



The University of Mississippi Graduate School

THESIS AND DISSERTATION PREPARATION MANUAL

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The Master's Thesis, Doctoral Essay, and Doctoral Dissertation

Students seeking higher degrees traditionally have submitted theses or dissertations to the graduate faculties of American universities in partial fulfillment of the requirements for graduation. The term *thesis* has come to be used to designate the paper submitted to the master's degree program, while the term *dissertation* has been applied to the doctorate. The difference between them has become the difference between the degrees themselves and varies somewhat in different academic fields.

Traditionally, the doctoral dissertation has been the written record the candidate's individual, original research and scholarship that has successfully advanced the limits of human knowledge. The topic must be appropriate to and significant in the academic field, require a mastery and exhaustive exercise of research techniques, and demonstrate critical thought and facility of expression. The dissertation must, in the professional opinion of the graduate faculty, make an original contribution, and it must demonstrate the candidate's fitness to continue the advancement of knowledge in the student's competency.

In one sense, the master's thesis is a less comprehensive doctoral dissertation. In the master's thesis, the candidate demonstrates ability to accomplish a research project of more limited scope and far less originality than that demanded of the doctoral candidate. Inevitably, the research and study that culminates in a master's thesis will be less comprehensive and less complicated than that for the doctorate because the master's candidate cannot be expected to have the mastery of the field that the doctoral student has attained. Ideally, the master's candidate will find a research project of limited scope that will result in contribution to knowledge, but often the contribution of a master's candidate relates more to a perceptive critique of existing knowledge than to the kind of original research accomplished by the doctoral student. In the master's program, the emphasis in the thesis is placed more upon the candidate's ability to handle the techniques of research and to communicate results than upon the discovery of new knowledge. The master's thesis must at the same time represent a peak in the advanced education of the student and furnish the training through which to advance to the doctorate. In all other respects, particularly the care with which the research is accomplished and the results prepared for publication in the thesis, the master's thesis should be identical with the doctoral dissertation.

Although the specific nature and scope of the doctoral essay (sometimes called a thesis) written for the Doctor of Arts degree varies from department to department, the doctoral essay differs significantly from both the master's thesis and the doctoral dissertation. Since the difference is one of kind and not degree, the doctoral essay should not be viewed as a composition midway between the thesis and dissertation. The candidate in the Doctor of Arts program seeks to develop the capacity to read, understand, and apply disciplinary research for the benefit of students. Doctoral essays may take several forms. They may become the evaluation and synthesis of academic or disciplinary knowledge, comparative studies, creative intellectual projects, expository dissertations, or significant research in teaching problems and the organization of new concepts of course work. Likewise, they may become the evaluation and synthesis of materials and academic content that may be potentially valuable in college teaching. The research or independent investigation, however, should be closely related to academic subject matter and demonstrate the scholar's mastery of academic content and research skills as attributes of effective teaching. In other words, the candidate's objective in writing the Doctoral essay is the development of research skills that permit the application of scholarship to teaching rather than the generation of new knowledge.

Chapter One – The Form of the Manuscript

“Determine never to be idle. No man who is constantly doing will ever have the occasion to complain of the want of time.”

Thomas Jefferson

Manuscript Requirements

The final manuscript must be a flawless document of professional quality.

Departments often prescribe a particular style of writing. If the department does not specify a particular style, the student may consult one of the following sources for guidelines:

- Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences, 6th ed. rev., New York, NY, 1994. (Animal Industries Library)
- MLA Handbook for Writers of Research Papers, (by Joseph Gibaldi and Walter S. Achtert), 5th ed., New York, Modern Language Association of America, 1999.
- The Chicago Manual of Style, 14th ed., rev. and expanded, Chicago: University of Chicago Press, 1993.
- Publication Manual of the American Psychological Association, 4th ed., Lancaster Press, Inc., 1994.

Again, in almost every case, the style of the manuscript will be prescribed by the department. Regardless of the style used, the final draft of the Thesis or Dissertation must comply with all the requirements described in this formatting guide.

Format Requirements and Guidelines

“I write because I don’t know what I think until I read what I say.”

Flannery O’Connor

Paper

White paper with a 100% cotton content and at least a 24-pound weight must be used for the final two manuscript copies submitted to The Graduate School. Acid-free paper is recommended and may be required by some departments. The paper must be of a standard size (8.5” x 11”). All parts (including the appendix) must meet these limits.

Font

Most 12-point non-italicized fonts are acceptable for text and 10-point font for footnotes and subscripts. Fonts less than 10-point are not recommended even for superscripts and subscripts. Generally, “Times New Roman” font in 12-point is an appropriate choice. Because of their legibility, serif fonts are recommended. There must be a consistent font used throughout the manuscript.

Non-typed Material

Signatures and other non-typed matter, such as handwritten symbols, line drawings, formulae, and diacritical marks should be in black ink for clear reproduction.

Spacing

All standard manuscript copy must be double-spaced. Use a standard indentation for the first line of all paragraphs (5 – 8 spaces). Text within a chapter must be continuous. Do not add extra space between paragraphs.

Tables and figures should appear near the first mention but not necessarily directly after it. When short tables or figures are included on the same page as text, leave one single-spaced blank line before and after the figure or table. Do not include a table on the same page as text unless the table is short enough to be complete on that page.

Single spacing may be used for long tables, block quotations, subheadings and chapter titles, figure legends, footnotes or notes, appendix material, and all bibliographic entries.

Margins

Top, right, and bottom margins must be at least 1 inch. The left margin must be at least 1.5 inches. These limits are necessary for binding and microfilming, and must be consistently

observed throughout the manuscript. These margins define the minimum amount of white space to be maintained on all sides at all times.

Page Numbers

Page numbers must be placed at least .75” from the bottom of the page. In this position, the page number will be halfway between the bottom of the paper and the last line of type. Page numbers must be centered to the text, not the paper. The default page numbering system of most word processing programs is unreliable. Often these programs place the page number in a position other than the one required. A more reliable choice is the Footer option of the word processing program. This option allows the student to choose the exact position of the page number. In Microsoft Word, the Footer option can be found under the “View” menu on the toolbar. Information about this option in other word processing programs can be found in the Help menu.

Pagination

Every page in the manuscript must be numbered except for three: the approval sheet, the statement of permission to use (appears in theses only), and the title page. The approval sheet and the statement of permission to use are neither counted nor numbered. The title page is counted but not numbered. In other words, the title page is considered the first page of the preliminary pages and is therefore assigned the lower case Roman numeral ‘i.’ However, for reasons of appearance, the title page must not be numbered. Due to this consideration, the first page number to appear on the manuscript will be the lower case Roman numeral ‘ii’ on the first preliminary page that follows the title page. Table One (page 5) provides a visual explanation of this policy.

LOWER CASE ROMAN NUMERALS (ii, iii, iv, v) must be used to number the preliminary pages. See Table One.

ARABIC NUMBERS (1,2,3,4,5) must be used to number the text through the Vita (the final element of the manuscript). The first page of text must be numbered “1.” The remaining pages will be numbered sequentially using Arabic numbers. See Table One.

Consistency

The formatting requirements detailed in this manual must be met throughout the entire manuscript. ANY material included in the thesis or dissertation must fit within the required margins, pagination scheme, font size and style, etc. The thesis or dissertation must be a document of professional quality, one that is consistent in style and format.

Word Processing Templates

The Graduate School has created templates to aid in the correct formatting of theses and dissertations. For best results, these template documents should be used while composing and editing a thesis or dissertation. Because word processing programs often copy the original formatting with the text, "cutting" and "pasting" from another document into one of these templates may change the formatting that is required for all theses and dissertations presented for final approval at The University of Mississippi.

These templates are provided only as helpful tools. Use of these templates does not guarantee that a dissertation or thesis has been formatted correctly. Because of the variations among software features and components, formatting and appearances in these templates may vary for individual users. **To ensure that your thesis or dissertation manuscript meets the requirements outlined in this Manual, you should double-check your manuscript to make sure that all margins, page numbers, and other elements are properly formatted, aligned, and arranged.**

The templates and instructions concerning their use can be found on The Graduate School's web page. A link to this site is provided below:

http://www.olemiss.edu/depts/graduate_school/diss_templates.html

For technical assistance with these templates and other word processing questions, consult the Office of Technology at (662) 915-5222 or on the web at

<http://www.olemiss.edu/technology/>

For answers to these questions and others, the Writing Center, a free service provided by the University, is an invaluable resource. Graduate students may arrange appointments with experienced consultants or the director by telephoning (662) 915-7689.

Table One – Sequencing and Pagination

Sequence	Pagination
Approval Sheet	Do not count/ Do Not number
Statement of Permission to Use (Theses, Ed. S.)	Do not count/ Do Not number
Preliminary Pages	Low. Case Roman Numerals
Title Page	Count/ Do Not Number
Copyright Page (optional)	Count/ Number
Dedication Page (optional)	Count/ Number
Acknowledgements (optional)	Count/ Number
Abstract	Count/ Number
Preface (optional)	Count/ Number
Table of Contents	Count/ Number
List of Tables (if 5 or more)	Count/ Number
List of Figures (if 5 or more)	Count/ Number
List of Symbols and/or Abbreviations (if needed; may be included as an appendix)	Count/ Number
Text	Arabic Numbers Starting @ 1
Body of Thesis/Dissertation	Count/ Number
Separation Sheet	Count/ Number
Bibliography	Count/ Number
Separation Sheet (if an appendix follows)	Count/ Number
Appendix (optional)	Count/ Number
Vita	Count/ Number

Chapter Two – The Parts and Sequence of the Manuscript

Sequence of Presentation

The manuscript must be arranged in the following sequence:

1. **Cover Pages**
 - a. Approval Sheet
 - b. Statement of Permission to Use – Ed. S. and Master’s Theses only
2. **Preliminary Pages**
 - a. Copyright page (optional)
 - b. Dedication page (optional)
 - c. Acknowledgements (optional)
 - d. Abstract
 - e. Preface (optional)
 - f. Table of Contents
 - g. List of Tables (if 5 or more)
 - h. List of Figures (if 5 or more)
 - i. List of Plates (if any)
 - j. List of Symbols and Abbreviations (if needed; may be included as an appendix)
3. **The Text**
 - a. Body of Thesis (divided into chapters or sections)
 - b. Separation Sheet
 - c. Bibliography/ List of References
 - d. Separation Sheet (if an appendix follows)
 - e. Appendix (optional)
 - f. Vita

Requirements for pagination are detailed in the first chapter of this manual. Additionally, the requirements for pagination and sequencing are outlined in Table One.

Cover Pages

The cover pages include the approval sheet and the statement of permission to use (theses, education specialist, and doctoral essay papers only). The cover pages are neither counted nor numbered. Additional cover material should not be included. When presented to The Graduate School in an 8 ½" x 11" letterhead box, the approval sheet should be the top sheet of the manuscript.

Approval Sheet

Each of the two copies of the thesis/dissertation submitted to The Graduate School must have an approval sheet using the exact wording and format shown in the appendix of this manual. Like all other pages, this sheet must be on the same brand and weight of cotton paper and be in the same font as the remainder of the manuscript. The name used on the approval sheet and title page must be that under which the student is registered at the institution. Although the original approval sheets may be copies, *the committee signatures must be original*. Black ink is recommended for the original signatures. The number of signature lines must equal the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by The Graduate School. Official designations of majors and degrees can be found in The University of Mississippi's *Graduate Catalog*. As part of the cover pages, the approval sheet is neither counted nor numbered. To save time, students should print the approval sheet on cotton paper to be signed at the defense meeting.

Statement of Permission to Use

All Master's Theses and Doctoral Essays must include this statement. Also, any dissertation prepared by a candidate for the Educational Specialist Degree (Ed. S.) must include the statement of permission to use. Dissertations written for other degrees should not include this section. The statement allows the library to provide academic copies of a thesis without securing further permission from the author. Unlike dissertations, theses are not microfilmed, so access to them is limited to that which can be provided by the library. This statement is in addition to the optional copyrighting of the thesis. As part of the cover pages, the statement of permission to use is neither counted nor numbered.

Preliminary Pages

Preliminary pages of every manuscript must include a title page, abstract, and a table of contents. The copyright page, dedication page, acknowledgements, and preface are optional. If five or more tables appear in the manuscript, a list of tables should be included in the preliminary pages. If five or more figures appear, a list of figures should be included. If plates are used, a list of plates should be included. If necessary, a list of symbols and/or abbreviations may be included either in the preliminary pages or as an appendix, consult the appropriate style guide for directions.

Examples of properly formatted preliminary pages can be found in the appendix of this manual. However, to ensure proper form, templates are provided on The Graduate School's website:

http://www.olemiss.edu/depts/graduate_school/diss_templates.html

To avoid formatting problems, these templates should be used from the beginning of the process to create the entire manuscript.

Title Page

This page is assigned roman numeral 'i,' although the number does not appear on the page (see Table One).

The title of the manuscript should be as brief and concise as possible and should be used consistently in every respect. Word substitutes should be used for Greek letters and symbols that appear in the title. Abbreviated terms should be spelled out. Phrases such as "An Examination of" or "A Study of" should be avoided.

The official designation of the degree (i.e. Doctor of Philosophy, Master of Science, etc.) must be used on the title page. This information can be found in The University of Mississippi's Graduate Handbook. The department or major should not be added to the title of the degree.

The name on the title page must match exactly the name under which the student is registered at The University of Mississippi.

The date used on the title page must be the month and year of the commencement at which the degree will be awarded.

Copyright Page

This page is included only if the manuscript is being formally copyrighted, either through University Microfilms (doctoral students) or with the U.S. Government Copyright Form TX (Master's students). These forms can be obtained in The Graduate School. A fee is required for the registration of a copyright.

Dedication Page

If included, the dedication page should be brief. It must be centered, left to right, and top to bottom, on the page.

Acknowledgements

This page is optional. Acknowledgements, if included, must be written in complete sentences. Avoid direct address (thanks professor!). On this page a student might thank those who have helped in the process of obtaining the graduate degree. Permissions to quote copyrighted material are also listed here, as well as any acknowledgements for grants or special funding.

Abstract

Every thesis or dissertation must include an abstract. A typical abstract includes a short statement of the project, a brief exposition of the methods and procedures used in gathering data, a condensed summary of the findings, and conclusions reached in the study. While there is no word limit on the abstract appearing in a thesis or dissertation, all doctoral candidates (other than D.A. candidates) must prepare an additional draft of the abstract for publication by ProQuest in *Dissertation Abstracts International*. This draft of the abstract must not exceed 350 words (about 35 lines or 2,450 total characters counting spaces and punctuation). This draft of the abstract can be submitted to the Supervisor of Graduate Records upon the final check of the dissertation and should be attached to the completed "Dissertation Publishing" form, available from The Graduate School.

Preface

This page is optional. A typical preface includes a personal statement about the project. Although personal in nature, the preface must preserve the academic tone appropriate to a scholarly work.

Table of Contents

The Table of Contents may vary in style and amount of information included. Cover pages and preliminary pages (any assigned Roman numerals) are not included in the Table of Contents. The first entry in the Table of Contents should be the section of the manuscript assigned the Arabic number "1." Chapter or section titles should be listed in the Table of Contents exactly as they appear in the text. A page number should be supplied for each item listed. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items.

The Table of Contents must include chapter or section titles, the Bibliography or List of References, any appendices, and the Vita. Generally, it is not necessary to include subheadings in the Table of Contents. However, if they must be listed, a logical system of indentation should be

followed. Consistency must be preserved. If a particular level is included at any point in the Table of Contents, all headings of that level must be included.

List of Tables

Unless there are five or more tables within the manuscript, this list should not be included. Any tables appearing in the appendix must be included in this list. The title of each table should be unique, and all titles must be entered in the list exactly as they appear in the manuscript. A page number should be supplied for each table listed.

List of Figures

Unless there are five or more figures within the manuscript, this list should not be included. Any figures appearing in the appendix must be included in this list. The title of each figure should be unique, and all titles must be entered in the list exactly as they appear in the manuscript. A page number should be supplied for each figure listed.

List of Plates

If plates are used in a thesis or dissertation, a List of Plates must be included.

List of Symbols/ List of Abbreviations/ Nomenclature

If necessary, these lists may be included to define specialized terms or symbols. This information may also be placed in an appendix. The format of these lists should conform to the appropriate documentation style.

The Text

This section of the manuscript includes the main body of the thesis or dissertation, the bibliography, the appendix or appendices (optional), and the Vita. These pages are assigned Arabic numbers. The first page of this section (the first of the main body) is assigned and numbered “1.” The remaining pages are numbered in sequence (2, 3, 4, 5, etc.). All pages in this section are to be counted and numbered. Table One outlines this policy. The Vita will be the final page of the section and of the manuscript.

Divisions

The body of the paper must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common major division, but sections are also acceptable. An example showing the different formatting requirements for chapters and sections is given in Figure 1.

Chapters or sections must be numbered consecutively. Each chapter or section must begin on a new page. An “Introduction” may be the first numbered chapter or section, or may precede the first numbered chapter or section.

Within chapters or sections, any logical system of subdivision is acceptable. However, the scheme must be consistent throughout the entire manuscript. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level.

Subdivisions should not begin on a new page unless there is insufficient space on the preceding page for the complete heading and at least two lines of text. First and second level subheadings must be preceded by an extra line of space. This extra space indicates a major shift in subject. Because of this, subdivisions below the first two levels should not be preceded by extra space.

Figure 1.

Example showing the different formatting requirements for chapter and section divisions.

Division into Chapters

CHAPTER 1

THE TOPOGRAPHY OF YOKNAPATAWPHA COUNTY IN FAULKNER'S *AS I LAY DYING*

Chapter numbers can be expressed as Roman numerals or Arabic numbers. Note the extra space between chapter number, chapter title, and text.

Division into Sections

1. THE TOPOGRAPHY OF YOKNAPATAWPHA COUNTY IN FAULKNER'S *AS I LAY DYING*

Section numbers can be expressed as Roman numerals or Arabic numbers. As with chapter divisions, extra space between title and text indicates a major shift in subject.

Tables

A table is an arrangement of facts, numbers, or values in an orderly sequence of rows or columns.

- Tables must be numbered consecutively. There are two acceptable methods of numbering tables in a thesis or dissertation. 1) Tables may be numbered consecutively throughout the entire manuscript (a complete sequence that includes all tables, those in the text and in the appendices). Or 2) Tables may be numbered consecutively within each chapter or appendix. If this method is used, each table is coded with a chapter number or appendix letter, followed by a table number. For instance, the tables in chapter 2 would be designated 2-1, 2-2, 2-3, 2-4, etc. The tables in the appendix would be designated A-1, A-2, A-3, A-4, etc. This coded system is particularly helpful if a large number of tables are used in a thesis or dissertation. Whether the first or second method is employed, consistency and accuracy are vital. Tables must not be subdivided. Each table must have a separate numeric designation.
- Tables should be inserted near their first mention in the text or as a logical group within the chapter (see Placement of Tables and Figures).
- All table titles must be typed single-spaced above the table using consistent capitalization.
- Tables must be flawless and fully legible. They must be of professional quality and amenable to microfilming without loss of information.
- All tables must meet margin and font requirements.
- Large tables must be reduced to standard 8.5" x 11" paper, if possible. If not, the table should be placed on oversize, 11" x 17" paper and inserted in the manuscript as a fold-out (see Instructions for Oversize Figures and Tables later in this chapter).

Figures

Figures provide illustrative information in a nonverbal form. Commonly used figures include charts, graphs, maps, drawings, diagrams, etc.

- Like tables, figures must be numbered consecutively. There are two acceptable methods of numbering figures in a thesis or dissertation. 1) Figures may be numbered consecutively throughout the entire manuscript (a complete sequence that includes all figures, those in the text and in the appendices). Or 2) Figures may be numbered consecutively within each chapter or appendix. If this method is used, each figure is coded with a chapter number or appendix letter, followed by a figure number. For instance, the figures in chapter 2 would be designated 2-1, 2-2, 2-3, 2-4, etc. The figures in the appendix would be designated A-1, A-2, A-3, A-4, etc. This coded system is particularly helpful if a large number of figures are used in a thesis or dissertation. Whether the first or second method is employed, consistency and accuracy are vital. Figures must not be subdivided. Each figure must have a separate numeric designation.
- Figures should be inserted near their first mention in the text or as a logical group within the chapter (see Placement of Tables and Figures).

- Unlike table titles, all figure titles and captions must be typed single-spaced below the figure.
- Figures must be flawless and of professional quality.
- Because figures are considered illustrations, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title and caption and the page number, however, must be in the same base font and size as the rest of the manuscript. The figure must meet margin requirements.
- Large figures must be reduced to standard 8.5" x 11" paper, if possible. If not, the figure should be placed on oversize, 11" x 17" paper and inserted in the manuscript as a fold-out (see Instructions for Oversize Tables and Figures later in this chapter).
- Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. If this material is too long to be placed on the same page as a figure, it may be placed on another page. This page must be placed immediately before the figure. If this is necessary, the figure title must appear on the on this page, together with the explanatory material. The page number assigned to this page is considered to be the first page of the figure.
- If necessary, figures must be properly footnoted according to the rules of the adopted style manual.

Placement of Tables and Figures

- Most tables and figures should be assigned a page separate from the text.
- Because tables and figures are secondary to the text, the text dictates where the tables or figures should be placed. If assigned a separate page, a table or figure should immediately follow the page on which it is first mentioned. When more than one table or figure is introduced on a page of text, each follows in the order mentioned.
- A table or figure less than one-half page in length (about 4 inches) may be incorporated within the text, provided the following criteria are met:
 - Must be in numerical order.
 - Must be separated from the text by extra space (1/2 inch).
 - Must not continue onto the following page.
 - Must follow its specific mention in the text.
- If tables and figures are incorporated into the text, they must be placed on either the top or the bottom of the page. If mentioned on the upper part of a page of text, the table or figure should be placed on the bottom portion of that page. If mentioned on the bottom part, the table or figure should be placed on the top of the following page. Please note: All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure. The table or figure should only occupy an amount of space necessary for the table or figure and the extra 1/2 inch of space. The rest of the page should be occupied by text.
- If a table or figure is presented horizontally on a page (landscape orientation), the margin at the binding edge must still be 1.5" and the all other margins 1". The placement of the page number should be consistent with the rest of the manuscript. In this case, the title and caption should be presented horizontally with the table or figure.

- When all tables and/or figures are presented in an appendix, this fact is stated in a footnote in the body of the text at the first mention of a table or figure. It is not necessary to repeat this footnote thereafter. When only some of the tables and figures are presented in an appendix, their location must be clearly indicated whenever the items are mentioned in the text (Table 1, Appendix A), unless the numbering scheme makes the location obvious (Table A-1).

Oversize Table and Figures

- Large tables and figures should be reduced to fit an 8.5" x 11" page, if possible. If not, material on larger approved paper may be included, provided the page itself is 11" vertically and folded properly.
- The fold on the right side must be at least ½" from the edge of the paper. The second fold, on the left side, if needed, must be at least 1.5" from the binding edge.
- The finished page, folded, must measure 8.5" x 11".
- The larger paper must be the same 100% cotton brand and weight as the paper used in the rest of the manuscript.
- For assistance in the folding process, consult the Supervisor of Graduate Records in The Graduate School.

Material in Pockets

If it is necessary to include a large map, drawing, floppy disk, videotape, or any other material which cannot be bound, these materials should be itemized in a List of Plates and indicated as being "In Pocket." A label giving the plate number, title, student's name and year of graduation is affixed to the folded plate. A pocket for the plate will be attached to the inside back cover of the hard-bound copies at the bindery.

It is also permissible to include less bulky material such as a survey instrument or pamphlets in a pocket attached to a sheet of approved paper with permanent cement. This material must be treated as a figure, mentioned in the text, and given a number and caption. Caution should be observed in using pockets since the material in them is easily lost.

Plates

Plates are a special category consisting of pages of related figures, multiple photographs or material that cannot be bound into the manuscript in the normal binding process. Following are the most frequently used methods of including plates:

- Printed as full-page 8.5" x 11" photographs on double-weight glossy paper (maximum image area 6" x 9") preceded by a legend page (see Figures).
- Affixed to the required paper with a permanent spray mount adhesive.
- Copied on archival-quality paper (not necessarily the required paper) to be placed in a pocket attached to the inside back cover of the manuscript at the bindery.

Plates must be mentioned in the text by number. The plate pages then follow the first mention. Since plates may be composed of multiple figures or parts, all parts of each plate may be discussed in any manner the writer desires without further referencing once the plate is mentioned.

Bibliography/ List of References

The Graduate School does not require a specific citation style. However, usage must be consistent for all entries. The style used for notes, references, and bibliography should be the preferred style of the discipline in which the student is engaged. For instance, MLA is the preferred guide for candidates in the English Department. If in doubt, the student should consult his or her committee about the preferred style in his or her particular field of study.

- Whatever style is used, the Bibliography or List of References must be preceded in the manuscript by a numbered page with the title – Bibliography or List of References—centered vertically and horizontally.

The Bibliography or List of References is a vital part of every thesis or dissertation. Care should be taken to properly document every source. Failure to document references in a consistent and acceptable style necessitates that the manuscript be returned without review.

Appendix

The appendices include material inappropriate to the body of the main text. Original data and supplementary materials are usually placed in the appendix. In some cases, all tables, figures, and/ or plates are moved to the appendix to avoid interrupting the main text.

- If included, an appendix is preceded by a numbered page with the designation – Appendix or List of Appendices - centered vertically and horizontally between the margins.
- All appendix material must conform to the margin and font requirements observed in the rest of the manuscript.

Vita

The Vita is a required part of all theses and dissertations. It is the last item in the manuscript and appears with no preceding separation page. The heading, VITA, should be centered, typed in full capitals, and should not be underlined. All vita entries should be listed chronologically. The vita includes the date (may be omitted) and place of the student's birth, dates of degrees and names of colleges or universities (exclude the degree for which the dissertation is written), academic or relevant professional employment, and may, at the student's discretion, include military service, honors, awards and distinctions.

Chapter Three -- Special Considerations

If you think education is expensive, try ignorance.”

Derek Bok, former president of Harvard

Creative Writing Theses

All theses, including those in creative writing, are expected to conform to the basic rules of margins, paper and copy quality, and must be blended into a unified presentation. The following elements are required for the acceptance of a thesis in Creative Writing:

- Approval Sheet
- Statement of Permission to Use
- Title Page
- Abstract
- Table of Contents
- Introduction
- Vita

Application for Copyright

Doctoral students and their committees should give careful consideration to the desirability of copyrighting the manuscript. Students intending to register should sign the copyright application included on the UMI agreement form. Note: Copyrighting the manuscript requires an additional fee. This fee should be paid along with the binding fee to the Bursar. The receipt should be submitted to The Graduate School. On your behalf, UMI will then file the application for registration of a U.S. copyright.

Master's degree candidates may also wish to copyright their theses. Those students who anticipate publication of the thesis should consider this option. Master's degree candidates may obtain a copy of the proper copyrighting form from the Supervisor of Graduate Records in The Graduate School.

If a thesis or dissertation is to be copyrighted, a page must be inserted immediately after the title page and assigned number "ii." The following information must appear on this page, centered vertically and horizontally:

Copyright 2_(year)_ by _(name)_
All rights reserved

Use of Copyrighted Material

Students are required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the student's responsibility. Permission for the use of all such materials must be obtained before the thesis or dissertation is submitted to The Graduate School.

UMI Dissertation Services (UMI) requires each student to certify (by signing the Microfilm Agreement Form) that any extensive use of copyrighted material in the manuscript has the written permission of the copyright owner, and to "save and hold harmless" UMI from any damages which may arise from copyright violations. All written permissions must be attached to the agreement form and submitted along with other required material at the time of the submission of the thesis or dissertation to The Graduate School.

Papers within the Thesis or Dissertation

A thesis or dissertation may include articles submitted to a professional journal. Some guidelines apply, however.

- Individual papers must be integrated into a unified presentation. The thesis or dissertation must be a logical whole, not simply a compilation of individual papers.
- A uniform style of headings, reference citations, and bibliographical format – in compliance with this guide – must be adopted for the entire manuscript. In other words, all parts of the manuscript must be formatted consistently, even if one part of the manuscript was originally submitted to a professional journal in another format. Consistency and uniformity throughout the manuscript are required.
- Because individual papers must be incorporated into the manuscript, a single bibliography should serve the entire thesis or dissertation.
- Of course, pages must be numbered consecutively throughout the manuscript.
- Individual papers may be used as individual chapters within the manuscript as long as the above requirements are met.

The above requirements stress the importance of creating a unified document. The Graduate School encourages students to pursue publication of articles in professional journals. However, if those articles are used in a thesis or dissertation, they must be seamlessly integrated into the manuscript. The dissertation or thesis is the student's first objective and publication is secondary.

Multi- Part Theses and Dissertations

With approval from the committee members, a thesis or dissertation may be divided into parts, rather than chapters or sections. This option should only be considered when research has been performed in two or more areas that cannot be practically combined into a single presentation.

In this case, each part of the thesis or dissertation should be treated as a separate unit, with its own chapters, figures, tables, Bibliography or List of References, and Appendices. The entire manuscript (all parts) is then unified through the use of:

- A single introduction which provides an overview and summary of the entire project.
- A single Table of Contents
- A single List of Tables
- A single List of Figures
- Consecutive pagination across all parts, including numbered separation sheets between parts that list number and title of each part.

Two-Volume Theses and Dissertations

If a manuscript is more than 2.5 inches thick, it must be divided as equally as possible into two volumes not exceeding 2.5 inches in thickness each.

- The division of the two volumes must be made between chapters or major divisions.
- The Table of Contents at the beginning of Volume 1 will list the contents for the entire two volumes.
- Pagination must be continuous throughout both volumes.
- A single sheet with “VOLUME 1” centered horizontally and vertically between the margins must be inserted just prior to Chapter 1. Volume 2 should open with a title page followed by a single sheet with “VOLUME 2” centered horizontally and vertically between the margins. These two separation sheets are neither counted nor numbered within the manuscript.

Research Involving Animal or Human Subjects

Any research involving human subjects must be approved by the Institutional Review Board. To determine if this provision applies to you, contact the IRB at 915-7482. Any research using animals must be approved by the IACUC. Please contact the Office of Research at 915-7482 for guidelines and applications. Information can also be found at the website of the Office of Research:

<http://www.olemiss.edu/depts/research/office.html>

Photographs

Although there are many ways of including photographs in a thesis or dissertation, the following are the most common. No matter the method used, the photograph or the page on which it is mounted must meet the normal margin requirements, be given a page number, and be listed in the List of Figures.

- A photograph is reproduced directly onto 100% cotton paper by a high quality photocopying machine.
- Individual photographic prints are mounted in each copy using a permanent photomount spray adhesive. The page on which the photos are mounted must meet the standard margin requirements. The page should be numbered and counted, and should be listed in the List of Figures.
- In the darkroom, a photograph is printed to 8.5" x 11" photographic paper with an image area of 6" x 9" (standard margins). Double weight glossy paper is recommended. If this option is selected, the title and other information are printed on a legend page, which precedes the actual photograph. Also, an address label is mounted on the back of the photograph, 1" down and 1" in from the right edge (with the photo face down). The label is typed as follows:

Figure #
Page #
Last Name, Year

Both the legend page and the photograph are given page numbers, and in the List of Figures the number shown is that of the legend page. There is no printing on the front of the actual photograph.

- A scanner is used to reproduce a photograph. This is the most convenient way of including photographs in the manuscript, and one that produces a high quality image. Computers with scanners are available in the Writing Center.

Writing Center Services

Graduate students seeking advice or assistance during the writing process, should contact the director of the Writing Center at 662-915-7686 or by E-mail at writingc@olemiss.edu. The Writing Center also provides an invaluable resource of advice and useful references in the document "Writing Center Services" on this CD.

Theses and Dissertations in Digital Form

The Graduate School now accepts theses and dissertations in digital form. This option allows students to integrate digital audio, video, graphics, pictures, and other media into the thesis or dissertation, creating a dynamic presentation that transcends the single dimension of the printed page. Students from all departments are encouraged to take advantage of this new opportunity.

Currently, as a transitional measure, The Graduate School requires the following from students wishing to submit a thesis or dissertation in digital form:

- Two properly formatted *paper* copies of the thesis or dissertation. The paper copies should meet all the requirements of this manual and be presented to The Graduate School in the traditional form (boxed separately, copied on the required paper with the required margins, etc.).
- Two digital copies. These must be recorded onto Compact Discs. The two discs will be submitted to The Graduate School along with the two paper copies.

For those students wishing to create a thesis or dissertation in digital form, The Graduate School has provided a computer equipped with a CD-RW drive. Students may use this computer to burn the two necessary copies free of charge. The Compact Discs will also be provided by The Graduate School at no cost to the student.

Additionally, to encourage the use of this new medium, The Graduate School will provide two additional Compact Discs, allowing the student to create two personal copies of the thesis or dissertation. Note: Ordering personal copies of a dissertation through UMI can be expensive (at least thirty dollars per copy). Also, personal copies ordered through UMI usually take six weeks to arrive. Creating a personal copy on The Graduate School's computer is free and immediate. Another benefit of submitting a dissertation in digital form is the inclusion of your dissertation in UMI's *ProQuest Digital Dissertations*, an online library that provides access to the **full text** of digital dissertations. Inclusion in this database means that scholars and researchers from around the world will have instant access to your entire dissertation.

The Graduate School's computer is located in the Writing Center. Qualified consultants in the Writing Center are available to assist graduate students in the CD-burning process. For further information about this process, please call the Writing Center director at (662) 915-7689.

Chapter 4– Filing the Manuscript

“This book fills a much-needed gap.”

Moses Hadas

Filing the manuscript is the last step in the process. Although the filing process may seem complex and confusing, a bit of careful planning and a willingness to follow the instructions presented in this chapter will ensure success.

The Final Semester – A Timeline

The Graduate School accepts approximately 150 Theses and Dissertations per semester. The Supervisor of Graduate Records reviews each document for quality and formatting. The Supervisor is responsible for reviewing and accepting every thesis and dissertation submitted to The Graduate School. Obviously, the end of the semester and especially deadline days are very busy for the Supervisor of Graduate Records. If possible, avoid submitting your thesis or dissertation on the deadline day. All steps in the process may be completed early. Remember, the thesis or dissertation may be submitted any time during the final semester. The following timeline lists deadlines. Students are encouraged to complete these steps as early as possible.

Very early in this semester, the student must submit the completed **Application for Graduate Degree** form along with an *unofficial* transcript to the Supervisor of Graduate Records. This form is available in The Graduate School. Completion of this form requires departmental approval (signature of the chair).

Upon receipt of the **Application for Graduate Degree** form, the Supervisor of Graduate Records will give the student the **Diploma Application**. Without these two applications, the student will not graduate. This is the first step in the filing process and should be completed very early in the semester in which the student plans to graduate.

Next, at least three weeks before the final oral/written examination, the student must obtain the **Authorization of Final Oral/Written Examination** form. This form is available in The Graduate School. The student must complete this form, obtain the signature of the Department Chair upon this form, and return the form to the Supervisor of Graduate Records no later than fourteen (14) days **before** the date of the intended exam. Note: Final Examinations must be completed by the last class day of the semester. Exams cannot be given during the regular University examination period at the end of the semester or when the University is closed. After the Final Oral/ Written Examinations are completed, a completed **Report of Final Oral/Written Examination** form must be delivered to The Graduate School. Completion of this form is the responsibility of the committee and the Department Chair. Delivery of this form to The Graduate School is not the official responsibility of the student, although some committees may request the student to do so.

Also, around three to four weeks before the final day of classes, doctoral candidates must obtain and complete the **Survey of Earned Doctorates** and the **UMI Dissertation Publishing** form. Both are available at The Graduate School. Candidates for the D.A. degree are not required to complete the **UMI Dissertation Publishing** form. This form must be accompanied by a **separate copy of the abstract**. The abstract submitted to UMI must be no more than 350 words in length (see Chapter One). The **UMI Dissertation Publishing** form also contains copyrighting information for doctoral candidates. For Master's candidates who wish to copyright the manuscript, an appropriate form is available at The Graduate School.

At least two weeks before the final day of classes, the student should bring the manuscript to the Supervisor of Graduate Records (in The Graduate School) for a final formatting check.

At least two weeks before the final day of classes, the student must pay **the binding (microfilming) fee** and **the copyright fee (if desired)** to the Bursar's Office. The student should request a receipt from the bursar.

Before or upon the last day of classes, the student must deliver the final two copies (see Preparation of Final Copies in this chapter) of the Thesis or Dissertation to the Supervisor of Graduate Records. In order to be accepted, each of the two copies must be placed in its own 8.5" x 11" cardboard box. **2 copies, 2 boxes**. Each copy of the manuscript must contain its own signature page, each bearing the **original** signatures of all committee members and the Department Chair. In order to be accepted, the final copies of the **dissertation** must be accompanied by the following:

- The completed **UMI Dissertation Publishing** Form, including the copyright form if desired. This form is not required of D.A. candidates.
- The completed **Survey of Earned Doctorates**.
- Signature pages with **original** signatures.
- One copy of the receipt from the bursar's office, showing that the binding fee and copyright fee (if desired) has been paid. This receipt will be held by The Graduate School.

For Master's candidates the two copies of the thesis (each in a separate box) must be accompanied by:

- Signature pages with **original signatures**.
- One copy of the receipt from the bursar's office, showing that the binding fee has been paid.

This is the end of the filing process. If all fees have been paid, and all forms been completed, the student may relax and wait for the diploma.

Congratulations!

Checklist of Forms and Fees

Use this list in conjunction with the timeline presented above. Without the completion and timely submission of all forms *and* the payment of all necessary fees, a student will not be allowed to graduate.

Forms for Master's and Doctoral Candidates:

Application for Graduate Degree	_____
Diploma Application	_____
Authorization of Final Examination	_____
Report of Final Examination	_____
Copyrighting Form (optional)	_____
Signature Pages with Original Signatures	_____

Additional Forms for Doctoral Candidates Only:

Survey of Earned Doctorates	_____
UMI Publishing Form(w/extra abstract)	_____

Fees (paid to Bursar):

Binding/ Microfilming Fee	
\$87 for Doctoral Candidates	_____
\$7 for Master's Candidates	_____
Copyrighting Fee (optional for Doctoral Candidates ONLY)	
\$45	_____

Important Details

Preparation of the Final Two Copies of the Thesis or Dissertation

Under no circumstance should the two final copies be generated from a printer. They must be photocopied onto the 100% cotton content, 24-pound paper from a master copy. The surface of cotton paper is such that ink from non-impact printers may fail to adhere permanently to the paper's surface. Remember: the two signature pages of both copies must be signed by the committee and the Chair **after** the copying process. The signatures must be original on the final two quality copies. The final two copies should be flawless and professional, and they must meet the formatting requirements of this Manual.

Presentation of the Final Two Copies

The final two copies of the thesis or dissertation must be presented to The Graduate School in **separate** 8.5" x 11" letterhead boxes. Two copies, two boxes.

Deadlines and Locations

At the beginning of the final semester, the student should check with The Graduate School to learn the specific deadline dates of the semester. The general deadlines provided in this Manual are only guidelines and are subject to change. Also, The Graduate School can provide students with the current locations of important offices around campus. The Graduate School can be reached at (662) 915 – 7474.

Miscellany

- The final draft of the thesis or dissertation should be saved on disk and in hard copy form by the student before it is submitted to The Graduate School.
- Once a thesis or dissertation has been submitted to The Graduate School, it becomes a permanent copy belonging to The University of Mississippi and may not be released to anyone for any reason.
- Personal copies of the dissertation must be ordered through UMI, a process which normally takes up to 8 months, or through The University Publishing Center, (662) 915-7066.

Most Common Mistakes in the Filing Process

Incorrect Paper

100% cotton content, 24-pound, White paper must be used. See Chapter One for details.

Inappropriate Font

See Chapter One for guidelines.

Margin Problems

Top, right, and bottom margins must be at least 1 inch. The left margin must be at least 1.5 inches. See Chapter One for details.

Incorrect Page Numbering

The manuscript must be numbered correctly. Not all pages are counted and some are not numbered. Consult Table One for details.

Improper Formatting of Appendices

All appendix material must conform to the margin and font requirements observed in the rest of the manuscript. See Chapter One for details.

Copied Signatures on the Signature Page

The two signature pages must each contain the original signatures of all committee members and the Department Chair. This means signatures must be obtained after the final two copies have been created on the correct paper. See Chapter 3 for details.

Poor Copy Quality

The final two copies of the manuscript must be flawless and clean. A thesis or dissertation with flaws, smudges, photocopy lines, etc. may be rejected.

Payment Not Made to Bursar or Receipt Not Saved

Unless all fees are paid and a copy of the receipt provided, the thesis or dissertation will not be accepted. See Chapter 3 for details.

Forms Missing

All forms must be completed and submitted in order for the thesis or dissertation to be accepted. See Chapter 3 for details.

Missing Vita

All theses and dissertations must contain a Vita. This is the last page of the manuscript. See Chapter One for details.

Last Minute Filing

Filing the thesis or dissertation at the last minute can be disastrous. The policies in this manual are University regulations and can never be waived or overlooked. Filing early gives students time to deal with unforeseen problems. Remember, the thesis or dissertation can be submitted at any time during the final semester.

Important Phone Numbers and Websites

For questions regarding the format of the manuscript:

Supervisor of Graduate Records (662) 915-7474
Office in The Graduate School
Office hours: 8:00 AM – 5:00 PM, Monday through Friday

Thesis/Dissertation Formatting Templates on the web at:

http://www.olemiss.edu/depts/graduate_school/diss_templates.html

For questions regarding the writing process and formatting concerns:

Director of the University Writing Center (662) 915 – 7689

Appointments for free writing consultations should be made on the web at:

http://www.olemiss.edu/depts/writing_center/

Questions regarding fee payments:

Office of the Bursar (662) 915 – 7256
202 Martindale

On the web at:

<http://www.olemiss.edu/depts/bursar/>

Questions regarding publication of the dissertation:

ProQuest (UMI) (800) 521 – 0600
Ext. 7020

On the web at:

<http://www.il.proquest.com/proquest/>

Samples

To the Graduate Council:

I am submitting herewith a thesis written by Mark Twain entitled "The \$30,000 Bequest." I have examined the final copy of this thesis for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of Master of Arts, with a major in English.

Samuel L. Clemens, Major Professor
Professorship Title

We have read this thesis
and recommend its acceptance:

Name, Professorship Title

Name, Professorship Title

Name, Professorship Title

Accepted for the Council:

Dean of The Graduate School

STATEMENT OF PERMISSION TO USE

In presenting this thesis in partial fulfillment of the requirements for a Master's degree at The University of Mississippi, I agree that the Library shall make it available to borrowers under rules of the Library. Brief quotations from this thesis are allowable without special permission, provided that accurate acknowledgment of the source is made.

Permission for extensive quotation from or reproduction of this thesis may be granted by my major professor or in his absence, by the Head of Interlibrary Services when, in the opinion of either, the proposed use of the material is for scholarly purposes. Any copying or use of the material in this thesis for financial gain shall not be allowed without my written permission.

Signature _____

Date _____

THE \$30,000 BEQUEST

A Thesis

Presented for the

Master of Arts

Degree

The University of Mississippi

Mark Twain

August 1999

Copyright © 1999 by Mark Twain
All rights reserved

DEDICATION

This work is dedicated to Tom Sawyer, without whose tireless
encouragement I would have given up long ago.

ACKNOWLEDGMENTS

I would like to thank Huckleberry Finn for his help in editing the final document.

I would also like to thank Samuel L. Clemens for his support.

ABSTRACT

This is a work of fiction describing the lives of Aleck and Sally. Two people caught up in a bit of intrigue.

PREFACE

All characters found within this article are fictional. All of the paper used in the production of this work is either recycled or not. No electrons were harmed in the typesetting of this Thesis.

*Sample
Preface*

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*Sample
Bibliography*

VITA

Born in 1835, Samuel Langhorne Clemens led one of the most exciting and adventuresome of literary lives. Raised in the river town of Hannibal, Missouri, Clemens had to leave school at age twelve to seek work. He was successively a journeyman printer, a steamboat pilot, a halfhearted Confederate soldier (for a few weeks), and a prospector, miner, and reporter in the western territories. His experiences furnished him with a wide knowledge of humanity, as well as with the perfect grasp of local customs and speech that manifests itself so well in his writing.

With the publication in 1865 of “The Notorious Jumping Frog of Calaveras County,” Clemens — under the pen name “Mark Twain” — gained national attention as a frontier humorist. Boasting of himself as “The Wild Humorist of the Pacific Slope,” he turned out the lighthearted, colorful tales of his early years: “A Day at Niagara” (1869), “A Curious Experience” (1881), “The Stolen White Elephant” (1882), and other such delightful pieces.

With the publication of *Life on the Mississippi* (1883) and finally, the novel *The Adventures of Huckleberry Finn* (1885), Clemens was recognized by the literary establishment as one of the greatest writers America would ever produce.

For over forty-five years, books, stories, travelogues, and observations emerged from his fertile imagination. Toward the end of his life, plagued by personal tragedy and financial failure, Clemens grew more and more pessimistic — an outlook not alleviated by his natural skepticism and sarcasm. His later work reflects this darker turn of mind.

During this last period, he produced such “fables” of a fallen mankind as the brilliant and bitter “The Man That Corrupted Hadleyburg” (1899) and “The Mysterious Stranger” (1916). Though his fame continued to widen — Yale and Oxford awarded him honorary degrees, and he was in wide demand as a lecturer — Clemens spent his last years in gloom and exasperation, writing venomously about “the damned human race.”