



Guidelines for the Preparation of Electronic Theses and Dissertations (ETD)

University of Louisiana Monroe
Graduate School

Updated June 2025

TABLE OF CONTENTS

Chapter	Page
1. Introduction	4
2. General Information	6
<i>Submission Procedure</i>	6
<i>Binding Fees</i>	6
<i>Copyright Procedure</i>	6
<i>Use of Copyrighted Materials in your ETD</i>	7
<i>Use of Previously Published Materials</i>	7
3. Formatting	9
<i>Style</i>	9
<i>Typeface</i>	9
<i>Photography and Illustrations</i>	10
<i>Margins</i>	10
<i>Printing, Spacing, and Indentation</i>	10
<i>Pagination</i>	10
<i>Footnotes, Endnotes, and In-text Citations</i>	11
<i>References</i>	13
<i>Bibliography</i>	13
<i>Appendices</i>	13

<i>Oversized Materials</i>	14
4. Content	15
<i>Title Page</i>	15
<i>Abstract or Preface</i>	15
<i>Table of Contents</i>	16
<i>List of Tables</i>	16
<i>List of Figures or List of Illustrations</i>	17
<i>List of Abbreviations</i>	17
<i>List of Symbols</i>	17
<i>Vita</i>	17
5. Processing Procedures	18
<i>Binding Personal Copies</i>	18
<i>Distribution of ETDs</i>	18
6. Appendices	19
A: ETD Submission Flow Chart	19
B: Style Guides	20
C: Format Review Checklist	21
D: ETD Checklist	22
E: Permission Letter Instructions and Sample	28
F: Sample Pages	31

4. Content	15
<i>Title Page</i>	15
<i>Abstract or Preface</i>	15
<i>Table of Contents</i>	16
<i>List of Tables</i>	16
<i>List of Figures or List of Illustrations</i>	17
<i>List of Abbreviations</i>	17
<i>List of Symbols</i>	17
<i>Vita</i>	17
5. Processing Procedures	18
<i>Binding Personal Copies</i>	18
<i>Distribution of ETDs</i>	18
6. Appendices	19
A: ETD Submission Flow Chart	19
B: Style Guides	20
C: Format Review Checklist	21
D: ETD Checklist	22
E: Permission Letter Instructions and Sample	28
F: Sample Pages	31

INTRODUCTION

Active participation in original research is a significant component of your graduate education at the University of Louisiana Monroe (ULM). The preparation of a field study, thesis, or dissertation will require you to do more than observe research—you will also conduct research. In preparing your electronic thesis or dissertation (ETD), you will acquire the literary skills to articulate that research to other scholars. The preparation of an ETD is more meaningful than merely satisfying a degree requirement; you will prepare a work in which you can take great pride and which will advance your discipline. The preparation of an ETD is an important learning experience that will prepare you to actively participate in your profession.

Scholars in all fields of scientific and creative enterprise write articles and books, generate research proposals, or engage in artistic endeavors. Whether you are composing an effective novel or writing about an experiment in human genetics, you will rely on comprehensive and focused research. Once the research is completed, the next step is the preparation of an acceptable ETD or work of art that must conform to a set of rules and guidelines specific to your field of study. Conformity to these guidelines is necessary for the review and analysis that leads to publication or public display.

Enterprises which deal in the publication of documents produced from creative endeavor—be they art, music, or basic research—each have their own stylistic

requirements for ETD review and possible publication. Usually, ETDs which do not meet these stylistic guidelines are automatically rejected and returned to the author.

The rigidity regarding style is a necessary reality of life for an author. Peer reviewers who read and comment on the quality of journal article submissions should not have to endure misspelled words and misplaced clauses. A thesis or dissertation may be your first encounter with such strict compositional rules. It is the desire of the Graduate School and your Graduate Advisory Committee that you learn that consistency, accuracy, and compliance to these rules are requirements for any publishable ETD or other intellectual product that will be on public display.

As a graduate student, realize that your accepted ETD is a published document for which ULM is the publisher. To a great extent, the quality of this institution is measured by the scholarship of its students and faculty. Such scholarship includes the theses and dissertations written by our students and are supervised by our faculty. In preparing an ETD for submission to the Graduate School, keep in mind that neatness and correctness of form are second in importance to accuracy and soundness of research. This guide assists you and your Graduate Advisory Committee in ETD completion and contains important information regarding the writing and publication of your ETD. Although this is not an exhaustive manual, it can assist you in preparing a professional document.

For questions regarding style, consult the most recent edition of the style manual chosen by you and your Graduate Advisory Committee. A list of these manuals can be

found in Appendix B. It should be understood that these guidelines, with the academic unit-approved style manual, must be used as sources of information from which your ETD is prepared. **However, if and when conflicts occur, regulations in this guide take precedence over those in the style manuals.** Close attention to this manual will increase the probability that your ETD will be acceptable when you submit it to the Graduate School. Paying attention to the details now will save you time and money at a critical point in your academic career.

Graduate School staff is available to discuss any matters related to completing your ETD. You are welcome to call, email, or visit the Graduate School if you have questions concerning these guidelines or if they fail to address an issue specific to your project. **Please do not use another thesis or dissertation as a model for your work since that style may not meet current guideline requirements.** You may use the samples provided in these guidelines.

GENERAL INFORMATION

Submission Procedures

These are the procedures which you are to follow when submitting an electronic thesis or dissertation (ETD) to the Graduate School:

1. You must defend your field study, thesis, or dissertation prior to submitting your ETD to Graduate School.
2. Your official ETD must be submitted to the Graduate School's Thesis & Dissertation Compliance Specialist by the deadline published in the university calendar. An official ETD is the complete work formally reviewed and approved by your Graduate Advisory Committee.
3. Graduate School staff will review your candidacy status.
4. Your ETD will be reviewed for grammar and mechanics before being returned to you. Your major professor will then review your revisions and certify via email to the Thesis & Dissertation Compliance Specialist that the recommended corrections were made.
5. You will be requested to upload your ETD to ProQuest. You must create an account in ProQuest at this link: <https://www.etdadmin.com/main/home>.
6. All copyright and binding fees will be made at the time of submission. Should you wish to change any of your publication or printing preferences after submitting your ETD, you must contact ProQuest to do so.
7. Following the guidelines of the style manual which you have chosen and ULM's requirements, the ETD will be checked for margins, style, and format. Besides the official copy of your ETD, your comprehensive examination report must be on file in the Graduate School. Final corrections must be made and submitted in ProQuest before the deadline published in the university calendar.
8. After the final version of your ETD had been approved, you must submit the title page with the signatures of your committee members to the Graduate School. Both hard copies and electronic copies are acceptable. Ph.D. candidates must complete the Survey of Earned Doctorates (SED).

A visual of the ETD Submission process can be found in Appendix A.

Binding Fees

Graduate School does not require bound copies. The department will determine the requirements for bound copies. All fees associated with ETDs will be paid with a credit card when the pre-approval thesis or dissertation is submitted to ProQuest.

Copyright Procedures

You have the option to register your thesis or dissertation for copyright. If you are unsure about registering for copyright when you submit your ETD to the Graduate School, you may include a copyright page indicating your intent to register at a later date. Putting a copyright page in your ETD notifies the public to your claim for copyright. However, a copyright page itself does not protect your rights in cases of litigation or infringement. To secure these rights, you must legally register your copyright.

The following information should be centered on the bottom half of the copyright page:

© Year
Full Legal Name
ALL RIGHTS RESERVED

Using Copyrighted Materials in your ETD

If your field study, thesis, or dissertation includes previously copyrighted material (beyond limited excerpts), you must secure written permission letters from the owner of the copyright, pay any permission fees, and file copies of all permission letters with the Graduate School upon submission of your ETD. Instructions for the permission letter and a sample letter can be seen in Appendix D.

Your letter to the owner of the copyright should clarify that you are requesting permission to microfilm and publish your thesis or dissertation.

Discuss any issues relative to securing copyright owner's permission with your major professor during the formulation of your research question. In some circumstances, acquisition of permission can be difficult or impossible. This issue should be addressed early on so adjustments can be made in your strategy.

The Graduate School regards receiving your approved thesis or dissertation as tantamount to publishing it. It will be available for use through ProQuest, University Library, or interlibrary loan.

Use of Previously Published Materials

Some departments within the University allow you to include articles or other materials in your ETD that you have previously published, that have been accepted for publication, or that have been presented to the public. In all such instances the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text. Photocopying material with a different typeface and/or format is unacceptable. The text must appear in a single column on each page.
2. If the material is co-authored, your Graduate Advisory Committee must approve its inclusion in your thesis, or dissertation.
3. If the material is copyrighted (i.e. if you are the sole author, but the copyright is held by the publisher), you must fulfill the copyright conditions to receive permission to include the material in your work.

FORMATTING

As an author, you have full responsibility for ensuring that your ETD is correct in content and form. Before you submit your ETD to the Graduate School, you must make sure that all

As an author, you have full responsibility for ensuring that your ETD is correct in content and form. Before you submit your ETD to the Graduate School, you must make sure that all pages are present and in the following order:

One blank page

Title Page

Copyright*

Dedication*

Acknowledgements or Preface Foreword

Abstract**

Table of Contents^

List of Tables (with titles and page references)*

List of Figures (with titles or abbreviated captions and page references)*

List of Illustrations (with titles and page references)*

List of Abbreviations*

List of Symbols*

Appendices*

References or Bibliography

Vita

One blank page

Artwork, maps, or other material for pockets*

*May not be relevant in all cases and may be omitted.

**Students submitting a creative thesis for the Master of Arts in English must submit a preface instead of an abstract.

^You should list and identify in the Table of Contents any appendices which cannot be bound within the text, such as artwork, maps, disks, or other materials placed in pockets inside the cover.

Request the Graduate School staff review selected pages of your work before you submit the final version of your ETD. A representative sample might include a table, pages with footnotes, the title page, the first page of a chapter, a page from the bibliography, a page from an appendix, and a page with one or more subheadings (if any). Review of sample pages should aid in the preparation of the final product and does not imply pre-approval of the final document

Typeface

Typefaces comparable to those used in scholarly journals are acceptable, such as Courier, Times New Roman, Helvetica, and Arial. The same font size and face should be used throughout the ETD.

The font size for the body of your text is 12 points (equivalent to elite type), and superscripts and subscripts must not be over two points smaller than the font size used for the body of the text. Fonts two or more points larger than 12 are not acceptable for headings or emphasis. At the discretion of the author, bolding may be used sparingly and for emphasis. Use italics in place of underlining.

Photography and Illustration

Photographs and colored illustrations used in the ETD must be of professional quality. Care should be taken to align photographs between margins. Colored photographs and illustrations are acceptable. If you want to ensure that a bound copy containing the colored photographs and illustrations will be returned to you, please include your instructions when you submit your ETD through ProQuest.

Margins

All copies of the ETD must have uniform margins as indicated below:

Left: All left-hand margins throughout the ETD must be at least one- and one-half inches. This margin ensures sufficient room for binding the work.

Right: All right-hand margins must be at least one inch throughout.

Bottom: The bottom margin must be at least one inch throughout (except for page numbers).

Top: The top margin must be at least one inch throughout, with the exception of first pages in a chapter which must be 2 inches (except for page numbers).

The exceptions to the one-inch top margin are the Title Page, Abstract, Dedication, first page of the Acknowledgements or Preface (if applicable), first page of the Table of Contents, the first page of each chapter (including the Introduction), and all pages which begin over two inches from the top of the page.

Printing, Spacing, and Indentation

The text of the ETD must appear in a single column on each page. It must be double-spaced except for blocked quotations, notes, captions, legends, and long headings, which are to be single-spaced with a space between items. All headings should conform to specifications given by the style manual selected for typing your document. Spacing your text two lines apart is especially important if you use superscript and subscript characters. The spacing of your ETD must be uniform throughout.

Paragraphs should be indented five spaces, or the equivalent to the tab key, consistently throughout the ETD. Blocked quotations should be indented five spaces from the left and right margins and should be single-spaced. Indent the first line of a blocked paragraph another five spaces.

Pagination

Each page that is a part of the ETD must be counted. The number may not always appear on the sheet itself. Small Roman numerals (i, ii, iii, iv, etc.) are used to number the table of contents, list of figures, etc. These should appear at the acknowledgements or preface page, although the counting or numbering of the ETD begins with the title page. No page number should appear on the title page, copyright, dedication, or vita although all should be included in the counting of pages.

Arabic numerals (1, 2, 3, 4, etc.) are used to number the remainder of ETD. The count of Arabic numeral 1 begins with the introduction if your ETD includes this section or chapter one if it does not. All text, illustrations, appendices, notes, reference lists, or bibliography materials should be counted.

Pages of visual materials used in the ETD must be assigned a number but the number need not appear. Page numbers should not appear on the first page of the body of your text or on the first page of each new chapter. These pages should be counted when you paginate the ETD, but the page numbers should be omitted. Page numbers that use letters, hyphens, periods, or parentheses such as 1a, 1-2, -1-, 1., and (1) should not be used. Position all page numbers in the same place on each page throughout the entire ETD, including introductory pages, text, appendices, and bibliography. You may position page numbers in one of three ways:

1. In the upper right-hand corner of the page, one-half inch (three lines) from the top of the page and one inch from the right edge; or
2. Centered at the bottom of the page, one-half inch (three lines) from the bottom edge of the page; or
3. As close to the positions described above as your word processor allows (if your software automatically positions page numbers and you cannot adjust them).

If your ETD contains landscape-oriented pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers appear in the same place as they do on other sheets (on the short side). Ignore the landscape orientation of your text when positioning page numbers.

Widowed and orphaned lines are unacceptable in your ETD. A widowed line is a single line of text at the bottom of a page with the rest of a paragraph continuing on the next page. An orphaned line is a single line of text at the top of a page with the rest of the paragraph left behind on the previous page. This situation can be corrected in most word processing programs by activating the widow/orphan setting that controls page breaks before you print out the final copy of your ETD.

Footnotes, Endnotes, and In-Text Citations

Depending on the style manual or journal standard you adopt for your ETD, you may use footnotes (at bottom of the text page), endnotes (at end of each chapter or at the end of text), or in-text parenthetical references (corresponding to a reference list at the back of your ETD).

If your style manual or journal standard requires footnotes for citing published or unpublished materials, place the footnote at the bottom of the page. Footnotes should be separated from the text by a solid line one or two inches long, beginning at the left-hand margin on the first line below the text. If the footnote is more than one line long, it should be single-spaced, with the first line indented the same number of spaces as the paragraph indentation used in the text (five spaces). A double-space should separate each footnote when more than one footnote appears on a page. Footnote format must be consistent throughout the ETD. Dividing a footnote may be necessary if it is long and cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the

footnotes for that page (if there are any). Do not indicate the continuation of a footnote by a statement such as “continued on the next page.”

Some disciplines have accepted the practice of placing footnotes at the end of each chapter, referred to as endnotes. Using endnotes is acceptable to the Graduate School; however, true footnotes placed at the bottom of the page are preferred because they allow a reader to follow the text continuously without having to move back and forth from the text to notes in a bound work.

You must number all footnotes or endnotes consecutively using Arabic numerals. You may number notes continuously, repeating no numbers, through the entire ETD. Alternatively, you may repeat note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note.

In-text referencing is accomplished by placing the referenced author’s name (or names), followed by a comma and the year of publication, in parentheses directly following the location where the reference is being discussed, used, or compared. The full reference is to be placed in the reference section in alphabetical order by author’s name. This referencing technique, used extensively in psychology and education, is simple to use and allows the reader ready access to the full citation at the end of the document. End-of-chapter references should not be used when following the in-text reference procedure.

References

All ETDs will contain references and you must list all of them in the references section of the ETD. You must follow the chosen style manual or journal standard for this purpose. Suggested headings for this section include: List of References, Literature Cited, Works Cited, or References Cited. Entries must be listed alphabetically by author, editor, agency, or institution. Hanging indentation is required, and a single space should be used within entries followed by a double space between. References must be listed in the same font type and size as the body text.

Bibliography

A listing of all materials consulted to prepare your ETD is a bibliography. A bibliography is optional but can be included in any ETD. If used, the references must be arranged in alphabetical order by the author’s last name. Depending on the style manual chosen for your ETD, bibliographic entries may differ from discipline to discipline. You must consult your chosen style manual for proper form.

Using abbreviations in the bibliography and footnotes is acceptable if the form is consistent throughout. Your use of abbreviations must conform with your chosen style manual. When listing works in a bibliography, you must provide complete titles for articles, books, and other sources. Suggested headings for this section include: Bibliography, Selected Bibliography, References, or Sources Consulted. Your major professor can advise you regarding terminology.

Appendices

Appendices comprise supplementary, informational, or illustrative material too lengthy to include in the text. Appendices must be labeled on the top margin, either at left-hand side or centered, and should be listed sequentially using capital letters, Roman, or Arabic numerals. Consult your chosen style manual for appendices.

Appendices always appear near the end of the ETD and are placed before the bibliography and reference sections. When there is more than one appendix, you must assign each appendix a number or a letter heading (for example: Appendix A, Appendix 1, or Appendix I) and a descriptive title. The heading and title for each appendix should be centered on the page and typed in all caps. All headings and titles must appear in the table of contents. Subsequent pages of multi-paged appendices are titled: Appendix A (continued). Number all tables and figures consecutively from the text, or separately as A-1, A-2, etc. The appendices must conform to the same margin regulations as the rest of the ETD. All appendix pages should be numbered with Arabic numerals using the same guidelines described in the pagination section.

Computer printouts used in the appendices must meet margin requirements. Computer printouts used in an appendix do not have to be in the same typeface as the body of the ETD, although they must be clean, clear, and legible. The print quality of the printout must meet the standards of the Graduate School to be included in the ETD.

Oversized Materials

Oversized tables, figures, or other illustrative material should be electronically reduced or scaled to fit on one page or continued to the next page with the notation: Table 1 (continued). Oversized maps, musical scores, graphs, etc. should be folded right to left only. The fold must meet the standard page size and margin guidelines. Do not fold the page(s) beyond the one- and one-half inch left-hand margin required for binding your ETD. Ideally, the piece should be at least one-half inch smaller than text pages to avoid being cut in the binding process.

CONTENT

Title Page

The title page of the ETD should contain the following information:

1. The title of the thesis or dissertation, centered two inches below the top of the page, typed in all caps and inverted pyramid form;
2. Your full name, centered one inch below the title;
3. The following statement, within the full margins, one inch below your name and in inverted pyramid form as exhibited below:

A dissertation [or thesis] submitted to the graduate faculty of the College of [insert name of college] at the University of Louisiana Monroe in partial fulfillment of the requirements for the degree of [insert degree] in [insert area].

4. On the lower half of the page, centered, the month and year in which your degree will be conferred, separated by a comma;
5. On the right-hand side of the page, the words "Approved by:" followed by signature lines for your major professor and all other members of your Graduate Advisory Committee. Committee member's names must be typed above the line on the ETD submitted through ProQuest. A paper or electronic copy must be signed by the committee in black ink to be submitted to Graduate School.

Abstract or Preface

All ETDs must include an abstract except for the creative thesis, which must include a preface. The abstract or preface should follow the acknowledgment but should not be listed in the table of contents. A sample abstract and sample preface can be seen in Appendix E. The abstract or preface page should include the below information in inverted pyramid form. Include the terminal degree citation for your major professor and center this heading two inches below the top of the page:

ABSTRACT (OR PREFACE)

Your Name

The Title Should Be Centered Below Your
Name in Inverted Pyramid
(Major Professor: John Doe, Ph.D.)

Skip one line and begin the content of the abstract or preface. An abstract or preface should not exceed 150 words for a thesis; abstracts for doctoral dissertations may not exceed 350 words. All dissertation abstracts are published in Dissertation Abstracts International and should include the following information: a short statement of the problem or area of investigation, a brief discussion of methods and procedures used in gathering the data, a condensed summary of the findings, conclusions reached in the study, and a short statement regarding the significance of the work.

A preface is an author's comment regarding the thesis or dissertation and describes its purpose, sources, and extent. The preface for the creative thesis may address, in expository prose, a range of possible elements. It may consider, but is not limited to: matters of subject, theme, method, theory, or influence. If the preface is written for the creative thesis, please refer to the absolute preface length information provided above. Prefaces which exceed this length will not be accepted.

Make sure that the title given at the top of the abstract or preface has the same wording as the title on your title page. Avoid mathematical formulae, diagrams, or other illustrative materials in this section. Your abstract or preface should offer the briefest possible description of your thesis or dissertation and a concise summary of its conclusions.

Table of Contents

The table of contents must follow the abstract or preface. Acceptable headings include "Contents" or "Table of Contents." Whichever heading you select, type it in all caps and center it two inches below the top of the page. The table of contents should list all parts of your ETD except for all preliminary pages (title page, abstract or preface, acknowledgments, copyright page, and dedication page). Include the bibliography and all appendices in the table of contents. If chapters in your ETD contain subheadings of one or more levels, consult your style manual to determine the number of subheadings to include in the table of contents. The subheading(s) must be indented three to five spaces (consistently) to the right of the margin for chapter titles. Information in a table of contents must match exactly the capitalization and wording of titles for the parts, chapters, and subheadings used in the ETD.

Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the remainder on a second line, indenting the second line three

spaces with a single space between the lines. Double-space between entries. A sample table of contents can be viewed in Appendix E.

List of Tables

Assign each table in your ETD an Arabic numeral consistent with your chosen style guide. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part numeral with the first number designating the chapter in which it appears, a period, then a second number to indicate its consecutive placement in the chapter (Table 3.2, would be the second table in chapter three). The heading for the list of tables should appear one inch from the top of the page, centered and in all caps. Double-space between the heading and the first entry. The table number and title in your list of tables should match exactly the number and title appearing in the ETD.

The number of each table and its title should be on the left-hand side of the page with two spaces separating the table number and the title. Page numbers (in Arabic) should be listed on the right-hand side of the page with leaders filling the space between the table number and title and its corresponding page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest on a second line indenting the second line three spaces with a single space between the lines. Double-space between entries. Examples of tables and lists of tables can be found in Appendix E.

List of Figures or List of Illustrations

The heading for the list of figures should appear one inch below the top of the page, centered and in all caps: "List of Figures" or "List of Illustrations." The instructions given above for the list of tables also apply to the list of figures or illustrations. An abbreviated version of figure captions may be accepted. Examples of figures and lists of figures can be found in Appendix E.

List of Abbreviations

If you use abbreviations extensively in your ETD, provide a list of abbreviations and their corresponding definitions. The heading for the list of abbreviations should appear one inch below the top of the page, centered and in all caps: "List of Abbreviations." Arrange your abbreviations alphabetically at the left margin, single space within each entry and double space between entries. An example list of abbreviations is given in Appendix E.

List of Symbols

If you use symbols in your ETD, provide a list of symbols and their meanings. The heading for the list of symbols should appear one inch from the top of the page, centered and in all caps: "List of Symbols." Arrange your list of symbols at the left margin, single

space within each entry and double space between entries. If you use symbols in your ETD, you may choose combine them with your abbreviations and title the section “List of Abbreviations and Symbols.” An example list of symbols is given in Appendix E.

Vita

The Vita must be typed in paragraph format as a third-person narrative (not as a resume). The margins must be 1.5 inches on left; 1 inch on top, bottom and right side. The paragraphs must be indented 5 spaces consistently. The ETD author should give general information about themselves. The information could include where the author was born; what degrees they earned and where. It could also include what their other accomplishments are, what their plans for the future are, what organizations they belong to. The Vita must not have a visible page number although it is counted. **A blank page must follow the Vita.**

Processing Procedures

Binding Personal Copies

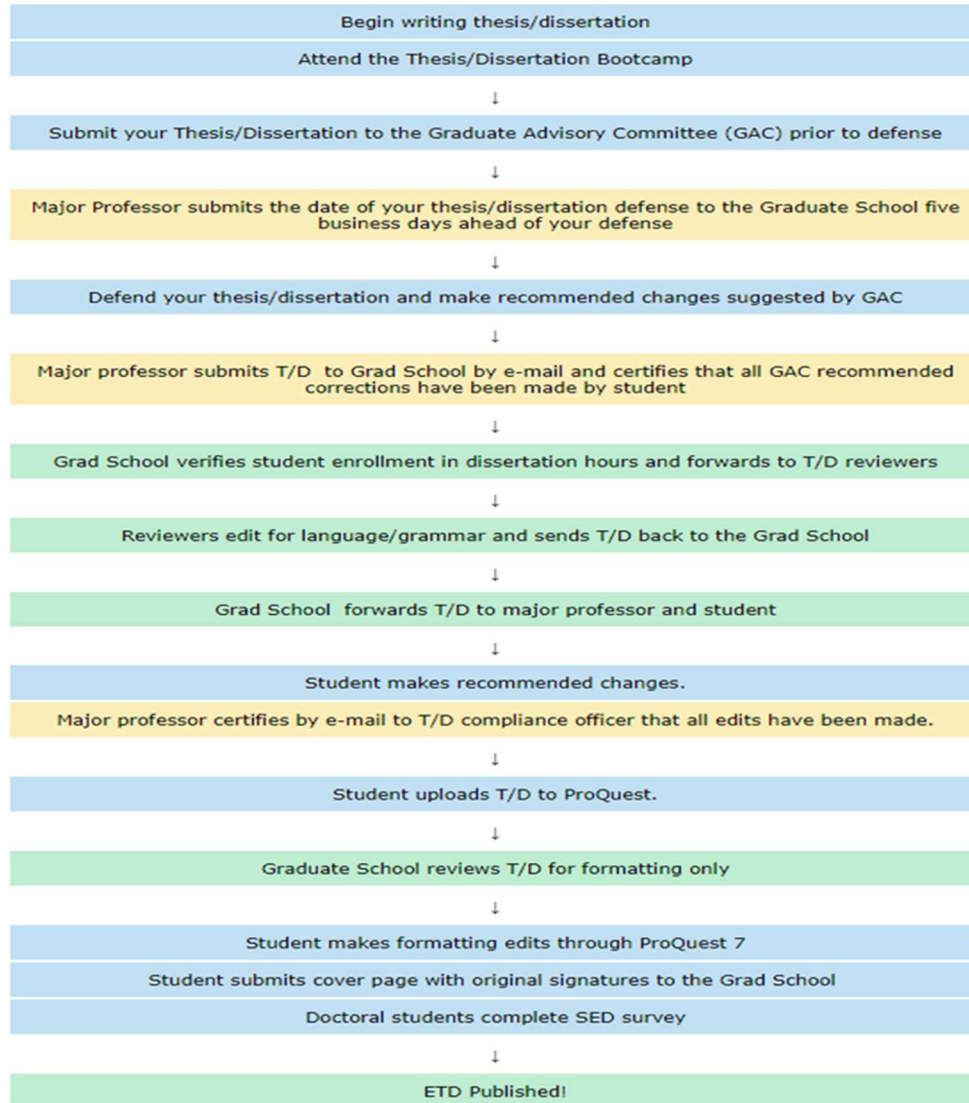
Graduate School does not require bound copies of ETDs. Check with your department and Graduate Advisory Committee on their requirements for bound copies. If you wish to have additional copies of your ETD, you must order and pay for the copies when you submit your ETD to ProQuest. Fee amounts are outlined on the website. The binding process will be handled by ProQuest. Please give them information where you can be contacted following graduation.

All fees pertaining to binding and copyrighting dissertations will be handled through ProQuest at the time of submission of electronic thesis or dissertation.

Distribution of ETDs

Distribution of ETDs will be handled through ProQuest and all arrangements must be made through the ProQuest link when you submit your ETD. Check the ProQuest website for current turnaround time regarding online publication and the printing of bound copies.

APPENDIX A: ETD SUBMISSION FLOW CHART



Color Key:

Students

BLUE

Major Professor

YELLOW

Graduate School

GREEN

APPENDIX B: STYLE GUIDES

Most style guides can be accessed for free online. The latest editions of the following style manuals are permitted:

American Chemical Society. *Handbook for Author's of Papers in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Modern Language Association of America (MLA). *MLA Handbook for Writers of Research Papers*.

Scientific Style and Format (CSE). *Manual for Authors, Editors, and Publishers*.

The Chicago Manual of Style. Chicago: The University of Chicago Press.

APPENDIX C: FORMAT REVIEW CHECKLIST

The following checklist will be used by the Thesis and Dissertation Compliance Specialist to determine whether your ETD meets ULM's requirements for publication.

This should be also be used as a preparatory tool while writing your ETD and by your Graduate Advisory Committee when reviewing your manuscript.



ETD CHECKLIST

GENERAL GUIDELINES

- ☐ Use Courier, Times New Roman, Helvetica or Arial in 12pt font size
- ☐ Font must be consistent throughout the document
- ☐ Subscripts and superscripts no less than 10 pt. font size
- ☐ Paragraph indents are equivalent to 5 spaces

ONE BLANK PAGE

- ☐ Insert one blank page

TITLE PAGE

- ☐ 2" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Title centered in ALL CAPS in inverted pyramid format (single spaced)
- ☐ 1" space
- ☐ Full name of student centered
- ☐ 1" space
- ☐ Statement formatted as follows:
A dissertation [or field study/thesis] submitted to the graduate faculty of the
College of [insert name of college] at the University of Louisiana
Monroe in partial fulfillment of the requirements for
the degree of [insert degree] [insert area]
- ☐ 1" space
- ☐ Date is expected graduation date, formatted as Month, Year
- ☐ Date is located below the midpoint of the page (5.5")
- ☐ "Approved by:" preceding signature lines
- ☐ Signature lines right justified & align with right margin
- ☐ Names of signatures typed above the line & use credentials after the name (not as a title of address)
- ☐ No page number

COPYRIGHT (IF APPLICABLE)

- ☐ Verify that copyright was requested through ProQuest
- ☐ Copyright centered at the bottom of the page:

© Year
Full Legal Name
ALL RIGHTS RESERVED
- ☐ 1" bottom margin
- ☐ No page number

DEDICATION (OPTIONAL)

- ☐ 2" top margin on first page, 1" margin on additional pages
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ No page number

ACKNOWLEDGMENT (OR PREFACE FOREWORD)

- ☐ 2" top margin, 1" margin on additional pages
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Page numbers in lowercase Roman numerals

ABSTRACT (PREFACE, IF ENGLISH MAJOR)

- ☐ 2" top margin, 1" margin on additional pages
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Title worded exactly how it is on the Title Page, formatted in title case and an inverted pyramid, single spaced
- ☐ Does not exceed word limit (150 thesis/350 dissertation)
- ☐ Page numbers in lowercase Roman numerals

TABLE OF CONTENTS

- ☐ 2" top margin, 1" margin on additional pages
- ☐ 'CONTENTS' or 'TABLE OF CONTENTS' in all caps, centered
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries
- ☐ Entries broken up $\frac{3}{4}$ of the way with remaining words on the next line beginning with another hanging indent.
- ☐ Used leader-lines (as opposed to dots & periods)
- ☐ Single space between text & leader-line
- ☐ Two spaces between leader-line & page number
- ☐ Indented sub-headings.
- ☐ Lists any appendices that cannot be bound within the text (artwork, maps, disks, or other materials to be placed in pockets inside the cover)
- ☐ Titles & page numbers correspond correctly
- ☐ At least first 2 levels of headings included
- ☐ Page numbers in lowercase Roman numerals

LIST OF TABLES (IF APPLICABLE)

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'LIST OF TABLES' in ALL CAPS, centered
- ☐ Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries
- ☐ Entries broken up $\frac{3}{4}$ of the way with remaining words on the next line beginning with another hanging indent.
- ☐ Used leader-lines (as opposed to dots & periods)
- ☐ Single space between text & leader-line
- ☐ Two spaces between leader-line & page number
- ☐ Titles & page numbers correspond correctly
- ☐ Page numbers in lowercase Roman numerals

LIST OF FIGURES (IF APPLICABLE)

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'LIST OF FIGURES' in ALL CAPS, centered
- ☐ Individual entries single-spaced using a hanging indent with a double space between entries
- ☐ Entries broken up $\frac{3}{4}$ of the way with remaining words on the next line beginning with another hanging indent.
- ☐ Used leader-lines (as opposed to dots & periods)
- ☐ Single space between text & leader-line
- ☐ Two spaces between leader-line & page number
- ☐ Titles or abbreviated captions & page numbers correspond correctly
- ☐ Page numbers in lowercase Roman numerals

LIST OF ILLUSTRATIONS (IF APPLICABLE)

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'LIST OF ILLUSTRATIONS' in ALL CAPS
- ☐ Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries
- ☐ Entries broken up $\frac{3}{4}$ of the way with remaining words on the next line beginning with another hanging indent.
- ☐ Used leader-lines (as opposed to dots & periods)
- ☐ Single space between text & leader-line
- ☐ Two spaces between leader-line & page number
- ☐ Titles & page numbers correspond correctly
- ☐ Page numbers in lowercase Roman numerals

LIST OF ABBREVIATIONS (IF APPLICABLE)

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'LIST OF ABBREVIATIONS' in ALL CAPS
- ☐ Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries
- ☐ List is in alphabetical order
- ☐ Page numbers in lowercase Roman numerals

LIST OF SYMBOLS (IF APPLICABLE)

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'LIST OF SYMBOLS' in ALL CAPS
- ☐ Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries
- ☐ List is in alphabetical order
- ☐ Page numbers in lowercase Roman numerals

TEXT OF ETD

- ☐ Page numbers change from Roman to Arabic
- ☐ No page numbers on the first page of each chapter
- ☐ Meets page number requirement (75 minimum)
- ☐ Pagination follows one of two options:
 - Upper right corner, ½" from the top & 1" from the right of the page
 - Bottom centered, ½" from the bottom of the page
- ☐ 2" top margin on the first page of each chapter, 1" margin on subsequent pages
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ No widows or orphans (single lines of text at the top or bottom of a page)
- ☐ Headings & subheadings formatted correctly according to the style guide used

- ☐ No headings at the bottom of a page without at least 2 lines of text following
- ☐ Long headings single-spaced
- ☐ Blocked quotations single-spaced, indented 5 spaces from left and right margins
- ☐ Notes/captions/legends single-spaced
- ☐ Tables/figures/illustrations formatted correctly according to the style guide used
- ☐ Footnotes or endnotes formatted correctly according to the style guide used

APPENDICES

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ All appendices assigned a number or letter heading (e.g. Appendix A, Appendix 2, Appendix III) AND a descriptive title
- ☐ First page of each appendix title formatted as: APPENDIX A: ETD CHECKLIST in ALL CAPS
- ☐ Subsequent pages title format: Appendix A (continued)
- ☐ Titles either centered or aligned with left margin
- ☐ Page numbers in Arabic numerals

REFERENCES

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'REFERENCES' in ALL CAPS, centered
- ☐ Individual entries single-spaced using a hanging indent with a double space between entries
- ☐ List is in alphabetical order
- ☐ All references listed
- ☐ References formatted correctly according to the style guide used
- ☐ Page numbers in Arabic numerals

VITA

- ☐ 1" top margin
- ☐ 1.5" left margin
- ☐ 1" right margin
- ☐ 1" bottom margin
- ☐ Heading 'VITA' in ALL CAPS, centered
- ☐ No page number
- ☐ Written as a third-person narrative
- ☐ No photographs, business cards CVs or business resumes
- ☐ Avoid personal identifying information eg. CWID, SSN, Driver's license, DOB etc.

ONE BLANK PAGE

- ☐ One blank page

OTHER MATERIALS FOR POCKETS (IF APPLICABLE)

APPENDIX D: PERMISSION LETTER INSTRUCTIONS AND SAMPLE

Instructions for Permission Letters

1. Include your return address, telephone number, and the date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State the name of your university and your ETD title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or ETD collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. Document all efforts to obtain permission. This is especially important if your efforts are unsuccessful.
6. The sample signature form at the bottom of the sample letter is appropriate for requesting permission.

Appendix D (Continued)

Sample Permission Form

[Your Name]
[Your Street Address]
[Your City, State, and Zip]

[Date]

[Addressee's Name]
[Addressee's Street Address]
[Addressee's City, State, and Zip]

Dear [Addressee]:

This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation at The University of Louisiana Monroe titled [*Title of Dissertation*]. I would like your permission to reprint excerpts from the following work(s) in my dissertation:

[Insert full citation to the original work].

The excerpts to be reprinted are: [insert detailed explanation or attach copy]. The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by The University of Louisiana Monroe and ProQuest. These rights will in no way restrict republication for the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it in the enclosed return envelope. Thank you much.

Sincerely,
[Your signature]
[Your printed name]

PERMISSION GRANTED FOR THE USE REQUEST ABOVE:

[Name of Individual, Company, or Publisher]

Appendix D (Continued)

By: -

Title:

Date:

-

THIS IS WHERE YOU PUT ETD TITLE
IN INVERTED PYRAMID
FOR TITLE PAGE

Full Legal Name

A thesis/dissertation submitted to the graduate faculty of the College of [college name] at
the University of Louisiana Monroe in partial fulfillment of the requirements for the
degree of [degree name] in [degree area]

Graduation month, year.

Approved by:

Axxxx Bxxxx, Ph.D.

Major Professor

Bxxxx Bxxxx, Ph.D.

Committee Member

Axxxx Bxxxx, Ph.D.

TABLE OF CONTENTS

Chapter	Page
1. List of Tables	ix
2. Introduction	1
3. Title	2
<i>Subtitle</i>	4
<i>Subtitle</i>	5
4. Research	6
<i>Subtitle</i>	7
<i>Subtitle</i>	8
If you have a long heading, it should be broken up three-fourths of the way across the page with remainder placed on as many lines as needed with a hanging indent and single spaced	9
5. Conclusion	10
6. APPENDIX A: Title of Example	11
7. APPENDIX B: Title of Example	12
8. References	13
9. Vita	14

LIST OF FIGURES

Figure	Page
1. Figure A: <i>Title of Figure</i>	1
2. Figure B: <i>Title of Figure</i>	2
3. Figure C: <i>Title of Figure</i>	3

LIST OF ABBREVIATIONS

CM	Committee Member
ETD	Electronic Theses and Dissertation
GAC	Graduate Advisory Committee
GS	Graduate School
MP	Major Professor
TDCS	Thesis and Dissertation Compliance Specialist
ULM	University of Louisiana Monroe

American Chemical Society. *Handbook for Author's of Papers in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Modern Language Association of America (MLA). *MLA Handbook for Writers of Research Papers*.

Scientific Style and Format (CSE). *Manual for Authors, Editors, and Publishers*.

The Chicago Manual of Style. Chicago: The University of Chicago Press.