

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
OFFICE OF GRADUATE STUDIES**

**STUDENT MANUAL
FOR PREPARING THESES AND DISSERTATIONS**

Revised October 2006



All theses and dissertations presented to the Office of Graduate Studies at The University of Southern Mississippi must conform to the policies, format, and conventions described in this manual.

Contact information: Joyce Sanders, Graduate Reader; email: graduatereader@usm.edu; phone: (601)266-4372; fax: (601)266-5138; Office Hours: 8:00 – 5:00; Office location: McCain Library, Room 204; Address; USM, Office of

Graduate Studies, ATTN: Graduate Reader, 118 College Drive #5024, Hattiesburg, MS 39406-0001.

To access these guidelines online: go to usm.edu ... Student Information ... Graduate Admissions ... Graduate Reader.

Graduate Studies web page: <http://www.usm.edu/graduatestudies/>

TABLE OF CONTENTS

<u>INTRODUCTION</u>	4
<u>MARGINS</u>	4
<u>TYPE</u>	4
<u>STYLE</u>	5
<u>ELEMENTS OF THE MANUSCRIPT</u>	6
 PRELIMINARY MATTER	
<u>FLYLEAVES</u>	7
<u>ABSTRACT</u>	7
<u>COPYRIGHT PAGE</u>	8
<u>TITLE PAGE</u>	8
<u>DEDICATION</u>	9
<u>ACKNOWLEDGMENTS</u>	9
<u>TABLE OF CONTENTS</u>	9
<u>LIST OF ILLUSTRATIONS</u>	9
<u>LIST OF TABLES</u>	10
<u>NUMBERING</u>	10
<u>SPACING</u>	10
<u>HEADING</u>	10
<u>TABLES</u>	11

	3
<u>ILLUSTRATIONS</u>	11
<u>QUOTATIONS AND PARAPHRASE</u>	11
<u>APPENDIXES</u>	12
<u>THE USE OF HUMAN SUBJECTS IN RESEARCH</u>	12
<u>INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE</u>	13
<u>PUBLICATION OF DOCTORAL DISSERTATIONS</u>	13
<u>PAPER</u>	13
<u>SUBMITTING THE DOCUMENT</u>	14
<u>THESIS FILING CHECKLIST</u>	14
<u>DISSERTATION FILING CHECKLIST</u>	15
<u>COMMON STYLISTIC CONCERNS</u>	16
<u>APPENDIX A (CREATIVE WRITING GUIDELINES)</u>	19
EXAMPLES	
<u>ABSTRACT</u>	22
<u>ABSTRACT TITLE PAGE</u>	23
<u>ACKNOWLEDGMENTS</u>	24
<u>COPYRIGHT</u>	25
<u>DISSERTATION TITLE PAGE</u>	26
<u>THESIS TITLE PAGE</u>	27
<u>ILLUSTRATION (FIGURES)</u>	28
<u>LIST OF ILLUSTRATIONS</u>	29
<u>LIST OF TABLES</u>	30
<u>TABLE OF CONTENTS</u>	31
<u>TABLE HEADING</u>	32
<u>CONTINUED TABLE HEADING</u>	33
<u>TEXT HEADINGS</u>	34

INTRODUCTION

Your dissertation or thesis is one of the most important pieces of work that you will do. Its quality is a reflection not only on you, but also on The University of Southern Mississippi. Therefore, the Office of Graduate Studies is committed to helping you produce the best document possible, while making all theses and dissertations conform to one another as much as possible. In these pages are guidelines for you to follow as you write, edit, and finalize your document. These instructions *take precedence* over any guidelines in your chosen style manual. Follow all instructions as closely as possible; any deviations must be approved by the graduate reader and, if necessary, the Director of Graduate Studies.

MARGINS

Regardless of the margin requirements dictated in your approved style guide, leave a left-hand margin of one and one half inches; leave a right-hand, top, and bottom margin of one inch. (These margins are necessary for binding and microfilming.) **Every** page of your manuscript ***must*** meet these requirements.

All photographs, prints, figures, tables, graphs, and the like must be contained within the prescribed margins. Reduce any oversized materials to meet margin requirements. In certain cases, you may arrange to have foldouts in your document; contact the graduate reader if you have material which cannot be made to fit the requirements. Photographs must be reproduced for all copies of the dissertation (you may, in some cases, use color copies; contact the graduate reader).

Do not justify the right margin.

TYPE

Use black type in 11- or 12-point size. Acceptable fonts include Arial and Times New Roman. Check with the Office of Graduate Studies if you want to use another font.

Double-space the work both within and between paragraphs (with the exception of long quotations, long tables, footnotes, and multi-line captions. Paragraphs should be indented one half inch. Please do not use bold or underlining for chapter and paragraph headings.

If your document includes symbols, foreign characters, or elaborate mathematical equations, you must either produce them with computer graphics or have them produced professionally. The Teaching Learning Resource Center at U.S.M. will produce graphics for a small fee.

Use a letter quality printer. If you are uncertain about the print quality, bring a sample to the graduate reader for approval.

STYLE

Your major professor should approve the guide that you follow for matters of style, organization, format, and documentation. Please be sure you follow this style guide *consistently*. Acceptable guides include such works as the following:

- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, fifth or sixth edition.
- *Publication Manual of the American Psychological Association*, fifth edition.
- *MLA Handbook for Writers of Research Papers*, fourth edition.
- *The Chicago Manual of Style*, fourteenth edition.
- *CBE Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences*, fifth edition.
- *The ACS Style Guide: A Manual for Authors and Editors*, 1986.
- Authors' guides published in scholarly journals.

NOTE: The guidelines in this Office of Graduate Studies manual take precedence over the guidelines listed in other manuals. If you are in doubt about a particular rule or guideline, contact the Office of Graduate Studies for clarification.

Please see [common mistakes in style](#). The graduate reader uses Merriam-Webster's Collegiate Dictionary (tenth edition) for matters not dictated by style guides.

References

Title references as your style guide tells you to ("works cited," "references," "bibliography," etc.), but place the title in all capital letters, one inch from the top of the page, centered. Continue page numbering at the top right margin. Follow your handbook for correct expression of bibliographic information. Be sure to go back and double check for consistency (APA users: check to be sure all your *book references* are consistent!), and make certain that you have included bibliographic information for all the authors you have cited in your document.

ELEMENTS OF THE MANUSCRIPT

Although all dissertations/theses will vary somewhat from one another, certain elements should be common to all manuscripts.

Thesis (for master's and specialist students)

1. Flyleaf (blank page – do not number)
2. Title page (page i – DO NOT NUMBER)
3. Flyleaf (blank page – do not number)
4. Abstract (page ii – bottom, center)
5. Dedication (if included – page iii – bottom, center)
6. Acknowledgments for special assistance and copyright permissions
7. Table of Contents
8. List of Tables
9. List of Illustrations
10. List of Abbreviations
11. Text
12. Appendixes
13. References
14. Flyleaf

Dissertation

1. Flyleaf
2. Abstract Title Page
3. Abstract (page ii)
4. Flyleaf
5. Copyright page (not counted or numbered)
6. Title page (count but do not number it)

7. Flyleaf
8. Dedication (if included – page ii)
9. Acknowledgments for special assistance and copyright permissions
10. Table of Contents
11. List of Tables
12. List of Illustrations
13. List of Abbreviations
14. Text
15. Appendixes
16. References
17. Flyleaf

PRELIMINARY MATTER

Except where noted otherwise, number all preliminary matter with lower case roman numerals at the bottom center.

Flyleaves

Flyleaves (blank pages) are not considered part of the text; thus, they are neither counted nor numbered. Remember that the first and last elements of your manuscript will be blank pages.

Abstract

Thesis. Write a short (no more than 250 words) description of your thesis. The abstract should be page ii of your thesis, numbered at the bottom center. Center the word "ABSTRACT" one inch from the top of the page; put the title of the thesis in all caps on the next line(s). If your abstract runs to two pages, begin the second page one inch from the top (but keep the page number at the bottom center). Include the abstract in the table of contents.

Dissertation. The abstract is not considered part of the text itself; therefore, it should be placed first in your manuscript (after the first flyleaf). You must have an abstract title page. This is similar to, but not identical to, the title page; please do not confuse the two (see fig. 1). An abstract of approximately 350 words must accompany each of the four

copies of a doctoral dissertation. Abstracts of more than 350 words will be shortened by University Microfilms. Include the abstract in the table of contents.

Number the abstract pages in roman numerals, separately from the dissertation proper. Do not number the abstract's title page. The first page of the abstract itself is page ii, number placed bottom center. Center the word "ABSTRACT" one inch from the top of the page; put the title of the dissertation in all caps on the next line(s) double-spaced. Place on separate lines, the words "by Your **Full Name** / Month Year of graduation" (see fig. 2).

Fig.1 [Abstract Title Page](#)

Fig.2 [Abstract](#)

Because the abstract will be bound with each copy of the dissertation, include both the abstract and dissertation in each manila envelope when you submit your final copies.

Copyright Page (dissertation only)

This page is neither counted nor numbered. Center vertically and horizontally on the page, in all caps, on three lines, double-spaced, "COPYRIGHT BY / YOUR NAME / the year of graduation."

Fig.3 [Copyright Page](#)

Title Page

Count this page as page i, but do not number it. Have the title page approved by the graduate reader *before* you make copies on cotton paper and have them signed by your committee. You will need three (3) signed copies of your title page. **Make sure all committee members sign in BLACK ink.** The top line (one inch from the top of the page) of your title page should read "The University of Southern Mississippi" (not "University...") in upper/lower case letters, centered. The bottom line (one inch from the bottom of the page) will bear the month (i.e., August, May, or December) and year (with no comma between them) of your graduation, centered. Center vertically the rest of the information, leaving enough white space for aesthetics and committee members' signatures. Lines for signatures should be quadruple spaced; the lines should begin at the center of the page and extend to the right margin (1 inch). Align the words "Approved," "Director," and "University Director" with the lines for signatures. You only need enough lines for the number of committee members to sign – do not have blank signature lines. Type your title in all capital letters, and the rest of the information in upper/lower. Please type your full name (FIRST, MIDDLE, AND LAST – NO INITIALS).

Fig. 4 [Thesis Title Page](#)

Fig. 5 [Dissertation Title Page](#)

Dedication (if included)

The Office of Graduate Studies prefers that you not include a dedication. If you do, follow formatting guidelines for acknowledgments section. Number this page iii.

Acknowledgments

The Office of Graduate Studies prefers that you keep acknowledgments to those of a scholarly nature. This is the place to thank those who have assisted in the production of the document and those who have provided permission to use copyrighted material. This will be counted and numbered as page iii in the dissertation (or page iv if you have included a dedication); paginate sequentially after the abstract in the thesis. The number should appear at the bottom center. The word "ACKNOWLEDGMENTS" should appear, centered, one inch from the top of the page; if the acknowledgments run to two pages, begin the second page one inch from the top (leaving the page number at bottom center).

Fig.7 [Acknowledgments](#)*Table of Contents*

Number the table of contents, bottom center, with the appropriate roman numeral(s). Center the words "TABLE OF CONTENTS" one inch from the top of the page; if the contents run to two pages, begin the second page one inch from the top of the page (leaving the page number at bottom center). List major sections of the document in all capital letters, showing the appropriate page numbers. Do not list the table of contents in the table of contents. Number chapters with upper case roman numerals. List only major subheadings under each chapter; do not list sub-subheads. Give page numbers for chapters only; do not list page numbers for subheads unless your committee advises you to do so. Indent subhead titles, and list in upper/lower case.

Fig.8 [Table of Contents](#)*List of Illustrations*

Number the list of illustrations, bottom center, with the appropriate roman numeral(s). Center the words "LIST OF ILLUSTRATIONS" (not "figures"; *music students* may title their lists "LIST OF EXAMPLES") one inch from the top of the page; if the list runs to two pages, begin the second page one inch from the top of the page. Express figure numbers as your committee directs you to; some departments will want you to number them by chapter (e.g., Figure IA, IIC, etc.), while others will want you to number them sequentially (i.e., Figure 1, 2, 3). In the list of illustrations, use upper/lower case letters for figure titles; be sure that the titles in the text match exactly the titles on the list of illustrations. Give the appropriate page number for each figure. If you do not have any illustrations, obviously this page is unnecessary.

Fig.9 [List of Illustrations](#)

List of Tables

Number the list of tables, bottom center, with the appropriate roman numeral(s). Center the words "LIST OF TABLES" one inch from the top of the page; if the list runs to two pages, begin the second page one inch from the top of the page. Express table numbers as your committee directs you to; some departments will want you to number them by chapter (e.g., Table IA, IIC, etc.), while others will want you to number them sequentially (i.e., Table 1, 2, 3). In the list of tables, use upper/lower case letters for table titles; be sure that the titles in the text match exactly the titles on the list of tables. Give the appropriate page number for each table. If you do not have any tables, obviously this page is unnecessary.

Fig.10 [List of Tables](#)

Numbering

Number the first page of your text with an arabic 1, even with the top right margin. "CHAPTER I" should appear, centered, one inch from the top of the page. On the next line (double spaced), place the title of the chapter, centered, in all capital letters. The first page of each chapter and the first page of your references section should be treated in this way (see page 12 for appendix titles; creative writing students, see page 19).

Number all pages of the text at the top right, regardless of whether the page includes text, tables, or illustrations. *ALL* pages must be numbered.

Spacing

Double space the text throughout, unless your style guide directs you to do otherwise (note that both APA and MLA specify double spacing throughout, including in block quotations and the references section). Do not quadruple space between paragraphs or before and/or after subheadings, unless directed by your committee.

Headings

Follow these guidelines for creating subheadings. Any deviation from this format should be discussed with the graduate reader. It might help to make an outline of your entire manuscript before deciding how many levels of headings you need and which headings are of equal importance.

Your major headings will be your chapter titles. These should be centered in all capital letters for every thesis/dissertation. Do not italicize or bold them.

Headings just under chapter titles (the major sections of each chapter) should be listed, centered, in upper/lower case (i.e., just capitalize the first letter of major words), no italics, no bold.

The next level of subhead (divisions under a major subsection of a chapter) should be flush left, upper/lower case, italicized. Do not boldface these headings.

Any lower subheads will probably be paragraph headings. They will be indented 5 spaces, upper/lower case, and followed by a period, in italics. Begin paragraph on the same line with paragraph heading.

Fig.11 [Headings](#)

Tables

Follow the guidelines set forth in the American Psychological Association handbook. However, you should *not* put the tables at the end of the text, with notations "Insert Table 5 about here" as the third edition APA suggests. Place the tables as close to the discussion of them in the text as is possible. Place table titles above the tables on the same page. It is not necessary to put tables one to a page; tables and text may be interspersed, and more than one table may be on a page. Just be sure to clearly separate tables from the text and from each other with horizontal rules. Tables must fit the same margin requirements as the rest of the text.

Fig.12 [Tables](#)

Illustrations

Follow the guidelines set forth in whatever handbook you are using. You may want to box in, or otherwise separate your figures from your text. Illustration titles should go *below* the illustration, whereas table titles should go above. Place the figures as close to the discussion of them in the text as is possible. It is not necessary to put figures one to a page; illustrations and text may be interspersed, and more than one figure may be on a page. Consult the graduate reader if you have photographs or extra large illustrations that cannot conveniently be reduced. Illustrations must fit the same margin requirements as the rest of the text.

Fig.13 [Illustrations](#)

Quotations and Paraphrase

Follow your style guide and your committee's suggestions for quoting and paraphrasing material. Make sure that *all* material that is not your own has been properly attributed (a single citation at the end of an entire paragraph of paraphrased material is *not* sufficient).

Currently, the copyright laws allow you to quote the following without permission from the publisher of the work:

- Passages of less than a few paragraphs
- Works published by the U.S. government
- Works on which the copyright has expired (anything published in the United States before 1906; anything by an author who has been dead at least 50 years)

The length of a quotation requiring permission differs among publishers, and many publishers do not require permission even for long quotations used in theses and dissertations. If you have any doubt about the need for permission, write the publisher of the work and request it.

The Office of Graduate Studies of The University of Southern Mississippi and University Microfilms assume no responsibility for direct quotations used without permission, or for improperly attributed paraphrasing.

Appendixes

Treat appendixes just as you would treat chapters. That is, center the words "APPENDIX A" (or B or C, etc.; if you have only one appendix, do not give it a letter) one inch from the top of the page. On the next line, center the title of the appendix in all capital letters (these two lines may be single spaced to save room). Do not include a separate page labeled "Appendixes.". Reduce or adjust all appendixes so that they fit the margin requirements of the rest of the text. If your appendixes are very large, or the above format seems unfeasible to you, please contact the graduate reader.

Fig. 14 Appendixes

The Use of Human Subjects in Research (Institutional Review Board)

The University of Southern Mississippi and the U.S Department of Health and Human Services have established standards and guidelines to protect individuals from risks associated with participation as subjects in research studies. The University's Institutional Review Board (IRB) is responsible for ensuring that adequate safeguards are in place to minimize the risk to individuals involved in such studies.

All investigations, experiments, surveys, or demonstrations involving human subjects, regardless of funding or the source of the funds, must be reviewed and approved by the Institutional Review board **before** the activity it begun. This includes activities in which a faculty member is supervising research activities, **including class projects, master's theses, specialist's projects, and doctoral dissertations.**

Application forms for submission of protocols for review by the Institutional Review Board are available from each college's representative and the Office of Institutional Review Board. For IRB information go to www.usm.edu/irb. The office is located in Weathersby Hall, Room 215. **Prior to submitting the required copies of an application approved by their thesis, project, or dissertation director or professor teaching a course, (2) secure the appropriate signatures, and (3) have the application reviewed by their college representative to the Institutional Review Board.**

The Signed and approved IRB application forms and approval letter should be included in a appendix of the thesis, project, and/or dissertation. The names of the college representatives to the IRB may be obtained from the college dean's office, or the Office of Institutional Review Board.

Institutional Animal Care and Use Committee

The Institutional Animal Care and use Committee (IACUC) is a standing committee of the University. The IACUC is qualified through the experience and expertise of its members to oversee the University's animal program, facilities, and procedures. The IACUC consists of eight members (six regular and two ex officio) an audits membership meets the compositional requirements set forth in the Public Health Service Policy. The IACUC, through an appointed chairperson, reports directly to the Vice President for Research . The IACUC acts as a monitor to insure the University facilities are operated in compliance with the Public Health Service Policy and other federal policies.

Federal law requires that any university activity (weather research or instructional in mature) involving the use of vertebrate animals be reviewed by the IACUC and approved by that body **before** the activity may proceed. **The original completed form, signed by the project director (a faculty member not a student), the appropriate departmental chair and dean, and nine (9) copies should be forwarded to the Chair of the IACUC for processing. Review of applications requires approximately 2-6 weeks. The approved IACUC protocol application form should be included in an appendix of the thesis, project, and/or dissertation.** IACUC review applications may be obtained from the IACUC Chairperson (presently B.I Middlebooks), Department of Biological Sciences, Box 5018, (601)266-4748. www.usm.edu/iacuc

PAPER

After your dissertation or thesis has been approved by both your committee *and* the graduate reader, you will make your final copies.

Submit photocopies of the thesis or dissertation to the Office of Graduate Studies on white bond paper of *at least 16-pound, 100 percent rag/cotton quality*. Do not submit the original typed draft. Suitable paper and high-quality duplicating machines are available at the Campus Printing Copy Center and at many commercial copiers.

NOTE: Do not make copies on cotton paper until you have had your document approved by both your committee and the graduate reader.

PUBLICATION OF DOCTORAL DISSERTATIONS

The University of Southern Mississippi participates in the Doctoral Dissertation Project conducted by ProQuest Information and Learning, which makes doctoral dissertations available in microfilm form. ProQuest charges a fee, which is part of your graduation fee, to copyright the dissertation in your name. A formal copyright protects your intellectual property interest in the dissertation and does **not** prohibit you from publishing or having published all or part(s) of the dissertation. ProQuest also publishes quarterly a compilation of dissertation abstracts. The microfilm copy of your dissertation will be available for sale, and depending upon the number of sales, you may receive royalties annually.

SUBMITTING THE DOCUMENT

FILING CHECKLIST - THESIS

1. You must file three copies of your thesis.
 - copy 1 - for the Office of Graduate Studies
 - copy 2 - for your Department
 - copy 3 - for the Library
2. Each copy must be in a 10 x 13 manila envelope with a photocopy (on regular copy paper) of your title page taped on top. If your text is too thick to fit into a 10 x 13 envelope, please put it in a box such as the one that your cotton paper comes in. Please do not go to a larger envelope because the larger envelopes are cumbersome to store and process. If at all possible, put the copies in 10 x 13 envelopes.
3. Each copy must be on 100% cotton paper or rag paper, white, at least 16-lb. weight (higher weight is okay, e.g. 20-lb. or 24-lb.).
4. Place signed title pages in a folder (the University Director will sign after submitting final copies to this office). **Please make sure that the committee signs the title pages in BLACK ink!**
5. Turn in the white copy of the graduate reader checklist with your final copies (the Graduate Reader will give you this after proofing your manuscript).
6. Fill out one 3 x 5 index card with the following information:

Your Name, SS#/Empl#, Permanent mailing address, dissertation or thesis title, Major, Degree sought, Date of filing document in the Graduate Office.
7. Turn through EACH page of EACH copy of your thesis, making sure all the pages are there, in the proper order, and have been copied straight. Make sure all flyleaves are in the proper places (remember the first and last pages are always flyleaves). **DO NOT** rely on your copying service to do this!!!
8. Put one rubber band around the three envelopes that contain your thesis copies.

SUBMITTING THE DOCUMENT

FILING CHECKLIST - DISSERTATION

1. You must file three copies of your dissertation.
 - Copy 1 - for the Office of Graduate Studies
 - Copy 2 - for your Department
 - Copy 3 - for the Library
2. Each copy must be in a 10 x 13 manila envelope with a photocopy (on regular copy paper) of your title page taped on top. If your text is too thick to fit into a 10 x 13 envelope, please put it in a box such as the one that your cotton paper comes in. Please do not go to a larger envelope because the larger envelopes are cumbersome to store and process. If at all possible, put the copies in 10 x 13 envelopes.
3. Each copy must be on 100% cotton paper or rag paper, white, at least 16-lb. weight (higher weight is okay, e.g. 20-lb. or 24-lb.).
4. **Get committee members' signatures on three cotton copies of your title page in BLACK ink!** Place signed title pages in a folder (the University Director will sign after submitting final copies to this office).
5. Turn in the white copy of the graduate reader checklist with your final copies (the Graduate Reader gave you this form after proofing).
6. Fill out and turn in a Survey of Earned Doctorates Form.
7. Fill out and turn in a University Microfilms Copyright Form. As instructed on the Copyright form, turn in an extra copy of the abstract and an unsigned title page with your major professor's name typed on the signature line.
8. Fill out one 3 x 5 index card with the following information:

Your Name, SS#/Empl#, Permanent mailing address, dissertation or thesis title, Major, Degree sought, Date of filing document in the Graduate Office.
9. Turn through EACH page of EACH copy of your dissertation, making sure all the pages are there, in the proper order, and have been copied straight. Make sure all flyleaves are in the proper places (remember the first and last pages are always flyleaves). **DO NOT** rely on your copying service to do this!!!
10. Put one rubber band around the three envelopes that contain your dissertation copies.

COMMON STYLISTIC CONCERNS

You have probably done a good bit of writing over the past few (or several!) years. So you may think you remember all those picky grammatical rules. However, you should still check your style guide for proper expression of the following common grammatical constructions.

Abbreviations: Check your style guide for use of abbreviations and symbols. Sometimes whether to abbreviate or not depends upon whether your information is parenthetical or not.

The study revealed attitudes in traditional versus nontraditional students.

The study revealed student attitudes (traditional vs. nontraditional).

Remember that most style guides want you to abbreviate publisher names (in the reference section) to the utmost.

Brown NOT Wm. C. Brown & Co.

Macmillan NOT Macmillan, Inc.

Be sure you know what the abbreviation you are using means. I.e. means that is; e.g. means for example; cf. means compare with, not see; et al. is the abbreviation for et alia (and others)--there is no period after et, but there is one after al.

Capitalization: Check your style guide for proper capitalization. Typically, names of positions or degrees, such as professor of voice or bachelor of arts, are not capitalized. Avoid arbitrary capitalization, such as Search and Rescue (unless part of a proper name). When shortening a proper name, do not capitalize (e.g., Department of Curriculum and Instruction, but the department).

NOTE: APA asks that you capitalize Black and White when referring to races.

Colons: You *cannot* use a colon unless you have a complete sentence before it. Do not make this mistake:

The subjects included: 21 males and 34 females.

Instead, you should write, even if what follows is a block quote,

The subjects included 21 males and 34 females.

Commas: Check a good grammar handbook if you have forgotten the rules for comma placement. Do not use a single comma between the subject of a sentence and its verb, regardless of the length of the subject.

INCORRECT: All of the seventh graders and 14 of the eighth graders, showed marked improvement.

CORRECT: All of the seventh graders and 14 of the eighth graders showed marked improvement.

Contractions: Theses and dissertations ought to be very formal. Do not use contractions except in quoted material.

Hyphens: Usually, hyphenate a compound modifier when it appears in the adjectival position but not when it appears as a predicate adjective (after a "be" verb) or a noun.

twentieth-century art

in the twentieth century

well-known author

The author is well known.

But be careful! APA, for one, requires that you never hyphenate Asian American, Native American, or African American, while another style guide may ask you to use African American when used as a noun but African-American as an adjective.

Most style guides suggest that you hyphenate prefixes only when you must do so to avoid confusion, e.g., when not hyphenating will make a different word (as in re-form vs. reform)

Nontraditional

multicultural

postgraduate

pretest

socioeconomic

Numbers: Style guides vary a great deal on expression of numbers; please read carefully to decide whether to use a numeral or a word. Generally, handbooks use one of two methods: (1) spell out numbers one through nine and use numerals for everything 10 and above; or (2) spell out all numbers that can be expressed in two words or fewer (e.g., thirty-five, one hundred, 121). Almost all style guides dictate spelling out a number if it is the first word of a sentence.

BEWARE: there are numerous exceptions to these two basic rules.

Passive voice: Please do not use passive voice unless it is absolutely necessary! Those students whose dissertations/theses represent scientific studies understandably want to distance themselves from their research; however, passive can be corrected much of the time, without using a first-person pronoun.

POOR: The study was conducted by the researcher and two graduate students.

BETTER: The researcher and two graduate students conducted the study.

Take care to use "be" verbs very sparingly:

POOR: There is an expression of this fear in the third scene, when Belinda faints.

BETTER: Belinda expresses this fear by fainting in the third scene.

Pronoun/antecedent agreement: Although English speakers often use the singular/plural construction with indefinite pronouns, it is still considered incorrect in formal writing.

INCORRECT: Each of the subjects responded that they felt they were handicapped in some way.

INCORRECT: The researcher gave everyone a copy of their response.

CORRECT: All of the subjects responded that they felt they were handicapped in some way.

CORRECT: The researcher gave everyone a copy of his or her response.

NOTE: Please use the more formal "his or her," rather than "his/her."

Quotations marks: Use single quotes only when you have a quote within a quote.

INCORRECT: Members of 'normal' society began learning about the abilities of the disabled.

CORRECT: Members of "normal" society began learning about the abilities of the disabled.

EVEN BETTER: Members of so-called normal society began learning about the abilities of the disabled.

Remember that block quotations do not take quotation marks.

APPENDIX A

CREATIVE WRITING THESES AND DISSERTATION GUIDELINES

The Office of Graduate Studies realizes that creative writing students' theses and dissertations will be somewhat different from those of other students. However, please keep in mind that the Office of Graduate Studies strives for uniformity among all theses and dissertations. Follow the guidelines in this manual as closely as possible, with the following exceptions.

Elements of the Manuscript

Thesis

1. Flyleaf
2. Title page
3. Flyleaf
4. Abstract
5. Dedication (if included)
6. Acknowledgments for special assistance and copyright permissions
7. Table of Contents
8. Introduction
9. Text
10. References (if any)
11. Flyleaf

Dissertation

1. Flyleaf
2. Abstract
3. Flyleaf
4. Copyright page
5. Title page

6. Flyleaf
7. Dedication (if included)
8. Acknowledgments for special assistance and copyright permissions
9. Table of Contents
10. Introduction
11. Text
12. References (if any)
13. Flyleaf

Preliminary Matter

Table of Contents. Follow the guidelines on page 8, with the following exceptions. It is not necessary for you to assign roman numerals to the pieces in your dissertation or thesis (although if the manuscript is a novel, you should follow the format indicated on page 8). Instead, list the titles of each piece in all capitals, showing the appropriate page numbers. If your manuscript contains works of various genres, list the genres in all capital letters, numbered with upper case roman numerals (e.g., "I. ESSAYS," "II. STORIES"). Then list the titles of the works, indented, in upper/lower case.

Introduction. Your introductory essay is considered part of your preliminary matter. Number all the pages of the introduction at the bottom center with the appropriate lower case roman numerals. On the first page, center the word "INTRODUCTION" (or "PREFACE" if you prefer) one inch from the top of the page. If the essay has a title, center it, in all capital letters, on the next line, double spaced.

Text

Numbering. Number all pages of the text proper at the top right.

Spacing. Double space the text of all *essays, stories, novels, and plays*. Any breaks in a story, essay, or novel may be indicated by either sextuple spacing (three returns) or inserting dingbats or asterisks, centered, with quadruple spacing on either side of the dingbat line. *Poems* do not have to be double spaced. Type poems in whatever format you choose, as long as they fall within the margin guidelines of one and one half inches left, one inch top, right, and bottom.

Headings. Center the title of each work and set in all capital letters; titles may be boldfaced but not italic (e.g., BARN BURNING). Poems whose titles are intended to be all lower case a la e.e. cummings may be typed in lower case (e.g., "buffalo bill's" or "PIED BEAUTY," but not "The Rape of the Lock"). If any of your works have subheads,

place them flush left, underlined or italicized. You may boldface subheads if you wish. Subheads that are numbers only, and not words, should be centered.

Genre divisions. If your document contains various genres, include an introductory page for each genre. This page is neither counted nor numbered. Center the appropriate word (i.e., "ESSAYS," "STORIES," "POEMS," or "PLAYS") three and one half inches from the top of the page.

ABSTRACT

PETRARCHAN HAGIOGRAPHY, GENDER, AND SUBJECTIVITY IN LADY
MARY WROTH'S PAMPHILIA TO AMPHILANTHUS

by Gene Clinton Fant, Jr.

May 2003

In *Pamphilia to Amphilanthus* (1621), Lady Mary Wroth stresses images of pain and suffering that are common in the Petrarchan sonnet tradition, emphasizing the hagiographic elements of the earlier male Petrarchanists and reflecting the strong tradition of English hagiography (particularly the works of John Foxe). Wroth's use of these images is much more frequent than that of her male counterparts, and she creates an unusual tension between her status as the traditionally voiceless sonnet lady and her status as an articulate Petrarchan poet. Her manipulation of the traditions allows her readers to view her as a victim who has been violently abused.

The University of Southern Mississippi

PETRARCHAN HAGIOGRAPHY, GENDER, AND SUBJECTIVITY IN LADY

MARY WROTH'S PAMPHILIA TO AMPHILANTHUS

by

Gene Clinton Fant, Jr.

Abstract of a Dissertation
Submitted to the Graduate Studies Office
of The University of Southern Mississippi
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Philosophy

December 2006

ACKNOWLEDGMENTS

The writer would like to thank the thesis director, Dr. Charlotte Brunner, and the other committee members, Dr. Maurice Meylan, Vernon Asper, and Peter Fleischer, for their advice and support throughout the duration of this project. I would especially like to thank Dr. Charlotte Brunner for her enormous patience and Dr. Maurice Meylan for calming me down when I thought I was experiencing one of many crises.

Special thanks go to Dr. Patricia Biesiot of the Department of Biology at The University of Southern Mississippi (USM) for the use of her oven, Dr. Gail Russell (Geology, USM) for the use of her balances, and to Dr. David Patrick (Geology, USM) for the use of his references and experience. Appreciation must also be expressed to Dr. Donald Stauble of the Waterways Experiment Station, Coastal Engineering Research Center (CERC), for our many discussions and use of his personal library, as well as to Mr. Edward Hands, also of CERC, for without his statistics book and discussions I would have been lost.

COPYRIGHT BY
GENE CLINTON FANT, JR.
2003

The University of Southern Mississippi

PETRARCHAN HAGIOGRAPHY, GENDER, AND SUBJECTIVITY IN LADY

MARY WROTH'S PAMPHILIA TO AMPHILANTHUS

by

Gene Clinton Fant, Jr.

(SPELL OUT FULL NAME – FIRST, MIDDLE, LAST)

A Dissertation

Submitted to the Graduate Studies Office
of The University of Southern Mississippi
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Philosophy

Approved:

Director

University Director, Graduate Studies

December 2006

The University of Southern Mississippi

PETRARCHAN HAGIOGRAPHY, GENDER, AND SUBJECTIVITY IN LADY

MARY WROTH'S PAMPHILIA TO AMPHILANTHUS

by

Gene Clinton Fant, Jr.

(SPELL OUT FULL NAME – FIRST, MIDDLE, LAST)

A Thesis

Submitted to the Graduate Studies Office
of The University of Southern Mississippi
in Partial Fulfillment of the Requirements
for the Degree of Master of Science

Approved:

Director

University Director, Graduate Studies

December 2006

When it comes to inserting a figure into the text, be sure you do it as follows. One important guideline when placing the figure within the text is to be sure the spacing above and below the figure is equal and consistent throughout the paper. You don't want half of an inch between the text and the top of the figure with two inches between the bottom of the figure and the following text. Please be aware of this and format your figures and captions as follows.

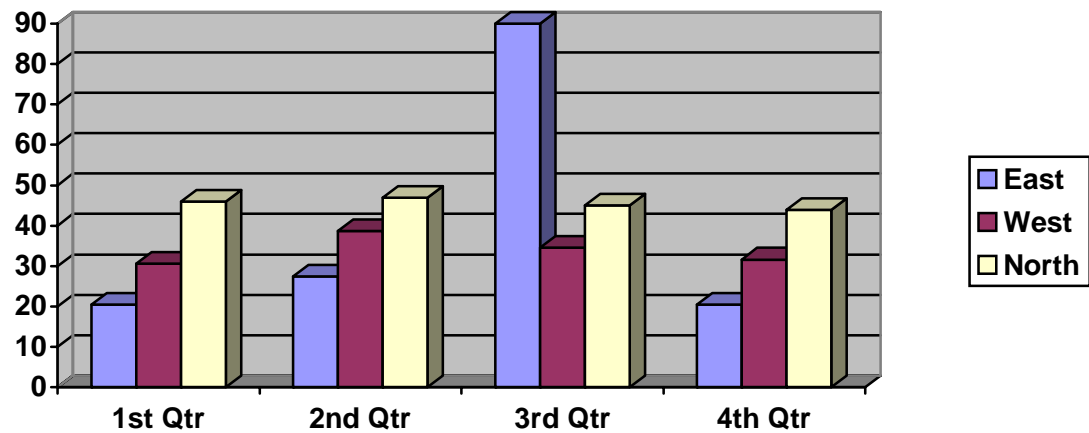


Figure 10. Here is where you explain your figure. Be sure to identify and explain all information presented in the figure, including abbreviations, colors, etc.

(Subscript # should be here and correspond with the number of the figure) Here is where you cite the source of the figure if it was one you did not create. Include the following information: From "Title of Source," by Author, date, Journal or source name, volume, p. #. Copyright date by whom ever it was copyrighted. Adapted with permission of the author.

Here is where you should begin the remainder of your text if your figure is inserted within the text and not on a separate page.

LIST OF ILLUSTRATIONS

Figure

1.	National Sea Grant Program Education Expenditures by Program Component Expressed by Millions of Dollars for 1976-1985	26
2.	Regional Mississippi Sample Population (Former Marine Education Intensive Short Course Participants) as Expressed by ZIP Codes.....	54
3.	Regional Alabama Sample Population (Former Marine Education Intensive Short Course Participants) as Expressed by ZIP Codes	56
4.	Mississippi School Districts in Sample.....	62
5.	Alabama School Districts in Sample	64

LIST OF TABLES

Table

1.	Frequency and Percentage Distribution of Sample by GED Test Performance (Total Score)	49
2.	Frequency and Percentage Distribution of Sample by Demographics	50
3.	Frequency and Percentage Distribution of Sample of Educational Demographics	53
4.	Frequency and Percentage Distribution of Sample by Offense Characteristics.....	55
5.	Multiple Regression of the Combined Effects of the Composite Set of All the Predictor Variables	57
6.	Multiple Regression of the Combined Effects of the Predictor Variables	57
7.	Multiple Regression of the Combined Effects of Demographic Predictor Variables of Age, Ethnicity, and Gender	59

TABLE OF CONTENTS

ABSTRACT	ii
ACKNOWLEDGMENTS	iii
LIST OF TABLES	v
LIST OF ILLUSTRATIONS	vi
CHAPTER	
I. INTRODUCTION	1
Problem Statement	
Significance of the Study	
II. REVIEW OF RELATED LITERATURE	9
Clinical Instructor Behaviors	
Interaction Analysis	
III. METHODOLOGY	29
Preliminary Procedures	
Operational Procedures	
IV. ANALYSIS OF DATA	45
Reliability Measures	
Discussion of Results	
V. SUMMARY	60
APPENDIXES	70
REFERENCES	80

Table 4

Fit Indices of Cross-Sectional Models

Model	x	NFI	PFI	x diff	*NFI
1. Mobley's (1997)					
measurement model	443.18*	.92	.67		
2. Quit & search intentions	528.80*	.89	.69		
Difference between Model 2 & Model 1					
3. Search intentions & thoughts of quitting	519.75*	.90	.69		
Difference between Model 3 & Model 1					

Table 4 (continued).

Model	χ^2	NFI	PFI	χ^2 diff	*NFI
4. Intentions to quit & thoughts of quitting	546.97*	.89	.69		
Difference between Model 4 & Model 1					
5. One withdrawal cognition	616.97*	.87	.70		
Difference between Model 5 & Model 1					

Note. NFI = normed fit index; PFI = parsimonious fit index. From "Structural Equations Modeling Test of a Turnover Theory: Cross-Sectional and Longitudinal Analyses," by P. W. Hom and R. W. Griffeth, 1991, *Journal of Applied Psychology*, 76, p. 356. Copyright 1991 by the American Psychological Association. Reprinted with permission of the author.

* $p < .05$.

CHAPTER I

MAJOR HEADINGS WILL BE YOUR CHAPTER TITLES (centered, all caps)

Headings Just Under Chapter Titles (centered, upper and lowercase, no italics)

The Next Level of Subhead (flush left, upper and lowercase, italics)

Paragraph headings. (indented 5 spaces, lowercase, followed by a period, italics)