



# GUIDE FOR PREPARING THESES AND DISSERTATIONS

The Graduate School  
Whiddon Administration Bldg.  
Room 3





A. Thesis/dissertation formatting style.....	10...
B. Margin requirements.....	10.....
1. Left margin = 1 ½ inch.....	10.....
2. Right	

b)	Tables and text spacing.....	16.....
c)	Table and caption placement .....	16....
d)	Table and caption spacing.....	16....
e)	Captions.....	16.....
f)	Table caption formatting .....	16....
1)	Table and caption options.....	16....
2)	Table and caption option 1.....	16....
g)	Table and caption option 2.....	16....
h)	Table and caption option 3.....	16....
6.	Figures.....	17.....
7.	Oversize pages (if printed).....	17....
G.	Summary and conclusions.....	18.....
1.	Summary format.....	18.....
H.	References.....	18.....
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2.	Reference heading format.....	18....
3.	Reference software options.....	18....
I.	Appendices.....	18.....
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2.	Appendix cover page and heading.....	18...
3.	Appendix formatting.....	18....
J.	Biographical Sketch.....	19.....
1.	Biographical Sketch cover page and heading.....	19..
2.	Biographical Sketch heading and formatting.....	19..
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VI.	DEFENSE, SIGNATURE PAGE and THESIS/DISSERTATION SUBMISSION FORM	
A.	Defense.....	20.....
1.	Signature Page.....	20.....
2.	Signature page formatting and formatting check.....	20.
3.	Thesis/Dissertation Submission Form.....	21..
VII.	FRST SUBMISSION TO THE GRADUATE SCHOOL OFFICE.....	21.
A.	First submission logistics.....	21.....
1.	Completed and signed submission form due.....	21..



/ X GETTING STARTED

X Expectations: Your thesis or dissertation is a significant and time-consuming undertaking that must reflect a mastery of your field, contribute to

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III. APPOINTMENT OF GRADUATE FACULTY TO A DISSERTATION OR THESIS COMMITTEE

A. Thesis/Dissertation Committee Form C o

1. Completion and submission of [this form](#) is the beginning of the tT1he Comple





c) Two-thirds of the committee must be an Associate or Full Member of the [USA Graduate School Faculty](#) ( Teaching Members of the USA Graduate School Faculty must be individually appointed. The committee members determine the appropriateness and quality of the study. Furthermore

#### IV. THESIS/DISSERTATION DEVELOPMENT

A. Your thesis/dissertation must contain and address certain key elements 0 -2.T

C. Text

1. Printing must be done on ink jet or laser printers.
2. The font should be consistent and be a standard Roman or serif



8. List of Symbols, Abbreviations, and/or Nomenclature. This page is only required if you have symbols, etc. in your paper. The heading LIST OF SYMBOLS, or whatever the case may be, (in all caps) is centered 1 or 2 inches from the top of the page. The text begins on the line 4 below the heading (3 blank line spaces). Formatting should be tailored to the student's field of study.

9. Abstract. This page is required. See template. The heading ABSTRACT (in all caps) is centered 1 or 2 inches from the top of the page. The text begins on the line 4 below the heading (3 blank line spaces). The first paragraph is single spaced and must contain your name (last name first), abbreviation of degree, name of institution granting degree, the date (month/year of graduation) and the name of your committee chair. The second paragraph is double spaced and must consist of a statement of the problem, a brief exposition of the research and a condensed summary of the findings. If your paper is creative, your abstract should be a summary of your work. A thesis abstract may only be 1 page in length. A dissertation abstract may be 2 pages in length.

F. Body of Thesis/Dissertation

1. Major heading and subdivision format. See template.

4. Cumulative3 (or more) article Theses/Dissertations (this style is optional and must be approved by the student's committee)

- a) Adoption of the 3article format requires permission from the student's thesis/dissertation committee. Programs may have requirementsbeyond the Graduate School's for 3 article theses/dissertations.
- b) There must be a common theme/coherence/rationale in tying together the 3 or more articles into a thesis or dissertation.
- c) All articles used must be of publishable quality, as determined bythe committee.
- d) The student must be the first author on all articles. Student co-authorsare not allowed. Other coauthors, if applicable, must be identified and approved by the thesis/dissertation committee.
- e) The student must obtain the necessary permissions, in writing, from the copyright holder, and other authors, if applicable. Written permission must be included in the thesis/dissertation (see formatting requirements in the next section).
- f) The formatting style must meet the Graduate School formatting st -0.003 r .ng,The text dett0 Td [8 rmmom Tw 3 Tw b-2 (e)6siu

h) Organization of a Cumulative (or) thesis or dissertation:

- 1) Include copyright information on the title page at the bottom or a separate page following the title page.
- 2) Include written permissions as an appendix at the end of the thesis/dissertation.
- 3) The abstract must present and organize all articles into a cohesive whole.
- 4) Each article must be identified in the Table of Contents as a separate section (usually a chapter) by giving it the same title as the applicable article. Only list subheadings from the introductory and summary sections.
- 5) The List of Tables and List of Figures (if applicable) should list all tables and figures that appear in the paper. Numbering should follow Graduate School standards.
- 6) The List of Abbreviations (if applicable) should include the entire paper.
- 7) The main body of the paper must include:
  - i. The Introduction must state why the specific articles were chosen, a discussion of the relationship between

5. Tables  $\bar{\sigma}$



6. Figures are generally used to designate nonverbal material such as graphs or illustrations and are included in the body of the document and/or in the Appendices.

a) Figures are numbered separately from tables. Each figure must have a unique, consecutive number. If figures appear in the Appendix section, they may be numbered A1, A2, A3, etc.

b) Figures are separated from the text of your paper by 3 blank lines.

G. Summary and conclusions

1. This is usually the last major division (chapter) of the paper. Revisit your hypothesis and state whether your hypothesis was proven or disproven and in what way. Recommendations may be included in this section or put in a subsequent section.

H. References

1. Your reference section may include a cover page (optional). Center the word "REFERENCES" or "LITERATURE CITED" in the center of the page. Cover pages are not numbered or counted. If you do not use a cover page, insert your

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J. Biographical Sketch

1. This section is required. Your Biographical Sketch may include a cover page (optional). Center the word "BIOGRAPHICAL SKETCH" in the center of the

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Bachelor of Science in Biology, 2001,  
Hattiesburg, Mississippi

Awards and Honors

Young Scientist Scholarship, 2005  
Young Scientists Foundation, Mobilhonda

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IX. COMPLETION AND APPROVAL OF THESIS/DISSERTATION

A. The Graduate School office will issue a memo to your committee chair, committee members, department head, graduate director and the Registrar's office that you have successfully completed your paper and are cleared for graduation.

Congratulations! You have completed your thesis or dissertation. The Graduate School wishes you every success in your future endeavors.