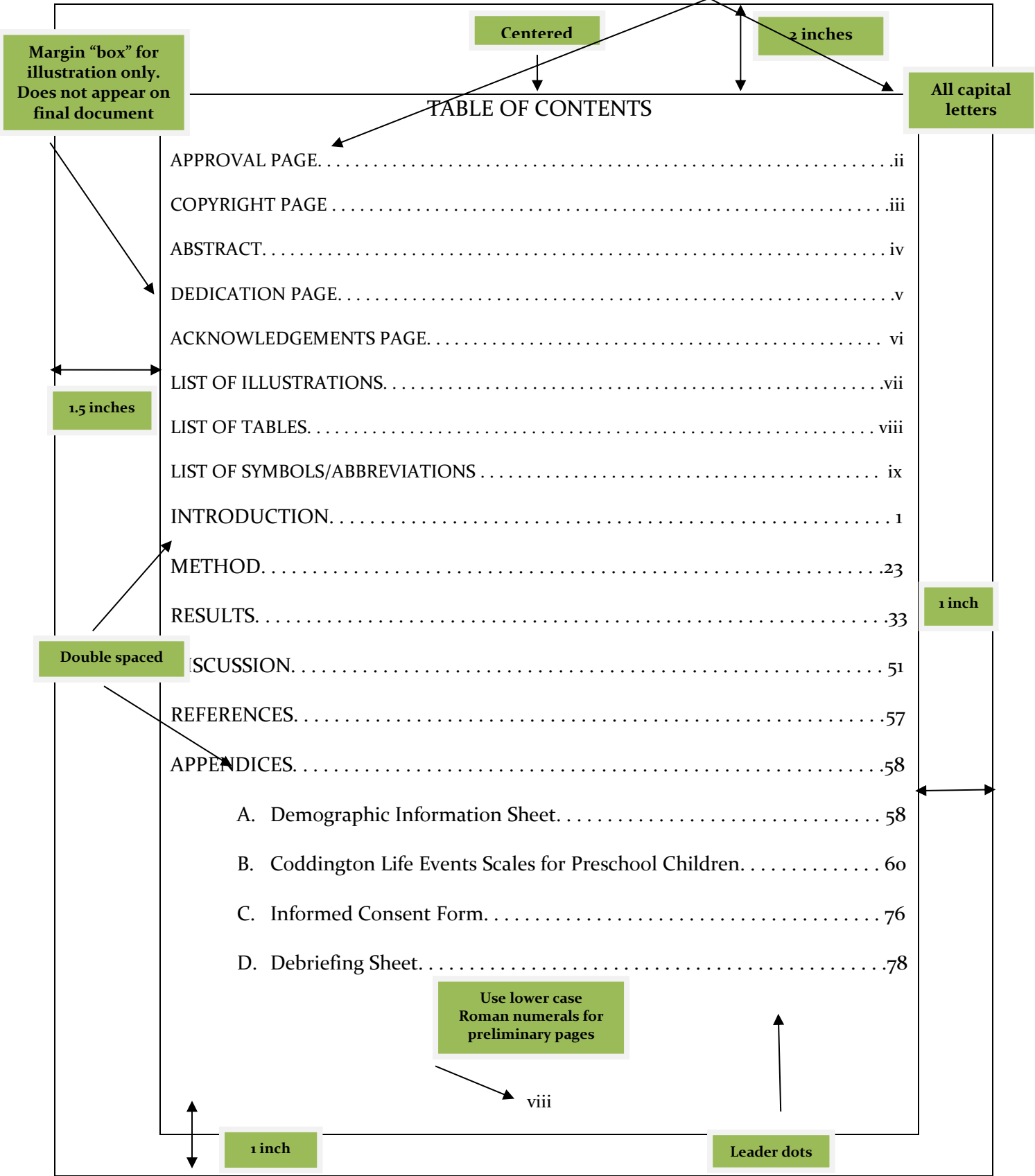
# Sample Acknowledgements Page



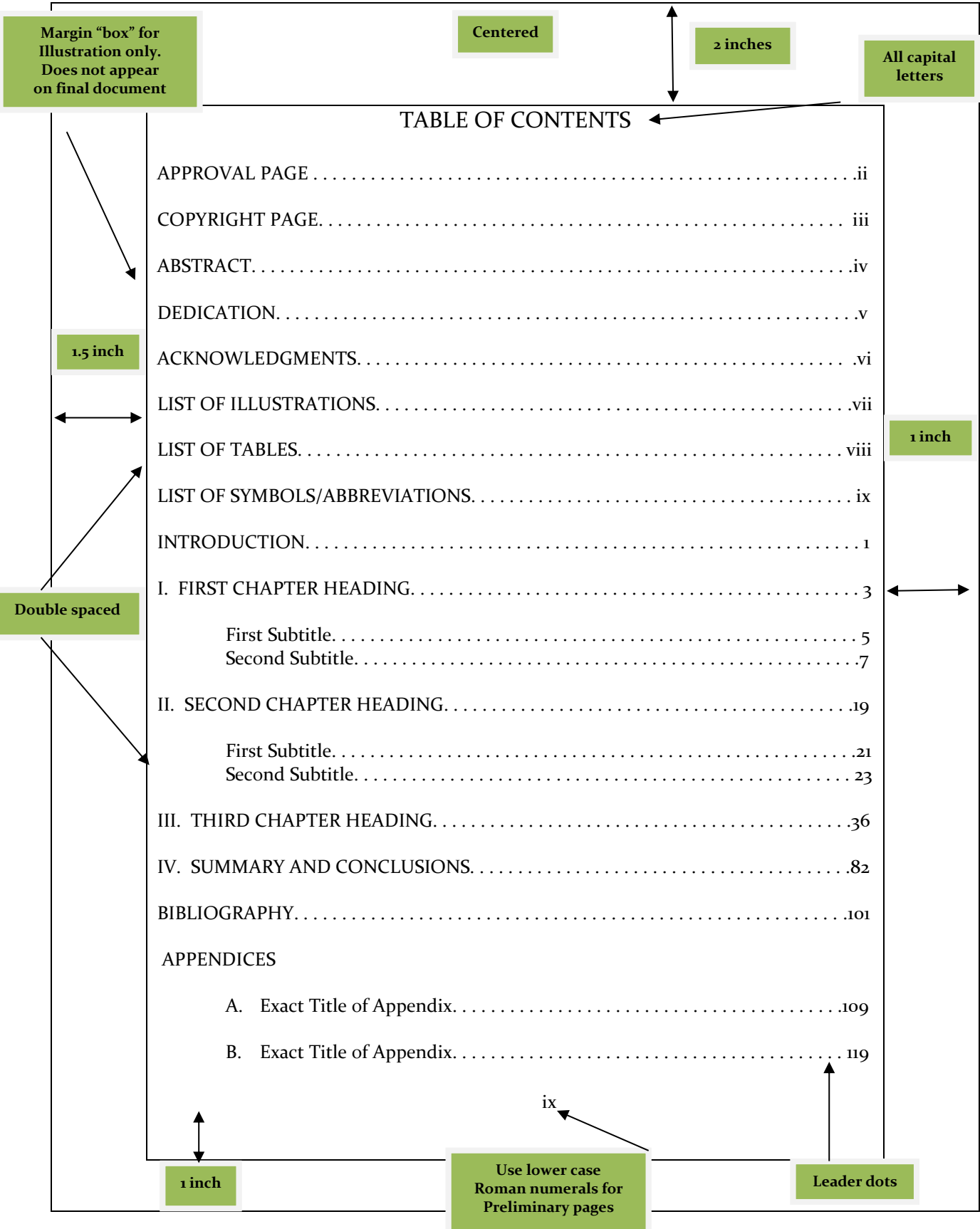
# Sample Preface Page



# Sample Table of Contents Page (Example 1)

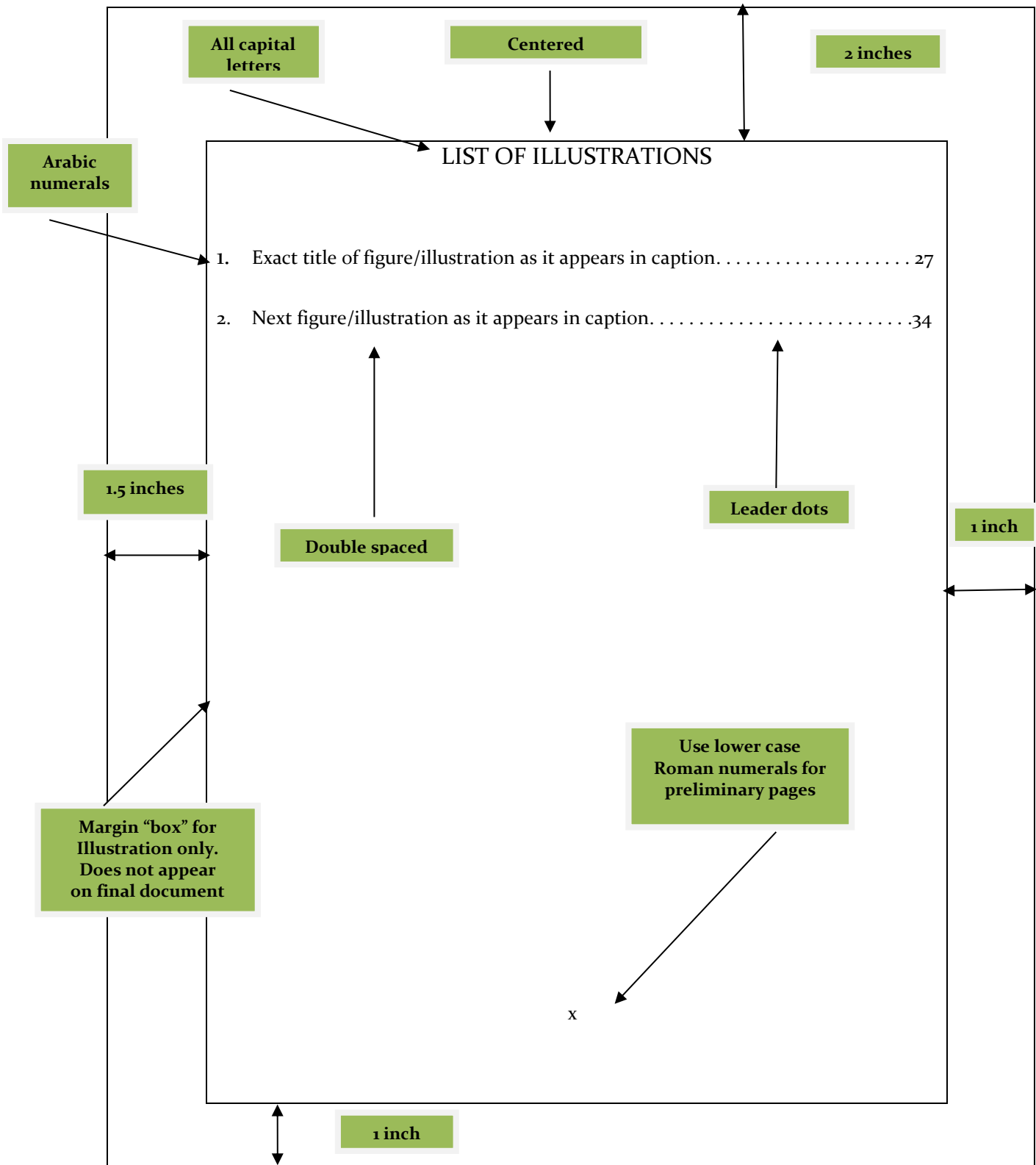


# Sample Table of Contents Page (Example 2)

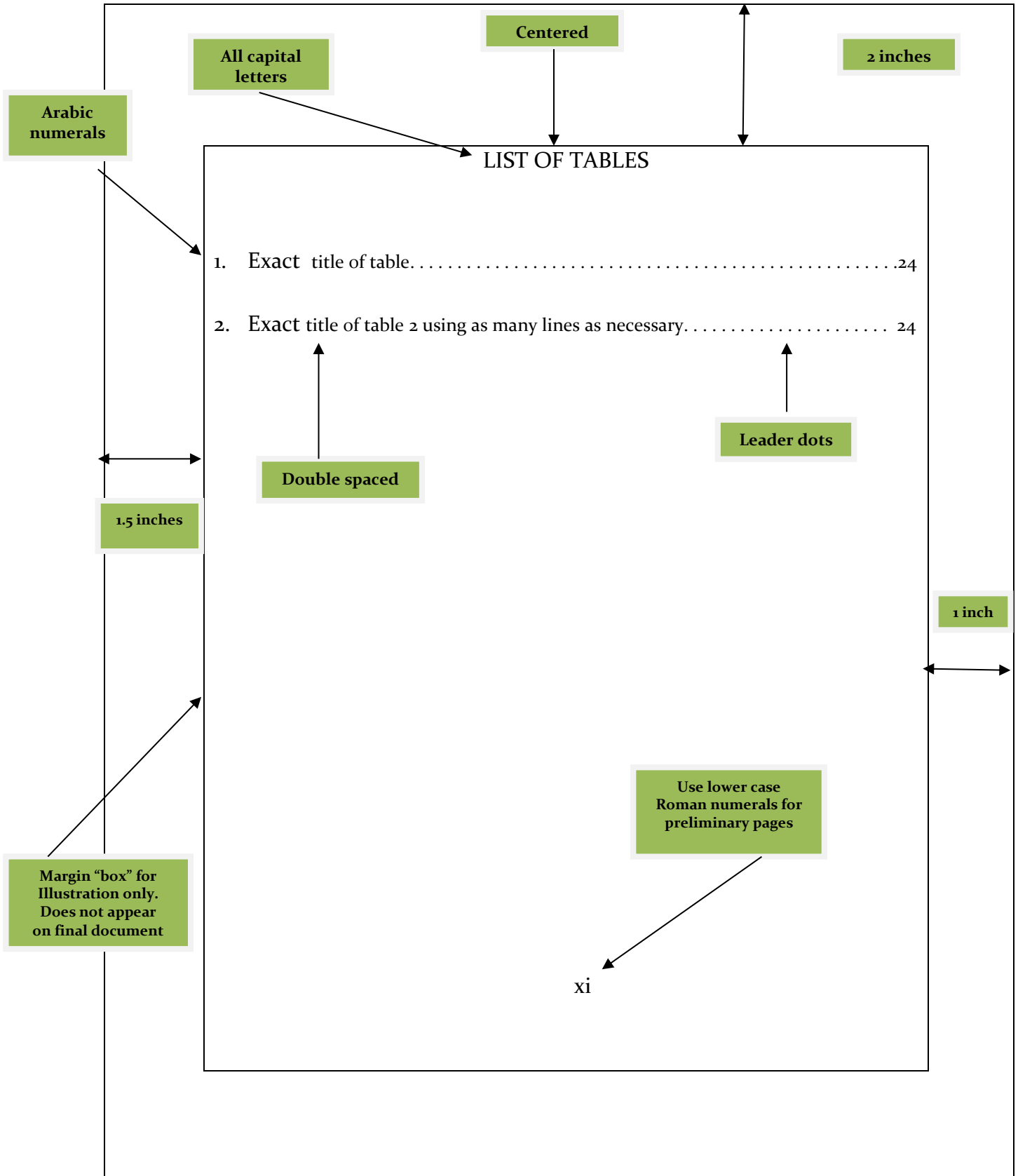




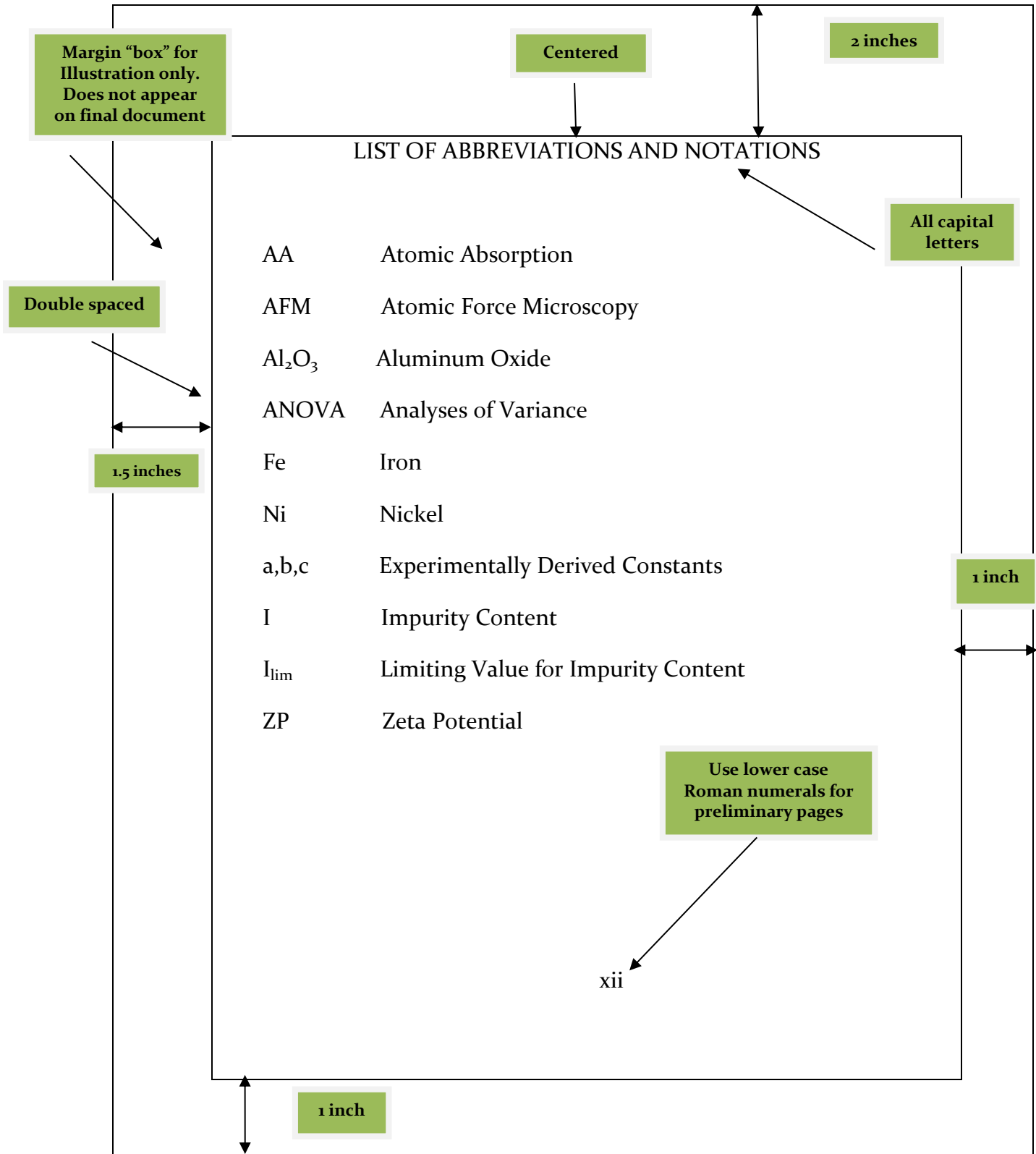
# Sample Illustrations Page



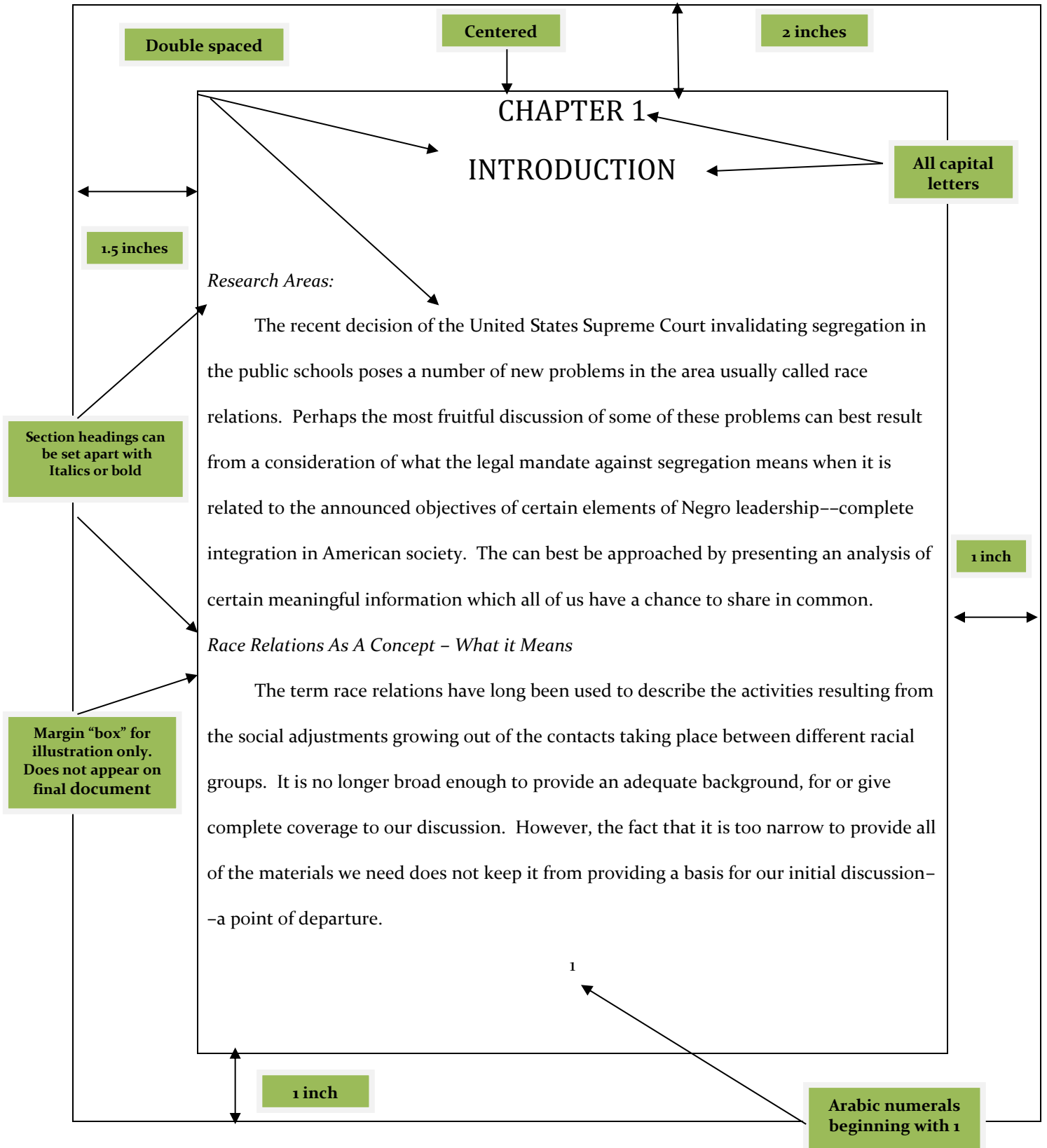
# Sample Tables Page



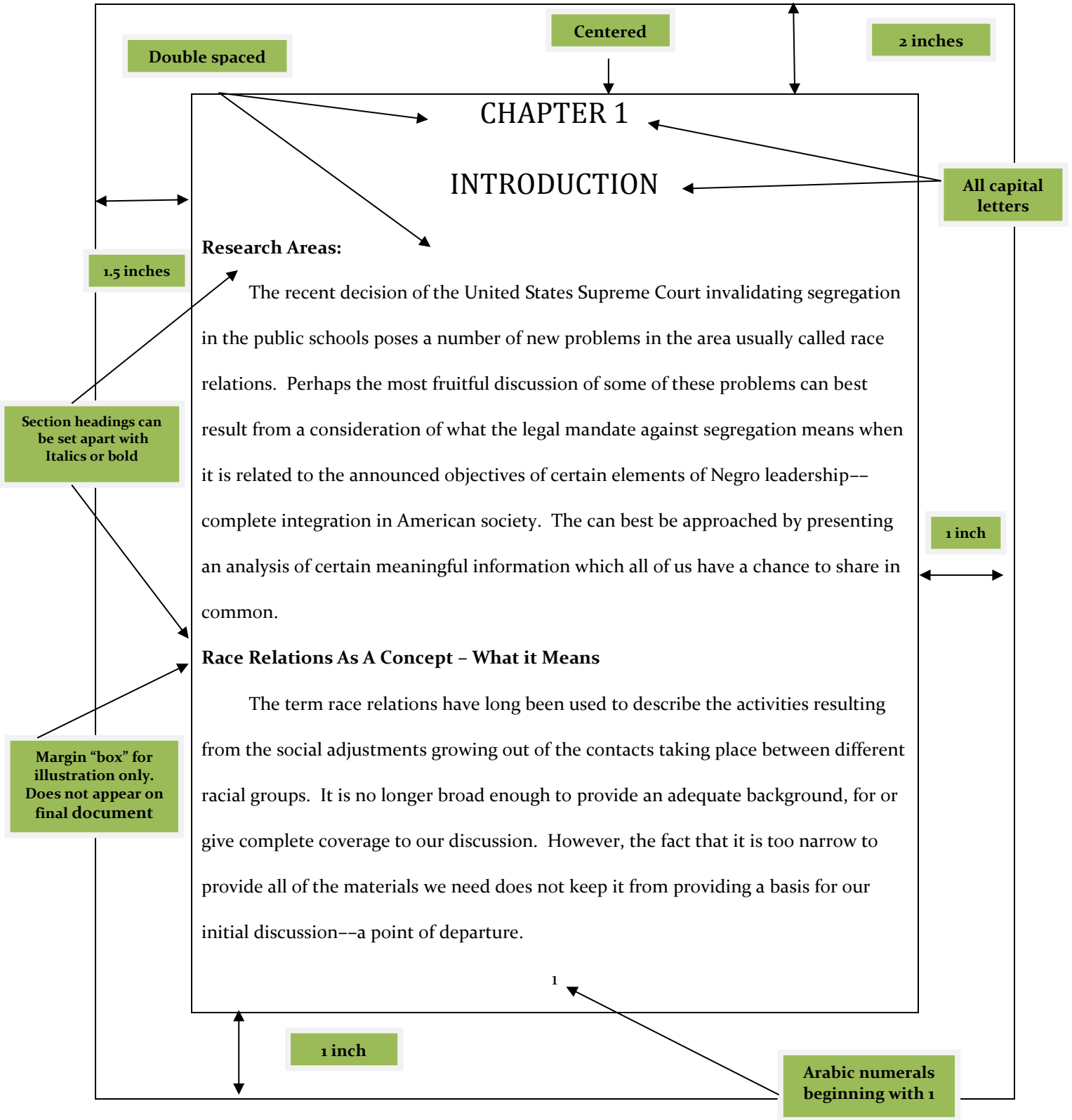
# Sample Abbreviations Page



# Sample - Chapter 1, Page 1 (Example #1)



# Sample - Chapter 1, Page 1 (Example #2)



# Sample - Chapter 1, Page 2 (Example #3)

