

# Formatting Electronic Theses & Dissertations



*Revised January 2021*

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# Preparing Your Document and Uploading It to Digital Commons

## Preparing

### Early in the Semester of Your Graduation

- Read these guidelines to become familiar with the Graduate School's specific requirements for formatting and submitting your document and, if possible, attend a Graduate School formatting workshop.
- Schedule your defense *as early in the semester as possible*. That gives you time to address your committee's requests for change and to perfect your document's format for final submission well before the deadline date.
- To keep up with the many deadlines throughout your graduating semester, begin checking the Graduate School calendar (on the website), your email for weekly announcements, and your departmental notices.
- Submit your completed document to the plagiarism detection program, iThenticate, and present your results to your major professor. You and your major professor may access instructions at LSU Supported Resources on the LSU Research & Education Technology Services site:  
[https://www.lsu.edu/it\\_services/rets/ftc/LSU\\_Supported\\_Resources.php](https://www.lsu.edu/it_services/rets/ftc/LSU_Supported_Resources.php).
- Make your document accessible to visually impaired readers, to the best of your ability, by referring to the following links:

<https://www.lsu.edu/accessibility>

For LaTeX accessibility:

<https://tex.stackexchange.com/questions/261537/aguide-on-how-to-produce-accessible-pdf-files>

### Right Before Your Defense

- Locate the staff member in your department (usually the departmental administrative assistant or graduate program coordinator) who prepares the document approval form that your committee signs after your defense. Provide the staff member with your final document title and your name as it appears in university records (go to MyLSU>Student Services>College Record).
- If you would like to have an editor look at your document prior to your defense, email a copy of the following pages—**not the entire document**—to Catherine McKenzie (dissertations) at [cmckenzie@lsu.edu](mailto:cmckenzie@lsu.edu) or Alicia Paxton (theses) at [apaxto5@lsu.edu](mailto:apaxto5@lsu.edu) with the subject line "Preliminary Document Review":
  - front matter (title page through abstract)
  - page 1 of your narrative text
  - page 1 of your List of References or Bibliography
  - an example of a table and a figure, with title or caption.

The editors will return your pages with comments. This review is *not required* and is meant to catch only obvious oversights in areas where most formatting errors ordinarily occur.

The editor's comments do not replace the guidelines. **Before sending pages for a preliminary review, put them into proper formatting according to the guidelines.**

## After Your Defense

Before uploading your complete, formatted document to the Digital Commons site for final editorial review, check that the following papers are already at the Graduate School:

- a copy of the committee-signed document approval form, which should have been prepared and emailed *by your department* to [gradetd@lsu.edu](mailto:gradetd@lsu.edu)
- For doctoral candidates only:
  - a copy of the completion certificate showing that you have taken the *Survey of Earned Doctorates*, available at the Graduate School website; and
  - a copy of the Declaration of Co-Authorship form.

You should email a copy of the survey's completion certificate, and your department should email a copy of the Declaration of Co-Authorship to [gradetd@lsu.edu](mailto:gradetd@lsu.edu). Both forms may be emailed any time during the graduating semester. The survey and forms are located on the Graduate School website. Your document cannot be approved without these forms.

**Never copy someone else's formatting. The guidelines are regularly updated, and you may discover too late that you copied an out-of-date format. The most up-to-date version of the guidelines is on the Graduate School website.**

## Uploading

**NOTE:** The IRS requires publication as a condition of LSU's tax-exempt status. To qualify for tax exemption, LSU must operate for the public good, and publication must be timely. The IRS considers conference presentations, posters, internet publication, etc., as publication. For detailed information, see: <https://www.irs.gov/pub/irs-tege/eotopico86.pdf>

Before uploading your complete, formatted document, consult the Final Thesis and Dissertation Checklist (see p. 22 herein) and then follow these steps:

- Convert your document to an Adobe pdf.
- Create an account in Digital Commons by locating the link on the Graduate School website under THESES & DISSERTATIONS. Choose the MY ACCOUNT option at the top of the page.
- Carefully read instructions for filling in **each line** of the Digital Commons Submission Metadata form (a large form that includes the uploading of your document), with careful attention to the following:
  - Use the following file-naming protocol:  
*For theses:* Your last name\_thesis.pdf *For dissertations:* Your last name\_diss.pdf
  - Enter your name as shown in university records.
  - Type the title of your document in *mixed-case* letters.
  - Editors cannot spend time attempting to find you after reviewing your document. It is your responsibility to provide the correct email address and remain available until your document receives final approval.
  - The abstract you insert on the submission metadata form must be identical to the one in your document.
  - Provide the full names of your advisory committee *with the last name first*, followed by a comma and the first name. Consult the LSU Graduate Faculty database for full names. Do not include titles such as Dr., Mr.,

Ms., Mrs., Prof., etc. Use the drop-down box provided on the form to indicate the faculty member's role on your committee. Provide your committee's email addresses.

- Carefully choose your period of embargo (restriction of your document from public access) based on your plans for publishing all or part of the document. **The Graduate School will not permit changes in the embargo period following document approval.** Since you receive no warning when your period of embargo is about to end, make a permanent note of the final embargo date for yourself in case you wish to renew it. The embargo options are one, three, and seven years. You may choose to restrict your document to LSU email addresses only.

**Do not upload your document until** 1) your committee members have approved all of their requested corrections, 2) you have formatted the document according to these guidelines, 3) you have subjected your document to iThenticate and, to the best of your ability, made it accessible to visually impaired readers, and 4) ascertained that the papers listed at the top of p. 4 are at the Graduate School.

Once you have uploaded your document, an email and an onscreen note will confirm your submission. Check your document's status at any time by logging in to your Digital Commons account.

Please remember: the editor can immediately recognize a document whose author has ignored these guidelines. She will return the document with the request that you remove it from Digital Commons and apply the guidelines before uploading again. Editors review documents in order of submission. They check the document for errors in the application of these guidelines and notify you by email if your document requires formatting corrections. *Check your email daily for editorial corrections.* The editor usually requests that you make changes within 24 hours. Once you make the changes, log in to your Digital Commons account and upload your revised document according to the instructions at <https://www.lsu.edu/graduateschool/currentstudents/etd/revisions.php>. You may receive a second set of requests for change. When the editor has approved your document, you will receive an email notice.

**NOTE:** The editors cannot send you more than one or two repeated requests for revisions. We will consider a lack of attention to any of the revision requests to reflect your wish and will approve your document without those changes. **Please beware:** Following approval, we permit no further changes, so be very thorough in reviewing editorial comments before uploading the corrected document.

### **Notes of Caution Regarding Deadlines**

- Be certain that your document's Approval Form, Survey of Earned Doctorates completion certificate, and Declaration of Co-Authorship form are already at the Graduate School by the time you submit your document. Without them, your document *cannot be approved*.
- If you have held your final defense but your committee recommends further research and writing, you may register for at least one hour of research (for theses) or three hours (for a dissertation) in the following semester. However, if

you complete corrections but are unable to meet the current semester's document submission deadline, you may apply for Degree Only in the following semester.

- If you apply for **Degree Only**, your deadlines are different from those of other degree candidates. 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. Submit your 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, and grant approval by the deadline. Once the editor approves your document, the Graduate School will register you.

## 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.*

### Margins

- Margins of your document must be the same throughout with no exceptions for wide tables and figures, which you should put into landscape format.
- Margins must be one-inch wide on all four sides of every page.
- Margins may be either left- or full justified. Left justification is more flexible.

### Pagination

- Center all page numbers at the bottom of the page within the bottom margin, one-half inch from the bottom of the page.
- Format all page numbers in the same font and point size as your text. Do not use boldface or italic.
- The title page is the only page of your document with no page number; it is “silently” page number i.
- Number all front-matter pages in *lowercase roman numerals*, beginning with page number ii on the page following the title page. Page 1, in *arabic numbering*, begins on the first page after the Abstract. Arabic page numbers continue sequentially to the end of the document.
- On pages containing landscaped figures and tables, the titles, captions, and page numbers should also be part of the landscape format, centered below the table or figure.

### Font, Boldface, Italics, Underline

- Use the same font throughout your document except in figures that you have copied from a separate source. Widely known fonts such as Arial and Times New Roman are easier to read.
- Use boldfacing only in your document title, main headings, and subheadings (*not* in table titles, figure captions, or anywhere in the table of contents except the main heading “Table of Contents.”)
- Never underline anything.
- Use italics only in specific cases, such as:
  - titles of journals, books, and artistic works
  - a specialized term being introduced for the first time
  - legal citations and hypotheses
  - foreign-language terms not ordinarily used by English speakers
  - emphasis (use sparingly)
  - mathematical elements such as equations, lemmas, etc.
  - stage directions
  - words used as words (e.g., “What is meant by *neurobotics*?”)
  - for lower-level subheadings

## Point Size

Use only 12-point type size throughout your document. Exceptions are:

- the document title, which is 16 points.
- main headings, which are 14 points.
- text and data in figures that are cut and pasted from other sources.
- footnotes and notes to tables and figures, which may be as small as 10 points.

## Capitalization and Punctuation

- The document title must be in solid capital letters *only* on the title page.
- Main headings must be in either solid capitals or headline-style (mixed-case) capitalization throughout. *Never* use lowercase style for main headings.
- Table titles and figure titles must be in either lowercase or headline style throughout.
- Subheadings must be consistently headline or lowercase style *on each level*.
- When main headings, subheadings, figure captions, and/or table titles are numbered, use **periods** after the numbers instead of colons, dashes, or spaces.  
For example: Table 3.1. Water Runoff by Parish  
Figure 3.1. Heart Monitor  
Chapter 1. Distant Rumbles
- Main headings and subheadings have no final punctuation, such as a period or colon.

## Spacing

Your document's narrative text may be either single- or double-spaced throughout. Documents should contain no spaces larger than a double space, except on the title page. *Do not use half-spaces*. If you are using Word, select the NO SPACING option in your toolbox. NO SPACING produces proper single and double spaces. Always **single-space** the following, even in a double-spaced document:

- every line in the table of contents, *except* for the double space above each main heading.
- main headings, subheadings, and figure and table titles that are longer than one line.
- block quotations and epigraphs.
- every line of a footnote, endnote, bibliographical entry, and reference—but always double space *between* each one except footnotes, which you may choose to separate with a double space, or not.

Always **double-space** the following, even in a single-spaced document:

- between each table and figure title in the lists of tables and figures
- above each main heading listed in the table of contents
- between each entry in the endnotes and bibliography or reference lists. Footnotes, although single-spaced, may be separated by a double space or not
- above *and* below each table, figure, subheading, and block quotation within the main text
- below each main heading in the text.



## Spacing Around Figures and Tables

- Place tables and figures reasonably close to, and following, their first mention in text. The table or figure does not have to appear on the same page as the first mention.
- The requirement to weave tables and figures into text often causes partially empty pages. Simply use the next occurring text to fill in the resulting white space above or below the table or figure.
- Separate tables and figures from the narrative text with a double space.
- Do not wrap figures or tables. That is, text may appear above and below tables and figures, but not on either side of them.

## Cut-and-Paste Text

*Under no circumstance should a student simply cut and paste his or her previously published article as a chapter in a document.* Items that might be cut-and-paste include permissions from publishers and figures taken from other sources. In all cases, cut-and-paste material must fit gracefully into the margins and text.

## Problems at the Tops and Bottoms of Pages

- Begin every page at the top margin with the exception of the copyright and dedication pages, where you may center copy in the middle of the page.
- Begin and end each page with at least two lines of a paragraph.
- Use the appropriate program setting to prevent “widows” (a paragraph-ending line at the top of a page) and “orphans” (the first line of a paragraph at the bottom of a page).
- Never end a page with a subheading. Simply move the subheading to the following page. At least two lines of text must follow a subheading at the bottom of a page. Some computers have a setting that allows you to specify that two lines of text must follow a subheading.
- Never let figure captions or table titles appear alone on the final line of a page.
- If a **long 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.)” against the left margin. On the top of the second page, repeat the table’s column headings, and if the table continues over several pages, repeat the headings and “cont’d.” notes on each page. Do not repeat the table or figure title, however.
- 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 the caption for the “(figure cont’d.)” note against the left margin. Then place the remainder of the figure on the next page. Be certain that you clearly label each part of the figure. If, say, parts C and D of a figure appear on the second page, you may either leave the entire caption on the first page, or place the C and D portions of the caption below the images on the second page.
- If a **footnote** carries over to the next page, break it in midsentence, so that readers do not think the note is finished.

## Order of the Main Sections

### Front Matter

Title Page	<b>REQUIRED</b> ; unnumbered page i
Copyright page	Optional; needs no main heading; page number ii (lowercase roman numeral); see p.15 for format of copyright notice
Dedication	Optional; no heading; unlisted in the table of contents
Epigraph	Optional; no heading; unlisted in the table of contents
Acknowledgments	Optional
Table of Contents	<b>REQUIRED.</b> ; subheadings optional
List of Tables	Optional
List of Figures	Optional
Nomenclature, Symbols, Acronyms	Optional, but see p. 10
Abstract	<b>REQUIRED</b> ; 350-word limit

### Body of Text

Introduction, Chapter 1, Literature Review, etc.	<b>REQUIRED</b> ; arabic page no. 1
Footnotes, Chapter endnotes, Reference numbers, or Author-date citations	<b>REQUIRED</b>

### Back Matter

Appendixes	Optional with the following exceptions: <ul style="list-style-type: none"><li>▪ IRB approval form</li><li>▪ Requests and permissions for previously published material or material belonging to others</li></ul>
Bibliography or Reference List	<b>REQUIRED</b>
Vita	<b>REQUIRED</b> ; final page of the document

# Unifying and Formatting the Main Sections

## Unifying

Your document should make an intellectually coherent contribution as recognized in your field of study or profession. While the document does not need the narrative flow of a book (depending on the preferences of your advisor or committee) and the individual chapters may deal with widely different aspects of the topic, you must nevertheless demonstrate how the issues discussed in your document address the overarching research area. To that end, the Graduate School requires the following:

- The document title should clearly identify the general problem, concern, or issue as recognized in your field. If your document addresses more than one topic, the title should emphasize the connection between them and the relation of the parts to the whole. For example, the following titles clearly express the relationship of different chapters to a single area of study: “Three Approaches to Analyzing Pigment” or “The Effect of Hurricanes, Subsidence, and Sea-Level Rise on the Position of Shorelines” or “The Effectiveness of Three Demographic Modeling Techniques on Crime Data from Shreveport, 2009-2019.”
- Use a consistent style of *documentation* throughout, whether it is the style favored in your discipline, in one of the journals with which you have published, or in one of the style manuals recommended on page 12.
- If you have published one or more of your chapters in a scholarly journal, you may organize *all* of your chapters in the style of one of the journals with which you have published—that is, each chapter may have its own introduction, literature review, materials and methods, results, discussion, summary, references (endnotes). You may *not*, however, include an individual abstract or set of acknowledgments in each published chapter, although you may incorporate them into a single acknowledgments section and abstract in the front matter. *If a journal style conflicts with these guidelines, the guidelines take precedence.* Otherwise, refer to the style manuals recommended on p.13.
- Your document must have:
  - a single overall abstract
  - an overall introductory chapter that clearly identifies the general issue, its importance to the field of study, and how each of your chapters reflects research on the issue.
  - an overall conclusion emphasizing the importance, originality, and contribution of your research to the general topic.
  - an alphabetized list of references or bibliography following the final chapter or appendix. If you’ve used the number style of citations, you must have a complete list of references at the end, but it does not have to be alphabetized. Instead, you will list references by number, in the order in which they appear in the text.
- Format each of the following elements identically throughout the document:
  - Main headings (such as chapter titles). In addition, *main headings must always begin on a new page*
  - Subheadings on each level
  - Table and figure numbers and titles

- Style of citation, whether footnotes, author-date style in parentheses, number style
- Style of entries in reference lists or bibliographies.

## Formatting

### FRONT MATTER

#### Title Page

- **Meticulously follow the format shown on the sample title page**, including placement of the three separate blocks of text, the use of double and single spaces, the words contained on each line, and the capitalization or lowercasing of every word.
- Although the title page is page number i, it contains no page number.
- Format the title in solid capital letters, 16 points, single-spaced, and centered on the first line below the top margin. The rest of the text on the title page is 12 points.
- Use the version of your name that appears in official university records, which you will find on your MyLSU College Record. If your name has changed, correct it at the Registrar's Office before your defense, so that it will match on both your approval form and your title page.
- Do not place a comma between the month and the year of your **graduation date** on the final line of the title page. It should read as, e.g., May 2021.

#### Copyright, Dedication, Epigraph, and Acknowledgments

- Dedication, copyright, and epigraph pages have no main heading, and should not appear in the table of contents. The acknowledgments page, however, does have a main heading and appears in the table of contents.
- A copyright notice (if you choose to have one), a dedication, and an epigraph may each be placed in the center of the page.
- Epigraphs that begin chapters should appear one double space below the chapter title and one double space above the following text. Their longest line should be against the right margin, and they should be single-spaced, un-italicized, and with no quotation marks. The epigraph author's name appears a single space below the final line of the epigraph, preceded by an em-dash or two hyphens, and below that, aligned with the author's name, is the title of the work, against the right margin. Epigraphs need no other source data.

#### Table of Contents *(see sample pages)*

- Single-space every line in the contents; but double-space *above* each main heading in the list.
- Do not include "Table of Contents," "Dedication," "Copyright," or "Epigraph" in the contents list.
- The main heading "Table of Contents" must be 14 points. It is the only element on the contents page that may be boldfaced.

- You may either omit all subheadings from the table of contents or include *only* a-level subheadings, indented and single-spaced below their main headings.
- Main headings, subheadings, and page numbers in the table of contents must exactly match those elements as they appear in the text.
- Never let the words of a heading or subheading stretch over into the column of page numbers. Let the heading run to two lines instead, with the page number opposite the second line.

### **Lists of Tables and Figures, Nomenclature, Abbreviations, Special Terms** (see *sample pages*)

- The Graduate School does not require these lists. Include the lists *only* if you feel the reader will need them or if including them is standard practice in your discipline.
- If you have a list with only one table or figure, consider deleting the list. If you keep it, change its main heading to the singular form “Table” or “Figure” and do not number the table or figure.
- Single space all table and figure titles, but double space between each title.
- Do not let lengthy titles and captions stray into the column of page numbers.
- Restrict lengthy figure captions to three lines, and omit sources and descriptions of a figure’s different parts. Usually, ending a caption at the first period will suffice.
- If a list of tables and a list of figures can fit together on a single page, you may present them that way. The main heading would become “Illustrations,” with “Tables” and “Figures” formatted like the a-level subheadings in the text.
- Table titles must agree word-for word-with the titles as they appear in text.

### **Abstract**

- An abstract cannot exceed 350 words.
- Use the same font, point size, and spacing that you use in the body of the text.
- Provide an English translation if the abstract is in a foreign language.

## BODY OF TEXT

### **Main Headings**

- Main headings must each begin a new page. Common main headings include: Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, chapter numbers and titles, appendix letters and titles, Notes, References, Bibliography, Vita.
- Main headings must be 14 points in size
- Format all main headings identically.
- You must use either solid capitals or the *headline* style of capitalization in main headings, i.e., capitalize only the first letter of all words except articles, conjunctions, and prepositions. Never use lowercase style.
- Single-space main headings longer than one line, including the chapter numbers and appendix letters.
- Follow all chapter numbers and appendix letters *with a period*, not a colon or hyphen.

## Subheadings

Subheadings work together with main headings to form the outline of your document. In each chapter, they follow a logical, descending sequence from the main heading (usually a chapter title) down through a-level, b-level, c- and even d-level subheadings. **Use a double space above and below each subheading.**

### Numbered Subheadings

- If your topic is in science, technology, engineering, or mathematics, you probably use numbered subheadings.
- Numbered subheadings, no matter their level, may all be identical in format, since visual cues are not necessary; that is, the numbers themselves distinguish one subheading level from another. You may position all numbered subheadings against the left margin.
- Match the first digit of numbered subheadings with the chapter number. For example, the first a-level subheading in Chapter 2 should be numbered, 2.1., and the first b-level subheading would be numbered 2.1.1.

### Unnumbered Subheadings

- Format each unnumbered subheading **level** identically throughout the document, even though you format each level differently from the other levels.
- When your subheadings are unnumbered, the first subheading in each chapter—*a/ways* an a-level subheading—should be visually subordinate to the main heading (usually a chapter title). In turn, each succeeding level of subheading should be visually subordinate to the preceding level. You achieve this effect through typography. For example, you might use boldface for a-level headings and no boldface for b-level headings, since un- boldfaced text is visually weaker and is therefore appropriate for the lower level. Similarly, centered headings are visually stronger than headings against the left margin, which, in turn, are stronger than indented headings.
- Do not skip levels, say, from a-level to c-level. Nor should the first subheading in a chapter be lower than a-level.
- Avoid using more than three levels of subheadings if possible. Too many subheadings make the text look disjointed. Don't use only one lower level subheading. Each level should have at least two subheadings on the level.
- In the humanities, documents usually contain unnumbered subheadings. Therefore, you should use placement, capitalization, boldface, and italics to distinguish one level from another. The following style is only one of several that you may devise:

[a-level]

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

[b-level]

**Poetry** [bold; indented; on a line by itself; italicized or not]

[c-level]

***Victorian Poetry***. Christina Rossetti wrote in her diary shortly before she . . .  
bold; run in with the beginning of the paragraph and followed by a period; italicized or not]

## Notes

- Use only one style of documentation throughout, usually the style commonly used in your discipline. If your advisor does not recommend a specific style manual, refer to the most recent edition of one of the following:
  - *MLA Style Manual and Guide to Scholarly Publishing*. 3<sup>rd</sup> ed. New York: Modern Language Association of America, 2016. **Used mostly by humanities students.**
  - Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9<sup>th</sup> ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. Chicago: University of Chicago Press, 2018. **A classic reference book used by both humanities and science writers.**
  - *The ACS Style Guide: Effective Communication of Scientific Information*, 3<sup>rd</sup> ed. Edited by Anne M. Coghill and Lorrin R. Garson. Washington, DC: American Chemical Society, 2006. Also available at <http://doi.org/10.1021/bk-2006-STYG> . **For science students.**
  - *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed. Washington, DC: American Psychological Association, 2009. Also available at <http://www.apastyle.org/asc/>. **Used in several disciplines.**
- Notes must be in the same font as the narrative text.
- Place footnotes at the bottom of the page below a one-inch rule against the left margin; group endnotes at the end of each chapter; and place parenthetical author-date citations and bracketed reference numbers at the end of sentences in text.
- Footnotes may be numbered consecutively throughout the document or begin with number 1 in each chapter. The latter is preferable, because it makes adding or deleting notes far easier.
- Indent each footnote and place it in a 10- or 12-point size, not a tiny superscript like the footnote numbers in the text.
- Endnotes begin with number 1 in each chapter. These should not be confused with references of the sort found in a bibliography at the end of a document. They should be citations only. The heading “Notes” may be centered a double space below the final line of the chapter text (*See sample, page 28*) or it may be formatted exactly like the final a-level subheading.
- Endnotes gathered at the end of an entire text are rare. They carry the *main heading* “Notes” *plus* a-level subheadings entitled, e.g., “Notes to Chapter 1.”
- Single-space each footnote and endnote. Double-space between endnotes.

## Tables and Figures

- Weave tables and figures into the text. *Never* group them at the end of a chapter or document. Place tables and figures after, but reasonably near, their first mention in the text. *They do not have to be on the same page as the first mention.*
- Place the table number and title *above* the table, and the figure number and caption *below* the figure. Music students place the number and title of a music example *above* the example.

- Source notes appear immediately after the figure captions and below the tables, in both cases preceded by the italicized word *Source* and a colon.
- Follow table and figure numbers with a period (Figure 1.1.) only when they are not used in a sentence. When appearing right before a table title or figure caption, they always carry the final period.
- Figure captions, table titles, and their sources and notes must all be single-spaced with no space between them and the tables and figures. A double space, however, separates them from the body of the text above and below.
- Sources and other notes may be a point size smaller than the titles and captions.
- Format all table and figure numbers and titles/captions identically throughout your document, using the same font and point size used in the narrative text.
- Number tables, figures, and other types of illustrations in one of two ways:
  - consecutively through the text *up to* the appendixes, where the numbering starts over. If you have only one appendix, the tables and figures within it are numbered A.1, A.2, etc. If you have multiple appendixes, the numbering would begin anew in each appendix, e.g., A.1., B.1, C .1.
  - by chapter number (e.g., Table 2.1 would be the first table in Chapter 2). Tables and figures in appendixes are numbered as described above.
- The use of frames around tables and figures is optional, but their use must be consistent—frame all or frame none.
- Placement of tables, figures, and their titles and captions must be consistent throughout. For example, if you locate *one* table and its title against the left margin, then locate *all* tables and their titles against the left margin.
- Number and place tables and figures in the order of their mention.
- A large table or figure may appear in landscape orientation. *The accompanying title, caption, and page number must also be in landscape orientation.* If there is no room, e.g., for a table number and title, they may appear alone, centered in portrait orientation 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 better fit within the margins of the page, as long as they remain legible.
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[Sample title page]

**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, 2010

December 2020

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with unnumbered  
subheads]

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## Chapter 2. Nurturing an Icon

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 was previously published as Susan Mary Alford, “Frederick Douglass’s Mother,” *Nineteenth Century History* 24 (2010): 6-10. Reprinted 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.

[Sample subheading styles]

In **humanities style**, the subheading levels are usually distinguished from one another typographically in a *descending order of visual importance*. Below are four levels of subheadings for a single document. Many other combinations of typographical distinction are possible (although underlining should be avoided). For instance, if your document has only three levels of subheadings, you may begin your a-level with the style used for the b-level below.

**Chapter 1. The First of Many Foster Homes** [main heading]

**How the System Worked** [a-level]

**Aunt Anna's Place** [b-level]

*Sister's Lesson Books* [c-level]

*Tears and cyphers.* When Frederick was three, his only means . . . [d-level]

**Notes** [return to a-level]

---

In the **scientific style** of presenting subheadings, numbers are generally used for each subheading level, as follows, and there is no need for typographical distinction for each level, since the numbers make the distinction.

**Chapter 3. The Publishing Agreement** [main]

3.1. New Books [a-level]

3.1.1. Basic Book-Contract Provisions [b-level]

3.1.1.1. Option Clauses [c-level]

3.2. Journal Articles [return to a-level]

## For MFA (Studio Art) Students

The formats on the following pages adapt the preceding guidelines to the needs of MFA students. One format serves students who wish to group images of their artworks into a gallery apart from the essay. The other format serves those who prefer to weave their artworks into the essay. The two formats ensure that the required elements common to all theses do not interfere with your creative work. Include the following elements in your thesis in the order shown below:

TITLE PAGE	<b>Required</b> ; unnumbered page I (use lowercase roman numerals throughout the front matter)
COPYRIGHT PAGE	Optional; this page has no mainheading
DEDICATION	Optional; this page has no mainheading
ACKNOWLEDGMENTS	Optional
TABLE OF CONTENTS	<b>Required</b>
LIST OF ARTWORKS	<b>Required</b> <i>only</i> when artwork is woven into introductory essay. Do not repeat artist's name preceding title of each work. Do not include other artists' work in the list, even if their works are used in text.
ABSTRACT	<b>Required</b>
INTRODUCTORY ESSAY	<b>Required</b> ; Page 1
ART-TITLE PAGE	<b>Required</b> <i>only</i> when artwork is presented in a gallery (see <i>sample on p. 34</i> ; use the exhibition title and the artist's name and media)
APPENDIX	Optional.
NOTES	Optional
BIBLIOGRAPHY	Optional
VITA	<b>Required</b>

## When You Present Your Works in a Gallery

In the table of contents, the art-title page number brings the reader directly to the gallery (*see sample below*), which, being a grouping, precludes the need for a list. However, when you weave your works into the essay, a list with page numbers provides an aid to locating each one in the essay.

In your text, the art-title page precedes and introduces your gallery of works. The title, “*IGUANA FLATS: PAINTINGS BY JANE PARKS*,” would be centered in the middle of an otherwise blank page, and the first art image and its caption would appear on the following page.

Image captions contain the following info: *Title* (italicized), date, medium. (In these captions you need not list yourself as the artist if you include your name on the art-title page. Do include the name of any other artist whose work you use, together with an acknowledgment of the source.) Any narrative text in your captions begins on the line below the title, date, and medium.

Use the following table of contents when you wish to have a gallery of images. The inclusive page numbers indicate a gallery.

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NOTE: Your essay may have a title other than the title of your exhibition, but your art-title page must give your exhibition title.

[Sample art-title page]

***IGUANA FLATS***  
**PAINTINGS BY JANE PARKS**

## When You Weave Your Works into the Essay

Only when you wish to weave your artworks throughout your essay should you include a list that locates each of your artworks by page number. The table of contents below indicates the list of images on page iv. **Table of Contents**

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[Sample list of works: Give only the title of each work. Do not repeat your name or give any caption data.]

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