Thesis & Dissertation Workshop

Learning Targets

- Availability and Location of Thesis/Dissertation Resources
- 2. Introduction to ScholarWorks@UNO
- 3. Manuscript Submission Process
- 4. Format Check/Approval Process
- 5. Format Manual/Requirements

Contacts and Resources

Brittney Barras

Graduate School Office

bbarras1@uno.edu

504-280-4713

Graduate School Webpage:

grad.uno.edu

Resources

Checklists, Forms, Thesis/Dissertation Page

https://www.uno.edu/academics/grad/current-grad-student-resources

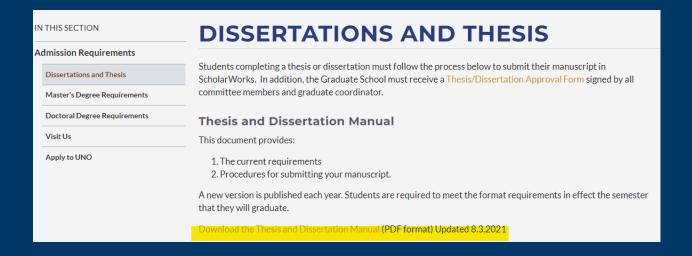


Resources

Thesis & Dissertation Manual

PDF that details all things thesis and dissertation:

- Student responsibilities
- Preparation and acceptance of manuscript
- Restriction definitions
- Format guidelines
- Copyright information



Thesis and Dissertation Timeline

11/4/22: Initial Format Check

Manuscript in ScholarWorks

Need not be final submission-can make changes

11/18/22: Final Version

Approved version, final upload

11/18/22: Thesis/Dissertation Approval Form

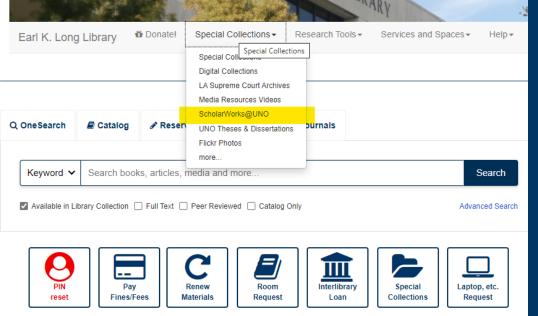
FormStack

Committee signatures

http://scholarworks.uno.edu

UNO Electronic Thesis and Dissertation (ETD Collection)
Accessible from Graduate School webpage and Library page

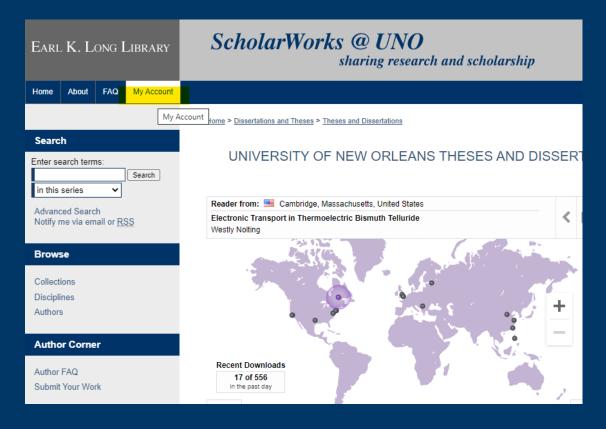




Submission Process

- 1. Student creates account in ScholarWorks @ UNO
- 2. Student uploads manuscript to UNO Thesis & Dissertation Collection
- 3. Email confirmation triggered to student and reviewer
- 4. Formats reviewed in sequence
- 5. Review decision sent
- 6. Student makes corrections and uploads revision to ScholarWorks @ UNO
- 7. Acceptance decision sent

NOTE: The Graduate School does not require defense or approval form prior to first upload



1. My Account

2. Create new account

Search	Login	Create new account
Enter search terms:	Login	Create new account
Search Search	Email address:	You will need to create an account to complete your
in this series		request. It's fast and free.
Advanced Search Notify me via email or RSS	Password:	Sign up
Hoday no via onan or more		

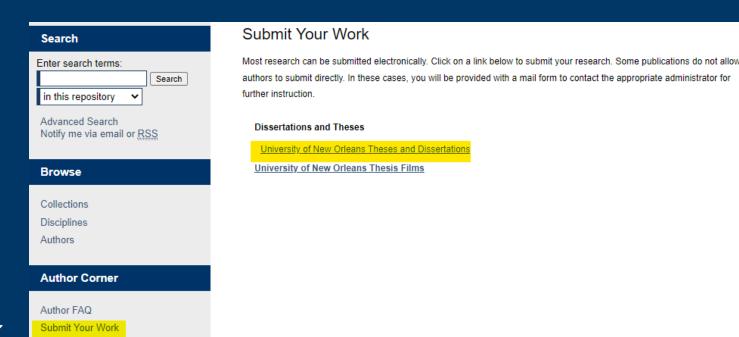
Please complete this fo	orm to create your user account. Use proper casing for names and institution as these fields may be			
displayed for publication	on purposes. Bepress neither sells nor rents contact information to third parties.			
Password requirement	is:			
at least 8 charact	eters			
at least 1 upper case letter				
	at least 1 lower case letter			
at least 1 numbe at least 1 specia				
at least 1 special character (e.g., !@#)				
You will receive an ema	ail confirmation shortly.			
Demind folds are made	adva d villa ana to			
Required fields are ma				
Email address *	bbarras1@uno.edu			
First/Given Name *	Brittney			
Middle Initial				
Last/Family Name *	Barras			
Suffix [
Institutional Affiliation	Not on list? Please enter name in full.			
l	University of New O			
Password *				
Re-enter Password *				
I'm not a robot	reCAPTCHA Privacy - Terms			

Use email address that you regularly check—this is where all notifications will be sent

Be sure to use proper casing for all fields: they may be displayed elsewhere

You must access your email to confirm and log in again

1. AuthorCorner:SubmitYour Work



2. UNO
Theses &
Dissertations

NOTE: Film theses have a special process and will utilize the UNO Thesis Films link

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.
- 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.
- 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.

Submission Agreement

- You are certifying for the final submission, not initial format check
- Note that manuscripts may not be removed from the repository
- Print agreement page

THE UNIVERSITY of NEW ORLEANS

Required Metadata Fields

TITLE

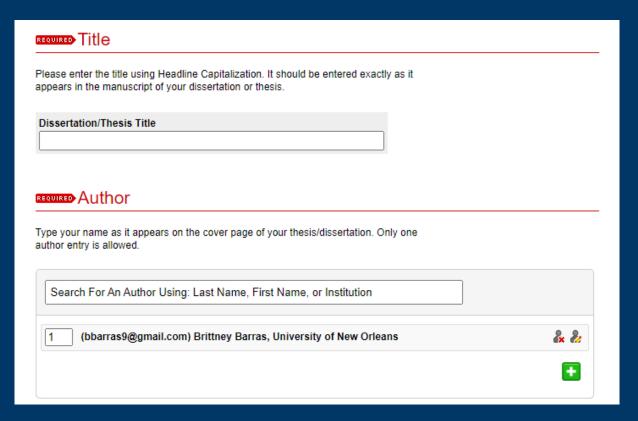
Use proper capitalization

EXACTLY how it appears on manuscript

AUTHOR

Auto populates; do not add another name

Check that name matches WebStar



Required Metadata Fields

DATE of AWARD

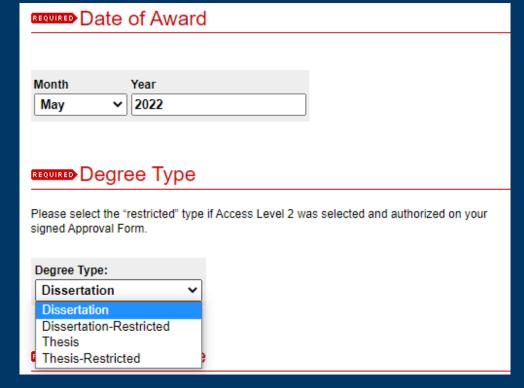
Date of conferral:

May 2022 (Spring)

August 2022 (Summer)

December 2022 (Fall)

DEGREE TYPE



"Dissertation" or "Thesis": manuscript is unrestricted OR embargoed

"Restricted": manuscript is restricted

Access Levels for Manuscripts

Think carefully about restrictions and embargoes before submitting

Future adjustments to Access Level requires Graduate School approval

NOTE: See T/D
Manual for more
information about
Access Levels

Access Level

Choose one of the following*

- Unrestricted: Release the entire work immediately for access worldwide.
- Restricted: Release the entire work for University of New Orleans access only for a period of 1 year. Direct document access is limited to users with a University of New Orleans IP address. Full bibliographic and abstract information will be released. Any requests for copies through interlibrary loan will be honored by providing a free electronic copy, or a print copy for a nominal fee. After a year release the work for access worldwide. Extensions beyond the originally chosen period require approval by the Graduate School of a written request describing the reason for a delayed release.
- Embargoed: Restrict the entire work for University of New Orleans access for a set timeframe. Bibliographic and abstract information will be released immediately for access worldwide. After the timeframe designated release the work for access worldwide.

Required Metadata Fields

DEGREE NAME

Doctor of Philosophy (Ph.D.)

Master of Arts (M.A.)

Master of Fine Arts (M.F.A.)

Master of Music (M.M.)

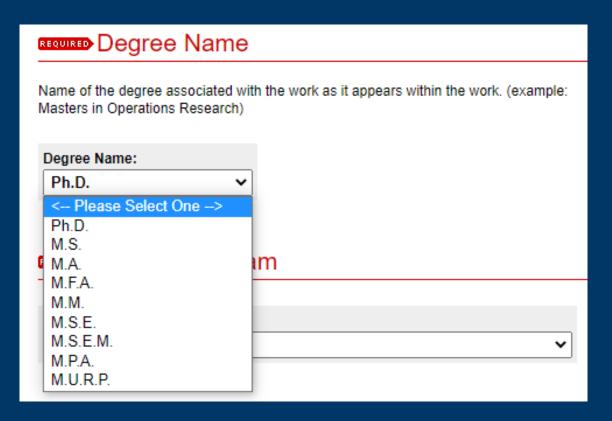
Master of Public Administration (M.P.A.)

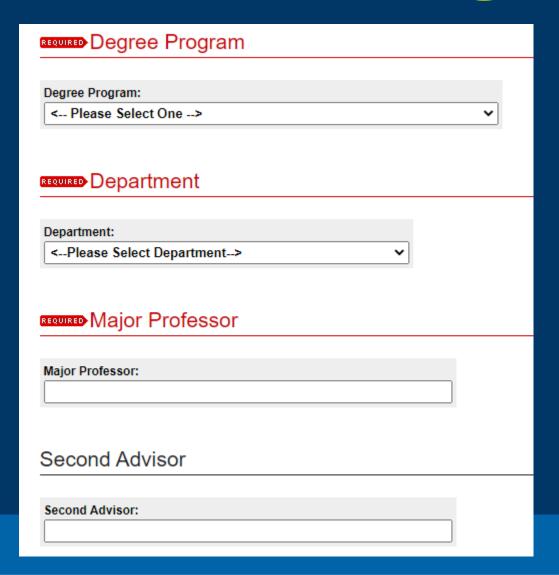
Master of Science (M.S.)

Master of Science in Engineering (M.S.E.)

Master of Science in Engineering Management (M.S.E.M.)

Master of Urban & Regional Planning (M.U.R.P.)





Required Metadata Fields

DEGREE PROGRAM

(see approved list of degrees and programs in appendix of T/D Manual)

DEPARTMENT

MAJOR PROFESSOR/CHAIR

Last name, First name (no prefix/title)

ADVISORS/COMMITTEE

Last name, First name (no prefix/title)

THE UNIVERSITY of NEW ORLEANS

Recommended Metadata Fields

KEYWORDS

6 words/phrases to help readers find your work

SUBJECT CATEGORIES

Helps index your work and make it searchable

ABSTRACT

150 words for theses; 350 words for dissertations; must match manuscript abstract

(eywords			
lease enter up to 6 keywords or phrases, separate dexing and retrieval of your dissertation or thesis, escriptors. These will help identify and classify you eographical locations or scientific names not mentisted.	you may add u ir thesis or diss	up to six keyword sertation; for example,	
Ceywords:			
reywords.			
Subject Categories			
oubject categories			
lease select the subject category that best fits you ategories will help the indexing of your dissertation by interested parties. Click <u>here</u> to view the compl	n or thesis and	the eventual retrieval of	
Available:		Selected:	
- Architecture] [
Arts and Humanities			
+ Business			
+ Education			ı
+ Engineering			ı
Law	Select »		ı
Life Sciences	« Remove		ı
Medicine and Health Sciences			ı
Physical Sciences and Mathematics			ı
			ı
Social and Behavioral Sciences			
		-	
Abstract			
			_
earn how your abstract can improve the discovery cholar	of your article	in Google and Google	

Metadata Fields

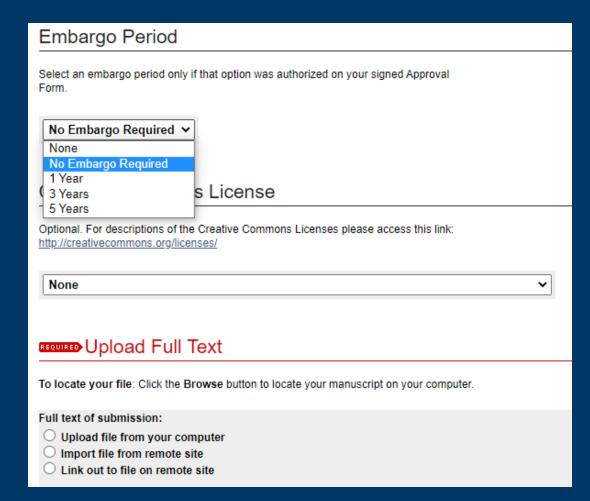
EMBARGO PERIOD

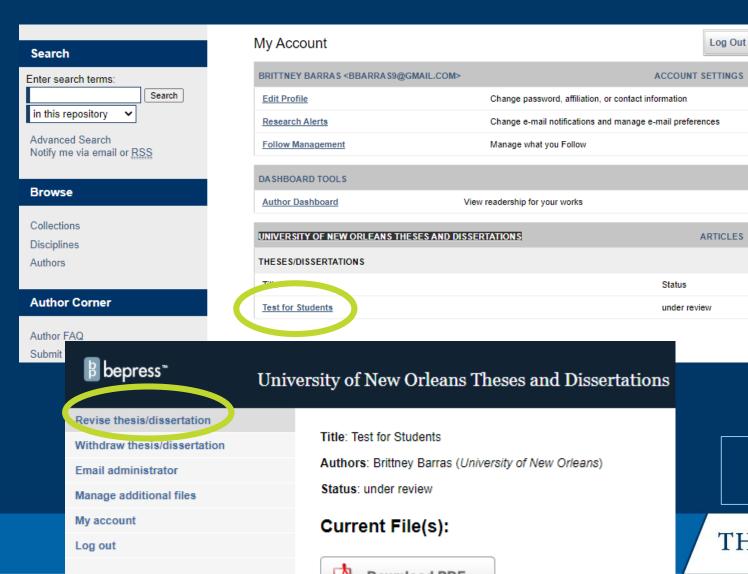
Use for Embargoed Access Level

For Unrestricted/Restricted Access Levels, leave blank

CREATIVE COMMONS LISCENSE

Optional; refer to TD Manual for more information





Submitting Revisions

- 1. Log into your account
- 2. Click the title of your manuscript
- 3. Click "Revise thesis/dissertation"

IMPORTANT: Do not create a new submission in ScholarWorks.

THE UNIVERSITY of NEW ORLEANS

Initial Format Check

- 11/4/22: Initial Format Check
- 1. Graduate School will review submissions for formatting according to T/D Manual
- 2. Student will receive email notification of acceptance or revisions required
- 3. If applicable, student uploads revised/approved version

Final Submission

11/18/22: Final Version

- 1. Once accepted by Graduate School and approved by defense committee, student uploads final version
- 2. File format should be PDF (if not, ScholarWorks will convert it)
- 3. After Commencement, manuscript posted to ETD repository according to Access Level selected by student

FILE NAME

Use this convention to name your file before submitting a final version:

Year_Degree_Lastname_Firstname Example: 2022_MA_Barras_Brittney

Thesis and Dissertation Formatting

https://www.uno.edu/media/26136

*Pages 16--23 of T/D Manual have detailed information regarding content and formatting for theses and dissertations.

MANUSCRIPT ELEMENTS

- 1. Title Page*
- 2. Copyright
- 3. Dedication
 Acknowledgements
 Foreword
- 4. Table of Contents*

 (optional for music compositions, plays, screenplays)
- 5. List of Figures*
 List of Tables*
 List of Illustrations* (required if using)

- 6. Abstract*
 (optional for music compositions, plays, screenplays)
- 7. Introduction*
- **8.** Body* (Chapters, sections, etc.)
- 9. References/ Works Cited/ Bibliography*
- 10. Appendix/ces
- 11. Vita*

Required Elements

PAGE NUMBERING

- All pages except title page
- Bottom center of page
- Items after title page and through 'Abstract': small Roman numerals (ii, iii, iv, v, etc.)
- First page of first chapter and through 'Vita': Arabic numerals (1, 2, 3, etc.)

Required Elements

PAGE NUMBERING

NOTE: See T/D Manual for tips on page numbering and spacing

Title Page

Table of Contents

List of Figures

Abstract

Chapter 1

ii

iii

iv

1

SPACING

May use double-spaced, space and a half, or single-spaced EXCEPT

- Title Page, Table of Contents, Table & Figure Captions, Footnotes, and Reference entries SHOULD be single-spaced
- Paragraph indentations SHOULD be 0.5" or 0.7"

NOTE: Spacing consistency throughout the manuscript is mandatory.

FONT

- Uniform font style, consistent throughout
- Script fonts prohibited
- Maximum font size: 16pt.
- Minimum: 10pt.

MARGINS

- 1" margins all around
- Left justification recommended
- Charts, graphs, tables, and illustrations must adhere to 1" margins

Format Requirements TITLE PAGE

Title of manuscript:

- Headline capitalization (upper and lowercase letters), not in bold
- Begin at the 1" top margin
- Identical to approved thesis/dissertation title
- Words must be used in place of scientific formulas, symbols, superscripts, subscripts, Greek letters

CORRECT:

Fission-Fragment Synthesis of Potassium Manganicyanide

INCORRECT:

Fission-Fragment Synthesis of K3Mn(CN)6

TITLE PAGE

Submission statement:

- Must follow spacing guidelines from T/D Manual
- Must use this exact wording

A Dissertation <u>or</u> A Thesis (6 blank lines)

Submitted to the Graduate Faculty of the (line break)
University of New Orleans (line break)
in partial fulfillment of the (line break)
requirements for the degree of

TITLE PAGE

Candidate Degree:

- Degree name must match official degree awarded by UNO as listed in the University Catalog (see appendix in T/D Manual)
- A concentration may be listed on the line directly below

CORRECT:

Master of Science in Engineering

in

Electrical Engineering

INCORRECT:

Master of Science
in

Electrical Engineering

INCORRECT:
Master of Science
in
Engineering

TITLE PAGE

Author, Degrees, and Conferral:

- Under your name, list only prior-earned degrees
- Graduation date (month and year only):

December for Fall
May for Spring
August for Summer

No page number on title page

TITLE PAGE EXAMPLE (available in T/D Manual)

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

A Dissertation <u>or</u> 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 <u>or</u>

Master of Arts, Science, Fine Arts, etc.
in

Xxxx XXxxx (official degree program listed here)

Xxxxx (concentration may be listed here)
(6 blank lines)

by
(1blank 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

Testing Graduate Students' Conformity to Thesis Manuals

A Thesis

Submitted to the Graduate Faculty of the University of New Orleans in partial fulfillment of the requirements for the degree of

> Master of Fine Arts in Film and Theatre

> > by

Brittney Barras B.A. University of New Orleans, 2010

May 2022

Table of Contents

- List and identify all items that **follow** the Table in the manuscript, including appendices
- Optional only for Music, Playwriting or Screenwriting

Table of Contents

Example:

Table of Contents

List of Figuresiii
Abstractiv
Chapter 1
Introduction
Themes
Chapter 2
Chapter 3
References
Appendices
Appendix A: example.mpeg13
Vita

NOTE:

Small Roman numerals for front matter

Arabic numerals start at first section/introduction, after abstract

List of Figures, Tables, or Illustrations

- A separate list of figures, tables, or illustrations found in the manuscript must be provided
- Format the list exactly like the Table of Contents

List of Figures

Figure 1. Hawaiian Drosophilidae are an ideal lineage for Evo-Devo research 2
Figure 2. Early embryonic representation of mwh gene across 8 Drosophila species (adapted
from Chenevert 2019)6
Figure 3. Schematic of ReMOT Control mediated delivery of CRISPR/Cas9 components 14
Figure 4. Plasmid assembly schematic
Figure 5. An SDS gel showing purified DmP2C-Cas9 and DmP2C-mCherry-Cas923
Figure 6. Structural features of selected target genes
Figure 7. in vitro validation of selected sgRNAs25
Figure 8. The survival of female D. grimshawi flies

Abstract

Maximum word count:

Thesis—150

Dissertation—350

- Scientific/engineering abstracts must use words in place of formulas, symbols, superscripts, Greek letters, etc.
- Last page in the manuscript to use small Roman numerals
- Must include keywords in abstract

Abstract

Example:

Abstract

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.

Keywords: Fernando Pessoa; semiheteronym; Bernardo Soares

Preface, Prologue, or Introduction

First page of manuscript to use Arabic numeral "1"

Vita

- Last page of manuscript
- Brief biographical sketch written in third person
- NOT CV or resume content

Example:

VITA

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.

Footnotes—not required

- Can be placed either at the bottom of each page or grouped at the end of each chapter as end notes
- If placed at end of chapter, the subheading "End Notes" is used as the title for the section
- Does not begin a new page
- Single-space end notes with a double-space between entries.
- Footnotes may be numbered

Tables, Figures, and Illustrations

- Tables, figures, and illustrations are integrated with the manuscript's content (not grouped at end)
- Format for table and figure titles is consistent throughout document
- Must conform to 1" margins
- Captions may be single-spaced and smaller in size, but no smaller than 10pt

Tables, Figures, and Illustrations

- If a table is longer than a single page, include a notation that states either "(table continued)", "(table XX continued)", "(table XX cont.)", or "(table XX cont.)"
- The complete caption appears only on the first page at the top of the table
- Photos must include photographer credit or source information in the caption

Resources

Checklists, Forms, Thesis/Dissertation Page

https://www.uno.edu/academics/grad/current-grad-student-resources

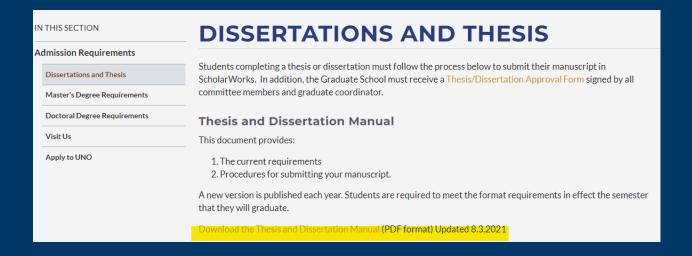


Resources

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- Format guidelines
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Questions