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Preparing and Submitting Your Document

Preparing the Document

During the Semester of Your Graduation

• Study these guidelines early in the semester to become aware of the Graduate School’s specific requirements for formatting and submitting your document. The Graduate School must approve the format of your document before you can graduate. Review the guidelines periodically to keep them fresh in your mind. A document prepared according to the guidelines will be easier to read, will lend more authority to your words, and will have a handsome format appropriate for review by other scholars and future employers.

• Schedule your defense as early in the semester as possible. An early defense gives you sufficient time to format your thesis or dissertation for final submission.

Immediately Following Your Defense

• You may call 225-578-2311 to schedule an appointment with a thesis and dissertation editor (Room 114, D. Boyd Hall). This 30-minute meeting is optional but is encouraged. Bring to the meeting a one-sided printout of your document, already formatted according to these guidelines. The editor can answer your questions and point out oversights in your document’s format. Editors cannot schedule appointments with you for two weeks preceding or following deadlines for submission (another reason to schedule your defense early in the semester). Appointments with an editor are most useful during your graduation semester, although you are free to e-mail questions to gradetd@lsu.edu at any time.

• Be certain that each of these required forms have been completed before submitting your document:
  • a copy of the committee-signed approval sheets, sent by your department (always double-check to be sure that the department has indeed sent them).
  • Survey of Earned Doctorates (online, for doctoral candidates only).

Submitting the Document

In fall 2017, Digital Commons replaced the ETD Collection page formerly used for uploading and storing theses and dissertations. Once you have made your committee’s required revisions to your document and formatted it according to these guidelines, consult the checklist on p.18. Then follow these steps:

• Convert your document to a pdf.

• Create an account on Digital Commons by going to digitalcommons.lsu.edu and choosing the “My Account” option at the top of the page.

• Be aware of the following details as you fill in the information for Digital Commons:
  • Use the following file-naming protocol for your document:
    Thesis: your last name_thesis.pdf
    Dissertation: your last name_diss.pdf
  • Enter your name as shown in university records (see your Milestones screen on MyLSU for the official form of your name).
  • Type the title of your document in mixed-case, headline-style letters.
  • Enter keywords in the space provided. They will facilitate a reader’s search for your document.
• Insert your abstract in the space provided. It must be identical to the one in your document. Note: Your document must contain only one abstract; chapters cannot contain separate abstracts.
• Provide the full names of your advisory committee with the last name first, followed by a comma and the first name (e.g., Smith, John). Consult the LSU Graduate Faculty database—https://appj05.apps.lsu.edu/grad_faculty/viewByName—for full names. Do not use titles such as Dr., Mr., Ms., Mrs., Assistant Professor, Associate Dean, etc. Use the drop-down box provided on the submission page to indicate the faculty member’s role on your committee. You must also provide your committee’s e-mail addresses.

Once uploaded, your document will be available to the editors. An e-mail and an onscreen note will confirm your submission. Check your document’s status at any time by logging into your Digital Commons account.

An editor will check your document in order of submission and notify you by e-mail if it requires formatting corrections. Check your e-mail daily for editors’ requests. Once you make the editorial corrections, log into your Digital Commons account and upload your revised document. Click the link to your document under the Articles section, then click “Revise Thesis” or “Revise Dissertation” at the top left of the next screen. Scroll down to the “Upload Full Text” field and upload your revised document. When the editor has approved your document, you will receive an email notice.

Notes of Caution Regarding Deadlines
• If you are unable to submit your document early enough to meet the Thesis/Dissertation Approval Deadline, but if you have completed all degree requirements, including final examinations, you must update the Application for Degree form to reflect the semester in which you intend to graduate.
• Deadlines for students who intend to be registered as Degree Only are different from those of others who plan to graduate. During your graduating semester, the Graduate School must have approved your thesis or dissertation by the final day for adding a class in the semester of graduation. For that reason, you must submit the document at least a week prior to the last day to add classes in order to provide editors adequate time to examine the document, request corrections, process your responses, and grant approval by the deadline. Once the editor has approved the document, the Graduate School will register you.
• If continued research and writing are necessary, you must register for the appropriate number of hours of thesis or dissertation research.
Overall Formatting

Your computer software should be flexible enough to meet the requirements in this guide. *Problems with your software do not exempt you from meeting format requirements.* Many students in science, engineering, and mathematics use LaTeX software. For information on LaTeX, see the Graduate School website, where you will find a link to a template partially adapted to comply with these guidelines. The template does not cover all the requirements below, so you should adjust your LaTeX settings to be compatible with these guidelines.

Margins

- Margins of your document must be the same throughout, with no exceptions for wide tables and figures, which you may change to landscape format. Suggested margins are one-half inch to one inch. Select one of these and use it for the top, bottom, left, and right margins on every page of your document.
- Margins may be either left- or full justified. Using full justification often introduces large, unsightly spaces between words. Left justification gives you more flexibility.

Pagination

- The title page is the only unnumbered page in your document, even though it is (silently) page number i.
- Center all page numbers at the bottom of the page, at least one-half inch from the bottom of the page and a double space below the final line of text.
- All page numbers must be in the same font and point size as your text. Do not use boldface or italics.
- Number all front-matter pages in lowercase roman numerals, beginning with number ii on the page following your title page. Following your abstract, (the final page of front matter), begin numbering in arabic numbers with page 1, which is usually the first page of your first chapter, introduction, or literature review. Arabic page numbers continue sequentially to the end of the document.
- On pages containing landscaped figures and tables, page numbers should also be part of the landscape format, centered below the table or figure.

Font, Boldface, Italic

- Use the same font throughout your document with the exception of words within figures copied from a separate source.
- Widely known fonts such as Arial, Calibri, and Times New Roman are easier to read.
- Boldface is permitted only in your document title, main headings, subheadings, and table and figure numbers (not table titles or figure captions). In the table of contents, however, boldface is permitted only in the main heading “Table of Contents.”
- Italic are permitted only in specific cases:
  - to designate titles of journals, books, and artistic works
  - to introduce a specialized term for the first time
• to indicate a foreign language
• to emphasize (use sparingly)

**Point Size**
Use either 10- or 12-point type size throughout your document. Exceptions are:
- your document’s title, which may have a point size as large as 16 points, but no larger;
- the main headings—those that appear at the top of the first page of all main sections of your document, such as Acknowledgments, Table of Contents, Chapter 1, References, Vita, etc.—which may be increased up to 14 points, but no larger;
- text and data that appear in figures copied from other sources.

Note: The LaTeX program produces documents with point sizes that do not conform to these guidelines. Please correct settings to the above requirements.

**Spacing**
Your document may be either single spaced or double spaced. Use the same spacing throughout.
- Always single space the following, even in a double-spaced document:
  - In the table of contents, single space every line except for the double space above all main headings (Abstract, Chapter 1, Bibliography, Vita).
  - In the text, single space long chapter titles and subheadings, figure captions, table titles, footnotes and endnotes, bibliography and reference entries, and block quotations (remember to remove quotation marks).
- Always double space the following, even in a single-spaced document:
  - Above each main heading listed in the table of contents
  - Above each table title and figure caption in the lists of tables and figures
  - Between each entry in your lists of references and endnotes—not between footnotes
  - Above and below each table, figure, and subheading
  - Below each main heading

**Problems with Spacing**
- Do not use 1.5” spacing in place of a single space, or a triple space in place of a double space. These problems are common in LaTeX. Similarly, if you are using Word, use the “No Spacing,” option in your Toolbox, not the “Normal” option.
- The requirement to weave tables and figures into text occasionally causes a partially empty page. Simply use the next occurring text to fill in the resulting white space above and/or below the table of figure. That is, keep a running text above and below tables and figures, even if the text moves on to a new subheading. Your only obligation is to place tables and figures reasonably close to, and following, their first mention in text, without halting the running text.
Problems at the Tops and Bottoms of Pages

- The material on every page of your document must begin at the top margin.
- Avoid beginning and ending your pages awkwardly.
  - Begin and end each page with at least two lines of a paragraph. Use your program's setting to prevent the occurrence of an “orphan” or a “widow” (a paragraph-ending word or single line of text that occurs at the top of a new page).
  - Avoid ending a page with a subheading. Simply move the subheading to the following page. If you have a subheading somewhat near the bottom of a page, follow it by at least two lines of text, or else move it to the next page.
- Never separate figures or tables from their captions or titles, except as noted below.
- If a table carries over to a second page, leave enough room at the bottom of the first page to place the parenthetical note (table cont’d.). On the second page, repeat the table’s column headings and continue the tabular material. If the table extends over several pages, repeat the parenthetical note and the column headings on each subsequent page.
- If a multi-part figure carries over to a second page, place the figure caption below the portion of the figure that appears on the first page and leave room below it for the parenthetical note (figure cont’d.). Then continue the remainder of the figure on the second page.
Order of the Main Sections

Front Matter

Title Page Required; unnumbered page i
Copyright page Optional; no heading; page number ii (small roman numeral); see p.15 for format of notice
Dedication Optional; no heading; unlisted in the table of contents
Epigraph Optional; no heading; unlisted in the table of contents
Preface Optional
Acknowledgments Optional
Table of Contents Required.
List of Tables Optional
List of Figures Optional
Abstract Required; 350-word limit

Body of Text

Introduction, Chapter 1, Literature Review Page number 1 (arabic numerals)

Back Matter

Notes Required depending on your field and topic
Bibliography or References Required in documents that include citations
Appendices Optional with the following exceptions:
  • IRB approval form
  • Requests and permissions to use previously published material
Vita Required; final page of the document
Unifying and Formatting the Main Sections

Unifying
The Graduate School requests that your document have the appearance of an authoritative, coherent treatise on a single topic, not a casually combined series of articles. To that end, the Graduate School requires the following:

- The document title should clearly identify a specific topic. If your document addresses several subjects, the title should indicate their relationship.
- If you have published one or more of your chapters in a scholarly journal, you may choose to organize all of your chapters in the style of only one of the journals with which you have published. Thus, each chapter may have its own introduction, literature review, materials and methods, results, discussion, summary, references. If a style conflicts with the guidelines herein, these guidelines will take precedence. To maintain unity, however, your overall document must have:
  - A single abstract
  - A single, overall introduction
  - A single overall conclusion
- Consistency in applying all the following formatting rules is the first signal to a reader that your work is ordered and unified.
- You may follow the style of documentation used in your discipline and in the style manuals recommended on p. 12 herein. You must maintain consistency throughout the document in the use of that style.

Formatting

Title Page
- Every line on the title page is centered.
- Although the title page is page number i, it contains no page number.
- The title must be single spaced, in solid capital letters, centered at the top of the page on the first line below the top margin, and either boldfaced or not.
- Font size for the title must be no larger than 16 points. The rest of the text on this page may be either 10 or 12 points.
- Follow the exact title page format shown on page 21, including placement of the three separate blocks of text, the use of double spaces, and the capitalization and lowercasing of each word.
- Your Milestones screen at MyLSU will show the proper form of your name. If your name has changed, correct it at the Office of the University Registrar, 112 Thomas Boyd Hall, well before the beginning of your graduation semester.
- Do not place a comma between the month and the year of your graduation date on the final line of the title page.

Dedication, Epigraph, and Acknowledgments
- If you have all three of these elements, place them in the order shown on page 8.
- The font must be identical to the font used in the rest of the document (10 or 12 points).
• Do not list a dedication or epigraph in your table of contents or give either one a heading at the top of the page.
• Text for dedications and epigraphs must begin at the top margin.
• Dedications, epigraphs, and acknowledgments are best kept brief.
• Acknowledgments, which are frequently the first main section of the document, must appear in the table of contents. Format the main heading “Acknowledgments” like all other main headings in the document.

Table of Contents
• Single space every line in the contents except for the double space above each of the main sections. Single spacing includes chapter titles and subheadings longer than one line.
• Do not include “Table of Contents” in your contents list.
• The main heading “Table of Contents” can be no larger than 14 points.
• Use no boldface in the table of contents, except for the main heading.
• You may omit all subheadings in the list of contents. If you choose to include subheadings, you can include only a-level subheadings, indented a few spaces. For science and math students who use numbered subheadings, a-level subheadings are those preceded by only two digits.
• Main headings and subheadings in the table of contents must reproduce exactly the wording, punctuation, and capitalization style used in the text.
• Never let a lengthy heading or subheading stray into the column of page numbers. Let it run to two lines instead, with the page number opposite the second line.

Lists of Tables and Figures, Nomenclature, Abbreviations, Special Terms
• Quite often these lists are unnecessary, especially when they contain only a few items. Include them only if you feel the reader will need them, or if including them is common practice in your discipline. If you feel that you must include only a single table or figure, omit the words “List of” in the main heading and use the singular form “Table” or “Figure.” Single illustrations do not need to be numbered.
• All lists must appear immediately preceding the Abstract in the following order:
  • Tables
  • Figures
  • Nomenclature
  • Abbreviations
  • Schemes
  • Terms
• Single space every entry in these lists, but double space between the entries.
• In a list of figures, try to restrict captions to three lines. That is, you may omit descriptions of the different parts of a figure, since the figure is not visible for reference. If your captions begin with a few words of overall description, use only that portion of the caption.
• Table titles must agree word for word with the titles as they appear within your text.
• Do not let lengthy titles and captions stray into the column of page numbers.
Abstract

- An abstract must not exceed 350 words (numbers and components of hyphenated words count as one word each).
- Use the same font, point size, and spacing as you use in the body of the text.
- Provide an English translation if the abstract is in a foreign language.

Main Headings

- Main headings—the titles at the top of the first page of each main section—include, e.g., Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Chapter numbers and titles, References, Bibliography, Appendix numbers and titles, and Vita.
- Make your main headings more visually prominent than your subheadings and text by using a 14-point size, solid capital letters, and/or boldface.
- All main headings must have identical formatting throughout the document. Consistency is mandatory.
- Unless you are using solid capitals, you must use the headline style of capitalization in main headings; i.e., capitalize the first letter of all words except articles, conjunctions, and prepositions.
- Single space main headings longer than one line.

Subheadings

Subheadings work with main headings to form the framework, or outline, for your document. They follow a logical, descending sequence from the “a-level” subheading down to the “c-level” or even “d-level” subheading. Overall rules for using subheadings are:

- Do not begin a new page with a subheading unless it naturally occurs in that position in your text.
- Separate your subheadings from the preceding and following text by no more than a double space.
- The first (a-level) subheading should be visually subordinate to the main heading. Each succeeding level of subheading should be visually subordinate to the preceding subheading level.
- The format of each subheading level must be identical throughout the document, including point size, capitalization style, placement, boldfacing.
- Avoid skipping levels for instance, from a-level to c-level.
- Avoid beginning the subheadings in a chapter with a level lower than a-level.
- Avoid using more than three levels of subheadings.
- If you are in science, math, or engineering, you are likely to use numbered subheadings.
  - Numbered subheadings can all be identical in format, no matter their level, since the numbers distinguish one subheading from another and do not rely on visual cues. It is acceptable to boldface them and position them all against the left margin. It is permissible, though not necessary, to indent b-level headings and to follow c-level headings with a period and run them in with text (as shown below).
  - Match the first digit of numbered subheadings with the chapter number. For example, the first subheading in Chapter 2 would be 2.1., and the first b-level subheading would be 2.1.1.
In the humanities, documents rarely need numbered subheadings. You may use placement, capitalization, or boldface to visually distinguish unnumbered a, b, and c level subheadings from one another. The following style is one of several that you may choose; only placement and boldfacing distinguish the levels from one another:

[a] Mid-Nineteenth-Century British Literature [bold; against left margin; on a line by itself]

[b] Poetry [bold; indented; on a line by itself]

[c] Victorian Poetry. Christina Rossetti wrote in her diary shortly before she . . . [bold; indented; followed by a period; appears on same line with the beginning of paragraph].

Notes

- Use only one style of documentation throughout. If your major professor does not recommend a specific style manual for documentation, refer to the most recent edition of the following
  - *The Chicago Manual of Style*, 16th ed. This publication is useful for students in all disciplines and for students who hope eventually to publish with a scholarly press.
- Notes may be placed at the bottom of the page (footnotes); grouped at the end of each chapter (endnotes); or, in the sciences, placed parenthetically within text (in either the author-publication date style or the number style).
- Footnotes and endnotes must be in the same font and size as the document text.
- Footnotes may be numbered consecutively throughout the document or begin with number 1 in each chapter.
- Endnotes begin with number 1 in each chapter.
- Endnotes are a subsection of the chapter and thus you should format their heading, “Notes,” as an a-level subheading. That is, endnotes do not begin on a new page.
- Single space footnotes and endnotes, but double space between endnotes (not footnotes).

Tables and Figures

- Table numbers and titles must appear above the table.
- Figure numbers and captions must appear below the figure.
- Follow table and figure numbers with a period.
- All titles and captions must be single-spaced.
- Double space between the narrative text and the top line of a table title or the bottom line of a figure caption.
• Format the numbers and titles of all tables and figures identically throughout your document, using the same font and point size you use in the narrative text.

• Tables, figures, and other types of illustrations can be numbered in one of two ways:
  • consecutively throughout the text (although tables and figures in a single appendix would begin with A.1. In multiple appendices whose titles are preceded by letter designations, the numbering would begin A.1., B.1, C. 1.).
  • consecutively within each chapter and appendix (Table 2.1 would be the first table in Chapter 2).

• The use of frames around tables and figures is optional, but their use must be consistent: frame all or frame none.

• The placement of tables, figures, and their titles and captions must be consistent throughout the document. For example, if you choose to place one table against the left margin, then all tables must be against the left margin.

• Place tables and figures after, but near, their first mention in the text. They do not have to be on the same page as the first mention.

• Place tables and figures in the order of their mention.

• Place small tables and figures on the same page.

• Do not group tables and figures at the end of a chapter or document.

• A large table or figure may appear in landscape orientation. In that case, the table or figure and the accompanying title, caption, and page number must also be in landscape orientation. If there is no room for the table number and title, they may appear alone, centered portrait style on the preceding page. In the list of tables, use the page number of the page containing the title.

• You may slightly reduce or enlarge tables and figures to fit within the margins of the page, as long as they remain legible.

• If a table is longer than one page, place a parenthetical notation—e.g., (table cont’d.)—against the left margin and at the bottom of the first page and all other continued pages. You must repeat a table’s column headings on the continued pages.

• Do not carry a single figure over to a second page. If it is too large to permit space for its number and caption, they may be placed alone, portrait style, in the center of the preceding page. The list of figures would show the page number of the page containing the figure caption.

• Multi-part figures must have a single caption that incorporates the information about each part. Label the parts a, b, c, etc.

• When a multi-part figure carries over to following pages, place the overall figure number and caption below the part(s) of the figure appearing on the first page. On subsequent page(s), place the parenthetical notation (figure cont’d.) at the bottom left margin below the figure.

• If a table or figure has footnotes, they must appear, single-spaced, immediately below the table or figure.

• Wrapping—inserting text on either side of a table or figure—is not permitted.
Photographs, Hand-Drawn Illustrations, Images, Audio, and Oversized Materials
All illustrative materials must be included as standard electronic images such as .jpg or, gif, within the body of the document. Your captions must be in the same font and point size used throughout the document and formatted as figure captions (see above). Audio files may also be included in acceptable media formats with clear textual directions. You must always acknowledge permission for using original artwork.

Bibliography, Works Cited, References
- A list giving full bibliographic data is mandatory if you use numbered or shortened citations in the text.
- As with notes, follow one of the recommended style manuals ordinarily used in your discipline.
- If you place references after each chapter, use the same style in all chapters.
- Single space each reference, but double space between each one. See sample on p. 28.

Appendix
- This section is optional with the following exceptions:
  - Letters of permission or contracts permitting the use of your work and that of others as well as your requests for them.
  - IRB certifications for the use of human subjects, plus questionnaires and surveys used.
- Appendices must appear in the table of contents with a number or letter (Appendix 1 or Appendix A) followed by a period and a title that broadly describes each appendix’s contents.
- A single appendix requires no number or letter. It may appear as “Appendix: Title of Appendix”
- Appendix numbers and titles must be in the same style as all other main headings.
- If an appendix contains copied and pasted material, it must meet the margin requirements.

Vita
- The vita is a one- or two- paragraph biographical sketch written in the third person, much like the brief biographical material found on the dust-jacket flaps of books. The vita in your document should not be a curriculum vita, nor should it include the author’s accomplishments, publications, presentations, or other academic achievements. (See sample, p. 28.)
- Do not use abbreviations of states and countries.
- Use your personal identification information sparingly; e.g., do not use your complete birth date—the year would suffice.
- If you wish to mention graduation, avoid stating “the author will graduate,” and instead state that the author “plans to graduate.”
- A vita cannot exceed one page; it is the final page of your document.
Copyright and Ethical Matters

Copyrighting Your Document

The copyright of any thesis or dissertation resides with the individual author unless the author signs away the rights to another person or entity, such as a journal. (See LSU Board of Supervisors Regulations, Part VII of the University Bylaws and Regulations [https://www.lsu.edu/innovation/faculty/policy/BylawsChapterVII.pdf].)

LSU asserts prior claim on theses and dissertations to the extent that LSU “reserves a nonexclusive, paid-up, royalty-free right to distribute copies of Course Materials, theses and dissertations, both internally and to third parties, whether by electronic means, microfilm, and otherwise.” This information and the fact that your document will be housed in the LSU Digital Commons open-access repository following its period of embargo (the period you choose to withhold it from public access) should be revealed to any person or entity who publishes all or part of your document or to whom you have signed over your copyrights.

Formally registering copyright to your thesis or dissertation is optional. Most master’s students and many doctoral students choose not to register their copyright. Students who wish to copyright their documents may contact the Copyright Office at the Library of Congress, 101 Independence Ave., S.E., Washington, D.C.20559-6000, or by visiting the web site at http://www.copyright.gov/. Either way, you will need to insert a page in the front matter following the title page. It will include only the following notice, which you should center on the page:

© [year of graduation/copyright]
[your full legal name]

The LSU Libraries website (under SERVICES, then COPYRIGHT USE) provides information on both using and owning copyrighted materials.

Using Your Previously Published Material

The use of your published articles in your document carries certain responsibilities. Without proper documentation relating to the previous publication, as discussed below, no thesis or dissertation will be accepted by the Graduate School. For that reason, we recommend that you save all correspondence relating to your published material.

In all cases, you must:

- obtain departmental approval to use the article in your document;
- use special care to integrate your published material into your document logically;
- be the principal author (the first listed) of the published article;
- show proper copyright documentation in an appendix, i.e.: a contract identifying you as the copyright holder, or a permission request and response from the copyright holder;
- acknowledge the previous publication in an unnumbered footnote at the bottom of the first page of each published chapter or section (see sample on page 27).
Usually, your publishing agreement clearly states that you hold the copyrights to your article. In that case, you do not need to write for permission to use the article. You must, though, add an appendix entitled “Appendix: Proof of Copyright”; it must contain a copy of the contract. You must also add an acknowledgment of the previous publication at the bottom of the first page of the previously published chapter in your dissertation.

If the text of your publishing agreement does not specify that you hold the copyrights in your work, but if you wish to retain those rights, you should attach an addendum to the agreement. You may adapt the following wording for your addendum:

**Author’s Retention of Rights.** Notwithstanding any terms in the Publication Agreement to the contrary, AUTHOR and PUBLISHER agree that in addition to any rights under copyright retained by Author in the Publication Agreement, Author retains: (i) the rights to reproduce, to distribute, to publicly perform, and to publicly display the Article in any medium for non-commercial purposes; (ii) the right to prepare derivative works from the Article, including a thesis or dissertation; and (iii) the right to authorize others to make any non-commercial use of the Article so long as Author receives credit as author and the journal in which the Article has been published is cited as the source of first publication of the Article. For example, Author may make and distribute copies in the course of teaching and research and may post the Article on personal or institutional Web sites and in other open-access digital repositories.

If for some reason you do decide to give the publisher copyrights to your article, you are obliged to request and obtain written permission from the journal to use the published material in your dissertation. When requesting this permission, be certain to mention that your dissertation will be viewable on LSU Digital Commons, LSU’s open-access digital repository, following the period of your embargo and that LSU asserts prior claim to your document (provide the full statement in the first paragraph on page 15). You must add an appendix in your dissertation that contains copies of both your original request and the publisher’s permission.

**Using Collaborative Research**
If your thesis or dissertation contains material of your own that is part of a larger collaborative project, you must be able to identify one aspect of that project as your own and demonstrate your original contribution. It is the responsibility of your major professor and advisory committee to ensure that the thesis or dissertation represents your original, individual effort.

**Using Material That Belongs to Others**

**Published**
You are responsible for following all copyright/patent laws in the use of material published or written by others. As with your own previously published work, you must always formally acknowledge the source of others’ published work (see sample permission request on p. 28). If you use amounts of work in excess of fair use (quoting without needing permission), or even a single image of another’s original work, you
must include an appendix that contains both your permission request and the copyright holder’s letter granting permission. In your permission request, inform the copyright holder 1) that your document will be submitted to LSU Digital Commons, an open-access institutional repository and 2) that, according to the LSU By-Laws, the university reserves a nonexclusive, paid-up, royalty-free right to distribute copies of theses and dissertations, both internally and to third parties, whether by electronic means, microfilm, or otherwise.

- The best way to avoid the slightest suspicion of plagiarism is to give the source of all published material, including material that falls under the concept of fair use. It is understood in scholarly work that such acknowledgment will appear in the form of a footnote, endnote, in-text, or numbered reference.
- You must obtain permission to use any copyrighted material that does not fall under fair use. Such material includes photographs, maps, artwork, or text that you have extensively copied or paraphrased. You must always inform the journal, press, or individual granting permission that your document will be available for viewing on the web.
- If you cannot obtain full permission to use copyrighted material that does not fall under fair use, you may not use it.
- Reproducing a single graph, table, or chart that presents data in a straightforward relationship should generally be considered fair use (Chicago Manual of Style, 16th ed.). Unlike artwork, which represents an individual’s talent and labor, such data could conceivably be compiled by any number of individuals at any time; it thus lacks the exclusivity of individually created work.

Other factors to consider in deciding whether you have employed fair use:

- Whether a previously published item represents a very small part of the original source—and is also a small part of your document;
- The nature of the copyrighted work, whether factual or artistically creative;
- Whether your use of the copyrighted work affects its potential market or value;
- Whether your use is not commercial but is for nonprofit educational purposes. This factor favors your use, which is both nonprofit and educational.

A general guideline: Fair use may be applied when you have judiciously used the work of others in appropriate proportions and have transformed it through your scholarly examination.

Unpublished
The Chicago Manual of Style, 15th edition, states:

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INFLUENTIAL WOMEN IN THE LIFE OF FREDERICK DOUGLASS

A Dissertation

Submitted to the Graduate Faculty of the
Louisiana State University and
Agricultural and Mechanical College
in partial fulfillment of the
requirements for the degree of
Doctor of Philosophy

in

The Department of History

by
Susan Mary Alford
B.A., Purdue University, 2001
M.A., University of Texas, 2004
M.L.S., University of Virginia, 20010
December 2017
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Chapter 2. An Icon’s Mother

She was born in Talbot County on the Eastern Shore of Maryland in 1792. Her son, Frederick, introduced her to the world as Harriet, “the daughter of Isaac and Betsey Bailey. When Harriet died in 1825, at the age of thirty-two, he recalled, “I received the tidings of her death with much the same emotions I should have probably felt at the death of a stranger” and “with no strong emotions of sorrow for her, and with very little regret for myself on account of her loss.” Sophia Auld was also born in Talbot County, in 1797. Harriet’s son first encountered her as “a white face beaming with the most kindly emotions,” something he “had never seen before.” In 1826, she hired the six-year-old slave to work; instead, he remembered being treated “as she supposed one human being ought to treat another.” For a short while, at least, he “learned to regard her as something more akin to a mother, than a slaveholding mistress.” This period of affection, too, was doomed. The precocious little boy became a suspicious intruder in Sophia’s eyes, someone she had to monitor, control, and limit.

Thus did the childhood of Douglass twist its way through the perverted intimacies of slavery. Black mothers could neither care for nor protect their children, for their

This chapter, previously published as Susan Mary Alford, “Frederick Douglass’s Mother,” Nineteenth Century History 24 (2010): 6-10, is reprinted here by permission of Neoclassical Press.
[Sample vita]

VITA

Susan Mary Alford, born in Topeka, Kansas, worked as a newspaper reporter for several years in Oklahoma after receiving her bachelor’s degree from the University of Kansas. She began to work as a volunteer for local and national political campaigns. As her interest in politics grew, she decided to enter the Department of Political Science at Louisiana State University. Upon completion of her master’s degree, she will begin work on her doctorate.