

LAYOUT AND GUIDELINES FOR WRITING A THESIS/DISSERATION

SOUTHERN UNIVERSITY AT NEW ORLEANS
School of Graduate and Professional Studies

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 setting up your document using your word processor's global page settings or by creating a custom template based on the following requirements:

Margins:

- 1 inch on the top, bottom, and right sides.
- 1½ inches on the left side.
- A 2-inch top margin should be used on the title page, the first page of each chapter, and any other specified pages.

Line Spacing:

- Double-space the main text.
- Long quotations and footnotes may be single-spaced.
- Follow the spacing examples provided in the *Sample Pages* for preliminary sections.

Fonts:

- Use a clear, readable font such as Times New Roman or Times Roman, size 11 or 12.
- Maintain consistent font styles for section headings.
- Avoid using Arial.

Footnotes and Endnotes:

- Follow the citation and formatting conventions of your discipline or the selected style manual.
- Apply your chosen format consistently throughout the document.

Spell Check:

- Enable spelling checks for words in ALL CAPS in your word processor's settings.

Pagination:

- **Preliminary pages:** Use lowercase Roman numerals (ii, iii, iv, etc.), centered at the bottom of the page. Numbering begins with the *Approval Page* as page ii. The *Title Page* is counted but not numbered.
- **Main text:** Use Arabic numerals (1, 2, 3, etc.), centered at the bottom of each page, beginning with page 1.

TYPE THE TITLE OF YOUR THESIS/DOCTORAL PROJECT/DISSERTATION HERE IN ALL CAPS: IT SHOULD APPEAR AT THE TOP OF THE PAGE ON AS FEW LINES AS POSSIBLE

by

Your Name (exactly as it appears on your transcript)

A Choose an item(Thesis or Dissertation)

Submitted to the School of Graduate Studies
Southern University at New Orleans
in partial fulfillment of the requirements
for the degree

Degree (written out)

Month Year

Major Subject: Enter text.

TYPE THE TITLE OF YOUR THESIS/DISSERTATION HERE IN ALL CAPS AS ON THE
TITLE PAGE

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If you wish to dedicate your manuscript, type your dedication on this page. This page is optional. Delete if you are not including dedication. Do not insert a page number on this page.

ACKNOWLEDGEMENTS

This thesis is dedicated to everyone who helped along the way. Type your acknowledgements here. This page is counted as page iii but not numbered.

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(This is only an example. Format this page according to the style guidelines used in your discipline.)

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ABSTRACT

The abstract is a brief summary of the problem and the results of the research. The abstract of the thesis should be limited to 250 words or less for a thesis and 350 words or less for a dissertation

The following information is typically contained in the abstract:

1. a short statement concerning the area of investigation
2. a brief discussion of methods and procedures used in gathering the data
3. a condensed summary of the findings
4. conclusions reached in the study.

CHAPTER 1

INTRODUCTION

Overview

You have now begun to type the body of text for your thesis or doctoral dissertation. Click on the Show/Hide button ¶ located in the Paragraph tab on the menu. This will display formatting marks such as spaces, paragraph marks, and tabs. Keep the show/hide turned on while working on the document format.

Margins and Page Numbers

Use the following margins throughout the document: left: 1”; right: 1”; top and bottom: 1”. Use small Roman numerals for preliminary pages. Number preliminary pages starting with the Table of Contents page, which should be numbered as iii. Number chapters, references, and appendices pages continuously, using Arabic numerals. The first page of the first chapter should be 1. Page numbers must be placed at least ¾” from the edge of the page in the footer, centered.

Font, Line Spacing, and Indentation.

Embedded fonts are required. The recommended font type is Times New Roman, size 12 or Arial, size 10. Use double line spacing throughout the document. Avoid additional spaces before and after paragraphs. Some style manuals permit using a single space in footnotes, bibliography, quotations as paragraphs, figure and table notes and captions, items in figures and tables, and lists in appendices. Refer to the style required by your department for guidelines on line spacing.

Indent each paragraph 0.5". To indent the first line of a paragraph, put your cursor at the beginning of the paragraph and press the tab key. When you press Enter to start the next paragraph, its first line will be indented.

Subdivisions and Section Headings

Any logical subdivision within chapters is permissible, but the scheme must be consistent throughout the manuscript. Refer to the style manual required by your department for recommendations on a scheme of subdivisions. The subdivisions within a chapter or section should not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and at least two lines of text at the bottom, begin the section on the next page. The subdivisions and headings in this document are only an example.

Document Checklist

Before submitting your dissertation for review to the Division of Graduate Studies, ensure that the format of the document aligns with the requirements listed above and that it is consistent throughout the document. Use the following checklist for your convenience: ✓

Margins: left: 1"; right: 1"; top and bottom: 1"

- ✓ Page numbers: Page numbers must be placed at least ¾" from the edge of the page in the footer, centered.
- ✓ Font: Times New Roman, size 12, or Arial, size 10
- ✓ Line spacing: The document is double-spaced throughout. Single-space is used only when required by a style manual accepted in your program. No additional spaces are used before and after paragraphs.
- ✓ Indentation: Each paragraph is indented 0.5".
- ✓ Subdivision headings: A logical and consistent scheme is used throughout the document.

- ✓ Tables: All tables follow a consistent format required by the style manual accepted in your program. Each table has a call-out in the text (e.g., See Table 1).
- ✓ Figures: All figures follow a consistent format required by the style manual accepted in your program. Each figure has a call-out in the text (e.g., *See Figure 1* or *as shown in Figure 1*).
- ✓ References: All references are cited according to the style manual required by your program. Capitalization, italics, and punctuation marks are used correctly. Only those sources that are cited in the text are included in References.
- ✓ In-text citations: All references are cited according to the style manual required by your program. In-text citations should match citations in the References.
- ✓ Table of Contents, List of Tables, List of Figures: Page numbers should match the actual page numbers of the document.

Best wishes!

LIST OF REFERENCES

Include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography).

The reference list is preceded by a numbered page with a title centered vertically and horizontally, as shown on this page.

For specific guidelines for formatting reference lists and bibliography entries, follow your discipline's style manual..

Begin the list of sources on this page. Cite sources according to the documentation style required by your department.

Most styles require a hanging indent for reference list entries. The first line of each entry is aligned with the left margin, and subsequent lines are indented 0.5” as demonstrated on this page. To create a hanging indent, begin typing the first entry and then press the CTRL and T keys simultaneously. This will create a hanging indent for subsequent lines of the entry.

APPENDICES

The heading APPENDICES should be centered vertically and horizontally, as shown on this page, and should be in caps.

Appendix A

Add a Descriptive Title

VITA (Optional for Thesis)

(Use the template below or write the vita in a paragraph form. Do not number the page.)

FIRST MIDDLE LAST, PH.D.

City, State *(Place of Birth)*

Executive Summary

Use this space to provide a summary of your Vita in 3-4 sentences. Share highlights, special skills and traits, and aspirations as you are completing your terminal degree.

Education

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Professional Experience

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Honors

List your honors and awards.

Additional section headings may be added as needed.