

The University of Southern Mississippi Graduate School

Student Manual For Preparing Dissertations and Nursing Capstone Projects

aka USM Guidelines

Updated July 2015



All dissertations & nursing capstone projects presented to the Graduate School at The University of Southern Mississippi must conform to the policies, format, and conventions described in this manual.

*A template is in the works and will be available for use soon.
This manual will be updated when it is ready and on the website.*

*If you are a master's student please use the
"Student Manual for Preparing Master's Theses"*

Contact information:

Reviewer of Graduate Dissertations, Nursing Capstone Projects, and Theses
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Hattiesburg, MS 39406-5024
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Graduate School, McCain Library and Archives, Room 204

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CHAPTER I

INTRODUCTION

Your dissertation or capstone project is one of the most important pieces of work that you will do. The quality of your document is a reflection not only on you, but also on your department, and on The University of Southern Mississippi. Therefore, the Graduate School is committed to helping you produce the best document possible, while making all final dissertations and capstone projects conform to the University guidelines.

After you have successfully defended your dissertation or capstone project, make all changes required by your committee *before* submitting the document to the Reviewer of Graduate Dissertations, Nursing Capstone Projects, and Theses (referred to as “Reviewer” in the rest of this document) for review (see Chapter V of these Guidelines for submission instructions). At this point, no further changes to content are allowed. Be sure that you have formatted your document as required by these Guidelines and be sure credit is given to all sources used in your document through appropriate citations and be sure all citations have a match in the reference section.

Your document must be approved by the Reviewer, who will check your document for formatting *as required by these Guidelines*. We will *spot* check grammar, spelling, and basic punctuation. We will begin with a spot check of your citations and references, this spot check will expand into a full check if problems are noted. If substantial issues are noted the document will be returned to you and your committee chair will be notified. Prior to submission to the Reviewer, your committee chair will check your document for originality by running it through *Turnitin* and will submit a report to the Reviewer (*there are serious consequences if any plagiarism is found*). If the Reviewer does not receive a report from your department she will run it through *Turnitin*

(The Graduate School prefers that the committee do the final *Turnitin* review). The Reviewer does not read for content (along with your committee, this is your responsibility). Required modifications to formatting, citations, and references will be noted by the Reviewer, and the document will be returned to you. Once all changes have been made, resubmit your document to the Reviewer (by the Reviewer assigned due date) and once reviewed for the second time, if corrections have been done as instructed with no new issues created, the Reviewer will, in most cases, give permission for the final copy to be made (instructions will be provided at that time). However, an additional review draft may be necessary if all corrections are not done and/or new issues come up. Failure to implement the required revisions may result in deferral to a future semester.

While deadlines are published on the Graduate School website (<http://www.usm.edu/graduateschool/deadlines.php>), it is advised that you submit your dissertation or capstone project to the Reviewer as *early* as possible after your defense. Submitting your document prior to the deadline gives you extra time to deal with unforeseen problems. Submitting on the last day (see deadlines) could result in a long wait; dissertations/nursing capstone projects are reviewed in the order in which they are received. Please see Chapter V for instructions on how to submit your document to the Reviewer. Be sure the document you submit has been defended and approved by your committee, no further changes may be made except those changes required by the Reviewer.

Use your chosen style manual and these guidelines to prepare your document. If you hire a professional to type, format, or copy your document, keep in mind that it is your responsibility to check every page of your document to be sure everything is correct and to follow your style manual and these guidelines. Do *not* use a previously submitted

dissertation or nursing capstone project as a guide to prepare any part of your document (*rules are changing*). Follow the instructions set forth in this guide and in your chosen style manual to ensure that your work will be in the correct format.

In the following pages are guidelines/standards and examples for you to follow as you write, edit, and finalize your document. Follow all instructions as closely as possible. Any deviations must be pre-approved by the Reviewer. *These instructions supersede any guidelines in your chosen style manual and these rules are not optional.*

Be aware that if you turn in a document that does not conform to these Guidelines and your chosen style manual, the Reviewer will return your document with a short deadline by which you will resubmit your document in the proper format. *Failure to do so will delay your graduation.*

CHAPTER II

FORMAT

Style Manuals

Your major professor/committee chair should approve your style manual. You may use one of the following style manuals in coordination with the Graduate School guidelines:

- *Publication Manual of the American Psychological Association*, 6th edition.
- *MLA Handbook for Writers of Research Papers*, 7th edition.
- *The Chicago Manual of Style*, 16th edition.
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th edition.
- *The ACS Style Guide: A Manual for Authors and Editors*, 3rd edition.
- *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 8th edition.
- Authors guidelines published in scholarly journals. *Provide the Reviewer with the guidelines you followed (either a link to the website or a print out).*
- *Latex-USM version* (Computer Science & Mathematics ONLY); here is the link to reach the software:

<http://www.math.usm.edu/mathdept/documents/graduate/USMDissertation.tar.gz>

For margins, headings, tables, figures, preliminary pages, appendixes, and the order of manuscript elements, *the Graduate School guidelines supersede any other guidelines or style manual*. If you plan to use a manual not on this list, or if you plan to use the guidelines of a scholarly journal, please contact the Reviewer for approval prior

to use. If you change the style manual you will be using after you have submitted your Contact Graduate Reader form – contact the Reviewer for approval *prior to use*.

Margins

Follow these margin settings throughout the document:

- Left margin – 1.5 inches
- Top margin – 1 inch
- Right margin – 1 inch (do not right justify)
- Bottom margin – 1 inch

The required margins are necessary for binding. All photographs, prints, figures, tables, graphs, etc. must be contained within the margins. Reduce any oversized material to meet margin requirements. The Reviewer will occasionally approve fold-outs for material that cannot be reduced to fit the required margins. Be sure the full fold-out is viewable in your electronic file (Word). If you hope to use foldouts please obtain permission from the Reviewer before you begin work. Photographs must be reproduced for all copies of the document (printed and electronic). Where necessary, it is acceptable to use color for photographs, tables, and figures; everything else should be printed using black ink. Be sure you have permission from the publisher/author to use any photographs, tables, figures, etc. and be sure they are properly cited (letters granting this permission should be included in your Appendix).

Headings

Each chapter should begin on a new page and be headed according to its chapter number. The first chapter should be headed CHAPTER I, the second, CHAPTER II, etc. Center the heading, use all caps, and always use Roman numerals for the numbers. Do not use word numbers, and do not use Arabic numerals.

Chapter titles function as major headings. These should be centered and in all capital letters. Do not italicize or bold. For example, a chapter titled Introduction should appear as INTRODUCTION, centered and double-spaced beneath the numbered chapter heading. Each new chapter begins on a new page.

Headings under chapter titles (the major sections of chapters) should be centered in the text and listed in the TABLE OF CONTENTS (TOC). Capitalize the first letters of major words. Do not use bold or italics. Double space before and after the headings.

The next level of heading (major subsections of chapters) should be flush left and italicized. Double space before and after the headings. Do not list these headings in the TOC.

The next level of heading (second subsections of chapters) should be centered and italicized with major words capitalized. These subsections appear infrequently. If you use this heading, be sure you use it correctly. Do not list these headings in the TOC.

The next level of heading (paragraph headings) should begin the paragraph. They should be indented one half (.5) inch, italicized, and ended with a period. Capitalize only the first word, and *begin the paragraph on the same line as the heading*. Do not list these headings in the TOC.

If lined up in order, the headings would appear this way:

CHAPTER I

INTRODUCTION

Statement of the Problem

First Subsection

Paragraph heading. Paragraph begins here.

Second Subsection (if necessary)

For students in the College of Science and Technology the Reviewer will *occasionally* allow the following headings to be used (lined up in order). *Obtain permission* from the Reviewer before using these headings; *all other students should use the headings shown previously.*

CHAPTER I

INTRODUCTION

1.1 Statement of the Problem

1.1.1 Subsection

1.2 Methodology

1.2.1 Subsection

If these headings are used you should use the designated Table of Contents example in Chapter VII. This does not change the way Tables and Figures should be numbered as per these Guidelines.

Running Heads

Please do not use “running heads” anywhere in your manuscript.

Font

Times New Roman font, 12-point, in black color, is the preferred font. Arial, 12 point, in black is permitted. You should have selected the font type when completing your Contact Reviewer form. If you decide to change fonts, notify the Reviewer of the change before defense. The font style used for your dissertation/project must be the same as the font used for your signed title pages (previously approved by the Reviewer).

Spacing and Indentions

Except for figure captions, use double spacing throughout the main text—within and between paragraphs, between headings and paragraphs, within headings, etc.

Double-space table notes as well, using Arial or TNR 8-point font. The first line of each paragraph should be indented one half (.5) inch. Do not triple or quadruple space anywhere (be sure you have corrected the settings in Word to prevent this).

Page Numbers

Preliminary Pages

On the pages that require numbering, use lower case Roman numerals, centered, placed 1 inch from the bottom of the page (resting on margin). If using an Insert function, check the software program's default setting to ensure the fonts of the text and page numbers match. The first page of the Abstract is page ii (the copyright page and the title page with signature lines are not numbered and do not count in the numbering; the Abstract title page is not numbered and does count in the numbering) (see Appendix for instructions/settings).

Main Text, Appendixes, and References

In the current Guidelines the page numbers are placed in the top right corner of the page, 1 inch from the right edge of the page and .5 inch from the top of the page. The font type and size should be the same as the font of the text. If using an Insert function, check the software program's default setting to ensure the fonts of the text and page numbers match. In the new template, that will be out soon, the page numbers in this section will be placed at the bottom of the page, centered at the bottom margin. You may choose either numbering style (see Appendix for instructions/settings). *The first page of*

Chapter I is page 1, pages that follow should continue from that point through the end of the reference section.

Tables

Place each table within the text as near to its in-text discussion as possible, this is done for the sake of readability and ease of use. More than one table may be on a page. For a few of the scientific journal styles tables may be placed at the end of each chapter *or* in the Appendixes/Appendices (obtain permission from the Reviewer before using this option). Be consistent with how tables are placed throughout your document. Every table must be checked for completeness, mathematical correctness, and agreement with the explanation in the text of the document. The table should be headed with the word Table, followed by the corresponding Arabic numeral according to its sequence. Double space the table's name below the heading and above the table on the same page. In most circumstances, tables should be numbered sequentially from the beginning to the end of the text. If necessary, they may be numbered sequentially in each chapter (Table 1.1, Table 1.2 in Chapter I). Separate the table from the text with a double space before the table heading and after the end of the table. Tables must fit the same margin requirements as the rest of the text. Bolded lines should extend margin to margin, without crossing either margin. See the next two pages for examples – the first section shows how a table begins, the second section shows how to continue a table onto a subsequent page(s).

Tables in landscape format are permitted. Keep in mind that they must fit within the same margins as portrait pages, the page number must be in the same position as it would be for a portrait page. The headings begin at what would be the bottom left hand corner of a portrait page – but sideways. For more information, email the Reviewer

Table 4

Fit Indices of Cross-Sectional Models

Model	χ^2	NFI	PFI	χ^2 diff	NFI
1. Mobley's (1997) measurement model	443.18*	.92	.67		
2. Quit & search intentions Difference between Model 2 and Model 1	528.80*	.89	.69	86.61*	.03
3. Search intentions & thoughts of quitting Difference between Model 3 and Model 1	519.75*	.90	.69	76.57*	.02

*For the sake of this example, pretend this blank area is filled with data. At the end of the table add a line. If the table is split over two pages the line should also appear at the bottom of the table on the first page,

If the Table extends onto a second page format as shown on the next page.

Table 4 (continued).

Model	χ^2	NFI	PFI	χ^2 diff	NFI
4. Intentions to quit & thoughts of quitting Difference between Model 4 and Model 1	546.97*	.89	.69	103.78*	.03
5. One withdrawal cognition Difference between Model 5 and Model 1	616.97*	.87	.70	173.79*	.05

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.

The note below the table should be double-spaced and in 8-point font (same font as text but smaller). *Regardless of the style manual you follow, use the Graduate School guidelines for tables.*

Illustrations

Illustration titles/captions should go below the illustration. Place each figure within the text as near to its in-text discussion as possible, this is done for the sake of readability and ease of use. More than one figure may be on a page. For a few of the scientific journal styles figures may be placed at the end of each chapter *or* in the Appendixes/Appendices (obtain permission from the Reviewer before using this option). Be consistent with how figures are placed throughout your document. Illustrations must fit the same margin requirements as the rest of the text. Each illustration and its caption should appear together on the same page. Double-space above the figure and below the

caption. See the next page for an example. Use this format for all illustrations including figures, photos, examples, etc.

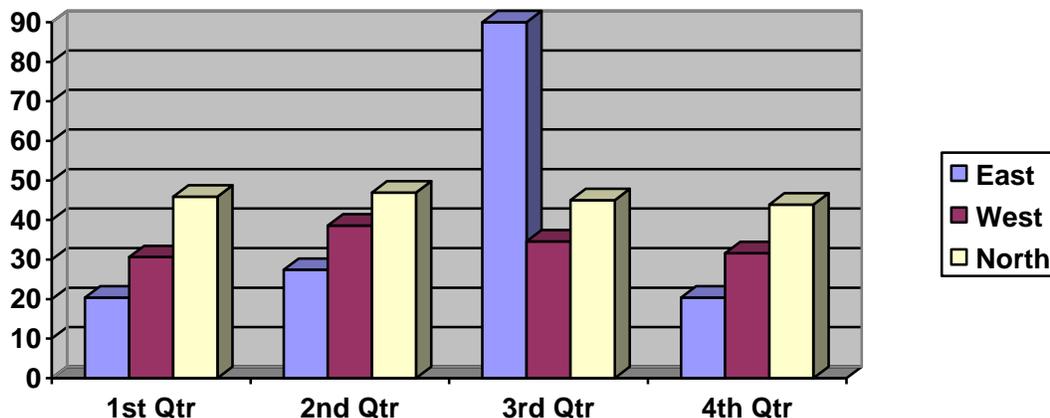


Figure 10. The first line will be listed in the List of Illustrations. Briefly explain all information presented in the figure, including abbreviations, colors, etc. Cite the source of the figure if it was one you did not create. Cite as required by your style manual. Copyright date and owner. Adapted with permission of the author.

Figure captions should be single-spaced as shown. In most cases, figures should be numbered sequentially from the beginning to the end of the text. If necessary, they may be numbered sequentially in each chapter (Figure 1.1, Figure 1.2 in Chapter I). Please note that Figure and its number are italicized and the rest of the caption is not italicized. Please do not abbreviate the word Figure in the caption or anywhere it is mentioned in the text.

Figures, tables, or other illustrations taken from other sources should be used with permission from the author, publisher, or copyright holder. Be sure to obtain permission in writing (email or letter) and include the letter or email in your Appendixes.

Regardless of the style manual you follow, use the Graduate School guidelines for illustrations.



Figure 11. The moment after hooding. This is what you have to look forward to (photograph by Candid Campus Photography, Inc., used with permission).

CHAPTER III

ELEMENTS OF THE MANUSCRIPT

Order of Dissertations and Nursing Capstone Projects

****Option #1** – current guidelines – choose this order *OR* the one below, please don't mix and match

Preliminary Pages (numbered using lower case Roman numerals, bottom center)

- Flyleaf (*blank page* – not numbered, not counted) insert manually into final paper copies – this page should not be part of your electronic file.
- Abstract Title Page (not numbered, but counted)
- Abstract (numbered, bottom center) – this is page ii
- Copyright page (not numbered, not counted) text centered vertically and horizontally
- Title page – type in the Reviewer approved version of your title page – be sure to match all spacing and placement exactly. See example.
- Dedication (optional, numbered, bottom center)
- Acknowledgments (numbered, bottom center)
- Table of Contents (numbered, bottom center)
- List of Tables (numbered, bottom center)
- List of Illustrations (numbered, bottom center)
- List of Equations or Schemes (if necessary, numbered, bottom center)
- List of Abbreviations (optional, numbered, bottom center)

Main Text

- Text (Chapter I starts with page 1)

Appendixes and References

- Appendixes (numbered as continuation of *main text*)
- References (numbered as continuation of *main text*)
- Flyleaf (*blank page* – not numbered, not counted) insert manually into final paper copies – this page should not be part of your electronic file.

****Option # 2** – this is the required order in the new template coming out soon. You are welcome to use this order. Just don't mix and match between the two options.

Preliminary Pages (numbered using lower case Roman numerals, bottom center)

- Flyleaf (*blank page* – not numbered, not counted) insert manually into final paper copies – this page should not be included in your electronic file.
- Title page (not numbered) – type in the Reviewer approved version of your title page. Be sure to match all spacing and placement exactly.
- Copyright page (not numbered, not counted) text centered vertically and horizontally
- Abstract (numbered, bottom center) first page of Abstract is page ii
- Acknowledgments (numbered, bottom center)
- Dedication (*optional*, numbered, bottom center)
- Table of Contents (numbered, bottom center)
- List of Tables (numbered, bottom center)
- List of Illustrations (numbered, bottom center)
- List of Equations or Schemes (if necessary, numbered, bottom center)
- List of Abbreviations (*optional*, numbered, bottom center)

Main Text

- Text (Chapter I starts with page 1)

Appendixes and References

- Appendixes (numbered as continuation of *main text*)
- References (numbered as continuation of *main text*)
- Flyleaf (*blank page* – not numbered, not counted) insert manually into final paper copies – this should not be included in your electronic file.

Preliminary Pages

Except where noted otherwise, number all preliminary pages with lower case Roman numerals at the bottom center, resting on the 1” bottom margin. Examples of each of these elements can be found toward the end of this document.

Flyleaves

Flyleaves (*blank* pages) are not part of the text, so they are neither counted nor numbered. Flyleaves should not be a part of your Word file as they can affect your ability to correctly number your pages. Manually insert these blank pieces of paper into your paper draft (one on top, one on the bottom) once the Reviewer gives you permission to make your final paper copy.

Dissertation Abstract

Write a short description of your dissertation/project (no more than 350 words). Abstracts of more than 350 words will be shortened by UMI/ProQuest. An unnumbered abstract title page should introduce the abstract. The abstract should be page ii of your dissertation/project. Place the page number at the bottom center of the page, 1” from the bottom. Center the word ABSTRACT one inch from the top of the page. Type the title of the dissertation/project in all caps on the next line(s), followed by your full name (no initials), with your expected graduation month (December, May, or August) and year beneath your name. If the abstract continues beyond one page, begin the following pages

one inch from the top, and continue the page numbers at the bottom center. List the abstract in the Table of Contents. See the example at the end of this document.

Copyright Page

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 FULL (First, Middle, Last) NAME / THE YEAR OF GRADUATION.

Title Page

Have the title page approved by the Reviewer during the semester prior to your defense. See the Graduate School Dissertation/Thesis Deadlines on the Graduate School website. If you make *any* changes to your title page, resubmit your title page to the Reviewer immediately to be approved again. *If the signed title pages do not match the approved title page, you will be required to redo the title pages and signatures.*

You will need at least two (2) signed copies of your title page printed one on ***white 100% cotton paper (20-32 lb.)*** and one on regular paper (originals, not photocopies). If you plan to have copies of your dissertation or capstone project bound for your own use, provide the Reviewer with enough signed title pages for the extra copies (within reason). For example, if you plan to bind one copy for yourself, provide the Reviewer with three (3) signed title pages. If you order your bound copies from ProQuest, extra signed title pages are unnecessary. *Committee members should sign the title pages in **black ink**.* Please note that the Graduate School will not send your extra dissertation/project copies for binding, but contact information for the recommended binderies will be on the instructions provided when the Reviewer gives you permission to make final copies.

Instructions for the Title Page Template

[Click here](#) to go to the template (read the instructions first)

*Due to the compatibility issues between Word for Mac and Word for PC, **you need to create your title page on a Windows based PC using a recent version of Word. The approved version of your title page that the Reviewer will send back to you will be usable on a Mac or a PC.***

Before you begin, decide if you will be using Times New Roman 12 point font or Arial 12 point font as you write and format your dissertation or nursing capstone project. Then select the template that is set up with your chose font. An example of a completed title page appears in Chapter VII of these guidelines. Be sure that the Graduate School has received your [Graduate Committee Request form](#) and that your committee has not changed since it was submitted.

The title page template is made up of a series of drop down menus and fill in the blank boxes. There is also content that must not be changed. Once you complete the steps below, [email](#) the title page to the Reviewer for approval. The Reviewer will make any necessary corrections or additions and email the approved version of your title page to you with instructions for use. If you need to make any changes later, make the changes on the approved version of your title page and resubmit to the Reviewer for approval (do this even if the changes if very small).

It is very important that you follow these instructions as you create your title page. Do not attempt to change the template.

- *Click on the first box and type in your title* – the title should be all caps, do not use bold. The template will automatically double space the title for you. Longer titles should be formatted to look like an upside down pyramid. Please note that if there are words within your title that need to be *italicized* the template will not

allow it. When you submit the title page to the Reviewer for approval, type or copy/paste the title into the body of the email and italicize the necessary word(s). The Reviewer will make the change for you in the approved version of the title page.

- Do not make any changes to the next line – “by” should remain as is.
- *Click on the box labeled “type your full name here”* – highlight the text that is in the box and type your full name in the box. We prefer that you use your full first, middle, and last name. Please do not enter any nicknames.
- *Click on the drop down menu on the next section where it says “chose an item”* – select Dissertation, Thesis, or Capstone Project.
- *Do not make any changes to the line “Submitted to the Graduate School”*
- *After the words Department of* – click on the drop down box and select your department. If your department isn’t listed, type the name of your department into the body of the email and the Reviewer will check it and make the change for you. Please note we are not looking for the program or subject area – we require the name of the department your degree will come from. There are four “departments” that begin with “School of” – for those four you will need to edit out the words “Department of” and click on save.
- *Do not make any changes* – to the next two lines.
- *In the line that begins with “for the Degree of”* Click on the drop down box and select the correct degree.
- Do not make any changes to the next line – “Approved:”

- **Signature Lines:** You will be providing the names and academic ranks (not administrative titles) of each professor on your committee in this section. You can find the needed information by [clicking here](#)
- ✓ The signature lines themselves should not be edited in any way
 - ✓ Below each line you will need to complete each item exactly as follows:
 - ✚ In the first box type in the professors name. Format the names as follows – Dr. Jane Doe if they have a doctoral degree or as Jane Doe if they do not have a doctoral degree (no nicknames). Middle initials are not required, but be consistent.
 - ✚ In the second box select the appropriate committee status from the drop down menu – the first signature line will always be the Committee Chair. In most cases the rest will be Committee Member.
 - ✚ In the third box select the professors academic rank from the drop down menu (don't add to or alter these – if the correct choice is not there, let the Reviewer know and she will fix it)
 - ✚ In the fourth box select the professors department from the drop down menu. Do not alter or add to these choices – if something is missing, let the Reviewer know and she will fix it). Note this is the professors department, not subject area.
 - ✚ If any of your committee members are from an outside entity fill in their name and committee status as noted above. Do not attempt to fill in the reset, let the Reviewer know the rest of the information

and once she has verified it, she will add it to the approved version of your title page.

✚ The template provides space for five committee members. If you have fewer than five members leave those lines blank and the Reviewer will remove the unused fields. If you have a sixth member (very rare) include the information in the email the title page is attached to and the Reviewer will add that committee member to the page for you.

✚ The last signature line is for the Dean of the Graduate School – do not alter the line or the information in any way.

- Finally, *click on the drop down menu that is at the bottom, center of the page and select the month and year of your anticipated last semester.*
- If the title page extends to a second page, the Reviewer will make the necessary adjustments to make everything fit on one page.

The Reviewer will send an approved version of your title page to you via email with instructions for its use. If you find that you need to defer to a future semester, the Reviewer will update the approved title page and send you a new approved version at that time.

Dedication (Optional)

If you plan to include a dedication, follow the formatting guidelines for the acknowledgments. Place personal expressions of gratitude, such as those addressing family members, in the dedication.

Acknowledgments

Acknowledgments should maintain a *scholarly and professional* tone.

Expressions of gratitude in this section should be addressed to those who have assisted in the production of the document and to those who have given you permission to use copyrighted material. Personal expressions of gratitude, such as those addressing family members, should be placed in the dedication. The word ACKNOWLEDGMENTS should appear one inch from the top of the page, centered. Paginate sequentially after the Abstract, bottom center. If the acknowledgments continue beyond one page, begin the following page(s) one inch from the top. Please note that while acknowledgements is also a correct spelling, acknowledgments is the preferred spelling in the United States and this office expects you to use the U.S. spelling.

Table of Contents (TOC)

List your Abstract, Dedication, Acknowledgments, List of Tables, List of Illustrations, etc. flush with the left margin in all caps. Do not list the Table of Contents in the TOC. Indent chapter numbers one half (.5) inch. List chapter titles in all capital letters. Number the chapters with upper case Roman numerals. List only the major sections of each chapter. Do not list subsections of the major sections. Indent chapter titles and major section titles/headings one half (.5) inch from the chapter Roman numeral. Use upper and lower case for major section titles. List only the page numbers that correspond to the beginnings of each section of the preliminary pages, to the beginnings of each chapter, and to the beginnings of the appendixes and references. Do not list page numbers for major section titles/headings. Preliminary page numbers, chapter page numbers, and appendixes and references page numbers should align evenly with the right margin. Place a series of dots between the title and corresponding page

number. Center the words TABLE OF CONTENTS one inch from the top of the page. Paginate the TOC sequentially after the acknowledgments, bottom center. If the TOC runs beyond one page, begin the following page(s) one inch from the top. See the example in Chapter VII.

List of Tables (LOT)

The LOT sequences the tables from the main text in list form in the order that they appear. Use upper and lower case for table titles. The titles in the text should match the titles in the LOT word for word. Center the words LIST OF TABLES one inch from the top of the page. Paginate the TOC sequentially after the acknowledgments, bottom center. If the list continues beyond the first page, begin the following page(s) one inch from the top. List only the page numbers that correspond to the beginnings of each table. Page numbers should align evenly with the right margin. Place a series of dots between the title and corresponding page number. See example in Chapter VII.

List of Illustrations (LOI)

The LOI sequences the figures from the main text in list form in the order that they appear. Use upper and lower case for table titles. The titles in the text should match the titles in the LOI word for word. Center the words LIST OF ILLUSTRATIONS (music students may entitle their lists LIST OF EXAMPLES) one inch from the top of the page. Paginate the LOI sequentially after the TOC, bottom center. If the list continues beyond the first page, begin the following page(s) one inch from the top. List only the page numbers that correspond to the beginnings of each table. Page numbers should align evenly with the right margin. Place a series of dots between the title and corresponding page number. See example in Chapter VII.

List of Schemes (LOS) (if necessary)

The LOS sequences the schemes from the main text in the order that they appear. Use upper and lower case for scheme titles. The titles in the text should match the titles in the LOS word for word. Center the words LIST OF SCHEMES one inch from the top of the page. Paginate the LOS sequentially after the previous list, bottom center. If the list continues beyond the first page, begin the following page(s) one inch from the top. Page numbers should align evenly with the right margin. Place a series of dots between the title and corresponding page number. Model this according to the example of the List of Illustrations in Chapter VII.

List of Abbreviations (LOA) (optional)

The LOA should include abbreviations used throughout the text that indicate professional or scholarly terms, such as jargon, agencies, legislation, etc. The list should be centered with abbreviations in italics. Paginate the LOA sequentially after the previous list, bottom center. Center the words LIST OF ABBREVIATIONS one inch from the top of the page. If the list continues beyond the first page, begin the following page(s) one inch from the top. See the example in Chapter VII.

Main Text

The main text should be double-spaced throughout. The first line of each paragraph should be indented one half (.5) inch. If your document includes symbols, foreign characters, or mathematical equations, you must either produce them with computer graphics or have them produced professionally.

In-text Citations (applies to footnotes and endnotes)

Each style manual, including APA and MLA, publishes its own guidelines for in-text citations and references. Consult your selected style manual for guidelines on how to

format citations and references. We strongly urge you to check your citations/footnotes/endnotes against your references/bibliography/works cited section before turning your dissertation into this office. Make sure every citation has a matching entry in the references and make sure you have formatted both the citations and references according to your selected style manual. We check the citations and references against the selected manual for format compliance. *The omission of a cited work from the reference section may constitute plagiarism. All in-text citations should reference a work in the reference section. Failure to properly cite quoted material, paraphrased material, charts, etc. from other sources is plagiarism.* Cook Library provides citation/reference help using RefWorks and Write-N-Cite, which can be found at: http://libguides.lib.usm.edu/citation_help. We strongly urge all students to take advantage of this service.

Lists

When creating any lists within your document using bullet points or numbers be consistent with the type of bullet point and, if using numbers, use 1. as opposed to (1) or 1).

1. Be consistent with the spacing and placement of each item – example you should indent the first line and align the second line as shown here in most cases.
2. The indentation and spacing should be the same if you are using bullet points.

Appendixes/Appendices and References

Appendixes/Appendices

Center the words, APPENDIX A (or B, or C, etc.) one inch from the top of the page. *All appendixes must be titled.* The title must be all caps, centered, and double-spaced beneath the appendix heading. Do not include a separate heading page labeled

APPENDIXES/APPENDICES or place the word APPENDIXES/APPENDICES above APPENDIX A. Reduce or adjust all appendixes so that they fit the margin requirements of the rest of the text. Paginate the appendixes as a continuation of the main text. If there are items included in your appendixes that are formatted as tables or figures, they should not be labeled as such. Tables and figures should be placed in the main text. If there is more than one Appendix, you may list this section as APPENDIXES or APPENDICES in the Table of Contents (if there is only one Appendix, list APPENDIX in the Table of Contents). Place your Appendixes/Appendices after the last chapter and before your References.

References

Title the References section according to your style manual. For example, some manuals prefer WORKS CITED, some REFERENCES, and some BIBLIOGRAPHY. Center the heading in all capital letters, one inch from the top of the page. Paginate as a continuation of the main text or the Appendixes/Appendices if you have one.

APA and MLA require the References section to be double-spaced throughout with hanging indentions for every line subsequent to the first line of each entry. For References section guidelines other than APA or MLA, consult the particular style manual or journal you plan to use. See the section on in-text citations for a link to RefWorks which will assist you with the formatting of your Reference section.

CHAPTER IV
RESEARCH COMPLIANCE

Plagiarism

According to the USM Graduate Bulletin, “academic and research integrity are critical to high standards in graduate education. Incidents of academic or research misconduct will incur sanctions as defined in the Academic Integrity Policy (ACAF-PRO-012)” (2014-15 Graduate Bulletin, *General Academic Information*, <http://catalog.usm.edu>, 2014). The 2014-15 Graduate Bulletin (2014) goes on to define plagiarism as follows:

One of the most common acts of academic misconduct is plagiarism. The following description may aid students in understanding what constitutes plagiarism:

- Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original or borrowed material constitutes plagiarism.
- Students, as scholars, must make frequent use of concepts and facts developed by other scholars. Plagiarism occurs when students present the work of other scholars as if it were their own work. Students may refer *in their own words* to generally known and widely accepted ideas or theories without fear of plagiarism as long as they do not copy the plan or organization scheme used by another scholar.
- Plagiarism is committed in a number of ways including the following: (1) reproducing another author’s writing as if it were one’s own; (2) paraphrasing

another author's work without citing the original; (3) borrowing from another author's ideas, even though those ideas are reworded, without giving credit; and (4) copying another author's organization without giving credit.

- Plagiarism is avoided when appropriate citations are used giving credit to the original source in the following instances: (1) when quoting directly from someone else's writing (a direct quotation must always be enclosed in quotation marks or formatted as a block quote); (2) when paraphrasing someone else's writing (to paraphrase means to restate a passage from someone else's writing in one's own words); or (3) when following the outline or structure of another author's argument, explanation, or theory, even though the material is summarized in one's own words.
- When in doubt about how widely known ideas are, a student should observe these steps: (1) ask his/her instructor; (2) provide credit to the original source.

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 cited. *A page number from the original source should be assigned to every quotation.* If you tend to use quotation marks for special terms or for emphasis, use italics for those words and phrases instead. If you have any questions, contact the Reviewer.

Currently, the copyright laws allow you to quote the following without permission from the publisher of the work (citations are still necessary):

- Passages of less than a few paragraphs;
- Works published by the U. S. government; and

- 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 70 years).

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

The Graduate School strongly urges all students to submit their work to *Turnitin* or another similar service. Contact the Reviewer or the USM Writing Center for more information.

The University of Southern Mississippi Graduate School, Aquila/Cook Library, and UMI/ProQuest assume no responsibility for direct quotations used without permission or for improperly attributed paraphrasing.

Institutional Review Board (Human Subjects Review)

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 considerations, must be reviewed and approved by the Institutional Review Board *before* the research, survey or other activity begins. This includes research activities that a faculty member is supervising such as class projects, master's theses, 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 from the Office of Institutional Review Board. For IRB information go to www.usm.edu/irb. *Prior to submitting the required copies of an IRB application, secure the appropriate signatures and have the application reviewed by your college representative to the Institutional Review Board.* See the Graduate Bulletin – <http://catalog.usm.edu/index.php>

Include the approval letter and the signed and approved IRB application forms in an appendix of the dissertation or capstone project. The names of the college representatives to the IRB may be obtained from your college dean's office or from the Office of Institutional Review Board at 601-266-5997, Jo Ann Johnson, Manager for the Institutional Review Board (IRB@usm.edu) or visit <http://www.usm.edu/research/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 ensure the university facilities are operated in compliance with the Public Health Service Policy and with other federal policies.

Federal law requires that any university activity involving the use of vertebrate animals, whether research or instructional in nature, be reviewed by the IACUC and

approved by that body *before* the activity may proceed. The original completed form should be signed by the project director (a faculty member not a student), the appropriate departmental chair, and the dean. Nine (9) copies should be forwarded to the Chair of the IACUC for processing. Review of applications requires approximately two to six weeks. The approved IACUC protocol application form should be included in an appendix of the dissertation or capstone project. IACUC review applications may be obtained from the IACUC Administrative Assistant, Box 5116, 601-266-6791 or iacuc@usm.edu. See <http://usm.edu/research/institutional-animal-care-and-use-committee>

If your study will require IRB or IACUC approval, obtain that approval before you begin your study. It is a violation of Federal law and University rules to *begin* any study without this approval in place. Do not make the mistake of starting your study before you have received approval. Please scan and email a copy of your approval letter to the Reviewer as quickly as possible after your Proposal has been approved.

CHAPTER V

SUBMITTING THE DOCUMENT

Once you have defended your dissertation or capstone project, if any committee revisions are required, be sure the revisions are approved by your committee chair before submitting the file to the Reviewer. Once your committee approves your document and your committee chair has emailed the Reviewer stating that the revisions are approved, you will submit your dissertation or nursing capstone project to the Reviewer.

Submission of Document

First be sure your document is contained in *one Microsoft Word file* in the required order (see Chapter III), with all required elements, and formatted as required by these Guidelines. Be sure you have accurately followed all requirements of these Guidelines and remember these Guidelines supersede your style manual anywhere that they differ. Be sure all spelling, punctuation, and grammar errors are corrected before submission. Be sure you have correctly formatted your citations and references according to your chosen style manual (you chose this at the time you submitted your Contact Reviewer form*). Be sure all direct quotations are properly cited and that any and all uses of another scholars' material (direct quote or not) receives due credit; any appearance of plagiarism must be avoided. This will help speed up the process for you and for us. *(this form may still be called Contact Graduate Reader form)

Submission Method – *Aquila*

Once you are ready to submit your document to the Reviewer, follow these steps:
Initial Submission (if this is not your initial submission – find the directions that follow for submitting revised drafts)

1. Go to <http://aquila.usm.edu/dissertations> - DMA, EDD, PHD candidates use this link.

Go to http://aquila.usm.edu/dnp_capstone - DNP candidates use this link.

2. Under the Author Corner section on the left side of the page, click the Submit Research link .

3. Log in with your email address and password (If you have not yet created an account, click the Sign Up button and follow the steps provided to do so).

4. Complete all fields on the electronic form provided (Note: for the Date of Award field, select only the **month** and **year** that you expect to graduate) **see instructions** – go to the “Helpful Hints” section of these Guidelines for instructions regarding this form.

5. Upload the full text of your document in Microsoft Word format (.doc or .docx) **

6. Click Submit.

7. Once you receive confirmation that the document has been submitted successfully, click on My Account and log out.

The Reviewer will receive a notification that your file is available for review.

How to pull the Reviewers’ “marked” file (the file you will work from when making revisions):

1. Log in using your USM email address and the password you set up at the time of the initial submission.

2. Click on your document title

3. Just above the heading “Submission Metadata” you will see two choices for files to download – download the .docx file (latex users *only* download the pdf). Save the file to your desktop.

4. Complete all of the revisions – do not change the file name, do not remove our comments.

How to send your revised file back to the Reviewer for review.

1. Log in as before.
2. Click on your document file.
3. In the list of choices on the left side of the screen, select “Revise Thesis/Dissertation”
4. Scroll all the way down to find the spot to upload your revised draft/file. As you scroll down do not change any of the information in the form. (The only exception will take place when you have been cleared for finals --- if there have been any changes to your Abstract, you will need to delete what is on the Aquila form and then copy/paste the new version into the designated area).

If additional revisions are required after the Reviewer reviews your document a second time, some of these steps will be repeated.

Until your document has been cleared by the Reviewer for finals (at least 2 steps down the road), your document is only visible on *Aquila* to the Reviewer and yourself. Once it is cleared for finals the Reviewer will publish it on *Aquila* (with any embargos placed on the document in mind).

**Latex users – you may send your document in pdf format – this exception is *ONLY* for Latex (Latex is used only by the Math department and some Computer Science students).

Be sure to follow the USM Guidelines at all times - found in the Graduate Reader section of the Graduate School website: <http://www.usm.edu/graduate-school/graduate-reader> (this area of the website will change names to reflect the new job title soon). *Any*

late or incomplete submissions are likely to result in the need to defer your graduation to the following semester.

The Reviewer Process

The Reviewer will review and mark the text for necessary revisions. Do not remove the Reviewer comments as you make the corrections; the Reviewer will remove the comments as your document is checked the second time.

Work *only* from the most recent Word file sent to you by the Reviewer; the Reviewer will rename the file you send in a way that will make it clear which file you should be working with (*do not change the file name*). Do not go back to an earlier file. If you use an earlier version of the file to make your corrections and then resubmit it to the Reviewer, the file will not be accepted, and all corrections will have to be redone using the correct file. There will be a checklist returned with the file that will include a due date for the corrected file to be returned (do not miss this due date), basic instructions needed to make the corrections, and any necessary examples (the checklist and examples will come via email – the marked draft will be returned through Aquila).

*Any changes to content after the document has been submitted to the Reviewer and/or any other unauthorized changes will slow or stop the review process, which may result in the need for you to defer your graduation until the following semester. **The amount of time this process will take depends entirely on your willingness to make the marked revisions as instructed.*** Documents turned in on or just before the final deadline will be reviewed in the order received. If you defend earlier in the semester, it is to your advantage to submit the document as far ahead of the final deadline as possible. Once your place in line is reached, the speed of our work depends almost entirely on the condition in which you submit the document. Any dissertation/capstone project submitted

in poor condition is likely to be returned to you without comment to be revised – a short period of time will be given for these changes to be made. The Reviewer will notify your committee chair if this happens. Failing to correctly follow these guidelines and/or your style manual and/or failure to correct these issues could delay your graduation.

Once you make the marked corrections, submit a revised copy of the document to the Reviewer using *Aquila* in Word format (latex users may submit using a pdf – this is the only exception). Do not delete the Reviewers comments, she will remove them as she checks your file. Removing the Reviewer comments will slow the process considerably. The Reviewer will verify the completion of *all* marked revisions and will check to be sure no revisions have been made to the content and no changes to formatting or style have been made without instruction. If all revisions have not been completed or new issues have been created, an extra step(s) in this process may have to be added. Once the dissertation or capstone project has been approved by the Reviewer, you will make final copies. Detailed instructions will be provided to you by the Reviewer at the appropriate time. *Do not print your paper copy on the required cotton paper until your document has been approved by the Reviewer and instructions have been sent for finals.*

Publication of Doctoral Dissertations/Nursing Capstone Projects

The University of Southern Mississippi participates in the Doctoral Dissertation Project conducted by ProQuest Information and Learning, which publishes doctoral dissertations/nursing capstone projects in digital form. ProQuest charges a fee, which is part of your graduation fee, to publish, and copyright the document in your name. A formal copyright protects your intellectual property interest in the document and does *not* prohibit you from publishing all or part(s) of your dissertation/project. ProQuest also

publishes a quarterly compilation of dissertation abstracts. When you submit your dissertation/capstone to the Reviewer through *Aquila* you will be asked to either select an embargo period or to make your document available immediately (once approved by the Reviewer). Please do not embargo your document, unless absolutely necessary. Be sure you make the same embargo choice on the ProQuest form. If you change your mind about the embargo period after initial submission, let the Reviewer know and she can change it (only until finals are submitted, after that, no changes). The ProQuest form link will be provided to you once the Reviewer clears you to make final copies. Your document will also be published on *Aquila* which serves as a digital repository for the Cook Library, the Graduate School, and The University of Southern Mississippi.

The Survey of Earned Doctorates (SED) is also required of all *PhD* candidates; a link will be provided in the final instructions. Ed.D, DNP, and DMA candidates are not a part of this survey. Once the survey is completed the Reviewer should receive a “Certificate of Completion” via email from the NORC. Please turn in a copy of the certificate with your finals to be sure you are given credit for completing this required survey.

Policy Regarding the Release of Dissertations and Nursing Capstone Projects

Electronic files containing your dissertation/capstone project will not be returned electronically to any email address other than one(s) on file in this office unless you have provided us with authorization to do so. The authorization must already be on file and must be signed and dated giving a specific person permission to receive your file (provide their email address). We will not discuss your document with anyone other than you or

your committee, unless you have given us permission to do so (this includes your typist/editor).

Family Educational Rights and Privacy Act (FERPA)

We cannot discuss your dissertation or capstone project with anyone but you, unless we have written permission from you to do so. For additional information about FERPA, see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

CHAPTER VI

CREATIVE WRITING GUIDELINES (English Department only)

The Graduate School realizes that creative writing students' dissertations may sometimes differ from those of other students, but the Graduate School strives for uniformity among all dissertations. Follow these Guidelines below in order to help maintain Graduate School uniformity. Please read and follow the USM Guidelines prior to this page because much of them still apply to creative writers, such as margins, spacing, pagination, etc.

Elements of the Creative Writing Dissertation Manuscript

See instructions for many of these elements in Chapter III

1. Flyleaf (blank page, not numbered) insert manually into final paper copies
2. Abstract Title Page (not numbered)
3. Abstract (numbered, bottom center)
4. Copyright page (not numbered, text centered vertically and horizontally)
5. Title page – type in the Reviewer approved version of your title page – be sure to match all spacing and placement exactly. See instructions in Chapter III.
6. Dedication (optional, numbered, bottom center)
7. Acknowledgments (numbered, bottom center)
8. Table of Contents (numbered, bottom center)
9. Introduction (numbered, bottom center)
10. Works Cited (numbered, bottom center)
11. Text (Chapter I or first story/poem starts with page 1, all pages numbered in the upper right margin.)

12. Appendixes (if any, numbered as continuation of main text)

13. Flyleaf (blank page, not numbered) inserted manually into final paper copies

Preliminary Pages (numbered using lower case Roman numerals, bottom center, resting on one inch bottom margin)

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Treat genres as chapter titles. For example, if the document is entirely fiction, you will have one chapter: I. FICTION. If the document is in multiple genres, such as fiction and poetry, you will have two chapters: I. FICTION and II. POETRY. Treat titles of poems, essays, and short fiction as headings under chapter titles. If the manuscript is a novel, follow the Graduate School guidelines for formatting non-creative dissertations. Type each chapter of the novel as you would a chapter for a non-creative dissertation and follow the same guidelines for headings.

Introduction

Your introduction 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 one inch from the top of the page. If the essay has a title, center it two spaces below the chapter title in all caps. Be sure that all work in the Introduction is properly cited as per MLA and that a Works Cited section follows your Introduction.

Text (from this point forward page numbers go in the top right corner, one half inch from top margin, one inch right margin)

Margins

Follow these margin settings throughout the document:

- Left margin – 1.5 inches
- Top margin – 1 inch

- Right margin – 1 inch (do not right justify)
- Bottom margin – 1 inch

Spacing

Double-space the text of all prose. Any breaks in a story, essay, or novel may be indicated by either sextuple spacing (three returns with a double space setting) or by inserting asterisks, centered, double-spaced before and after the asterisk line. Poems need not be double-spaced. Type poems in whatever format you choose as long as they fall within the margin guidelines.

Headings

Center the title of each work and set in all capital letters. Titles may not be boldfaced or italicized (e.g., BARN BURNING not *BARN BURNING*). Poem titles may vary the capitalization format, depending upon the poet's intentions. If any of your works have section headings, place them flush left, italicized. You may boldface section headings.

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 (for example, POETRY, FICTION, or NONFICTION) three and one half (3.5) inches from the top of the page.

See previous chapters for instructions on various issues not covered in this Chapter.

CHAPTER VII

EXAMPLES

Examples will begin on the next page so that spacing and formatting will be consistent with what we require. See notes regarding required pagination.

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 School
of The University of Southern Mississippi
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Philosophy

No page #

December 2015

ABSTRACT

PETRARCHAN HAGIOGRAPHY, GENDER, AND SUBJECTIVITY IN

LADY MARY WROTH'S *PAMPHILIA TO AMPHILANTHUS*

by Gene Clinton Fant Jr.

December 2015

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 Petrarcharists 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 Abstract should be limited to 350 words or less.

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GENE CLINTON FANT JR.
2015

No page #, not counted

THE BEST TITLE PAGE OF ALL TIME

by

John Quincy Student

A Dissertation
Submitted to the Graduate School
and the Department of Chemistry and Biochemistry
at The University of Southern Mississippi
in Partial Fulfillment of the Requirements
for the Degree of Doctor of Philosophy

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Dr. Karen S. Coats
Dean of the Graduate School

December 2016

DEDICATION

As I have journeyed through the process of earning this doctoral degree my beloved wife, my family, and my friends have provided the support I needed to complete this lifelong goal. Thank you for patience.

Personal comments belong in the dedication.

ACKNOWLEDGMENTS

Special thanks go to my committee director, Dr. Charlotte Bruner, and my other committee members, Dr. Maurice Meylan, Dr. Vernon Asper, and Dr. Peter Fleischer, for their advice and support throughout the duration of this research.

I would also like to thank Dr. Patricia Biesiot of the Department of Biology at The University of Southern Mississippi for the use of her oven, Dr. Gail Russell for the use of her references and experience. Appreciation must also be expressed to Dr. Donald Stauble of the Waterways Experiment Station, Coastal Engineering Research Center, for our many discussions and use of his personal library.

The Acknowledgments should be limited to professional and academic comments.

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You may use APPENDICES instead of APPENDIXES
(if there is only one Appendix – use the singular Appendix)

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LIST OF ABBREVIATIONS

<i>CFA</i>	Confirmatory Factor Analysis
<i>EFA</i>	Exploratory Factor Analysis
<i>IPC</i>	International Paralympic Committee
<i>IWRF</i>	International Wheelchair Rugby Federation
<i>MANOVA</i>	Multivariate Analysis of Variance
<i>MSDSC</i>	Motivation Scale for Disability Sport Consumption

CHAPTER I*

INTRODUCTION

Kinesthesia simply stated is to perceive motion. This may seem to be a basic concept, yet kinesthesia is an important sensory systems component that, through integration, is used by the individual to move with accurate, fluid, and efficient motion in the environment. In everyday life, individuals perform gross and fine motor movements, such as getting up from the floor, dressing, writing while copying from the board, and typing. Purposeful efforts to visually attend to the entire movement interfere with the smooth flow of the movement. Therefore, individuals rely on kinesthetic information to monitor these movements. Efficiency of motor performance is dependent on the physical ability to control muscle movements. It is also dependent upon the integrity of the afferent kinesthetic input from muscles and joint receptors, generated by active and passive movements that guide the position, velocity, and direction of movements (Bosworth, 1982).

It is clinically important for pediatric occupational therapists to differentiate possible sensory deficits, such as a deficit in kinesthesia, Laszlo's (1981) vertical ramp estimations, Ayres' (1978) Southern California Sensory Integration and Praxis Test, and the Kinesthesiometer, each of which have inherent problems with reliability and validity, availability, or practicality for use in a clinical setting.

*This will be page 1 in your document (upper right hand corner, Arabic #). Preliminary pages should use the lower case Roman numerals (centered, bottom) as previously discussed.

Hypotheses and Research Question

The hypotheses and research question are as follows:

Hypotheses

H₁ – This study seeks to prove that a student's age at the time of admittance to the nursing program substantially influences success in the program.

H₂ – This study seeks to determine if the maturity level of the nursing student at the time of admittance to the program determines professional success and longevity in the workplace.

Research Question

This researcher seeks to determine if

Definition of Terms

The terms in the research questions were defined theoretically and operationally:

1. *Age* – the number of years a person has been living since birth. Operationally defined as the student's age upon entrance into the nursing program as reported in item 8 in the data gathering tool.

2. *Status* – and so forth

TABLE OF CONTENTS (for English Creative Writing)

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APPENDIX A

INSTITUTIONAL REVIEW BOARD NOTICE OF COMMITTEE ACTION



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

INSTITUTIONAL REVIEW BOARD

118 College Drive #5147 | Hattiesburg, MS 39406-0001

Phone: 601.266.5997 | Fax: 601.266.4377 | www.usm.edu/research/institutional.review.board

NOTICE OF COMMITTEE ACTION

The project has been reviewed by The University of Southern Mississippi Institutional Review Board in accordance with Federal Drug Administration regulations (21 CFR 26, 111), Department of Health and Human Services (45 CFR Part 46), and university guidelines to ensure adherence to the following criteria:

- The risks to subjects are minimized.
- The risks to subjects are reasonable in relation to the anticipated benefits.
- The selection of subjects is equitable.
- Informed consent is adequate and appropriately documented.
- Where appropriate, the research plan makes adequate provisions for monitoring the data collected to ensure the safety of the subjects.
- Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of all data.
- Appropriate additional safeguards have been included to protect vulnerable subjects.
- Any unanticipated, serious, or continuing problems encountered regarding risks to subjects must be reported immediately, but not later than 10 days following the event. This should be reported to the IRB Office via the "Adverse Effect Report Form".
- If approved, the maximum period of approval is limited to twelve months.
Projects that exceed this period must submit an application for renewal or continuation.

PROTOCOL NUMBER: 12345678

PROJECT TITLE: How to Achieve IRB Approval at USM

PROJECT TYPE: New Project

RESEARCHER(S): Jonas Doe

COLLEGE/DIVISION: College of Education and Psychology

DEPARTMENT: Psychology

FUNDING AGENCY/SPONSOR: N/A

IRB COMMITTEE ACTION: Expedited Review Approval

PERIOD OF APPROVAL: 01/02/2015 to 01/01/2016

Lawrence A. Hosman, Ph.D.

Institutional Review Board

EXAMPLE

REFERENCES

- Altman, J. (1999). Observational study of graduate students: Sampling methods. *American Journal of Behavior*, 49(2), 301-320.
- Benoit, D., & Benoit, M. (2015). *How to create your own dissertation in eight years*. Moselle, MS: Jones Publishing House.
- Stewart, J., Bax, C., & McCarty, J. (2012). Observing graduate students in their own habitat. *Journal of Graduate Studies*, 78(2), 1-6.

Example of preferred spacing with hanging indentions.

CHAPTER VIII

HELPFUL HINTS

Inserting the IRB or IACUC Letter

Scan a copy of the original approval letter as a picture file. Insert the file onto the correct appendix page below the header, leaving one space (double-spaced) between the header and the start of the letter. Position the picture on the page so that the margins are correct (see margin guidelines). Note: This does not have to be your first Appendix so the letter after the heading may vary.

The heading at the top of the page should appear as follows:

APPENDIX A

INSTITUTIONAL REVIEW BOARD NOTICE OF COMMITTEE ACTION

Page Numbers

Four sets of instructions are included here. Pick the one that is most helpful to you.

Remember that your page numbers must be in the same font and font size as your text (Times New Roman or Arial, 12 point). Refer to page 6 for further instructions.

One

Guidelines for Changing from Roman Numerals to Arabic Numerals

Your manuscript must be submitted as one file. To create different formats of page numbers or to restart page numbering in the document, you will need to divide your document into sections (within the one file) and change the page number format for each section.

Specific steps will vary for different versions of Microsoft Word.

1. If you have not already done so, insert a section break where you want to change the page numbers. To do this, click where you want to insert a section break. On the Insert menu, point to Break and then click the type of section break you want to insert.
2. With the cursor in a particular section, go to the Insert menu and choose Page Numbers.
3. Choose the page number options you want (click Format and change the page number format), and click OK.
4. Repeat for each section of the document.

Check the USM Guidelines for placement of page numbers. Make sure you are using the same font and font size used in the rest of your document (Arial or Times New Roman, 12 pt.).

For more help with pagination, visit the following website:

<http://support.microsoft.com/default.aspx>

Settings (use these settings with all of the instructions included here).

For the Preliminary Page Numbers:

In order to place the page number ON the 1” margin as required please follow these steps:

In Word 2007, 2010, 2013

Click on Insert

Click on Page Number

Choose Bottom of Page

Choose Plain Number 2 (centered at bottom)

Set the Footer from Bottom to 0.8 (or 0.9 depending on your computer & printer)

Make sure the font is Times New Roman 12 point or Arial 12 point (to match your text)

Always check with a ruler after printing

For the remaining pages (beginning with page 1 of Chapter I)

Click on Insert

Click on Page Number

Choose Top of Page

Set the Header from top to 0.5

Make sure the font is Times New Roman 12 point or Arial 12 point (to match your text)

IF you opt to place the page numbers in the main text at the bottom – follow the directions for the preliminary pages – but the page numbers will still change from lower case roman to Arabic numbers (page 1 begins on the first page of Chapter I)

Two

The following instructions are for Word 2010, but the process is the same for Word 2007.

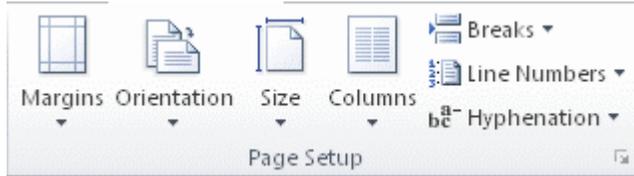
Add different headers and footers or page numbers in different parts of the document. You can add page numbers to only part of your document. You can also use different numbering formats in different parts of your document. For example, maybe you want i, ii, iii numbering for the table of contents and introduction, and you want 1, 2, 3 numbering for the rest of the document, and then no page numbers for the index. You can also have different headers or footers on odd and even pages as explained below.

*Add Different Headers and Footers or Page Numbers in Different Parts**

1. Click at the beginning of the page where you want to start, stop, or change the header, footer, or page numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

5. On the **Design**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Do one of the following:
 - Follow the instructions for adding a page number or for adding a header and footer with a page number.
 - Select the header or footer and press DELETE.
7. To choose a numbering format or the starting number, click **Page Number** in the **Header & Footer** group, click **Format Page Numbers**, click the format that you want and the **Start at** number that you want to use, and then click **OK**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



Remember to follow the page number guidelines in these Guidelines. Within the headers and footers, you will need to right click on the page numbers and manually change them to the font and font size of the rest of your dissertation or project (Times New Roman or Arial, 12 pt.).

*From office.com tutorial, which includes a computer-accessible training video.

Three

Preliminary Pages: How to Start Page Numbering at a Specific Page using Microsoft Word 2007

(2010)

Follow these steps in order to get your page numbers to begin showing on the Abstract page as page ii:

1. Open your Word document and click at the top of the page where you want the page numbering to begin (the Abstract).
2. On the **Page Layout** tab, in the **Page Setup** section, select **Breaks**, then select **Continuous**.
3. On the **Insert** tab, in the **Header & Footer** section, select **Page Number**. Then select **Bottom of Page**, then **Plain Number 2**.
4. Double click where the page number is to get **the Header & Footer Design** tab to open. In the **Navigation** section, deselect **Link to Previous**.
5. Go to the Pages you need to delete the page number(s) from, and delete the page numbers that begin on the Abstract page.
6. Go back to the Abstract page, and highlight the page number. On the **Insert** tab, in the **Header & Footer** section, select **Page Numbers**, then **Format Page Numbers**.
7. For the Number Format Field, select the Roman numerals (i, ii, iii, ...). Then

below under Page Numbering, select the “Start at” button, and then enter ii in the field. Click OK.

8. Double-click anywhere in the document to exit the header/footer formatting – the page numbers have now been added to the document.

How to Switch to Arabic Numerals for Chapter I using Microsoft Word 2007 (2010)

Follow these steps in order to get your page numbers to switch to Arabic numerals for the first page of your main text:

1. Click at the top of the page where you want the Arabic numbering to begin.
2. On the **Page Layout** tab, in the **Page Setup** section, select **Breaks**, then select **Continuous**.
3. Highlight the page number on the first page of your main text, and in the **Navigation** section, deselect **Link to Previous**.
4. On the **Insert** tab, in the **Header & Footer** section, select **Page Number**. Then select **Top of Page**, then **Plain Number 3**.
5. On the **Insert** tab, in the **Header & Footer** section, select **Page Numbers**, then **Format Page Numbers**.
6. For the Number Format Field, select the Arabic numerals (1, 2, 3...). Then below under Page Numbering, select the “Start At” button, and then enter 1 in the field. Click OK.

Preliminary Page Margins

In order to place the page number on the one-inch margin as required please follow these steps:

1. In Word 2007 and 2010, click on Insert.
2. Click on Page Number.

3. Choose Bottom of Page.
4. Choose Plain Number 2 (centered at bottom).
5. Set the Footer from Bottom to 0.8.
6. Make sure the font is Times New Roman 12 point or Arial 12 point (to match your text).
7. Always check with a ruler after printing.

For the remaining pages (beginning with page 1 of Chapter I), follow these steps:

1. Click on Insert.
2. Click on Page Number.
3. Choose Top of Page.
4. Set the Header from top to 0.5.
5. Make sure the font is Times New Roman or Arial, 12 pt. (to match your text).

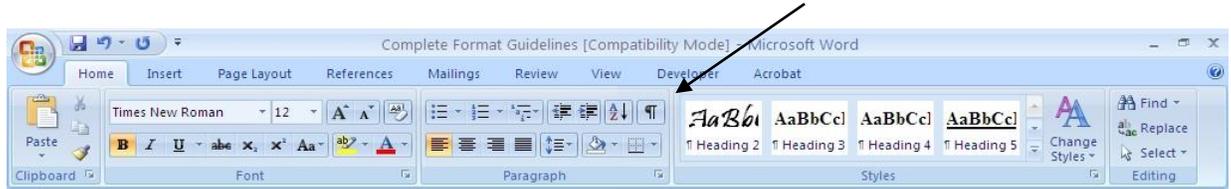
Mac users can find similar instructions on the Office website.

Four

Section Breaks vs. Page Breaks

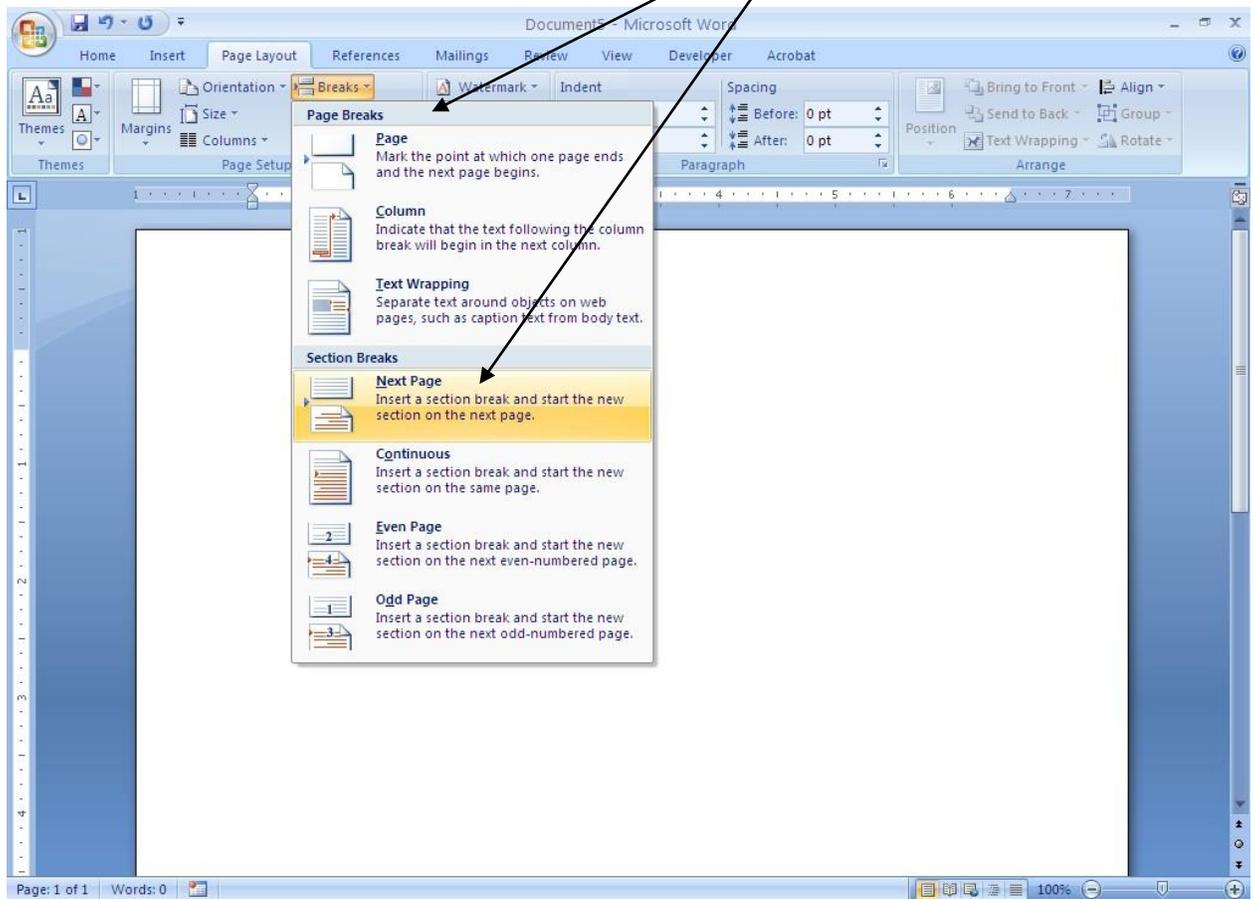
Section breaks are used when you need to change the style and placement of your page numbers. According to the guidelines set forth in this document that change occurs where the preliminary pages end and Chapter I begins (see Chapter II of this document). A page break may be needed to separate information, such as the break between Chapter I and Chapter II, if a page break is inserted at the end of each chapter it will prevent the Chapter II heading from being pushed down the page as you edit Chapter I, for example. There should be no need to use both a section break and a page break on the same page.

To see if you've used either a section break or a page break or both, select the following,



Once you are able to see the breaks, you may delete/adjust accordingly. Generally, you should place the breaks after the last sentence in your section as opposed to at the bottom of the page.

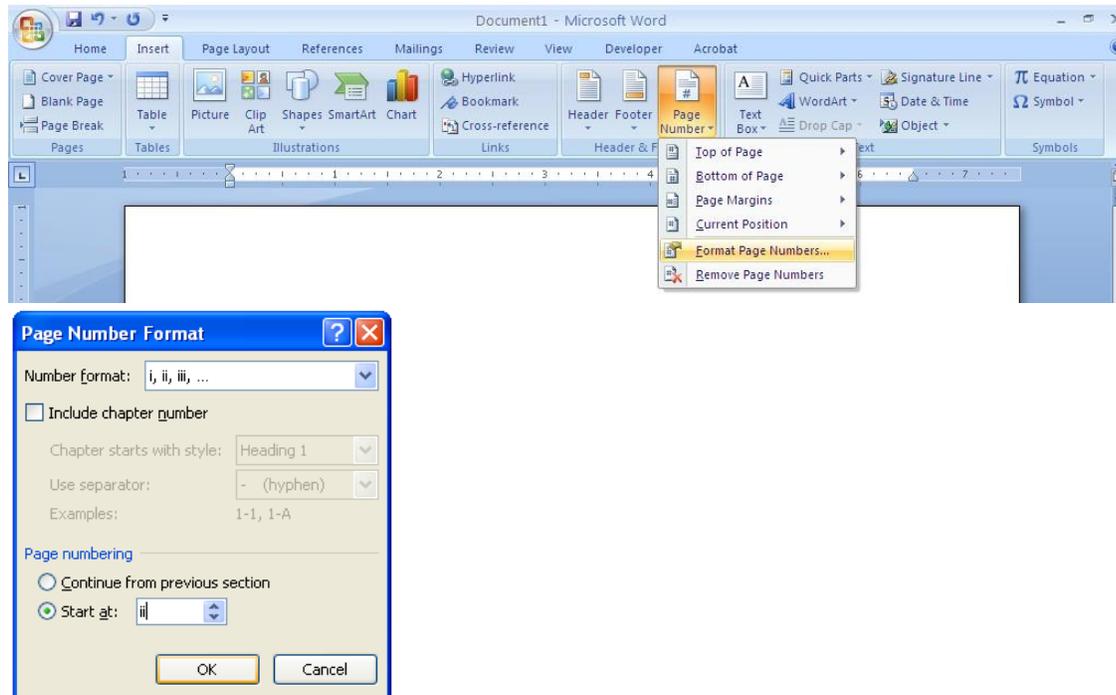
These instructions are not formatted the way you need to format similar items in your dissertation – the instructions were borrowed from another university and the formatting could not be altered. The page number placement shown in some of the examples is lower than we allow – note our required settings.



When your breaks are placed appropriately, you are ready to tackle pagination!

First, in the drop down menu select bottom of page, then plain number 2 (centered, at the bottom.

Be sure the placement setting is 0.8 so that the roman numeral will rest ON the 1” bottom margin.



Second, then from the same drop down menu format the page numbers for the preliminary section to begin with “ii” on the Abstract (remember the Abstract title page, Title Page, and copyright page in dissertations are not numbered, the copyright page does not count in the numbering scheme; the Title page in these are not numbered).

Now that your preliminary section has the roman numerals at bottom center, we can move on to the main body of the text, starting with arabic numbers (1,2,3, etc.) at *top left*.

Above Chapter I heading, double click until the header information shows up. You will have to first, “unclick” “Link to Previous” so that the page numbers do not continue the same formatting throughout the entire manuscript:

Document3 - Microsoft Word

Header & Footer Tools

Home Insert Page Layout References Mailings Review View Developer Acrobat Design

Header Footer Page Number Date & Time Quick Parts Picture Clip Art Go to Header Go to Footer Link to Previous Previous Section Next Section Different First Page Different Odd & Even Pages Show Document Text Header from Top: 0.5" Footer from Bottom: 0.5" Insert Alignment Tab Close Header and Footer

Header & Footer Insert Navigation Options Position Close

Link to Previous

Link to the previous section so that the header and footer in the current section contain the same content as in the previous section.

Press F1 for more help.

Footer -Section 1-

ii

Header -Section 2-

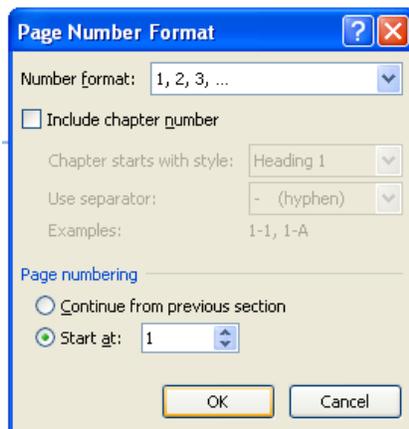
CHAPTER 1

Same as Previous

Page: 2 of 2 Words: 3 100%

Now you are ready to repeat the same process for formatting page numbers.

Next, format the page numbers for the Arabic numbers.



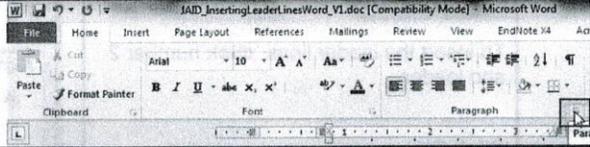
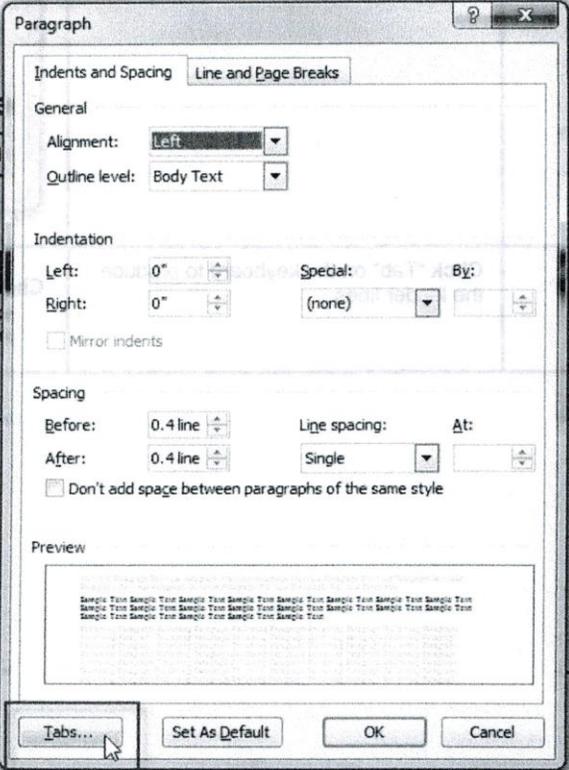
Beginning on Chapter I, page 1 place the page numbers in the upper left hand corner – setting should be 0.5. From this point forward all page numbers should appear in the upper right hand corner of the page and run continuously through the end of the document. Be sure page numbers are in the correct font to match your text, either Arial 12 point or Times New Roman 12 point.

PLEASE NOTE: The title pages and copyright pages should not be numbered so insert section break without linking to previous to avoid adding page numbers to these pages. See previous notes on this subject.

Inserting Leader Lines in Microsoft Word

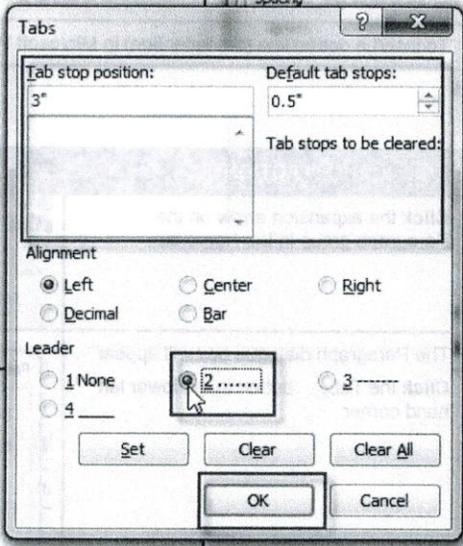
Purpose To insert a dotted line (or leader line) in Microsoft Word.

Process

STEP	ACTION	RESULT/RESOURCES
1	Click the expansion arrow on the Paragraph group in the <i>Home</i> tab.	
2	The Paragraph dialogue box will appear. Click the Tabs... button in the lower left hand corner.	

CONTINUED ON NEXT PAGE

Process (cont.)

<p>3</p>	<p>The Tabs dialogue box will appear.</p> <p>Type the position where you want the leader lines to end in the "Tab stop position:" box (for example, 3".)</p> <p>NOTE: You can also choose from the dropdown list of default tab stops.</p> <p>To insert the leader lines, click number 2 and leader.</p> <p>Click OK.</p>	
<p>4</p>	<p>Click "Tab" on the keyboard to produce the leader lines.</p>	<p>Chapter 1..... 2</p>

CONTINUED ON NEXT PAGE

WD2000: How to Add a Portrait Page Number to a Landscape Page

Article ID: 211930 - View products that this article applies to.

This article was previously published under Q211930

SUMMARY

If a page of your document is formatted with landscape orientation, the header and footer of the page also are formatted with landscape orientation.

This article describes how to use rotated text in a text box or table to add a page number in portrait orientation to the header or footer layer of a landscape-oriented page.

MORE INFORMATION

To create a portrait-oriented page number on a landscape-oriented page, follow these steps:

1. Open your document, and set up the different sections to accommodate the landscape page (or section). With the insertion point in the landscape section, click **Header and Footer** on the **View** menu. On the **Header and Footer** toolbar, click the **Same as Previous** button to make the header and footer for this page separate from the previous one. Repeat this procedure for the section following the landscape-formatted section. Click **Close**. For more information about different headers and footers, click **Microsoft Word Help** on the **Help** menu, type **different headers and footers** in the Office Assistant or the Answer Wizard, and then click **Search** to view the topics returned.

For more information about creating a landscape page, click **Microsoft Word Help** on the **Help** menu, type **landscape** in the Office Assistant or the Answer Wizard, and then click **Search** to view the topics returned.

2. Position the insertion point in the landscape-oriented section, click **Header and Footer** on the **View** menu, and use either of the following methods to create the header or footer:

Text Box Method

- a. On the **File** menu, click **Page Setup**.
- b. Click the **Margins** tab, and increase the right margin to a value that gives you room for the page number (text). For example, change the right margin from the default 1 inch to 1.5 inches. Change the other margins as needed. Then click **OK**.
- c. On the **Insert** menu, click **Text Box**.
- d. Using your pointer, draw a text box in the right margin area of the landscape page. After the text box is drawn, it remains selected.
- e. On the **Format** menu, click **Text Box**. On the **Color and Lines** tab, in the **Line** section, change **Color** to **No Line**, and then click **OK**.
- f. Click in the text box. On the **Text Box** toolbar, click the **Change Text Direction** button to change the text to the direction (orientation) that you want.
- g. Type the header or footer text you want into the text box. To add the page number, type the word **Page**, press the SPACEBAR, and on the **Header and Footer** toolbar, click the **Page Number** button.
- h. Make any other formatting changes that you want. On the **Header and Footer** toolbar, click **Close**.

Table Method

- a. On the **File** menu, click **Page Setup**.
- b. Click the **Margins** tab, change the **Top Margin** to a negative value. For example, if your top margin is 1.25 inches, change the **Top Margin** value to **-1.25 inches** (Note the minus sign).
- c. On the **Table** menu, click **Draw Table**. You now have a **Tables and Borders** toolbar. Using your pointer, draw a table on the right side of the header that extends down the page. Draw one large table cell that is in the expanded margin area. Then draw any additional cells by drawing lines to divide the large cell into smaller cells.
- d. Click in a table cell. On the **Table** menu, point to **Select**, and then click **Table**.
- e. On the **Format** menu, click **Borders and Shading**. On the **Borders** tab, under **Settings**, click **None**, and then click **OK**.
- f. Click the cell where you want your page number to appear. Type the word **Page** and then press the SPACEBAR once. On the **Header and Footer** toolbar, click the **Insert Page Number** button.
- g. To rotate the text, on the **Tables and Borders** toolbar, click the **Change Text Direction** button until the text is in the direction you want. Then, on the **Formatting** toolbar, click the **Align Bottom** button.

NOTE: A table is affected by the bottom margin of a page. It is possible for text to be cut off (cropped) if the table is drawn in the bottom margin area. To correct this problem, either resize your table so it does not flow into the bottom margin, or change the bottom margin of the page. For more information about tables, click **Microsoft Word Help** on the **Help** menu, type **about tables** in the Office Assistant or the Answer Wizard, and then click **Search** to view the topics returned.

- h. Make any other formatting changes you want to the table. On the **Header and Footer** toolbar, click **Close**.

Properties

Article ID: 211930 - Last Review: December 6, 2000 - Revision: 1.0

APPLIES TO

- Microsoft Word 2000 Standard Edition

Example – the page number must be placed in the upper right hand corner of the page on all landscaped pages, no matter what they are.

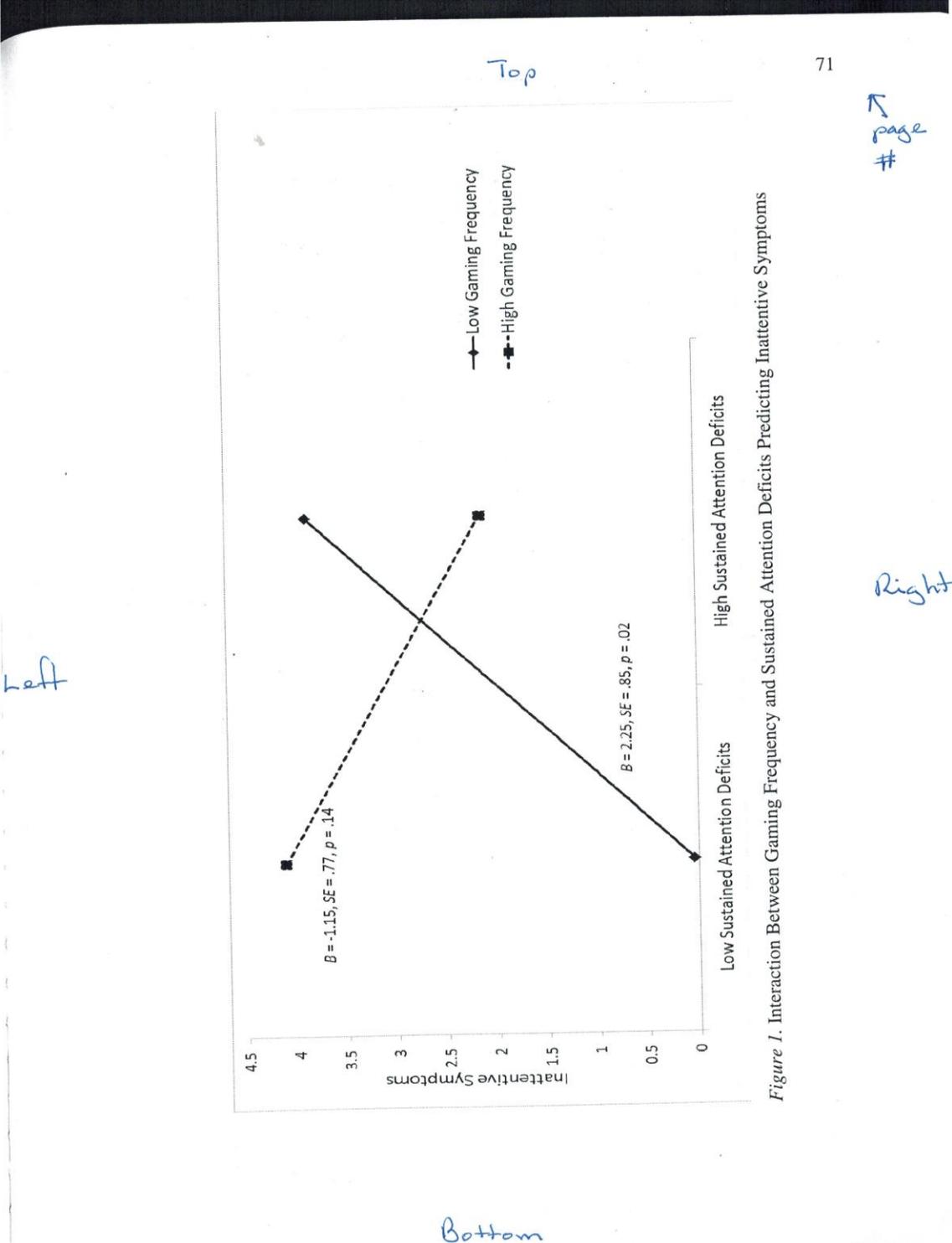


Figure 1. Interaction Between Gaming Frequency and Sustained Attention Deficits Predicting Inattentive Symptoms

Be careful that you don't have any "widows or orphans" in your dissertation or nursing capstone project. This is an explanation of what that means.

Widows and orphans

From Wikipedia, the free encyclopedia

In typesetting, **widows** and **orphans** are words or short lines at the beginning or end of a paragraph, which are left dangling at the top or bottom of a column, separated from the rest of the paragraph. There is some disagreement about the definitions of widow and orphan; what one source calls a widow the other calls an orphan.^[1]^[2] *The Chicago Manual of Style* uses these definitions:^[2]



Widow

- A paragraph-ending line that falls at the beginning of the following page/column, thus separated from the rest of the text.

Orphan

- A paragraph-opening line that appears by itself at the bottom of a page/column.
- A word, part of a word, or very short line that appears by itself at the end of a paragraph. Orphans result in too much white space between paragraphs or at the bottom of a page.

A widowed line: the last line of a paragraph, all alone on the other side of a page break.

At the end of the first paragraph, the word "lorem" is an orphan in the second sense: a very short final line that, because the rest of its line is white, creates an impression of two lines of whitespace between the paragraphs.

Remembering the terms

A common mnemonic is "An orphan has no past; a widow has no future"^[3] or "An orphan is left behind, whereas a widow must go on alone".

Another way is to think of orphans as generally being younger than widows; thus, orphaned lines happen first, at the start of paragraphs (affecting and stranding the first line), and widowed lines happen last, at the end of paragraphs (affecting and stranding the last line). Orphaned lines appear at the "birth" (start) of paragraphs; widowed lines appear at the "death" (end) of paragraphs.

Guidelines

Writing guides, such as the *Chicago Manual of Style*, generally suggest that a manuscript should have no widows and orphans even when avoiding them results in additional space at the bottom of a page or column.^[4] However, in its 16th edition (2011) the *Chicago Manual of Style* suggests a new convention in which pages may end with the first line of a new paragraph.^[5] Some techniques for eliminating widows include:

- Forcing a page break early, producing a shorter page;
- Adjusting the leading, the space between lines of text (although such carding or feathering is usually frowned upon);

- Adjusting the spacing between words to produce 'tighter' or 'looser' paragraphs;
- Adjusting the hyphenation of words within the paragraph;
- Adjusting the page's margins;
- Subtle scaling of the page, though too much non-uniform scaling can visibly distort the letters;
- Rewriting a portion of the paragraph;
- Reduce the tracking of the words;
- Adding a pull quote to the text (more common for magazines); and
- Adding a figure to the text, or resizing an existing figure.

An orphan is cured more easily, by inserting a blank line or forcing a page break to push the orphan line onto the next page to be with the rest of its paragraph. Such a cure may have to be undone if editing the text repositions the automatic page/column break.

Similarly, a single orphaned word at the end of a paragraph can be cured by forcing one or more words from the preceding line into the orphan's line. In web-publishing, this is typically accomplished by concatenating the words in question with a non-breaking space and, if available, by utilizing the *orphans*: and *widows*: attributes in Cascading Style Sheets. Sometimes it can also be useful to add non-breaking spaces to the first two (or few) short words of a paragraph to avoid that a single orphaned word is placed to the left or right of a picture or table, while the remainder of the text (with longer words) would only appear after the table.

Most full-featured word processors and page layout applications include a paragraph setting (or option) to automatically prevent widows and orphans. When the option is turned on, an orphan is forced to the top of the next page or column; and the line preceding a widow is forced to the next page or column with the last line.

References

1. ^ Carter, Rob A widowed line, highlighted in yellow. Day, Ben. Meggs, Philip. *Typographic Design: Form and Communication* 2nd ed. John Wiley & Sons: 1993. p. 263
2. ^ a b *Chicago Manual of Style* (http://www.chicagomanualofstyle.org/15/appA_KeyTerms.html#app01-widow)
3. ^ Bringhurst, Robert. *The Elements of Typographic Style*. 3rd ed. Hartley and Marks Publishers: 2004. pp. 43-44 ISBN 0-88179-206-3
4. ^ *Chicago Manual of Style*, 3.11 Overall appearance: "A page should not begin with the last line of a paragraph unless it is full measure and should not end with the first line of a new paragraph."
5. ^ *Chicago Manual of Style, 16th Edition*, 2.113: "A page should not begin with the last line of a paragraph unless it is full measure. (A page can, however, end with the first line of a new paragraph.)"

Retrieved from "http://en.wikipedia.org/w/index.php?title=Widows_and_orphans&oldid=575500725"

Categories: Typography

-
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Use the tabs above to find more information about RefWorks, Mendeley, Zotero, and citation generators.

Elena Azadbakht

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Profile & Guides

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Medical Laboratory Science, Nutrition &
Dietetics, Nursing, Public Health, Social
Work, Speech & Hearing Sciences,
Sport Coaching Education, Sport
Management

Featured Books

Here are some examples of books from our collection. Search the library catalog to find more.

Cite It Right - Tom Fox; Julia Mary Johns; Sarah Jane Keller
ISBN: 9780977195718
Publication Date: 2007

Cite Right - Charles Lipson
ISBN: 9780226484754
Publication Date: 2006

Library Services

- Interlibrary Loan
- Plagiarism Tutorial
- RefWorks

Campus Resources

- Eagle Learning Online - Student Support
- iTech Help Desk
- Math Zone
- Speaking Center
- Writing Center
- Gulf Coast Learning Commons

http://libguides.lib.usm.edu/citation_help

For help formatting your Reference section go to this website and sign up for RefWorks – there are tutorials and webinars there to show you how to use this. *Be sure you select the current edition of the style manual you will be using.* There are older editions there that must not be used – to find a more extensive list look under “customize” – there are more choices there, but keep in mind that not all of the listed styles are acceptable as per the USM Guidelines (<http://www.usm.edu/graduate-school/graduate-reader>) . Every time you sign into RefWorks double check that the correct style manual is selected.

Under “tools” there is a program that you can download called “Write-n-Cite” – that may be useful as you create your in text citations. Every citation must have a matching reference.

You are still responsible for entering all of the information in the required format. This tool is only as good as the information that you type in. Always check your References against the style guide to be sure that all formatting is correct as per your selected style guide (check spacing, punctuation, placement, and be sure each required element is there).

For technical support contact Cook Library.

Allowed style guides (from the Guidelines):

- *Publication Manual of the American Psychological Association, 6th edition.* (APA)
- *MLA Handbook for Writers of Research Papers, 7th edition.*
- *The Chicago Manual of Style, 16th edition.*
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations, 8th edition.*
- *The ACS Style Guide: A Manual for Authors and Editors,* 3rd edition.
- *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, 7th edition*
- Authors’ guidelines published in scholarly journals. *Use with Grad Reader approval only.*
 - *Latex-USM version* (Computer Science & Mathematics ONLY) – Refworks should not be used by Latex users (use the tools provided in Latex).

HOW TO FILL OUT THE *AQUILA* FORM:

When you sign-on to *Aquila* for the first time you will have to fill out a form before you can send your thesis, dissertation, or nursing capstone project to me. Here is what needs to be done:

Title: Type in your complete title – this must match the title on your approved title page.

REQUIRED Title

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

Dissertation/Thesis Title

Author: Skip the search box and type in your USM email address, then your name (first, middle, last) as it appears on your approved title page. The type in University of Southern Mississippi for the institution

REQUIRED Author

Search For An Author Using: Last Name, First Name, Email, or Institution

1							
Email	First	Middle	Last	Suffix	Institution		
Search...					Search...		

Date of Award: Under season select the semester you will be graduating in (Spring, Summer, Fall); the month, day, and year of the Graduation ceremony. If you are unsure the Reviewer can provide that or you can look on the Academic Calendar on the Registrar's website.

REQUIRED Date of Award

Season	Month	Day	Year
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Continued ...

Degree Type: Master's Thesis, Dissertation, Nursing Capstone Project – select the correct choice

REQUIRED Degree Type

Degree Type:
Honors College Thesis

Student's Permanent Email: Do not enter your USM email address here. Enter your long-term email address, the one not likely to change for the foreseeable future:

Student's Permanent Email

Please enter a permanent email address (not your USM email address).

Degree Name: Your choices will be Master of Arts (MA), Master of Science (MS), Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D), Doctor of Musical Arts (DMA), or Doctor of Nursing Practice (DNP). There are more choices there, but one of these will be the degree that will be listed on your diploma and that is what should be entered.

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:
None

Department: Select your department.

Department

Department:

None

Embargo Period – if you would like your file to be embargoed select 6 months, 1 year, or 2 years. If you are applying for patent or trying to get some or all of your document published, you may want to embargo it for a period of time. The document will not be available on *Aquila* until that time period has passed. Doctoral candidates need to select the same embargo period on their ProQuest form later in the process.

REQUIRED Embargo Period

Select Preferred Availability. Requests for embargoes longer than two years must be submitted in writing to the Graduate School.

No Embargo Required

Future Permission: Select one of the options

Future Permission

We often receive requests seeking permission to reuse or adapt portions of theses, like original questionnaires and surveys. In the event that we receive such a request for your thesis:

None

First Advisor – this is your committee chair. First Advisor Department – select your committee chairs department.

First Advisor

First Advisor:

First Advisor Department

None

There are fields that follow for the Second Advisor and department, etc. Fill in the rest of your committee in each of these fields.

Keywords: Type in keywords or search terms that best describe your thesis, dissertation, or nursing capstone project.

Keywords

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

Subject Categories: using the available terms shown.

Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:

- Architecture
- Arts and Humanities
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- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

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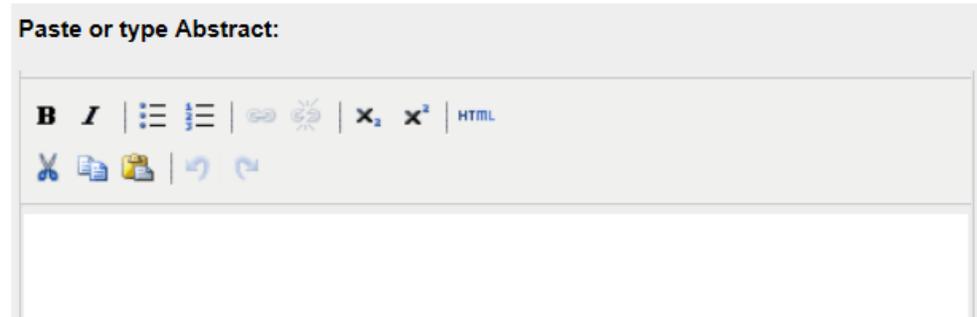
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Skip the comments section.

*Then Upload your WORD document where indicated (Latex users may upload a pdf).

*You should have no additional files to upload.

*Read the open access statement and then check the box acknowledging that you have read the statement.

*Then Click Submit

The Reviewer will receive an emailed notification that you have submitted your thesis, dissertation, or nursing capstone project.

Your thesis, dissertation, or capstone project will not be visible on the *Aquila* database until the Reviewer approves it in its final version. Only you and the Reviewer will have access to it until the Reviewer approves your document and submits it to *Aquila* for publication. *Doctoral candidates – shortly after the final document is published on *Aquila*, it will also be submitted to ProQuest for publication by the Reviewer (the embargo you set will be adhered to by both *Aquila* and ProQuest). Masters candidates – your document will be published only on *Aquila*.

Please remember that these documents are not to be submitted to the Reviewer until you have defended. Any revisions required by your committee must already be complete and accepted by your committee chair.

Be sure all submitted documents are in compliance with the USM Guidelines. Your document should be in compliance with your selected style manual, but the USM Guidelines always take precedence. Your document should be grammatically correct and properly cited when it is submitted to the Reviewer – this is your responsibility. All theses, dissertations, and nursing capstone projects are submitted to Turnitin, to check for originality.

Please note that the Graduate School will be changing some aspects of these Guidelines in the future.

The change (new guidelines/template) will be optional for those defending by the deadlines for Fall 2015 (fall degree candidates will be allowed to stay with these guidelines or choose the new template).

The changes/new template will be in place and required for those defending in Spring 2016 or beyond. Those working toward a defense in future semesters should watch the Reviewer section of the Graduate School website for these anticipated changes, but in the meantime use these rules and your chosen style guide. Don't stress or worry about this, we'll make the transition as easy as possible. 7/22/2015