

# Thesis & Dissertation Handbook

**Pre- and Post-Defense  
Preliminary Review  
Formatting Guidelines  
Checklist  
Sample Pages  
Uploading to the LSU Scholarly Repository  
(formerly Digital Commons)  
Copyright and Permissions  
A Special Section for MFA's**



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*February 2026*

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# Preparing Your Document and Uploading It to the LSU Scholarly Repository (Formerly Digital Commons)

## Preparing

### Early in the Semester of Your Graduation

- Become familiar with the Graduate School's specific requirements for formatting and uploading your document, outlined in this handbook.
- Schedule your defense *as early in the semester as possible*. That gives you time to address your committee's requests for change and to refine the document's format; and it gives the editor time to finish reviewing your document by her deadline for completing the document approvals.
- Begin checking your department's notices, your email, and the Graduate School website for deadlines (see the Graduate School's semester calendar), workshops, forms, steps to graduation, and more.

### Right Before Your Defense

- Locate the individual in your department (usually the graduate program coordinator) who prepares the Thesis/Dissertation Approval Form that your committee signs after the defense. *Provide that person with your final document title and your name as it appears in university records (go to MyLSU>Student Services>College Record).*
- **Preliminary Document Review.** Never copy someone else's formatting. Instead, if you would like to have an editor look at your document prior to, or right after, your defense, email a *correctly formatted* copy of the following pages—**not the entire document**—to Kimber Peters at [kimberpeters@lsu.edu](mailto:kimberpeters@lsu.edu) or Linda Levy at [llevy@lsu.edu](mailto:llevy@lsu.edu) with the subject line "Preliminary Document Review":
  - front matter (title page through abstract)
  - page 1 of your narrative text
  - pages showing samples of your subheading style
  - pages showing a sample of your citation (note) style
  - page 1 of your List of References or Bibliography
  - pages showing examples of a table and a figure with title and caption.The editor 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 herein.
- 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](#).
- Make your document accessible to visually impaired readers to the best of your ability. Refer to the [LSU Digital Resources & Content Accessibility webpage](#) and [LaTeX's Guide to Produce Accessible PDF Files](#)

## After Your Defense

Before uploading your complete, formatted document to the LSU Scholarly Repository (formerly Digital Commons) site for final editorial review, check that the following papers are already at the Graduate School. Without them, the editor cannot approve your document:

- a copy of the committee-signed Thesis/Dissertation Approval Form, which your department prepares and emails to [gradsvcs@lsu.edu](mailto:gradsvcs@lsu.edu).
- For doctoral candidates only:
  - a copy of the completion certificate showing that you took the *Survey of Earned Doctorates*
  - a copy of the Declaration of Co-Authorship form

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

## Document Templates

If you prefer to prepare your document with the help of thesis and dissertation templates formatted in the required LSU style that is outlined in this handbook, the Graduate School website contains a link to a LaTeX template as well as templates for students in humanities, science, and fine arts studio programs. A short guide sheet accompanies each template.

If a template does not accommodate a specific format needed in your document, you are likely to find the solution either in the template's guide sheet or within these pages. The templates allow you the flexibility to make changes within the limitations of these guidelines.

## Uploading and Review

**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 to the LSU Scholarly Repository (formerly Digital Commons), 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 the [LSU Scholarly Repository](#) (formerly Digital Commons).
- **Carefully read instructions for filling in each line of the LSU Scholarly Repository Submission Metadata form** (the large form that includes the uploading of your document), with careful attention to the following:
  - Use the following file-naming protocol:
    - Theses:* Your last name\_thesis.pdf
    - Dissertations:* Your last name\_diss.pdf
  - Enter your name *as shown in university records*.
  - Editors cannot spend time attempting to find you after reviewing your document. Please provide the correct email address and remain available until your document receives final approval.

- 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, keep a note of the final embargo date in your personal records 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.
- If you select the “**Open Access**” option, your document will be made available in the ProQuest Thesis & Dissertation Database. The ProQuest database reaches 3,000 universities with over 200 million searches annually, and supports discovery through all major subject and discipline indexes (SciFinder, MLA, MatchSciNet, PsychINFO, ERIC, etc.) ProQuest provides these services at no charge and is a nonexclusive distribution of your open-access thesis or dissertation. You will be eligible for a royalty based on sales of the full text of your work in all formulas. Please contact [disspub@proquest.com](mailto:disspub@proquest.com) with any questions or to set up your account to collect royalties.

**Do not upload your document until . . .**

- 1) your committee members have approved all post-defense corrections,
- 2) you have formatted the document according to these guidelines,
- 3) you have subjected your document to iThenticate and reported the results to your committee chair
- 4) to the best of your ability, you have made the document accessible to the visually impaired
- 5) ascertained that the papers listed at the top of p. 4 are at the Graduate School.

After uploading, you will receive an email and on-screen note confirming your submission. Check your document’s status by logging in to your LSU Scholarly Repository (formerly Digital Commons) account.

The editor quickly recognizes a poorly formatted document. She will return such a document with the request that you remove it from the LSU Scholarly Repository (formerly Digital Commons) and apply the rules in these guidelines before uploading again.

The editor reviews documents in order of submission and notifies you by email if your document requires formatting corrections. *Check your email daily and respond immediately, as the editor must also meet a strict deadline.* The editor usually requests that you make revisions within 24 hours. After making requested changes, log in to your LSU Scholarly Repository (formerly Digital Commons) account and upload your revised document according to the instructions in the Revision Submission Aid (on the website). You may receive further requests for change or an email notifying you that your document is approved.

**NOTE:** *Following approval of your document, the Graduate School permits no further changes, so be meticulous in your attention to editorial comments.*

**Degree Only**

- If you are unable to meet the document-uploading deadline—perhaps because you need more time to incorporate your committee recommendations for further

research and writing--you may apply for Degree Only status in the following semester. That is, you may register for at least one hour of research (for theses) or three hours (for a dissertation).

- 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. See the Graduate Calendar. Submit your document *at least* a week prior to the last day to add classes in order to provide the editor adequate time to examine the document, request corrections, and grant approval by her deadline. Once the editor approves your document, the Graduate School will register you.

# Overall Formatting

*Problems with your software do not exempt you from meeting format requirements. Do not expect the editor to solve your software problems.*

## Margins

- Margins must be one-inch wide on all four sides of every page.
- Margins must be the same on every page with no exceptions for wide tables and figures in landscape format.
- 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 one-inch margin, i.e., one-half inch from the bottom of the page.
- Format all page numbers in the same font and 12-point size as your text. Do not use boldface, italic, or ornamentation.
- 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 and ending on the final page of the abstract.
- Page 1 (*Arabic number*) begins on the first page after the Abstract. Arabic page numbers continue sequentially to the end of the document.
- On a page containing a landscaped figure or table, the title, caption, and page number should also be part of the landscape format and face the same direction as the image.

## Font, Boldface, Italics, Underline

- Use the same font throughout. Widely known fonts such as Arial and Times New Roman are easier to read.
- Use boldfacing only in the 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 use underlining for emphasis. Italics or boldface are preferable.
- 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 within figures that are cut and pasted directly from other sources.
- footnotes and notes to tables and figures, which may be 10 points but no smaller.

## Capitalization and Punctuation

- The document title must be in all-capital letters *only* on the title page.
- Main headings must be in either all capitals or headline-style (mixed-case) capitalization throughout. *Never* use lowercase style for main headings.
- Table titles and figure titles may be in either lowercase or headline style.
- Subheadings must be consistently lowercase or headline style *on each level*.
- When main headings, subheadings, figure captions, and table titles are numbered, use **periods** after the numbers. Never use 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 ribbon. 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
- tables
- 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 individually 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 and Images

*Under no circumstance should you simply cut and paste a previously published article as a chapter or appendix in your document.* Items that are acceptably pasted into your document include snapshots of publishers' agreements and permissions and of figures taken from other sources. In all cases, pasted-in material must fit within the margins and be legible.

## Problems at the Beginning and Ending of Pages

- Begin every page at the top margin with the exception of the copyright, epigraph, and dedication pages, on which 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 programs 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 at the top or bottom of a page, apart from the figure or table.
- 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. Never repeat the title of the table or figure title.
- 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 complete on the first page

## Order of the Main Sections

### FRONT MATTER

Title Page	<b>REQUIRED</b> ; unnumbered page i
Copyright page	Optional; no main heading; p. ii (lowercase roman numeral); see p.17 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,
Abstract	<b>REQUIRED</b> ; 350-word limit

### BODY OF TEXT

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

### BACK MATTER

Appendices	Optional with the following exceptions: <ul style="list-style-type: none"><li>• IRB approval form</li><li>• Permissions or proof of publication 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 an overarching research area. To that end, the Graduate School requires the following:

- The document title should clearly identify the general issue as recognized in your field. If your document addresses more than one topic or aspect of a topic, the title should clearly emphasize the connection between the topics, or the relationship of each aspect 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 Changing Positions of Shorelines” or “The Effectiveness of Three Demographic Modeling Techniques on Crime Data from New Orleans, 2012–2022.”
- 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 15.
- 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. You may *not*, however, place references at the end of a chapter or include an individual abstract or set of acknowledgments in a 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.15.
- 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 citation in text, your complete list of references will not be alphabetized but, instead, numbered in the order in which references appear in the text.
- **Format each of the following elements identically throughout the document:**
  - Main headings, which *must always begin on a new page*
  - Subheadings *on each level*
  - Table and figure numbers and titles/captions

- Style of citation, whether footnotes, author-date style in parentheses, number style
- Style of entries in reference lists or bibliographies. Complete bibliographical data must be provided.

## 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 Workday Unofficial Transcript. 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.
- On the final line, provide the month and year of **graduation**, e.g., May 2022.

#### 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.
- The copyright notice (if you choose to have one), dedication, and epigraph may each be placed in the center of the page or at the top margin.
- 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. Below that, also against the right margin, is the title of the work (italicized if a book). Epigraphs need no other source data.

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

- **Single-space** every line in the contents, with this exception: **double-space** *above* each main heading in the list.
- Indent all runover lines.
- Do not include "Table of Contents," "Dedication," "Copyright," or "Epigraph" in the table of contents.
- 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 omit all subheadings from the table of contents or include *only* a-level subheadings, indented and single-spaced.

- Main headings, subheadings, and page numbers listed in the table of contents must precisely match the wording and numbers of those elements as they appear in the text.
- Never let the words of a heading or subheading overrun the column of page numbers.
- Place the page number opposite the *final* line of a heading or subheading.

### **Lists of Tables and Figures, Nomenclature, Abbreviations, Special Terms**

(see sample pages herein)

- 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. Main headings generally include: Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, chapter numbers and titles, appendix letters and titles, (List of) References, Bibliography, Vita.
- Main headings must be 14 points in size
- Main headings must all be either centered or against the left margin.
- Format all main headings identically.
- Use either all-capital letters or the *headline* style of capitalization in main headings. In headline style, you 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, and c- and even d-level subheadings.

Do not skip subheading levels, say, from a-level to c-level. The first subheading in a chapter must be a-level. Avoid using more than three levels of subheadings if possible. Too many subheadings make the text look disjointed. Each level should comprise at least two 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, should all be identical in format, since visual cues are not necessary; that is, the numbers themselves distinguish one subheading level from another. Therefore, 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 level of subheading identically throughout the document, even though you must format each level differently from the other levels.
- The first subheading in each chapter—*always* an a-level subheading—should be visually subordinate to the main heading (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 indent the b-level headings, since indented headings are visually weaker and therefore appropriate for a lower level. Similarly, centered subheadings are visually stronger than headings against the left margin. The use of italics also signals subordination to a higher 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 *The Chicago Manual of Style* or 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. **For science students.**
  - [\*Publication Manual of the American Psychological Association\*](#), 6<sup>th</sup> ed. Washington, DC: American Psychological Association, 2009. **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 (line) 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 a short document or begin with number 1 in each chapter. The latter can be easier, because it confines changes in note numbers only to a chapter.
- Indent each footnote and place it in a 10- or 12-point size.
- Endnotes must 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 or it may be formatted exactly like the final a-level subheading. Do not begin them on a new page.
- 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 all notes, and double-space between each one.

## 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.
- Run numbers and titles on the same line, e.g, Figure 1.1. Map of the Study Area, with no boldfacing or italics.
- The source is run in at the end of a figure caption, but it appears below a table. In both cases it is preceded by the italicized word *Source*:
- End the table and figure numbers with a period when they precede the table title or figure caption. Do not use the final period when they are mentioned in narrative text (e.g., “In Figure 1.1 the data is . . . )
- Single-space figure captions, table titles, sources, and notes.
- Separate tables and figures from the narrative text with a double space.
- Number tables and figures in one of two ways:
  - 1) consecutively through the text *up to* the appendixes, where the numbering changes. If you have only one appendix, the tables and figures within it are numbered, e.g., A.1, A.2. If you have multiple appendixes, the numbering would begin anew in each appendix, e.g., A.1., B.1, C .1.
  - 2) by chapter number, e.g., Table 3.1 would be the first table in Chapter 3. 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.
- Landscape tables and figures too wide to fit portrait orientation. *The accompanying title, caption, and page number must also be in landscape orientation.* If there is no room, e.g., for the 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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## BACK MATTER

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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

[Sample table of contents  
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

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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]

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

---

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

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- 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]

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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:

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DEDICATION	Optional; this page has no mainheading
ACKNOWLEDGMENTS	Optional
TABLE OF CONTENTS	<b>Required</b>
LIST OF IMAGES	<b>Required</b> <i>only</i> when artwork is woven into introductory essay. Do not repeat your name preceding title of each of your works. Include <i>names of other artists</i> and their works in the list if you have included their works for comparison or discussion in the essay.
ABSTRACT	<b>Required</b>
EXHIBITION TITLE: ESSAY	<b>Required;</b> Page 1
WORKS IN THE EXHIBITION	<b>Required</b> list and required title. Use <i>only</i> when you group your works in a “gallery” following the essay. Delete the LIST OF IMAGES (see above), which you use only when you’ve woven all the works into the essay.
APPENDIX	Optional.
NOTES	Optional
BIBLIOGRAPHY	Optional
VITA	<b>Required</b>

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

Image captions contain the following info: *Title* (italicized), date, medium. 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 a double space 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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## 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.

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