LAYOUT AND GUIDELINES
FOR WRITING A
THESIS/DISSERTATION

This section discusses requirements for the general layout of your manuscript, the order of front and back matter, and page numbering. See the Sample Pages located at the end for additional information. Guidelines are similar for both theses and dissertations; instructions specific to theses or dissertations will be marked accordingly. The Graduate School will only review the document twice. Until the necessary corrections are made, the document will not be cleared for graduation.

General Layout

The Graduate School recommends that you use your word processor’s global page settings or create a template adhering to the following guidelines:

Margins: 1 inch on top, bottom and right sides and 1 ½ inches on the left, except on the title page, first page of each chapter, and other pages indicated below which should have a 2 inch margin at the top.

Line spacing: Double-spaced; long quotations and footnotes may be single-spaced. Spacing on preliminary pages should follow the examples in the Sample Pages below.

Fonts: Text font (Times New Roman and Times Roman) and text size should be chosen for ease in reading. Font sizes 11 through 12 are recommended. Use consistent font styles for section headings. Arial font is not recommended.

Footnotes or Endnotes: Follow the accepted practice of your discipline or the chosen style manual. The format selected should be consistent throughout the manuscript.

Spell check: Change the word processor spelling setting to include words in ALL CAPS.

Pagination:

Preliminary pages: Small Roman numerals (ii, iii, iv, etc.) are placed at the bottom center of the page, starting with the Approval Page as ii. The Title Page is counted, but is not numbered.

Manuscript proper: Arabic numbers (1, 2, 3, etc.) are placed at the bottom center of the page on all remaining pages, beginning with the number 1.
Order of Preliminary Pages

The preliminary pages consist of the following pages in this order:
- Title page (Required)
- Approval page (Required)
- Copyright page (Optional)
- Abstract (Required)
- Dedication (Optional)
- Acknowledgements (Optional)
- Preface (Optional)
- Table of Contents (Required)
- List of Illustrations (As needed)
- List of Tables (As needed)
- List of Symbols (As needed)

Title Page (Required)

The title of the thesis or dissertation begins two inches from the top of the page and should be a meaningful description of the substance of the document. It is recommended that word substitutes be used for formulas, symbols, superscripts, subscripts, Greek letters, and other similar material.

The Title of the thesis/dissertation IN ALL CAPS is centered and placed two inches from the top of the page. After typing the TITLE of your manuscript (single space) space 4 times On the 4th line type the word “Thesis/Dissertation” centered four lines below the heading.

(Single space) space 2 times On the 2nd line type the word “Submitted to” centered two lines below thesis/dissertation.

(Single space) space 3 times On the 3rd line type your College centered three lines below submitted to.

(Single space) space 2 times On the 2nd line type Southern University and A&M College centered two lines below college.

(Single space) space 4 times On the 4th line type the word “In Partial Fulfillment . . .” centered four lines below college.

(Single space) space 2 times On the 2nd line type the word “The Degree” centered two lines below In Partial Fulfillment . . .

(Single space) space 3 times On the 3rd line type the word “Master/Doctor of Philosophy . . .” centered three lines below the degree.

(Single space) space 4 times On the 4th line type the word “By” centered four lines below Master/Doctor of.

(Single space) space 2 times On the 2nd line type “Your Name” centered two lines below by.

(Single space) space 4 times On the 4th line type the word “Southern University and A&M College (In ALL caps)” centered four lines below your name.

(Single space) space 2 times On the 2nd line type the word “Baton Rouge, Louisiana” centered two lines below school name.
(Single space) space 2 times On the 2nd line type the word “Month and Year centered two lines below city and state.

The title page should also contain the following:

Title of the thesis/dissertation IN ALL CAPS
The word “Thesis” or “Dissertation”
Statement of submission
School or College
Degree being sought
Full legal name of degree candidate or name according to university records
Name of university granting the degree and/or the small University logo located at http://www.subr.edu
City and state in which the university is located
Month and year degree is to be conferred

Approval Page (Required)
The approval page for ProQuest submission will contain the names, and signatures of all committee members.

The Title of the thesis/dissertation IN ALL CAPS is centered and placed two inches from the top of the page. The name of the student is left-justified and (Single space) space 2 times, On the 2nd line type Last, First Middle. (Single space) space 2 times On the 2nd line type “APPROVED BY:” The chair of your department signs his/her name next to the colon in the word (Approved by). The first set of signatures is reserved for the Committee Chair. The line for the signature of the committee chair is left-justified and (Single space) space 3 times, On the 3rd line type/draw the line for the signature. Format the rest of the pages according to the Sample pages at the end of this document.

Copyright Page (Optional)
Your manuscript is automatically protected by copyright even if you do not include a copyright page. You may choose the additional protection of registering your copyright for a fee at www.copyright.gov/eco. For further copyright information, please see the U.S. Copyright Office Frequently Asked Questions at (http://www.copyright.gov/help/faq/). The Copyright information is centered and typed on line 19 from the top of the page. Format this page according to the Sample Pages at the end of this document.

Abstract (Required)
The abstract should briefly state the problem, describe the procedure or methods used, and summarize the conclusions reached in the thesis or dissertation. The length of the abstract for a thesis should not exceed 250 words and for a dissertation it should not exceed 350 words.

The heading ABSTRACT is centered and placed two inches from the top of the page followed by the title of the thesis/dissertation in ALL CAPS, centered four lines below the heading. The author’s name, name of institution and advisor’s name are left-justified.
Author's name, is (Single-space) space 2 times after title of manuscript On the 2\textsuperscript{nd} line type “Your Name” (last, first middle) followed by the name of the institution. (Single-spaced) space 1 time On the 1\textsuperscript{st} line type name of institution below the authors name. (Single-space) space 2 times On the 2\textsuperscript{nd} line type advisor's name below name of institution. The text of the abstract begins two lines below the advisor's name (double spaced).

Dedication (Optional)
The dedication is an optional page that gives the author the opportunity to dedicate the manuscript to an individual or group. The Sample Pages below show one option for formatting. The heading DEDICATION is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Acknowledgements (Optional)
The acknowledgements (or acknowledgments) page is an optional page that gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation. The heading ACKNOWLEDGEMENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Preface (Optional)
A preface is included in instances where the genesis of the research is important for the understanding of it, or when the method or procedure of investigation is so unusual as to require prefatory explanation. The heading PREFACE is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Table of Contents (Required)
The table of contents includes chapter headings, subdivisions of chapters, and all other parts of the thesis or dissertation listed exactly as they appear in the text along with the starting page number. The heading TABLE OF CONTENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

List of Illustrations or Figures (As needed)
The illustrations page includes illustration or figure titles and page numbers. The heading LIST OF ILLUSTRATIONS or LIST OF FIGURES are centered and placed two inches from the top of the page. The list begins four lines below the heading.

List of Tables (As needed)
The tables page includes table titles and page numbers. The heading LIST OF TABLES is centered and placed two inches from the top of the page. The list begins four lines below the heading.
List of Symbols, Abbreviations or Special Nomenclature (As needed)
The list of symbols, abbreviations or special nomenclature is provided to acquaint the reader with symbols, abbreviations or special nomenclature that are essential to the work. When used, these lists can take any form acceptable to the discipline.
The heading LIST OF SYMBOLS or LIST OF ABBREVIATIONS is centered and placed two inches from the top of the page. The list begins four lines below the heading.

The Text (Required)
The nature of the thesis or dissertation determines the organization of the body or main text into chapters, groups of chapters, or other pertinent schemes of exposition. These divisions are dictated by the nature of the discipline. Punctuation, spelling, and general form should be consistent throughout the text.

Quotation of Copyrighted Material (Required)
The author of a thesis or dissertation is fully responsible for the use of any copyrighted material in the manuscript. Generally, permission to use copyrighted material should be sought when a direct quotation of more than 150 words or an illustration is used. Permission is sought from the author or publisher holding the copyright. Generally, permission is granted on condition that proper acknowledgement is made. In some cases, copyright holders require payment. Necessary clearance for copyrighted material must be obtained before final submission of the thesis or dissertation.
For more information:
UMI Copyright Guide
Copyright Law and Graduate Research

Bibliography (As needed)
The bibliography or reference list of sources used is required if applicable. Pages should be formatted according to the style manual or discipline-specific guidelines used.
The heading BIBLIOGRAPHY is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Appendices (As needed)
The appendix or appendices include reference materials such as tables, figures, charts, illustrations, abbreviations, and other addenda not placed in the text.
When there are multiple appendices, the heading APPENDIX is followed by a capital letter or Arabic number. The heading is centered and placed two inches from the top of the page. The text begins four lines below the heading.
Sample Pages

These sample pages are designed to assist you in preparing your thesis or dissertation by giving you a visual representation of a variety of common pages along with guidelines for margins and appropriate information to include on the page. Some departments may have *slightly* different requirements and you should follow those as directed.

The closer to the end of your paper follows these guidelines, the fewer corrections you will have during format checking.
THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE 21ST CENTURY

Thesis
Submitted to
The College of Sciences of
Southern University and A&M College
In Partial Fulfillment of the Requirements for
The Degree of
Master of Science in Sociology
By
John Robert Doe
Baton Rouge, Louisiana
December, 2013

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Follow capitalization and spacing patterns shown here
2 inches
All capital letters
Use correct school or program, etc.
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1 inch
THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE 21ST CENTURY

Dissertation
Submitted to
The Nelson Mandela School of Public Policy and Urban Affairs
Southern University and A&M College

In Partial Fulfillment of the Requirements for
The Degree of
Doctor of Philosophy in Public Policy and Urban Affairs

By
John Robert Doe, M.S.

SOUTHERN UNIVERSITY AND A&M COLLEGE
Baton Rouge, Louisiana
December, 2013
THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE 21ST CENTURY

Name: Last, First Middle

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Committee Chair
Professional Title

First Middle Initial Last Name, Ph.D
Committee Member
Professional Title

First Middle Initial Last Name, Ph.D
Committee Member
Professional Title

First Middle Initial Last Name, Ph.D
Interim Dean of Graduate School
Southern University and A&M College

Use lower case Roman numerals for preliminary pages
Sample Copyright Page

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Year
Degree is conferred

2013

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Copyright page can be unnumbered or numbered with lower case

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TEACHER QUALITY AS A FACTOR OF STUDENT ACHIEVEMENT:
HOW DOES THE TYPE OF TEACHER CERTIFICATION
CORRELATE WITH STUDENT MATHEMATICS ACHIEVEMENT?

Name: Doe, John Robert
Southern University and A&M College
Advisor: Dr. Kodak Williams

Now follow the abstract of the dissertation or thesis. It should be limited
to 250 words or less for a thesis and 350 words or less for a dissertation.
Mathematical formulas, diagrams, and other illustrative materials are not
recommended for use in the abstract. The abstract should be carefully prepared
since it will be published in the John B. Cade Library – ETD ProQuest Database
without editing or revision. The copy should be doubled-spaced. If the abstract
text continues onto a second page, maintain these margins except use a 1 inch
top margin.
Sample Dedication Page

Dedicated to my parents

Use lower case Roman numerals for preliminary pages
My special thanks are in order to Dr. James Dorsey, my advisor, for providing the time and equipment necessary for the work contained herein, and for directing this thesis and bringing it to its conclusion with patience and expertise.

I would also like to express my appreciation to everyone who has helped me with this work. This includes Sylvester Wright, who offered guidance with the rate measurements; Lucille Brown, who gave advice concerning the photography of the sample; Larry Bivens, for providing equipment and developing prints; Della Follins, for patiently preparing and correcting the text.
The preface is an optional page. Generally, a preface is included in instances where the genesis of the research is important for understanding of it, or when the method or procedure of investigation is so unusual as to require prefatory explanation.
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Arabic numerals

All capital letters

Centered

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1.5 inches

Double spaced

Leader dots

1 inch

Use lower case Roman numerals for preliminary pages

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## LIST OF TABLES

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### LIST OF ABBREVIATIONS AND NOTATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>AA</td>
<td>Atomic Absorption</td>
</tr>
<tr>
<td>AFM</td>
<td>Atomic Force Microscopy</td>
</tr>
<tr>
<td>Al$_2$O$_3$</td>
<td>Aluminum Oxide</td>
</tr>
<tr>
<td>ANOVA</td>
<td>Analyses of Variance</td>
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<tr>
<td>Fe</td>
<td>Iron</td>
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<td>Ni</td>
<td>Nickel</td>
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<td>a,b,c</td>
<td>Experimentally Derived Constants</td>
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<tr>
<td>I</td>
<td>Impurity Content</td>
</tr>
<tr>
<td>I$_{lim}$</td>
<td>Limiting Value for Impurity Content</td>
</tr>
<tr>
<td>ZP</td>
<td>Zeta Potential</td>
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</tbody>
</table>

- Use lower case Roman numerals for preliminary pages.
CHAPTER 1

INTRODUCTION

Research Areas:

The recent decision of the United States Supreme Court invalidating segregation in the public schools poses a number of new problems in the area usually called race relations. Perhaps the most fruitful discussion of some of these problems can best result from a consideration of what the legal mandate against segregation means when it is related to the announced objectives of certain elements of Negro leadership—complete integration in American society. The can best be approached by presenting an analysis of certain meaningful information which all of us have a chance to share in common.

Race Relations As A Concept – What it Means

The term race relations have long been used to describe the activities resulting from the social adjustments growing out of the contacts taking place between different racial groups. It is no longer broad enough to provide an adequate background, for or give complete coverage to our discussion. However, the fact that it is too narrow to provide all of the materials we need does not keep it from providing a basis for our initial discussion—a point of departure.
CHAPTER 1

INTRODUCTION

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most simply, a race is a group of people the members of which have common hereditary characteristics. These characteristics make it possible for the observer to distinguish between them and members of other groups. There are many different classification of race. Some of the most important of these or at least the most widely used of these are: Caucasoid, Mongoloid, Negro; Black, White, Yellow and Red.

These classifications are not so definite and authentic that they make it a fool-proof task separating race groups. In fact, no matter what classifications you use, the differences between members of any racial group will be greater than the recognized differences between any two racial groups. Some of the things used to classify racial groups are skin color, texture of hair, shape of head, relationship of extremities, hairiness of body, and others too numerous to mention.