



THE UNIVERSITY *of*
NEW ORLEANS

THESIS AND DISSERTATION MANUAL

2022-2023

DEGREE COMPLETION TIMELINE:

- [Candidate Plan of Study](#) (master) or [Report on General Examination/ Request for Candidacy](#) (doctoral), must be approved no later than the preceding semester.

Candidacy Deadlines:

For Fall graduation – **June 1**

For Spring graduation – **October 1**

For Summer graduation – **March 1**

- Enrollment in the University is required in your graduation term.
- You must complete the **Application for Graduation** in WebStar for the semester that you plan to graduate.

Graduation Application Deadlines:

For Fall graduation – **October 1**

For Spring graduation – **March 1**

For Summer graduation – **July 1**

- Remember to schedule your defense as early as possible. Plan to submit a draft of your manuscript to your committee at least 2 weeks prior to your defense date.
- After your defense, you, your committee, and your graduate coordinator must complete the [Thesis and Dissertation Approval Form](#).

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CHAPTER 1: RESPONSIBILITIES, REGULATIONS AND PROCEDURES

INTRODUCTION

The University of New Orleans is committed to disseminating research and scholarship conducted at the University as widely as possible. Such commitment encompasses the scholarship generated by the UNO's graduate students. The University affirms the long-standing tradition that theses and dissertations, which represent significant contributions to the advancement of knowledge and the scholarly record, should be shared with scholars in all disciplines and the public.

To this end, the Graduate School requires theses or dissertations prepared at the University to be (1) deposited into an electronic thesis and dissertation repository (ScholarWorks), and (2) freely and openly available to the public, subject to requested access restrictions obtained by the student. These practices do not affect students' copyright ownership rights of their theses or dissertations.

To assist the University in archiving and openly disseminating theses and dissertations, graduate students who are completing a manuscript will submit the final version to the Graduate School before conferral of the student's graduate degree, regardless of whether an embargo is obtained. Such thesis or dissertation will be made freely and openly available to the public after filing, unless the graduate student indicates a desire for access restriction.

DEFINITIONS

Electronic Thesis and Dissertation (ETD) repository is a digital archive or platform designed to make scholarly works freely accessible via the internet. UNO began accepting electronic versions of theses and dissertations in 2001. The collection of over 2,800 manuscripts is housed with [ScholarWorks@UNO](#), the institutional repository for the University of New Orleans.

Embargo delays open access availability of a thesis or dissertation after its completion and deposit in an electronic thesis and dissertation (ETD) repository for one (1), three (3), or five (5) years. Bibliographic and abstract information is displayed immediately upon posting. Upon expiration, the work is released for access worldwide.

Manuscript refers to the body of work which represents a thesis or dissertation's parts.

Open access refers to the free availability of scholarly works on the internet, permitting users to read, download, print, search, or link to the full texts of copyrightable scholarly works for any lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet.

Redaction is masking or blocking out parts of information in a thesis that cannot be released without restricting the entire manuscript. While rare, redaction can occur as part of the initial submission or granted upon approval at any time.

Restricted access releases the manuscript to those physically located on the UNO campus (or those who can use campus credentials to obtain authenticated off-campus access) for one (1) year before becoming available worldwide. Full document access is limited to users with a University of New Orleans IP address, but full bibliographic and abstract information will be displayed immediately. Any requests for copies through interlibrary loan will be honored by providing a free electronic copy, or a print copy for a nominal fee.

Unrestricted access releases the entire work immediately for access worldwide.

RESPONSIBILITIES

STUDENT

Each degree candidate is responsible for meeting the requirements of the University **and** their supervisory committee. In addition to following the format requirements in this Manual, students should familiarize themselves with the various forms and due dates required for the completion of a graduate degree.

COMMITTEE

Final acceptance of a thesis or dissertation rests with a special committee of three or more members who are nominated by the chair of the department in which major work is taken and are appointed by the Graduate School. The major professor is designated chair of this committee. Member of the committee must be UNO graduate faculty per policy [AP-AA-07.3](#). A student's chair and committee are responsible for the evaluation and approval of the style and content of the student's manuscript. Signatures of the committee on the [Thesis and Dissertation Approval Form](#) must be received before a manuscript will be approved by the Graduate School.

GRADUATE SCHOOL

Prior to defense, and before the published checklist deadline, students will submit a draft to ScholarWorks for a format check. Upon committee approval, the final version of the manuscript is to be submitted. The Graduate School will pass final format approval and publish all theses and dissertations to the University's ETD (ScholarWorks).

The Graduate School oversees and implements all policies and procedures governing graduate manuscripts. It also publicizes and disseminates the articulation of these policies and procedures to the campus.

AUTHORSHIP

It is University policy that one and only one candidate may author a thesis or dissertation. While candidates may collaborate on the research or project, students are responsible for writing their own thesis or dissertation.

HUMAN & ANIMAL SUBJECTS

University regulations require that students receive permission prior to conducting research on human and animal subjects. Any research that involves a human subject - *including a survey*- requires permission. Forms to submit to either the University Committee on the Use of Human Subjects (Institutional Review Board -IRB) or the University Committee on Animal Subjects (Institutional Animal Care and Use Committee-IACUC) may be obtained from the Office of Research website <http://www.uno.edu/orsp/PoliciesProcedures/index.aspx>.

COPYRIGHT

Copyright issues include protection of your intellectual property AND/OR legal use of others' intellectual property.

A. PROTECTION OF YOUR INTELLECTUAL PROPERTY

Authors have an **inherent** copyright upon publication of their work. The U.S. Copyright Office states: "Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship **immediately** becomes the property of the author who created the work."

Students may choose to include a copyright notice in their manuscript. If included, the copyright notice should appear centered above the bottom margin on the *second page of the manuscript* following the title page (*page number "ii"*) with **no** other text on the page.

Example:

Copyright 2021, John Doe

OR

© 2021, John Doe

The copyright notice serves as reminder to the reader of the inherent copyright. It is **not** the same as registered copyright. To formally register your copyright, refer to the [US Copyright Office](#).

Students may also opt to assign a Creative Commons license to their work. These licenses, which are irrevocable, grant certain permissions automatically, so those who want to use an author's work will not have to seek permission.

****If intellectual property includes an invention in which a patent may be applicable, check with your program or with the OFFICE OF RESEARCH AND SPONSORED PROGRAMS for advice.**

B. LEGAL USE OF OTHERS' INTELLECTUAL PROPERTY

Copyright protection also applies to the intellectual property of others which are referenced in a candidate's manuscript. There are three ways to legally use copyrighted content:

- 1) **Fair Use** – Fair Use is a doctrine that allows the use of copyrighted works without permission in certain circumstances. Compliance with Fair Use is not determined by a specific number of words or a percentage of the work used. Instead, students should perform a Fair Use analysis to determine if their use applies under this doctrine. See the [UNO Library guide to copyright and fair use](#) for more information, including tools to assist in performing this

analysis.

- 2) **Open License** – If an open license (such as a Creative Commons license) is attached to the work being used, permission will not be required for use under the terms of the specific uses as outlined in the respective license.
- 3) **Obtaining Permission** – If you are not able to use the copyrighted work under the Fair Use doctrine and there is no open license in place that allows for desired use, authors must seek permission from the copyright holder to use the work.

OBTAINING PERMISSION

To obtain permission from a copyright owner, a detailed letter must be sent to the copyright owner that explains the intellectual property desired for use and the purpose of the use. *Keep in mind that copyright issues must be addressed **prior** to turning in a manuscript.* If such permissions are required, the student is responsible for confirming the copyright owner and contacting him/her to obtain the necessary written releases. In the letter, be sure to precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials being used. To avoid a delay or the rewriting of your manuscript, begin the process of obtaining permission early in the writing process. An example letter is provided on the next page. For further guidance on seeking permission, see [Basics of Getting Permission](#) (Stanford University Libraries).

Copyright approval must appear in a footnote and *a copy of the permission letter(s) **must** be scanned into the Appendix of the manuscript.* Students are required to acknowledge awareness of Copyright Law when submitting a thesis or dissertation.

Students are encouraged to check with their advisor and/or consult with a librarian if they have any questions or concerns about use of copyrighted content.

SAMPLE COPYRIGHT PERMISSION LETTER:

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral dissertation at _____ University entitled "_____." I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work]

The excerpts to be reproduced 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 my University. These rights will in no way restrict republication of 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 [or your company owns] the copyright to the above-described material.

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

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of addressee below signature line]

Date: _____

CHAPTER 2: REQUIREMENTS FOR PREPARATION AND ACCEPTANCE

MANUSCRIPT PREPARATION

In matters of style and bibliographical form you should follow the practice of the department and the advice of your major professor. Some departments require a certain style of format, such as APA, MLA, Chicago Manual of Style or Turabian while other programs allow you to choose a style (see Table below). The style selected must be consistently used throughout the paper. Changing styles within a manuscript is prohibited. If there are any discrepancies between the style chosen and University of New Orleans requirements, University requirements have priority and must be followed.

ACCESS LEVEL

All students submitting a thesis or dissertation as part of degree requirements for the University will upload their manuscript electronically to ScholarWorks, an ETD repository that is housed on the Earl K. Long Library website (<https://scholarworks.uno.edu>). ScholarWorks will be the permanent location for the manuscript. This repository is designed to collect official documents and, most significantly, to make scholarship as visible as possible to the research community.

Therefore, it is important that students consider the options available for sharing their manuscripts.

After each conferral date, and in conjunction with committee approvals of theses and dissertations, the Graduate School will officially post all manuscripts to ScholarWorks to be made publicly accessible. Graduate candidates have the following options available to restrict access to their work:

1. **Unrestricted:** Release the entire work immediately for access worldwide.
2. **Restricted:** Release the entire work for University of New Orleans access only, for a period of one (1) year, then make openly available worldwide. Bibliographic and abstract information will be displayed immediately to all viewers. Any requests for copies through interlibrary loan will be honored by providing a free electronic copy, or a print copy for a nominal fee.
3. **Embargoed:** Work is unavailable (except to the author) for one (1) year, three (3) years, or five (5) years. Bibliographic and abstract information will be displayed immediately. Upon expiration of embargo period, release the work for access worldwide. An extension for embargo may be requested prior to the expiration date using the [request form](#).

The decision about access rests solely with the author. Students should consult their Major Professor and/or committee members with any questions about selecting access to their manuscript.

Students will indicate their access selection on the [Thesis and Dissertation Approval Form](#).
 Make sure to keep a copy of the Approval Form on record and have it accessible when submitting the manuscript for the format check.

CONSIDERATIONS FOR SELECTING ACCESS LEVEL

As ETD repositories become the standard collection practice for publishing research and scholarship for institutions across the nation, arguments for and against restricting access abound. Common concerns about ETDs, access to published works, and more are discussed at length in this [comprehensive guide produced by the Educopia Institute](#).

This table is meant to summarize some of the arguments for and against restricting access to student theses and dissertations:

Common Reasons for Restricting, Redacting, or Embargoing Manuscript	Arguments for Publishing Manuscript Unrestricted
Publishing concerns Data sensitivity and/or sponsor restrictions Patents Export controls Ethical, polemic, or offensive concerns Legal restrictions regarding an individual	Enables full text indexing (discoverability) Visibility for author, advisors, funders, institution Increased citations of work Opportunities for collaborative research Makes plagiarism more easily detectable

**Please note that while students are required to select an access level at the time of submitting their manuscript, the Graduate School allows for an [embargo extension/redaction request](#) that can occur any time after publishing in ScholarWorks. The request must include a compelling reason for the restriction or redaction and requires approval by the degree program and the Graduate School.

MANUSCRIPT REVIEW

The review of the entire manuscript by the Graduate School is a critical step in the approval process. Staff will examine the layout of each page to ensure that it meets the standards set forth in this Manual before accepting the manuscript into the ETD repository.

Format Check - first review of the manuscript by the Graduate School. Student uploads manuscript in ScholarWorks. The format check does not require prior approval of the committee; the manuscript will be reviewed for format only. Students will receive comments via email within 3-5 University business days, in the order in which they are received.

Final Version – complete, revised copy which integrates all committee and Graduate School revisions. Student uploads revision in ScholarWorks. Must have a signed Thesis and Dissertation

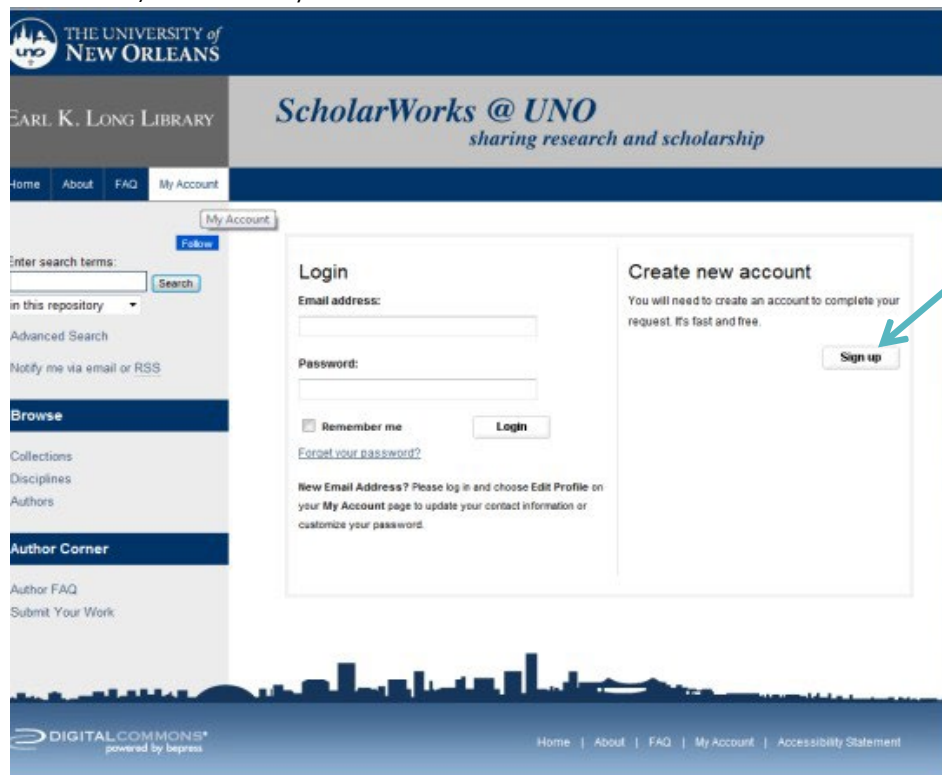
Approval form on file for final version.

Access – After the manuscript has been approved and received it will be stored in a queue in ScholarWorks. After the degree conferral date, it will be released according to the access level designated by the author and the committee on the first page of the Thesis and Dissertation Approval Form.

USING SCHOLARWORKS

1. Create an Account on ScholarWorks@UNO

- Go to <http://scholarworks.uno.edu>
- Click on “My Account”
- Under “Create New Account,” click on “Sign Up”
- Provide all required fields, including University of New Orleans as your institution
- Provide a password that you will remember since **you will need to log in again**
- Your account confirmation will be sent to the email address you provided (not necessarily UNO email).



2. Submit manuscript (for format check)

- Once logged in, select “Submit your Work” under the “Author Corner” bar on the left
- Select “University of New Orleans Theses and Dissertations” (film students: select “University of New Orleans Thesis Films”)

Search

Enter search terms:

in this repository ▾

Advanced Search
 Notify me via email or [RSS](#)

Browse

Collections
 Disciplines
 Authors

Author Corner

Author FAQ
[Submit Your Work](#)

Submit Your Work

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly. In these cases, you will be provided with a mail form to contact the appropriate administrator for further instruction.

Dissertations and Theses

[University of New Orleans Theses and Dissertations](#)

[University of New Orleans Thesis Films](#)

- c) The Submission Agreement will appear. Read and scroll through to the agreement. Note that this certifies the final submission, not the initial format check. Print page for records.

Submission Agreement for *University of New Orleans Theses and Dissertations*

Note: this text is offered as a suggested model, not as legal advice.

By checking the box below, I grant *University of New Orleans Theses and Dissertations* on behalf of University of New Orleans the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the ScholarWorks@UNO.

I warrant as follows:

1. I hereby certify that I am submitting the manuscript approved by my advisory committee.
2. I also certify that, if appropriate, I have obtained written permission from the owner (s) of each third party copyrighted matter included in my dissertation or thesis and that I have attached all such permissions to this manuscript.
3. I hereby grant to the University of New Orleans and its agents the non-exclusive license to archive and make accessible my dissertation or thesis in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation.
4. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.
5. I understand that once my manuscript is approved by the Graduate School and deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

3. Complete Metadata Fields for manuscript

- a) **Title:** Must match what will appear on the signed Thesis & Dissertation Approval Form. Abbreviations are NOT allowed. Must use proper headline capitalization.
- b) **Author:** Auto-populates your name; do not add another. Make sure this name matches official name in WebStar.

- c) **Email:** Should populate with the address used to create ScholarWorks account in order to receive messages about the status of manuscript.
- d) **Date of Award:** Official degree conferral date (e.g. December 2022 for Fall 2022, May 2023 for Spring 2023) – NOT the defense date.
- e) **Degree Type:** Master's students should select either Thesis or Thesis-Restricted. Doctoral students should select either Dissertation or Dissertation-Restricted
 - If the selected access level is "Unrestricted," select "Thesis" or "Dissertation"
 - If the selected access level is "Restricted," select "Thesis-Restricted" or "Dissertation-Restricted"
 - If the selected access level is "Embargo," select "Thesis" or "Dissertation" and provide the correct Embargo period later on in the metadata
- f) **Degree Name:** (official name of degree: M.A., M.F.A., M.M., M.P.A., M.S., M.S.E., M.S.E.M., M.U.R.P., Ph.D.)
- g) **Degree Program:** (see approved list of degree programs in appendix of Manual)
- h) **Department**
- i) **Major Professor:** (last name, first name). No titles included. For co-chairs, place a semi-colon between names.
- j) **Remaining Advisors** (last name, first name) for each committee member. No titles.
- k) **Keywords:** Enter up to 6 words or phrases, separated by semi-colons, which will determine how the manuscript can be discovered by future readers. Try to choose words not already represented in the title of work.
- l) **Subject Categories:** Select the ones that best correspond to manuscript to increase searchability.
- m) **Abstract:** Cannot exceed 150 words for theses or 350 words for dissertations. For music compositions, collections of stories or poems, students can opt to type "N/A."
- n) **Embargo Period:** Use if selected access level is "Embargo" only; do not use for "Unrestricted" or "Restricted" access levels.
 - For Embargo Period, select the corresponding years according to selected access level
- o) **Creative Commons License – Optional:** In 2001 Creative Commons was developed in 2001 to create a global standard for sharing research. They have 6 licenses that outline what an author will allow a user to do with their work. A listing of the licenses is available online: <http://creativecommons.org/licenses>. Consult the Scholarly Communication Librarian (scholarworks@uno.edu) if you have questions or concerns about assigning a CC.

4. Upload manuscript file

- a) Can be a Word file or PDF. Note: ScholarWorks will convert documents into PDF format once submitted; this may disrupt the formatting of some documents.
- b) Graduate School staff will review all manuscripts and provide feedback through ScholarWorks

5. Upload revisions (if applicable)

- a) After making appropriate corrections, log into ScholarWorks@UNO: <http://scholarworks.uno.edu>
- b) Locate the manuscript title under the "Theses/Dissertations" heading

Search

Enter search terms:

in this repository

Advanced Search
 Notify me via email or [RSS](#)

Browse

Collections
 Disciplines
 Authors

Author Corner

Author FAQ
 Submit Your Work

My Account

BRITTNEY BARRAS <BBARRAS9@GMAIL.COM> [ACCOUNT SETTINGS](#)

[Edit Profile](#) Change password, affiliation, or contact information

[Research Alerts](#) Change e-mail notifications and manage e-mail preferences

[Follow Management](#) Manage what you Follow

DASHBOARD TOOLS

[Author Dashboard](#) View readership for your works

UNIVERSITY OF NEW ORLEANS THESES AND DISSERTATIONS [ARTICLES](#)

THESES/DISSERTATIONS

Title	Status
Test for Students	under review

- c) Select "Revise Thesis/Dissertation" on the side bar and proceed to upload the new file near the bottom of the page
- Note: Do not create multiple submissions in ScholarWorks to upload revisions. The revised file should replace the previously uploaded file.

bepress™ University of New Orleans Theses and Dissertations

[Revise thesis/dissertation](#)

[Withdraw this dissertation](#)

[Email administrator](#)

[Manage additional files](#)

[My account](#)

[Log out](#)

Title: Test for Students

Authors: Brittney Barras (*University of New Orleans*)

Status: under review

Current File(s):

6. Final version upload

- Follow steps above to upload final version of manuscript
- Use the following file naming convention on the final version:

File Name

To ensure that the final manuscript is cataloged and stored correctly, follow this convention in naming:

Year_Degree(MA/MFA/MS/PHD,etc)_Lastname_Firstname

Example: 2022_MA_Barras_Brittney

7. Access

- a) After the manuscript has been approved and received, it will be stored in a queue in ScholarWorks. After degree conferral, and in conjunction with signed theses and dissertations approval forms, manuscripts will be posted according to the access level designated by the author and the committee on the first page of the Thesis and Dissertation Approval Form.

CHAPTER 3: FORMAT GUIDELINES

The following section outlines the University's format guidelines for all theses and dissertations submitted in partial fulfillment of the requirements for Masters and Doctoral degrees.

ORGANIZATION & ORDER

See list of items below. Items in **Bold** are required. Other items are optional. Items must be arranged in the sequence presented below:

Items	Required?	Section
Title Page - counted as page "i" but not numbered	Yes	<i>Front Matter</i>
Copyright –if included numbered page "ii"	<i>No</i>	<i>Front Matter</i>
Dedication	<i>No</i>	<i>Front Matter</i>
Acknowledgement	<i>No</i>	<i>Front Matter</i>
Foreword	<i>No</i>	<i>Front Matter</i>
Table of Contents	Yes *except for Music Compositions, Plays and Screenplays	<i>Front Matter</i>
List of Figures	Yes if you decide to include figures	<i>Front Matter</i>
List of Tables	Yes if you decide to include tables	<i>Front Matter</i>
List of Illustrations	Yes if you decide to include pictures and illustrations	<i>Front Matter</i>
Abstract – this is the last page numbered with small roman numerals	Yes *except for Music Compositions, Plays and Screenplays	<i>Front Matter</i>
Introduction – (could be Chapter 1) should begin on numbered page "1"	Yes	<i>Body</i>
Body of Thesis (Chapters, etc.)	Yes	<i>Body</i>
References/Bibliography	Yes	<i>Body</i>
Appendix/ces	<i>No</i>	<i>Back Matter</i>
Vita – (always the very last page)	Yes	<i>Back Matter</i>

STYLE

PAGE NUMBERING

- **Title Page:** the **only** unnumbered page (counted as page “i” but not numbered)
- All pages except the title page are numbered.
- All page numbers appear in the **bottom center** of the page.

Two **different** number formats are suggested:

1. The section from **Title Page through Abstract** (see Organization & Order above) is considered “front matter” and numbered with *small Roman numerals (ii, iii, iv, etc)*.
2. Numbering **restarts on the first page of Chapter 1** with *Arabic numerals (1, 2, 3, etc)* and continues through the “body” to Vita.

Format Tip: If you insert Section Breaks you can keep the different page number formats within one document.

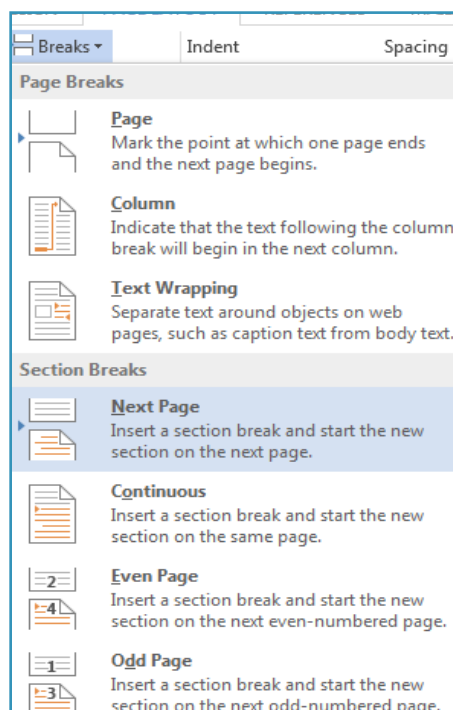
In Word, with your cursor on the last page of the first section (usually the Abstract page), select Page Layout tab.

Select Breaks > Section Breaks > Next Page.

Now select the Insert tab.

Click on the drop-down menu to the right of Page Number> Bottom of Page> Plain Number 2.

Select Format Page Numbers. If you are inserting page numbers for the first page after the front matter (page 1) you must de-select “Continue from Previous Section.”



SPACING

Manuscripts may be double-spaced, space and a half, or single-spaced with the following exception:

The Title Page, Table of Contents, Table and Figure Captions, Footnotes and entries in the Reference **should** be single-spaced. Paragraph Indentation **should** be 0.5” or 0.7”. Widows (the last line of a paragraph typed as the first line of a new page) and orphans (the first line of a paragraph as the last line of a page) are **not** recommended.

FONT

- A uniform font style should be consistent throughout the manuscript.
- The maximum font size is **16pt** and the minimum is **10pt**. Script fonts are not acceptable. Italics may be used for subheadings, scientific terms, foreign words, and special emphasis or for citing titles of published works. Be aware that some fonts convert to PDF more easily than others.

MARGINS

- All margins should be set to 1" (left, right, top & bottom). **Left justification is recommended.**
- Charts, graphs, tables, and illustrations should adhere to the required margin settings.

HEADINGS AND SUBHEADINGS

The headings should be identical in font style, font size, placement, and style of capitalization and used consistently throughout the document.

Headings and sub-headings may be in bold print and have a larger size font. Font size should not exceed 16-point. The font size and heading level correspond in a descending order (e.g., first-level heading has largest font size, etc).

First-level headings (e.g., *Acknowledgements*, *Table of Contents*, *List of Tables*, *List of Figures*, *Abstract*, *Introduction*, *Chapters*, *Bibliography*, *Appendix*, *Vita*) should begin on a **new** page.

Double-spacing twice after a first-level heading, before footnotes, and before and after tables is permitted. Do not add extra space before or after subheadings.

Running headers or footers are **not** recommended.

Follow the heading levels of your program's style manual (APA, MLA, Chicago, etc).

TITLE PAGE (REQUIRED)

- The title of the manuscript **must** be in upper and lowercase letters, begin at the 1" top margin and not be in bold. It should appear **identical** to the title on the *Thesis and Dissertation Approval* form.
- Authors of scientific and engineering theses or dissertations must use **words in place of formulas, symbols, superscripts, subscripts, Greek letters**, etc., in the title. For example, "Fission-Fragment Synthesis of $K_3Mn(CN)_6$ " is written "Fission-Fragment Synthesis of Potassium Manganicyanide."
- The degree listed must correspond to an official degree awarded by UNO as listed in the University Catalog. A concentration may be listed on the line directly below.

Example Title Page:

1 inch margin
Title –No bold or italics
(6 blank lines)

A Dissertation or A Thesis
(6 blank lines)

Submitted to the Graduate Faculty of the
University of New Orleans
in partial fulfillment of the
requirements for the degree of
(6 blank lines)

Doctor of Philosophy or
Master of Arts, Science, Fine Arts, etc.
in
Xxxx XXxxx (official degree program listed here)
Xxxxxx (concentration may be listed here)
(6 blank lines)

by
(1 blank line)
John XXXX
(1 blank line)
B.X. XXX State University, 1981
M.X. University of XXXXX, 1991
(1 blank line)
May (or December or August), 2022

Please Note:

- The date of graduation (month and year only) coincides with the awarding of the diploma. The month is **December for Fall, May for Spring or August for Summer.**
- The layout of the Title Page must follow the example exactly.
- Under your name you are only listing degrees earned **prior** to this one.

TABLE OF CONTENTS (REQUIRED)

The Table of Contents should list and identify all items that **follow** the Table in the manuscript, including appendices.

A Table of Contents is optional *only* for candidates in Music, Playwriting or Screenwriting.

Example:

Table of Contents

List of Figures	iii
Abstract	iv
Chapter 1	1
Introduction	1
Themes	2
Chapter 2.....	5
Chapter 3.....	8
References.....	11
Appendices.....	12
Appendix A: example.mpeg.....	13
Vita	14

FORMAT TIP

In Microsoft Word:

1. Begin with a new page or remove previous formatting.
2. Set top, right and left margins.
3. At the top margin, center "Table of Contents."
4. Left justify the cursor. Type the title of your first page (FOREWORD, LIST OF TABLES, etc.)
5. With the cursor at the end of the word, set a tab stop:
 - Choose Home > Paragraph then Tabs from the menu. In the Tab Stop Position window, type in 6. In the Default Tab Stops window, type in 0. Set the Alignment to Right. Choose Option 2 under Leader. Click OK.
6. With the cursor at the end of the word, press the Tab key. With the cursor now at the right margin, type in your page number and hit return. (*Remember to use small Roman Numerals for Front Matter.*)
7. For each subsequent heading, simply type in the title at the left cursor, tab over to the right and type in the corresponding page number.
8. If you have subheadings to indent from the left, you will need to space over to the correct point. Be sure that all subheadings are aligned to the same point.

LIST OF FIGURES, TABLES, OR ILLUSTRATIONS

If a figure, table, or illustration is included in your manuscript, a List should be provided. Lists should be formatted exactly like the Table of Contents (with page numbers aligned to the right margin).

NOMENCLATURE AND ABBREVIATIONS

It may be necessary to provide a list of nomenclature or abbreviations utilized in your manuscript. It should follow the Table of Contents and precede the Abstract.

ABSTRACT (REQUIRED)

The **maximum** number of words for an abstract is:

- **Thesis—150**
- **Dissertation—350**

Authors of scientific and engineering theses or dissertations **must** use words in place of formulas, symbols, superscripts, subscripts, Greek letters, etc.

The Abstract is the last page in the manuscript to be paginated with a small roman numeral.

Keywords (words or short phrases for indexing and database access) are required to be listed at the bottom of the Abstract page.

Example:

<p>Abstract</p> <p>Following the logic of Fernando Pessoa's semiheteronym, Bernardo Soares, the artist renders in a visual image the sensations of his emotional state. "I compose landscapes out of what I feel", he declares, while simultaneously conveying the reader into his own physical landscape of the streets of Lisbon. The state of the self is reflected in the spaces that are inhabited, sought, created and reflected by the various personae represented in works by Rousseau, Pessoa and Lispector.</p> <p>Keywords: Fernando Pessoa; semiheteronym; Bernardo Soares</p>

PREFACE, PROLOGUE, OR INTRODUCTION

This should be the **first** page of the manuscript to be paginated with Arabic numeral "1."

VITA (REQUIRED)

Your vita, which is always the last page of the manuscript (follows appendices), is a brief biographical sketch typed in paragraph format and written in the third person. It should **not** be confused in content or format with your *Curriculum Vitae* or résumé.

Example:

<p style="text-align: center;">VITA</p> <p>The author was born in Shreveport, Louisiana. She obtained her Bachelor's degree in chemistry from Louisiana State University in 2005. she joined the University of New Orleans chemistry graduate program to pursue a PhD in analytical chemistry, and became a member of Professor Zeev Rosenzweig's and Professor Matthew Tarr's research groups in 2005 and 2007, respectively.</p>

FOOTNOTES

- If footnotes are used, they can be placed either at the bottom of each page or grouped at the end of each chapter as end notes.
- If put at the end of the chapter, the subheading "End Notes" should provide the title for the section. This does not begin a new page. Single-space the end notes with a double-space between entries.
- Inclusion of End Notes does not preclude a Bibliography.
- Footnotes may be numbered consecutively throughout the manuscript, or they may begin with 1 within each chapter.

TABLES AND FIGURES

****Do not group tables, figures, and illustrations at the end of the chapter or the document.**

- The format chosen for table and figure titles must be used consistently throughout the document.
- Tables and figures must conform to the 1" margins.
- Captions may be single-spaced and smaller in size, but **no smaller** than 10 pt.
- If a table is longer than a single page, a notation that states either "(table continued)," "(table XX continued)," "(table cont.)," or "(table XX cont.);" is **required**. The complete caption appears only on the first page at the top of the table.

Tables and figures not critical to the manuscript may be placed in an appendix. These tables and figures may be reduced to fit on one page as long as they are legible.

LANDSCAPED PAGES

Landscaped pages should be formatted for screen viewing and remain landscaped in the PDF file. The pagination should also be oriented for the screen and not for print.

EMBEDDED CONTENT

It is possible within an Electronic Thesis or Dissertation to include original research elements. Students are encouraged to take advantage of this aspect of electronic documentation.

Digital photographs, screen shots, video images, and very short audio clips are just a few of the types of supplementary material that can be included in an electronic manuscript. When using photos not taken by the author of the manuscript, provide a caption to identify the work and photographer.

If such items are included a separate *List of Illustrations* should follow the *Table of Contents*.

If included, these items should be in one of the following recommended formats:

Images	JPEG2000 (.jpeg) PDF (.pdf) use Type 1 PostScript fonts TIFF (.tif)
Video	MP4
Audio	AIFF WAV (.wav)

SUPPLEMENTAL CONTENT

You also have the option to archive, alongside your thesis, supplemental files that are too large or otherwise inappropriate to embed directly in the document. These could include relevant documents such as datasets or multimedia files. **Note that supplemental files archived along your thesis or dissertation as supplemental content will NOT be embargoed or restricted, even if your thesis or dissertation has that designation.** Please contact the Scholarly Communication Librarian (scholarworks@uno.edu) if you would like to attach supplemental content to your thesis or dissertation record in ScholarWorks@UNO.

CHAPTER 4: SPECIAL INSTRUCTIONS

GUIDELINES FOR FILM STUDENTS

To accommodate different submission and review procedures for films, a separate ETD collection has been created in [ScholarWorks for MFA thesis films](#). Once approved and posted online, the contents of the film ETD collection will automatically be collected and integrated into the main ETD collection. Film students are required to post the film file as well as the production book/manuscript of work that accompanies the film.

Steps:

- 1) Student will create an account in ScholarWorks, and then log in and submit their work using the same instructions as indicated on page 11 of the manual, EXCEPT: film students will select UNIVERSITY OF NEW ORLEANS THESIS FILMS as the repository.

Submit Your Work

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly. In these cases, you will be provided with a mail form to contact the appropriate administrator for further instruction.

Dissertations and Theses

[University of New Orleans Theses and Dissertations](#)

[University of New Orleans Thesis Films](#)

- 2) Complete all required fields. Near the bottom of the page, make sure to do these four steps: (1) select format, (2) add film file, (3) check Additional Files, (4) click Submit. (Processing time might take a while.)

Film Format

MP4 **1**

None

Quicktime

MP4

File size (maximum: 3 GB)

STEP 2 Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

Upload file from your computer **2**

Import file from remote site

Please upload the full text of your submission:

Thesis-Dissertation Presentation.mp4

Additional Files

Please check this if you'd like to add additional files **3**

4

This may take a while. Please only click once.

- 3) On the next page, you will be able to add the accompanying manuscript to the record:

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
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Please click the **Continue** button once after you've attached your supplemental files.

- 4) The graduate school will review the document for formatting and either approve or request changes to the document. The student will receive an automated email from the ScholarWorks platform indicating approval or requested changes, with a link to the submission/metadata record.
- 5) If changes are required, the student can access the record via the link embedded in the email or by logging into their account from the Scholarworks site. Once the student has logged in to the record, they should choose "Revise Thesis" (on left sidebar) to upload a revised version of the manuscript.
- 6) Graduate School staff posts the final approved record in ScholarWorks, making the record and the accompanying production book publicly accessible. (The film will be available for download only if no embargo has been selected.)

ADDITIONAL REQUIREMENTS FOR DOCTORAL STUDENTS

- Notify the graduate school to RSVP attendance at commencement
- Submit the Survey of Earned Doctorates online (sent by graduate school)

The *Survey of Earned Doctorates* is a continuing effort by the National Science Foundation to gather data on recent doctorates. The Survey can be completed online from a link on the Graduate School Forms website (<http://grad.uno.edu>, follow the link for Forms).

COMMENCEMENT

- The Office of the Registrar coordinates the Commencement Ceremonies and will send notices to degree candidates with instructions.
- The Registrar also distributes diplomas and transcripts. Students receive a digital copy, and the physical diploma is mailed to the mailing address indicated in WebSTAR.
- Graduation materials such as cap and gown are available in the Bookstore. There are no dressing rooms or secure lockers available at the Arena. You should arrive with your cap and gown on and you should only carry items that you can store on your person.
- If you plan to attend the Ceremony, you should arrive **at least 45 min. prior to the Ceremony with your cap and gown on.**
- Doctoral students attending the Ceremony should report to the meeting room indicated for the Faculty.
- Students who complete degree requirements in August may attend the Commencement Ceremony in the following December or petition to walk early in the Spring.

LIST OF RECOGNIZED DEGREES AND DEGREE PROGRAMS

DEGREE	DEGREE PROGRAM	CONCENTRATION
Master of Arts	Arts Administration English History Romance Languages Sociology	<i>Public History/International Relations French/Spanish</i>
Master of Fine Arts	Creative Writing Film and Theatre Fine Arts	<i>Production/Screenwriting/Design/ Performance</i>
Master of Music	Music	<i>Composition/Conducting/ Performance/Jazz</i>
Master of Public Administration	Public Administration	
Master of Science	Applied Physics Biological Sciences Chemistry Computer Science Cybersecurity and Operations Earth and Environmental Science Hotel and Tourism Management Mathematics Psychology Transportation Urban Studies	
Master of Science in Engineering	Engineering	<i>Civil/Electrical/Mechanical/Naval Arch & Marine</i>
Master of Science in Engineering Management	Engineering Management	
Master of Urban & Regional Planning	Urban and Regional Planning	
Doctor of Philosophy	Chemistry Counselor Education Educational Administration Engineering and Applied Science* Financial Economics Integrative Biology Justice Studies Applied Psychology Urban Studies	<i>*Civil and Environmental Engineering Computer Science Earth and Environmental Sciences Electrical Engineering Engineering Management Mathematics Mechanical Engineering Naval Architecture & Marine Engineering Physics</i>