

# **INSTRUCTIONS ON THESIS AND DISSERTATION WRITING**

**School of Graduate Studies  
Louisiana State University  
Health Sciences Center**

## **GENERAL INSTRUCTIONS**

This guide specifies the requirements for the form and style of theses and dissertations.

Students preparing theses and dissertations should refer to the rules formulated in the 6th Edition of the CBE Style Manual: A Guide for Authors, Editors and Publishers in the Biological Sciences published in 1994. This volume can be found in your LSU Medical Center Library. Thesis and dissertation format is the responsibility of the student and is subject to approval by the student's Committee and the Dean of the Graduate School.

The degree candidate must submit copies of the manuscript to members of the examining committee prior to the examination. The Graduate School recommends that this interval be at least one week, although certain departments may require more time. Graduation by the candidate could be delayed by failing to allow sufficient time for the committee to review the manuscript.

## **MICROFILMING OF DISSERTATIONS**

Louisiana State University cooperates with Proquest Information and Learning in publishing of doctoral dissertations on microfilm, microcards, or as microprint. *All doctoral candidates are required to participate in this program.* Services offered by Proquest Information and Learning include the following:

- (1) Publication of a 350-word abstract in Dissertation Abstracts.
- (2) Preparation of a master microfilm negative of the full text of the original typescript of the dissertation.
- (3) Storage and service of the negative at Proquest Information and Learning.
- (4) Production of positive 35mm microfilm copies of complete dissertations or enlarged 5 1/2"x8 1/2" photocopies on book paper, for a charge, whenever these are requested.

- (5) Depositing one positive microfilm copy of the dissertation in the Library of Congress, and listing it in its subject and author catalogue.
- (6) Copyrighting of the dissertation, if desired, for an additional charge plus the cost of the two positive prints required by the Copyright Office.

## **COPYRIGHT PERMISSION**

Doctoral candidates must carefully avoid violating copyright provisions in the preparation of their manuscripts. The experience of Proquest Information and Learning has shown that some candidates, in writing their dissertations, have made extensive use of copyrighted material without obtaining the necessary permission. Although this is permissible when the dissertation remains in manuscript form, it becomes a violation of copyright with the publication of the manuscript on microfilm. Moreover, Proquest Information and Learning becomes equally liable with the author for such violations.

Accordingly, Proquest Information and Learning joins the Graduate School in emphasizing the following points to doctoral candidates.

- (1) When any copyrighted material is used extensively, that is, more than 150 words in direct quotation, permission should be obtained from the copyright owner. This includes tables, charts, graphs, figures or any other copyrighted materials. An acceptable form to be used for requesting permission to use copyrighted material is available in the Graduate School Office.
- (2) Notice of copyright by law appears on the backside of the title page, and from this the copyright can be determined.
- (3) The usual procedure is to write to the owner and obtain a written reply authorizing the use of the material. Ordinarily, there should be no difficulty in this connection, providing proper acknowledgment is made.
- (4) However, if in certain instances, the owner requires payment, then a decision must be made as to whether or not the material will be used.
- (5) In all instances, it is anticipated that the author will hold Proquest Information and Learning free and clear for any copyright violations.

## **TYPING INSTRUCTIONS**

The candidate is responsible for the correct presentation of the content, reference and illustrative materials of the manuscript, arrangements of parts, sentence structure, grammar, paragraphing, punctuation, spelling, quotations, forms of footnotes and bibliographical items and of tables and other illustrative materials.

## 1. PAPER

A white bond paper of not less than twenty-pound weight is required for the original and copies. The paper must be 8 1/2" x 11" in size and unruled. Graphics are to be placed on 20 lb. Paper and have letter quality equivalent to that in the printed text.

## 2. TEXT

- (a) The text shall be on one side of the paper only. Use of either laser printer or letter quality dot matrix printer will be acceptable.
- (b) The left-hand margin of all pages including text, tables, plates, figures, photographs, etc., must be at least 1 1/2" to allow for binding. **A margin of at least one-inch (1") must be left on the right side and at the top and bottom of the paper to allow for trimming when the thesis is bound.**
- (c) Double spacing should be used, but for long quotations of more than fifty words, the writing should be indented three-quarters of an inch (3/4") from the left-hand margin and single-spaced. Footnotes are always single-spaced. Whenever possible the manuscript should have typed scientific notations.
- (d) The preliminary pages (Acknowledgment, Table of Contents, Abstract) are to be numbered with small Roman numerals (i, ii, iii, etc.) centered at the bottom of the page two spaces below the marginal line. The title page counts as page "I", but the number does not appear, therefore, the numbering begins with "II". Beginning with the Introduction, Arabic numerals should be centered at the bottom of every page two spaces below the marginal line. No period or other marking may follow or precede these numerals. Pages carrying a major heading (e.g., the first page of a chapter, bibliography, or appendix) will be similarly numbered.
- (e) No word or less than six letters may be divided in a formal manuscript. Divisions of words at the end of a line should concur with **Webster's International Dictionary** and should not occur on more than two adjacent lines.
- (f) Each heading of the main divisions of the manuscript (Table of Contents, Abstract, Introduction, Chapters, Autobiography, Bibliography, etc.) should begin on a new page, with the heading typed in capital letters throughout and centered one inch below the upper marginal line.
- (g) The manuscript should be carefully proofread and corrected by the candidate before submission to the Graduate Office. The candidate is fully responsible for the manuscript, including any typographical errors.

No inked-in corrections, crossing out of words, strikeouts, and extensive erasures or whiteouts are permissible.

The candidate is expected to submit the manuscript in person to the Graduate School for final approval. This manuscript may be a high quality photocopy of the original.

## **DIVISIONS OF THE THESES AND DISSERTATIONS**

The Graduate School of Louisiana State University Health Sciences Center requires that the manuscript be organized in the following order:

Title Page  
Acknowledgments  
Table of Contents  
Abstract  
Body of Manuscript  
Bibliography  
Appendix  
Autobiography, or Vita  
Approval Sheets (Obtainable from major professor  
at time of final examination)

- 1. TITLE PAGE** – An example is available in the Graduate School Office.

The following sample title page should be followed precisely for spacing and use of capital letters. *The month and year should be that of the Commencement at which the degree is conferred.*

(12 spaces from top of page)

TITLE

(12 spaces more)

A Thesis  
or  
Dissertation

(3 spaces more)

Submitted to the Graduate Faculty of the Health Sciences Center of  
Louisiana State University and  
Agricultural and Mechanical College  
In partial fulfillment of the  
Requirements for the degree of  
Master of Science

(2 spaces more)

in

(2 spaces more)

The Department of Biochemistry  
(15 spaces more)

by  
James William Jones  
B.S., Louisiana State University, 1982  
June, 1985

**2. ACKNOWLEDGMENTS** – An example is available in

The Graduate School Office.

The acknowledgment should appear immediately following the title page. It should simply state to whom the writer is indebted for guidance and assistance.

**3. TABLE OF CONTENTS** – An example is available in the Graduate School Office.

The Table of Contents should provide the reader with an analytical view of the materials covered by the study, together with the order of discussion.

The main headings of the Table of Contents are the chapter headings and are numbered consecutively with capital Roman numerals. The headings are capitalized throughout and have no terminal punctuation. Subheadings of the main headings – individual chapters – are indented two spaces from the initial letter of the first line of the main heading. Only the initial letter of the first word and of other words normally capitalized in prose are capitalized.

The heading TABLE OF CONTENTS, typed in capitals throughout, should be centered two inches (2") from the top of the page. The entire body of typed material should be centered upon the page; that is, the blank space above and below the typing should be approximately equal – always allowing, however, for at least two inches (2") at the top of the page.

**4. LIST OF TABLES** – An example is available in the Graduate School Office.

The list of tables is on a separate page. Each entry should list the number of the table, its exact heading, and the appropriate page number of the manuscript. The tables are numbered consecutively with capitalized Roman numerals. No terminal punctuation is used for the heading or after any title. The initial letters of the important words of the title are capitalized.

**5. LIST OF FIGURES** – An example is available in the Graduate School Office.

If any illustrative or graphic materials are used, an index of these should immediately follow the list of tables and appear in the same form, except for the fact that consecutive Arabic numerals are used for numbering figures. Good photocopy of the figures, when possible, is preferable to mounted photographs in many cases as it permits binding in a compact form.

**6. ABSTRACTS** – An example is available in the Graduate School Office.

The abstract for the master's thesis should **under no circumstances** contain more than 300 words, less than 200 is desirable. The abstract for the Ph.D. dissertation should contain no more than 350 words. Faulty abstracts will be returned for correction and may result in delaying the granting of the degree.

It is required that an extra original copy of the abstract accompany the two copies of the manuscript submitted to the Graduate School Office. This extra copy for the Master's thesis should have a heading containing the information as follows:

Jones, James W., B.S., Louisiana State University, 1982  
Masters of Science, Spring (Summer or Fall) Commencement, 1985  
Major: Anatomy; Minor: Physiology  
Examinations of Fenestrated Endothelia  
Thesis directed by Professor John T. Blank  
Pages in thesis, 294. Words in Abstract, 300

For the extra copy of the dissertation abstract, this form is modified as follows:

Jones, James W., B.S., Louisiana Sate University, 1979  
M.S., Louisiana State University Medical Center, 1982  
Doctor of Philosophy, Spring (Summer) Commencement, 1985  
Major: Anatomy; Minor: Physiology  
Examination of Fenestrated Endothelia  
Dissertation directed by Professor John I. Blank  
Pages in Dissertation, 294. Words in Abstract, 300.

The Abstracts to be bound with the thesis or dissertation should not contain the headings shown above.

Proquest Information and Learning uses the following method of counting words in an abstract.

Maximum 2,450 typewritten characters per abstract. Count  
Number of characters (including spaces and punctuation)  
In a line of average length and multiply by the number of lines.

In an average abstract, there will be about 70 characters per line  
with a maximum of 35 lines.

**7. BODY OF THE MANUSCRIPT**

This section of the manuscript should include a literature review, statement of the problem and methods, data presentation and discussion. The format is

left to the Committee and to the candidate. A chapter format may be used which permits the inclusion of publication preprints.

## **8. BIBLIOGRAPHY**

For examples of proper bibliographic citation refer to the **CBE Style Manual: A Guide for Authors, Editors and Publishers in the Biological Sciences**.

## **9. FOOTNOTES**

Footnotes are to be avoided.

## **10. ADDITIONAL MATERIALS**

The following additional materials are available upon request from the Graduate School:

1. A sample request for permission to use copyrighted material.
2. Copies of the following from a completed dissertation:
  - a. Title Page
  - b. Acknowledgments Page
  - c. Table of Contents
  - d. List of Tables
  - e. List of Figures
  - f. An Abstract bound with the thesis
  - g. An Abstract to be sent to Proquest Information and Learning
  - h. An Examination and Thesis/Dissertation Report Form

REVISED February 6, 2002