

GENERAL GUIDELINES FOR USE
IN PREPARING THESES AND DISSERTATIONS

REVISED April 2022
School of Liberal Arts
Tulane University New
Orleans, LA 70118

PREFACE

Students and typists often inquire about the basic rules and forms for master's theses and doctoral dissertations. To answer typical inquiries, this brief style sheet has been prepared. It is to be used as the primary guide for formatting the thesis or dissertation. Other guidelines may be used for areas not covered in this style sheet. Guidelines may be obtained from *A Manual of Style*, University of Chicago Press; the *M.L.A. Style Sheet*; or *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turabian, available at the University Bookstore. The department chair will advise which guide is preferred. Theses/dissertations of a purely scientific nature may call for a form generally accepted by that field of study. Biology uses the *Style Manual for Biological Journals*, and the Department of Psychology prefers the *Publication Manual of the American Psychological Association*. Mathematics, Electrical Engineering and Economics use the *LATEX2e* format. The deadline for submission of theses and dissertations is not flexible. Late submissions may delay conferral of your degree to the next semester.

I. Overview

Theses and dissertations should be assembled in the following order. Bracketed items are omitted when not relevant:

ABSTRACT TITLE PAGE (dissertations only, master's thesis if abstract required by department. If thesis includes an abstract, it must have an abstract title page.)

ABSTRACT (dissertations only, master's thesis if abstract required by department)

DISSERTATION TITLE PAGE

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[ACKNOWLEDGMENT] (page number is ii)

[FOREWORD]

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PAPER (This section only applies for submission of a hard copy, if required)

Only the original title page of the thesis or dissertation and the original of the abstract title page (for dissertations) are accepted by the School of Liberal Arts office. The School of Liberal Arts will not accept copied or faxed signature pages, but digital signatures are acceptable. Theses and dissertations must be printed on unpunched, permanent, durable, *acid-free or archival quality* white bond paper of 100% cotton fiber (8 ½ x 11 inches and of minimum 20 pound substance). Under special circumstances a sharp photocopy of the remainder of the document on the required paper is acceptable in lieu of the original copy.

TYPING. Twelve-point type (ten characters per inch) or ten-point type (twelve characters per inch) are acceptable. Ornamental typefaces, including script, should not be used. The print should be letter quality with dark black characters that are consistently clear and dense. Characters or symbols that might not be available in software programs (i.e., scientific or math symbols used in formulas and equations, foreign accents, etc.) can be inserted with black permanent ink. However, every effort should be made to use equipment and software that would facilitate these needs.

MARGINS. The left margin, the binding edge, should be one and one-half inches. All other margins (right, top, and bottom) should be one inch except that chapter titles and first pages of sections (i.e., table of contents, list of tables, end notes, bibliography, etc.) should begin two inches from the top of the page.

INDENTIONS. Paragraph indentation should be consistent. Whether the amount is five or eight spaces or some other measure, it must always be the same. Word processing programs generally have a standard indentation key.

SPACING. A thesis or dissertation is typed with double-spacing throughout except for block quotations, notes, captions, and long headings, which should be single-

spaced with double-spacing between items. Verse quotations less than three lines long may appear in the text within quotation marks with the lines separated by a slash (/). Otherwise, the verse quotation is single-spaced, indented at the left and centered on the page without quotation marks, and separated from the text above and below by a double-space.

Short quotations of prose appear in the text within quotation marks. Quotations that are four or more lines long in the typed text should be set off from the text in single-spacing and indented in its entirety four spaces from the left margin, with no quotation marks, and separated from the text above and below by a double-space. Paragraph indentation of quoted material should be indicated by a four-space indentation within the block quotation.

PAGINATION. The title page of a dissertation or thesis is considered to be the first page, but it is unnumbered (see the appended example). It is followed by a page on which the copyright notice appears, if the dissertation or thesis is to be copyrighted, or it is blank if no copyright notice is to be given. This page does not count as a page and no number appears on it. Each page except the title page and the copyright or blank page is numbered. Pages preceding the introduction (acknowledgment, table of contents, list of tables, etc.) are to be numbered with lower-case Roman numerals beginning with ii, iii, iv, etc., centered at the bottom of the page at least one double-space below the last line of text and one inch above the bottom of the page.

The body of the thesis or dissertation, starting with the introduction and including illustrations, figures, tables, appendices, endnotes, bibliography, and biography, should be numbered consecutively with Arabic numbers beginning with 1. Each page should be

numbered at the upper right within the right margin, approximately three-quarters of an inch from the top edge of the paper and one double-space above the first line of text. Do not use a period or dash after the page number. Do not use a running head.

ILLUSTRATIONS. Photographs, maps, graphs, computer printouts, etc., should be printed in the body of the dissertation or thesis as sharp, clear images or copied directly on the dissertation paper for hard copy submission. If it is necessary to include these as a separate document, the document must be permanently dry-mounted on the required bond paper (if required to submit a hard copy) with dry-mount spray and must be numbered. Photographs, if not directly printed on the dissertation paper, may be printed on 8 ½ x 11 inch photography paper and need not be mounted to bond paper.

The description of an illustration normally is placed on the page that carries the illustration. If the description is too long to permit this, it should be placed on the previous page. This page must also be numbered. Do not use letter suffixes on numbered pages (e.g., 15a, 15b). Do not put descriptions on pages opposite illustrations.

Illustrations, tables, and figures may be placed within the text, in a separate section, or in the appendix. Illustrations, especially graphs and charts, should be placed as close as possible to their first references in the text. They should be referred to by number so that their exact placement is flexible. If an illustration, table, or figure appears on a text page, three blank lines should be left above it and three blank lines should be left below it. Do not embed tables as figures within the text.

II. Particular Sections to Note

ABSTRACT. The format of the title page of the abstract is the same as the title page of the dissertation but is entitled AN ABSTRACT rather than dissertation (see attached example). The abstract cannot exceed 350 words. Abstracts longer than 350

words will be edited by University Microfilms. The abstract is presented to the Graduate School with the dissertation and is placed before the dissertation title page. The abstract title page and abstract are unnumbered.

TABLE OF CONTENTS The table of contents lists all parts of the paper except the title page(s), blank page/copyright page, dedication, epigraph, and biography. First to be listed are those elements of the front matter that are numbered with roman numerals, such as the acknowledgments, list of tables, and list of figures.

FOOTNOTES. Footnotes may be placed at the bottom of the page or at the end of the thesis or dissertation.

If placed at the bottom of the page, each footnote must appear on the page in which the reference to it occurs. At the bottom of the page (one double-space below the last line of text), a separator (line of underline characters) should be typed at the left margin. The first footnote should begin one double-space below this line.

ENDNOTES. If placed at the end of the thesis or dissertation, the page numbers of the text to which the endnotes refer should appear at the top of each page of notes (see attached example). At the beginning of each chapter's notes, both the number and the title of the chapter should be typed.

Each footnote or endnote must begin on a new line, indented the same as paragraphs in the text. All notes are single-spaced, with double-spacing between them. Each note should end with a period. Notes should be numbered consecutively, starting with 1 for each chapter. Use Arabic numbers. Either of two styles may be followed in numbering footnotes. The simpler one is to use numerals on the line, followed by a period. The older style is to use superscript numbers like footnote numbers in the text,

without punctuation. For endnotes, use numerals on the line, followed by a period.

Footnote or endnote numbers in the text always appear after punctuation marks rather than before them. The note number giving the source of the quotation appears at the end of the quotation.

BIBLIOGRAPHY or REFERENCES. In theses or dissertations in science disciplines the bibliography may be termed List of References. Single-spacing within each reference and double-spacing between references is acceptable. For each entry longer than a single line, indent second and subsequent lines the same amount as paragraphs in the text. If it is apparent that an entire entry cannot be completed on the same page, move the full entry to the next page. In scientific dissertations, references should appear in the order in which they are cited in the text. In all other dissertations, references should appear in alphabetical order.

BIOGRAPHY. At the end of every thesis or dissertation, a brief biography of the author is the last page of the document. The ordinary length is one paragraph, but should be no longer than one page. The page is numbered. The biography does not appear in the table of contents.

(SAMPLE TITLE PAGE)

THE INFLUENCE OF JUSTIFICATION

FOR AGRESSION

A DISSERTATION (or ABSTRACT, or THESIS)

SUBMITTED ON THE SECOND DAY OF JULY 1999

TO THE DEPARTMENT OF SOCIOLOGY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

OF THE SCHOOL OF LIBERAL ARTS

OF TULANE UNIVERSITY

FOR THE DEGREE

OF

DOCTOR OF PHILOSOPHY

BY

(type name of candidate below
line for signature)

APPROVED: _____
(type full name here), Ph.D.
Director

(type name here), Ph.D.

(type name here), Ph.D.

Please note: With a dissertation, two title pages are required – one for the abstract and one for the dissertation.

(SAMPLE ENDNOTES)

Notes to Pages 60-71

29. David Noble, America by Design: Science, Technology, and the Rise of Corporate Capitalism (New York: Knopf, 1977), 171. See also Monte Calvert, Mechanical Engineer in America, 180-1910. (Baltimore: Johns Hopkins Press, 1967).

30. Noble, American by Design, 17-88, 124-25. The kinetic interplay between American higher education, the federal government, and industry in lifting the United States into world eminence in science and technology has received expert attention in recent years. In addition to Noble's history, see especially, Daniel Kevles's exquisite The Physicists: The History of a Scientific Community in Modern America (New York: Knopf, 1977), which has a comprehensive bibliographic essay. Also, such studies as: Don K. Price, Government and Science (New York: New York University Press, 1954); Thomas Devine, Corporate Support for Education (Washington, D.C.: Catholic University of America Press, 1956); A. Hunter Dupree, Science in the Federal Government: A History and Policies to 1940 (Cambridge: Harvard University Press, 1957; Joseph Ben-David, "The Universities and the Growth of Science in Germany and the United States," Minerva, 7 (Autumn 1968), 1-35, William Nelson, ed., The Politics of Science: Readings in Science, Technology, and Government (London: Oxford University Press, 1968); Stanley Cohen, "The Scientific Establishment and the Transmission of Quantum Mechanics to the United States, 1919-1932." American Historical Review, 76 (April 1971), 442-66; Edwin Layton, The Revolt of the Engineers: Social Responsibility and the American Engineering Profession (Cleveland: Case-Western Reserve University Press, 1971).

31. Barbara Culliton, "The Academic Industrial Complex," Science, 216 (May 1982), 960-62.

32. Three Thousand Futures, p. 26.

33. Kim Cameron, "The Relationship between Faculty Unionism and Organizational Effectiveness," Academy of Management Journal, 25 (March 1982), 6-24.

34. Neal Gross, "Organizational Lag in American Universities," Harvard Educational Review, 33 (Winter 1963), 62.

35. Kerr, "Administration of Higher Education in an Era of Change and Conflict." 19.

Notes to pages 72-80

CHAPTER TWO: THE GREAT LEADERSHIP CRISIS

1. Michael Cohen, James March, and Johan Olsen, "A Garbage Can Model of Organization Choice," Administrative Science Quarterly, 17 (March 1972), 1-25; Michael Cohen and James March, Leadership and Ambiguity: the American College President (New York: McGraw-Hill, 1974; James March et al., Ambiguity and Choice in Organizations, 2d ed. (Bergen, Norway: Universitetsforlaget, 1979).

(SAMPLE OF COPYRIGHT NOTICE)

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- For hard copy submission, if required, thesis/dissertation is printed on acid free or archival quality paper. It is unpunched and unbound.
- Dissertation and/or abstract title page(s) are on the proper paper with original or clear digital signatures of the candidate and all committee members.
- An abstract title page is included if the document has an abstract.
- Includes a blank page or copyright page.
- Margins are 1 ½ inch on left side, 1 inch on right, top, and bottom.
- All major sections (table of contents, list of tables, new chapters, biography, etc.)
- have a 2 inch top margin.
- The entire document is double-spaced (may single-space the TOC if needed).
- It includes a biography. The biography page is numbered.
- Tables and figures are within margin guidelines.
- Endnotes and/or footnotes start at 1 for each chapter.
- The front matter is numbered with roman numerals centered at the bottom of the page. The remainder of the document, beginning at the introduction or chapter one, is numbered beginning at 1 on the upper right of the document.