



THE UNIVERSITY OF  
**SOUTHERN MISSISSIPPI**®

Guidelines for Dissertations, Theses,  
and Doctoral Projects

The Graduate School

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## ACKNOWLEDGEMENTS

Thank you to Mr. James Nail for his invaluable assistance in the building of our templates. His years of experience enabled us to build the templates at a much greater speed than might otherwise have been possible.

## NEED ASSISTANCE?

Contact the Communications and Documents Specialist for any questions about the template, requirements, forms, or anything else related to the thesis, dissertation, or doctoral project. The Communications and Documents Specialist can be reached at 601-266-4372 or [documentspecialist@usm.edu](mailto:documentspecialist@usm.edu).

Need assistance with the templates? Contact the Documents Specialist to set up a template lesson. Template lessons are offered face-to-face and online through screen share.

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## CHAPTER I – Introduction

A dissertation, thesis, or doctoral project is one of the most important pieces of work that you will accomplish during your graduate career. The quality of the document reflects not only you, but also on your college, school, and the University of Southern Mississippi. Therefore, the Graduate School is committed to helping students produce the best document possible, assuring that all final dissertations, theses, and doctoral projects conform to the guidelines.

### Plagiarism

One of the most common acts of academic misconduct is plagiarism. The following is taken from the Graduate Bulletin:

- 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); (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 (Retrieved from Graduate School Bulletin).

For more information about plagiarism visit the [University Libraries](#) website or check out the [Academic Integrity Policy](#).

### Copyright

The United States Copyright Office defines copyright as "a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works" (Retrieved from Copyright.gov). To get more information about Copyright check out the links below:

[University Libraries Copyright Basics](#)

[U.S. Copyright Office](#)

[U.S. Copyright FAQ](#)

As of Summer 2018, copyright is optional; it is your responsibility to file for copyright and pay the fee. No longer is the fee covered in student graduation fees nor is it the Graduate School's responsibility to file for copyright on behalf of students.

### Style Guide

You should become familiar and use the latest version of the study guide that is relevant to your discipline (APA, MLA, Chicago, etc.). If unsure what style guide should be used, you should consult with your committee or school to determine the appropriate style guide.

For the most part, all citations, table headings, figure headings, footnotes, etc. should follow the appropriate style manual. There are some things required that may supersede or go against the formatting of certain style guides.

## Deadlines

The Graduate School has set deadlines to help you complete your dissertation, thesis, or doctoral project in a timely manner and to give the Documents Specialist time to review all the documents.

The deadlines represent the last day for you to submit the required item. **You must comply with the deadlines set by the Graduate School.** There are no exceptions to the deadlines. Failure to meet a deadline will result in graduation being deferred.

It is highly encouraged that you complete deadlines early.

Deadlines can be located [here](#).

## Steps to Completion

Steps to Completion detail the requirements for completing a dissertation, thesis, or doctoral project. The Steps to Completion do not supersede the deadlines rather they are meant to provide another format and act as a tool to help students outline all the requirements for completion of a dissertation, thesis, or doctoral project.

Steps to Completion can be found [here](#).

## CHAPTER II – The Templates and Template Functions

The Microsoft Word templates were created as tools to assist with meeting the formatting requirements set by The University of Southern Mississippi Graduate School.

**It is required that dissertations, theses, and doctoral projects are in the template before doing the submission into *Aquila*.**

These templates function just like a standard Word document but with a few additional features. It is advised that you use the template from the beginning rather than copy and paste into the template; working in the template from the beginning prevents fewer mistakes.

There are four Word templates available on the Graduate School web page, and there is a separate title page template for those who downloaded one of the templates prior to November 2017. For PC users, it is recommended that you at least use Word 2013. For Mac users, it is recommended that Word 2016 is used. Using a later version of Word may not load some of the features built into the template.

While working in the templates, remember to save frequently, make multiple copies of your save files, and backup files to a flash drive and/or an electronic medium such as Dropbox, OneDrive, etc.

It is highly encouraged that you download the template, “play around,” and become familiar with it before writing your dissertation, thesis, or doctoral project.

## Which Template to Use?

### **Template 1**

Template 1 has sublevel headings that are distinguished by formatting. Tables and figures are labeled sequentially (Table 1, Table 2, Table 3...). This is the general template most students use. This template contains a List of Tables and List of Figures. This template does not contain a List of Schemes and List of Musical Examples.

### **Template 2**

Template 2 is placed in a certain order and is formatted to cater to Creative Writers. Similar to Template 1, Tables and Figures are labeled sequentially and subheadings are distinguished by formatting.

### **Template 3**

Template 3 has sublevels labeled sequentially by chapter (1.1, 1.2, 2.1...) and distinguished by subsections (1.1.1, 1.2.2, 1.2.3...). Tables, figures, and Schemes are labeled sequentially by chapter (2.1, 2.2, 2.3, 3.1). Contains a List of Tables, List of Figures, and List of Schemes. This template is mostly used by STEM fields.

### **Template 4**

Template 4 has sublevel headings, tables, and figures labeled similar to Template 1. Unlike Template 1, this includes a List of Schemes and List of Musical Examples. This template is mostly used by those in the School of Music and some scientific fields.

### **LaTeX**

Students in Mathematics (as well as some students in Physics and Computer Science) should be using *LaTeX*. Students outside of the Math, Physics, and Computer Science should not be using *LaTeX*.

## Template Specifications

**Margins:** 1.5” left, 1” right, 1” top, and 1” bottom. All text, tables, figures, etc. must fit within these margins.

**Font:** Text should not exceed 12 pt. Times New Roman. Endnotes, footnotes, table notes, figure notes, scheme notes, and musical example notes should not go below 8 pt. Times New Roman font. Other fonts such as Arial, Comic Sans, Calibri, etc. are not allowed.

**Spacing:** Text should be double-spaced. Items such as block quotes, references, endnotes, footnotes, table notes, figure notes, scheme notes, and musical example notes can be single spaced if it is specified in the student’s appropriate style guide. The spacing between paragraphs, tables, figures, etc. should be consistent.

**No Widows or Orphans:** The first line of a paragraph should not be the last line of a page nor should the last line of a paragraph be the first line of a page. Headings should also not be the last line of a page. Space the heading down to the next page should it fall on the last line.

**Indents:** All paragraphs should be indented including paragraphs in the abstract. Press the “Tab” key to create an indent. Indents should not exceed .5 inch.

**Page Numbers:** The preliminary pages will be in lowercase Roman numerals beginning with the “ii” on the Abstract. The title page and copyright page should not have a page number. Your main text beginning with the first page of your first chapter should use standard Arabic numerals beginning with “1.”

For landscaped pages, the page numbers will need to be removed or moved to the left-hand side and rotated so that it will match with the portrait page numbers when printed.

The template should automatically number your pages, but if there is an issue, you will need to manually readjust the page numbers.

### Order

Unless you are using template 2, your document should be in the following order: Title Page, Copyright Page, Abstract, Acknowledgement, Dedication, Table of Contents, List of Tables, List of Illustrations, List of Schemes, List of Musical Examples, List of Abbreviations, Main Text, Appendix, and References.

If you are using Template 2, the document should follow this order: Title Page, Copyright Page, Abstract, Acknowledgements, Dedication, Table of Contents, List of Illustrations, Introduction, Works Cited, and Main Text.

Not all sections of the document are required. In chapter three, more details will be given about the preliminary sections and which ones are required.

Note: Template 1 does not include a List of Schemes and List of Musical Examples and Template 3 does not include a List of Musical Examples.

### Paragraph Marks

Turning on Paragraph Marks allows you to see spaces, paragraph marks, and section/page breaks (and more). This is a useful tool in managing the format of a document. To activate the Paragraph Marks, simply press **Control + Shift + 8**, or click on the ¶ icon in the paragraph section of the Home ribbon.

Common symbols seen when paragraph marks are turned on are as follows:

¶ = Hard Return (Any instance of pressing the **Enter key**)

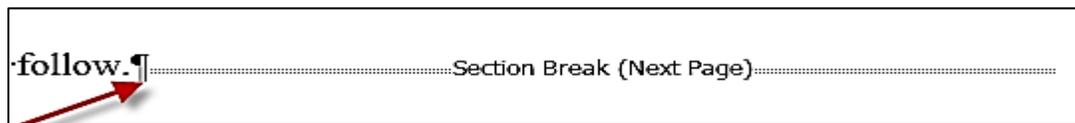
· = Space (Any instance of pressing the **Spacebar**)

→ = Tab (Any instance of pressing the **Tab** key)

↵ = Soft Return (Any instance of pressing **Shift + Enter**)

### Section Breaks

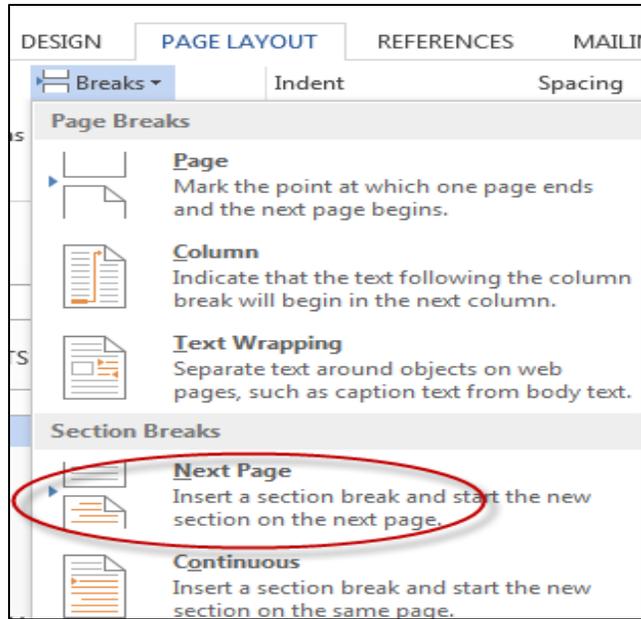
The templates have “section break (next page)” inserted where they are necessary to divide the document into multiple sections. When turning on the paragraph marks, you will see the section breaks that are already in place in the template. Below is an example of a section break.



There are times when you may need to insert section breaks such as when doing a landscaped page or inserting an additional chapter.

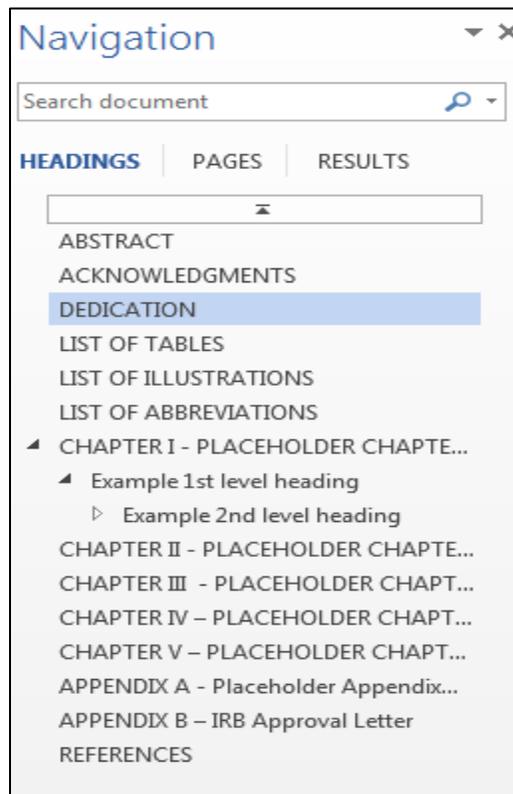
In the event that you accidentally delete these section breaks or need to add section breaks:

1. Go to “Page Layout” on the toolbar and click on “Breaks.”
2. Under “Section Breaks”, select “Next Page.” This will give you a section break (next page). See next page for an image of where to select the correct section break.



### Navigation Pane and Ruler

Enabling the navigation pane allows you to see headings, chapters, and sections as well as be able to navigate to certain sections of your document quickly.



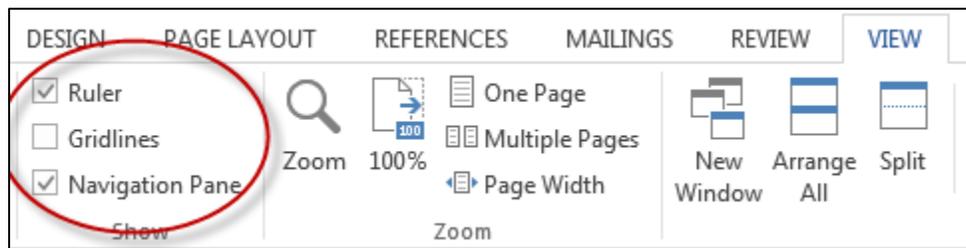
The ruler can assist you with seeing margins and can help you determine if your tables, figures, etc. are within the required margins.



The gray area of the ruler indicates the margins. Any images and text that go outside the white area and into the gray area will need to be adjusted. By clicking on the tabs, as indicated by the red circle areas above, a line will appear. This line can be used as a guide to determine if your images and texts are within the margins.

To enable the navigation pane and ruler:

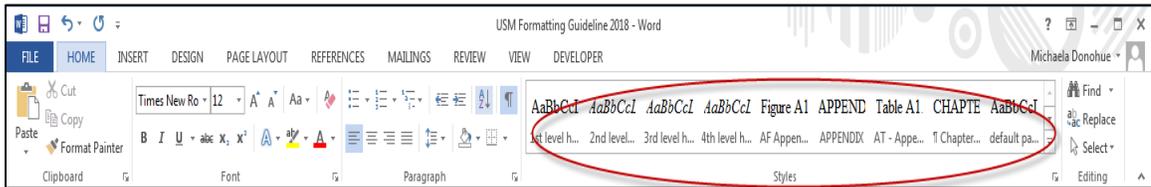
1. Click on “View” in the toolbar
2. check the “Navigation Pane” and “Ruler” tabs.



## Styles

The styles ribbon is located on the Home Row in Microsoft Word. Applying styles to headings and to the titles of tables, figures, schemes, and musical examples will help you build the Table of Contents, List of Tables, List of Illustrations, List of Schemes, and List of Musical Examples. You will need to apply the appropriate style to get it to apply to the appropriate section of your document.

You can find the styles ribbon located under “Home” on the toolbar.



The next section covers the styles that are available in the styles ribbon. You will need to scroll through the styles ribbon in Word to get to the appropriate style.

### *List of Styles*

**1st level heading:** Used on 1<sup>st</sup> level headings.

**2nd level heading:** Used on 2nd level headings.

**3rd level heading:** Used on 3rd level headings.

**4th level heading:** Used on 4th level headings.

**Chapter Title (CT):** Format for Chapter numbers. Clicking this style will generate “CHAPTER #” where # is the next available chapter number. Chapter titles follow the Chapter number heading as such: CHAPTER I – TITLE.

**Paragraphs:** This is the template default style for paragraphs.

**Scheme Title:** Used on scheme titles (Template 3 & 4 only).

**Scheme Notes:** An optional style for formatting notes for schemes (Template 3 & 4 only).

**Musical Example Title:** Used on musical example titles (Template 4 only).

**Musical Example Notes:** An optional style for formatting notes for musical examples (Template 4 only).

**Table Title:** Used on table titles.

**Table Notes:** An optional style for formatting notes for tables.

**Figure Title:** Used on figure titles.

**Figure Notes:** An optional style for formatting notes for figures.

**APPENDIX:** Format for Appendix heading (at the top of the first page of each Appendix).  
Clicking this style will generate “APPENDIX \$” where \$ is the next available letter.

**AT:** Used on table titles in the appendix.

**AF:** Used on figure titles in the appendix

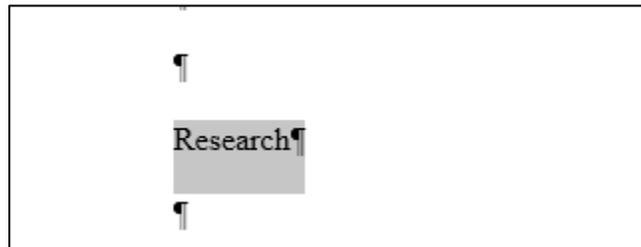
**New “chapter”:** Used to format the heading/new page for a new *poem* or *story*. Note – Novelists should use the Chapter Title (CT) so that the chapters will be numbered and titled correctly. This appears only in Template 2 (for Creative Writers).

### How to Apply Styles

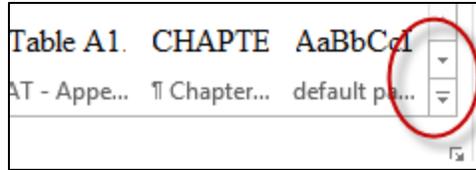
In order for your headings to appear in the table of contents or your tables, figures, schemes, or musical examples to populate in the correct list, you will need to apply the appropriate style to your headings. See the list above to know which style you should use for your headings, table titles, etc.

To apply a style to your heading, figure title, table title, etc.:

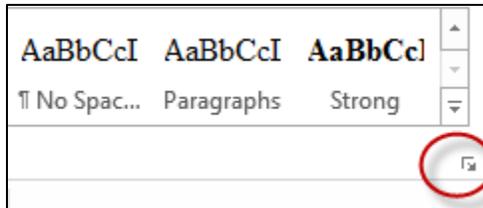
1. Type out the heading. After typing out the heading, highlight the entire word or section.



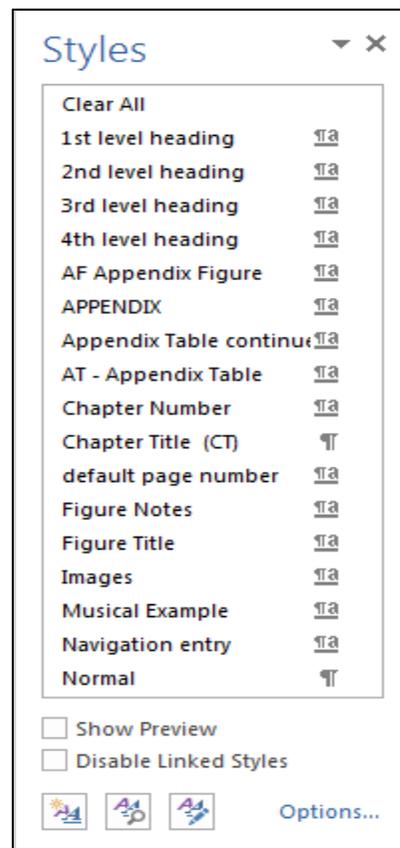
2. After highlighting the section, select the appropriate style by going to the styles pane in the home tab. See the List of Styles above to know what styles to use. You may need to scroll through the styles to find the correct style that needs to be applied. The red circle in the image on the next page shows where to scroll.



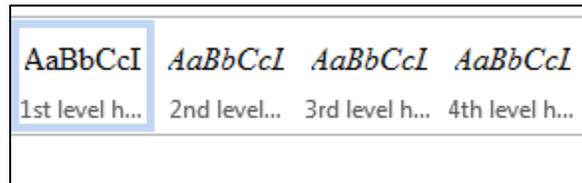
Another option for scrolling through the text is to click the arrow in the corner of the styles ribbon.



After clicking on the arrow, a box with a list of styles will pop up and you can scroll through all the styles.



3. Once you locate the style that you need, you will need to click on it. After clicking on the style, it should automatically apply to section that you highlighted.
4. You can verify that the style has been applied by highlighting the section that you applied to and seeing if there is a box around the style you selected.

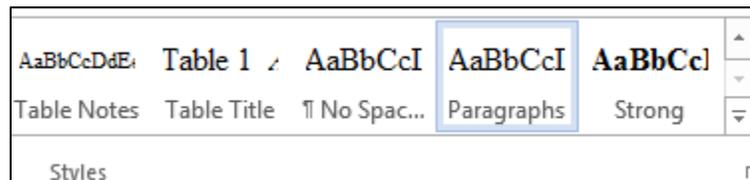


### Removing Styles

In the event that you apply a style to a section or word that is not supposed to have a style, you will need to remove it; otherwise, the section or word will populate in your Table of Contents, List of Table, List of Illustrations, etc. when you update it.

To remove a style:

1. Highlight the word(s) that had the style applied to it.
2. After highlighting the words, go up to the styles pane and scroll to find the style called “paragraph” or “normal” and select it.



3. Once selected, the previous style will be removed.

Please do not right click on highlighted style in the Styles Ribbon and select “remove style from gallery.” This will remove the style entirely from your ribbon rather than remove the style from the section you highlighted

## Adjusting the Formatting of Headings and Titles after Applying a Style

The styles that are available come preformatted meaning when you apply a style the formatting adjusts. Some of these preformatted styles do not comply with certain style guides. You can adjust the formatting to comply with your chosen style guide after you have applied the style to your heading or title.

For the example below, the table title will be changed to being below the table number rather than on the same line. Also, the italics will be removed.

Note: this is just an example and not following a particular style guide. Also, table titles are not the only thing that can be adjusted. Headings, figure, scheme, and musical example titles can be adjusted as well.

1. Apply the appropriate style. In this case, the table title style was applied. If you are adjusting a heading, apply one of the heading styles.

See below for what the table title looks like after the title style is applied.

Table 1 *How Many Dogs I Own*

German Shepherd	1
Labrador Retriever	1
Dachshund	2
<b>Total</b>	<b>4</b>

2. To get the table title on the next line, you will need to do a soft return (shift+enter). Do not do a hard return. A soft return guarantees that the title will still populate in your List of Tables.

Table 1

*How Many Dogs I Own*

German Shepherd	1
Labrador Retriever	1
Dachshund	2
<b>Total</b>	<b>4</b>

- Now that the title is separate from the table number, the italics will need to be removed by highlighting the italicized text and clicking on the “I” located in the “Font” section under the “Home Tab.” This will remove the italics.

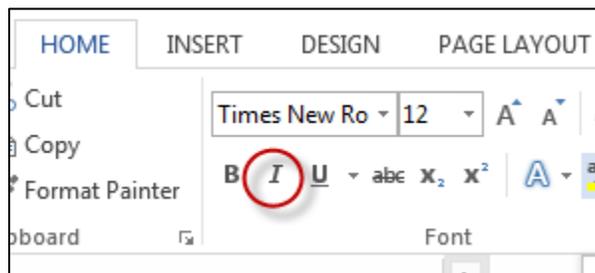


Table 1

How Many Dogs I Own

German Shepherd	1
Labrador Retriever	1
Dachshund	2
<b>Total</b>	<b>4</b>

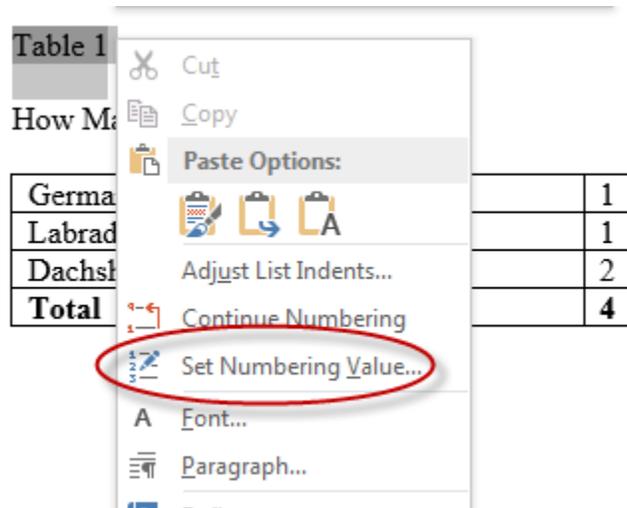
Keep in mind that if you adjust the font of your tables and headings that you will need to be consistent with the changes throughout your document. The Documents Specialist will ask you to adjust your headings and titles if they are not consistent.

## Adjusting Table, Figure, Scheme, and Musical Example Title Numbers

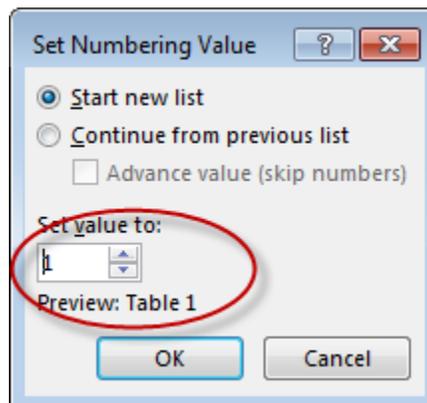
Tables, figures, schemes, and musical examples will automatically number when their respective styles are applied to them. In the event that it is not numbering in the right order, you will need to manually adjust the number of the table, figure, etc.

To change the number:

1. Right-click on the table, figure, etc. number.
2. A box will pop up. Select “Set Numbering Value.”



3. This will cause another box to pop up



4. By using the arrows on the side or typing in the box, select what number the table, figure, etc. should be.

5. Once you have put down which number, select “OK.”

Your table number should now reflect the number you put in the box.

Table 2 /

How Many Dogs I Own

German Shepherd	1
Labrador Retriever	1
Dachshund	2
<b>Total</b>	<b>4</b>

Sometimes after setting the numbering value, the spacing of the table heading may be a little off or it is tabbed over too much. You will just need to readjust the spacing.

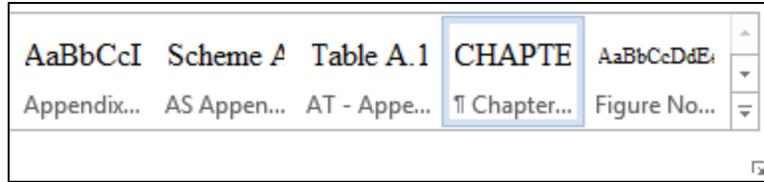
## Chapters

The templates come built with five chapters with placeholder titles. You will need to replace the placeholder titles with your titles. To change the titles, put your cursor at the end of the text and backspace or delete it. After the placeholder title has been deleted, type in the new title.

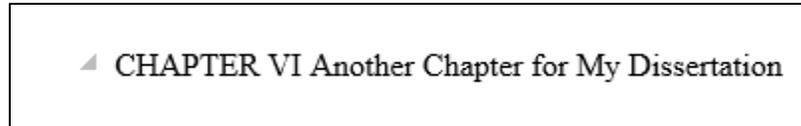
### *Adding Chapters*

To add chapters to your document, you will need to create a section break (next page). This will give you a blank page and start you off on a new section. Type your heading on the first line of the blank page and highlight it.

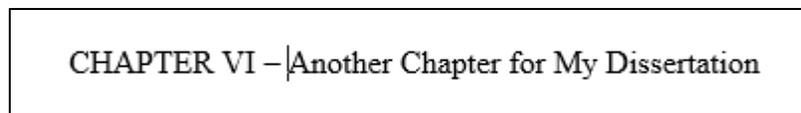
Once your heading is highlighted, go to the Styles Ribbon and select “Chapter Title.” If you are using Template 2, the style you will select is “New Chapter.”



After you have applied the “Chapter Title” style, your heading will now be labeled with a chapter label and number.



You will need to insert an en-dash between the chapter number and your heading. To insert an en-dash, hit CTRL+MINUS on your keyboard.



### Landscape Pages

For tables, figures, and etc. that do not fit within the portrait margins specified in these guidelines, you will need to landscape the page that the image or table is on. For a tutorial on how to landscape the page click [here](#).

Though the video comes from Mississippi State University, the video complies with the standards of The University of Southern Mississippi.

Just like with portrait pages, your document will need to be within the margins. To view the landscape page margins, turn on the ruler function.

## CHAPTER III – Preliminary Pages, Appendices, and References

### Title Page

Title Page should be formatted according to the guidelines below. For a visual example of the correct title page format, there are title page models available on the Graduate School web page.

It is no longer a requirement for you to have your title page approved by the Documents Specialist; however, it is encouraged to have the Documents Specialist look over your title page if you are in a department that requires a bound copy of your dissertation, thesis, or doctoral project. This will save you having to redo and reprint your title page on the 100% white cotton paper.

#### *Title Page Guidelines*

##### **Title**

- The title should be in 12 pt. Times New Roman all caps
- The title will need to be in an inverted pyramid style. There is a text box that you can type into that should automatically put it in that style. In the event that your title does not automatically convert to an inverted pyramid, you will need to force a line break. You will put your cursor where you want the break to go and do a soft return (shift + enter).
- If your title has words or sections that need to be italicized, you will need to "remove the content control" (right click on the title and select "remove content control").
- Make sure your title does not have any special characters that are not found on a standard keyboard (ex. Greek letters, emojis, etc.).

- The first line of your title should be the first line at the top of the page of the page.  
Adjust the spacing between the committee members' names and the signature lines until the first line of the title is at the top.

### **Author Name**

- Insert your name into the text box labeled "Author Name." Make sure your name in the text box is the same one that appears in SOAR.
- Please do not include any prefixes (Mr., Mrs., Dr., etc.) nor suffix credentials (PhD, EdD, MA, etc.) at the beginning or end of your name.

### **Document Type**

- Use the drop-down menu to select whether your document is a dissertation, thesis, or doctoral project.

### **College, School, Degree**

- Use the drop-down menus to select your College, School, and Degree. If not listed in the drop-down menu, please type your college, school, or degree in the drop-down boxes.
- Where it says, "Insert Name of College," you will put the official name of your college. Please remove the quotation marks after putting down your college's name.

### **Names of Committee Members**

- You will insert the names of your committee members under "Approved By"
- The first name should be your committee chair. After the committee chair's name, you should include a comma followed by the title "Committee Chair."
- You will list the other members of your committee after the committee chair.

- The template has included some areas to insert the names of your committee members. Remove any extra "Name of Committee Member" lines that you do not need.
- If you need to add additional names than what the template accounts for, add those names. If you have the paragraph marks turned on, you will see some extra spaces in between the committee members' names and signature lines that you can insert additional committee members.
- If your committee member has a doctorate, give them the prefix "Dr." Do not do any suffix credentials.
- If your committee member does not have a doctorate, do not include any prefix, such as Mrs., Mr., Miss, etc. or any suffix credentials.
- Verify with your committee members to make sure the spelling of their names is accurate.

### **Signature Lines**

- There are three signature lines for your Committee Chair, Director of School, and Dean of the Graduate School.
- The Dean of the Graduate School's line should not be changed.

### **Committee Chair Line**

- You will insert the name of your Committee Chair in the designated spot. Make sure the name is consistent with the one you put under "Approved by."
- Make sure to leave the title "Committee Chair" underneath the name.

**Director of School Line**

- You will insert the name of your Director in the designated spot.
- Make sure to leave “Director” underneath

**Graduating Month and Year**

- From the drop-down menu select which month you will be graduating (May, August, or December). Do not put "Fall," "Summer," or "Spring."
- Type in the year you will be graduation
- If you are completing your dissertation, thesis, or doctoral project before your graduating semester, do not select the month and year that you are completing your dissertation, thesis, or doctoral project. Select the month and year that you will be graduating.

**Copyright Page**

The Copyright Page is an optional page; though, it is highly recommended that you keep the page if you want to have the copyright statement and are planning on filing for copyright in the future. See “Copyright” under Chapter I for more information about copyright.

Your name and year should auto populate from the title page.

**Abstract**

All students are required to have an abstract in their document. For theses, the maximum word count is 250 words. For dissertations and doctoral projects, the maximum word count is 350 words. You will be asked to condense your abstract if you go over the allotted word count.

The paragraphs in your abstract should be indented, and the page numbers for this section should be in roman numerals. The page number will start with the Roman numeral “ii”

### Acknowledgement

Acknowledgements are a required section for your professional remarks (i.e. thanking your committee, advisor, and any organizations that may have assisted in your research). There is no maximum word count. Any personal remarks should be moved to your dedication.

### Dedication

An optional section dedicated to your personal remarks (i.e. thanking your parents, friends, and pets). There is no maximum word count for this section and any professional remarks should be moved to your acknowledgements.

### Table of Contents

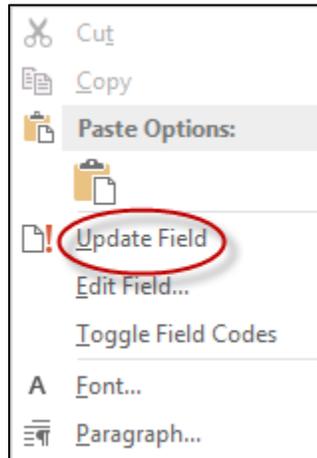
A required section in your document where your chapter titles, headings, subheadings and their respective page numbers are listed. Do not type directly into this section. The Table of Contents is updated by applying the appropriate heading styles (1<sup>st</sup> level, 2<sup>nd</sup> level, 3<sup>rd</sup> level, or 4<sup>th</sup> level heading) to the headings within your main text. After applying, the appropriate heading style to all your headings, you will need to update your Table of Contents.

#### *How to Update the Table of Contents*

#### **PC Users**

1. Right click on your Table of Contents. Right clicking should cause your Table of Contents to turn gray and a box to appear.

2. In the box, there is an option to “Update Field.”



3. After selecting “Update Field,” a box will pop up asking you to update the entire table or just the page numbers. Select “Update Entire Table” and click “OK.” Your Table of Contents should populate your headings and chapter titles



## MAC Users

1. Highlight the entire table
2. On the tool bar, click on “References”
3. Select “Update Table” and a box should pop up asking you to update just the page numbers or update the entire table. Select entire table. Your Table of Contents should update.

If your headings are not populating in your Table of Contents, check the style of your headings to see if the appropriate heading style was applied.

If text that is not supposed to be appearing in your Table of Contents populates, check to make sure that the style of the text that is populating is not in one of the heading styles. If the text is indicated as having a style applied to it, changed the style to “normal” or “paragraph.”

#### List of Tables

A required section if you have tables. If you do not have tables in your document, this section should be removed. The List of Tables will be updated similar to the Table of Contents. See “How to Update the Table of Contents” for more information.

The List of Tables will be built based on applying the Table Title Style to your table titles within the main text.

#### List of Illustrations

A required section if you have figures. If you do not have figures in your document, this section should be removed. The List of Figures will be updated similar to the Table of Contents. See “How to Update the Table of Contents” for more information.

The List of Illustrations will be built based on applying the Figure Title Style to your figure titles within the main text.

#### List of Schemes

A section only available in Templates 3 and 4. This section is required if you are using schemes. If you do not have any schemes, this section should be removed. The List of Schemes is updated similar to the Table of Contents. See “How to Update the Table of Contents” for more information.

The List of Schemes will be built based on applying the Scheme Title Style to your scheme titles within the main text.

#### List of Musical Examples

A section only available in Template 4. This section is required if you are using musical examples. If you do not have any musical examples, this section should be removed. The List of Musical Examples is updated similar to the Table of Contents. See “How to Update the Table of Contents” for more information.

The List of Musical Examples will be built based on applying the Musical Example Title Style to your musical example titles within the main text.

#### List of Abbreviations

An optional section that you can utilize. If not planning to use this section, you should remove it. The List of Abbreviations includes abbreviations used throughout the text that indicates professional or scholarly terms, such as jargon, agencies, legislation, etc.

Unlike the previous sections, the List of Abbreviations does not populate based on any styles that are applied within the main text. You will need to manually type in the abbreviations. The list should be centered (in two columns) in alphabetical order. Within the templates there are examples of abbreviations.

#### Appendix

There are two Appendix entries inserted into the template (Appendix A and Appendix B). Each Appendix entry will populate in your Table of Contents. The Graduate school does not require an Appendix unless you required IRB and/or IACUC approval. The Graduate School does require that IRB and IACUC letters are inserted into the template.

### *Adding Entries*

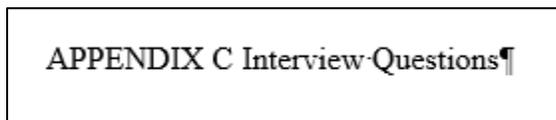
To insert additional appendices, you will need to first insert a section break (next page) in order to create a blank page after your Appendix B.

After the blank page is created, put your cursor on the first line and type in your heading.

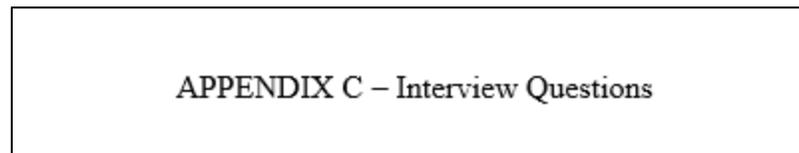
Once your heading is typed, highlight the heading and go to the styles ribbon and click on APPENDIX.



After you have applied the APPENDIX style, your heading will now be labeled with an appendix heading.



You will need to insert an en-dash between the Appendix letter and your heading. To insert an en-dash, hit CTRL+MINUS on your keyboard.



*Table, Figure, Scheme, Musical Example Title Label for Appendix*

The labels for tables, figures, schemes, and musical examples in the Appendices are numbered differently than the numbers in the main text.

The numbers in tables, figures, etc. will have the letter “A” in front of each entry. For example, Figure A1, Figure A2, Figure A3, etc. The only exception is Template 3 which will label tables, figures, and schemes sequentially by Appendix letter. For example, Figure A1, Figure B1, Figure C1, etc.

In order to get the letter to appear in front of the number, you will need to apply one of the Appendix Styles to your titles instead of the standard Table, Figure, Scheme, and Musical Example styles. See “Styles” in Chapter II to see the different types of Appendix Styles.



## References

The last section of your document if using Templates 1, 3, and 4. If using Template 2 (Creative Writers), the reference section heading is renamed Works Cited and follows the Introduction.

For your citations, you should follow your chosen style manual and use the latest version of that style manual.

Note: If your chosen style manual has this section named called “Works Cited” or “Bibliography,” etc. you should change the heading to reflect what your style guide deems appropriate.

## CHAPTER IV -Examples

This chapter provides examples and explanation about some of the content that may appear in the body of dissertation, thesis, or doctoral project.

### Tables

Table 1 *Example of Table*


The table numbering will be different if using Template 3.

The table above is built using Microsoft Word. You are not limited to using Word to create tables. You are free to use Excel, PowerPoint, or any other software. In terms of how your table should be formatted, you should follow what your style guide states and be consistent.

What the Graduate School requires is that the Table Title Style is applied to Table Titles and that the tables are within the margins. If the table does not fit within the margins, you will need to adjust the table specifications or landscape the table. If landscaping the table, you will need to adjust the page numbers as mentioned in “Template Specifications.”

If your table goes over more than one page, you will need to apply a “Table Continued” heading to each page your table goes over. There is no table continued style, so you will need to split your tables and type the heading. See next page for example of a table continued heading.

Table 1 Continued


### Figures, Schemes, and Musical Examples



Figure 1. Example of a Figure

Figure numbering will be different if using Template 3.



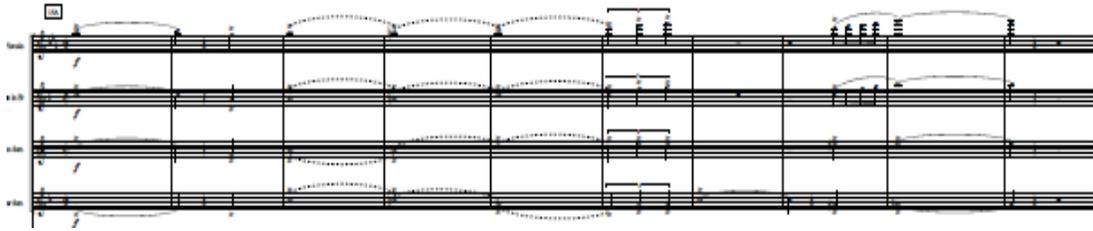
Scheme 1. Example of a Scheme

Scheme numbering will be different if using Template 3.

## Eagles Spellout/Southern to the Top

"Pride of Mississippi" Pregame

Robert Hayes



Musical Example 1. Example of a Musical Example

Figures, Schemes, and Musical Examples should be formatted according to your chosen style guide. You are required to apply the respective title style to each of your figures, schemes, and musical examples as this will help to be the List of Illustrations, List of Schemes, and List of Musical Examples. You are also required to have your figures, schemes, and examples be within the margins. If they are not within the margins, you will need to either adjust the specifications or landscape your figure, scheme, or example. If landscaping the table, you will need to adjust the page numbers as mentioned in the page number section of "Template Specifications" in Chapter II.

## Landscaped Page



34

Figure 2. Example of a Landscaped Page

Information on landscaped pages can be found in Chapter II

## Footnotes

The template does not restrict having footnotes in your document. Footnotes are one of the few exceptions to the 12 pt. Times New Roman rule. Please do not go below 8pt Times New Roman font. It makes it difficult to read your footnotes if they are a smaller font.<sup>1</sup>

---

<sup>1</sup> Here is an example of a footnote.

## CHAPTER V – Submission and Review Process

### First Submission

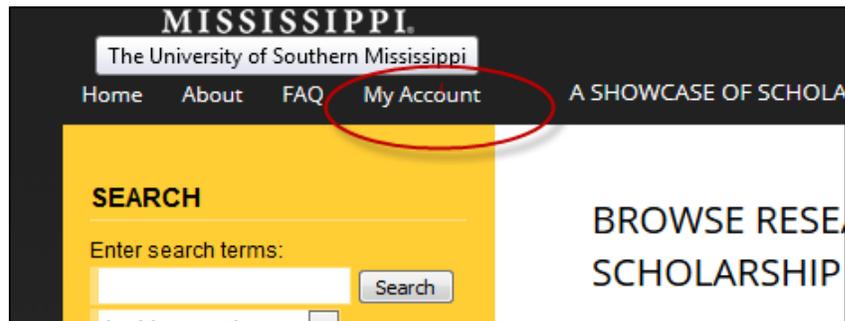
In order to complete your submission by the posted deadline on the Graduate School Website, you will need to complete your Turnitin, submit your document into *Aquila*, and meet the prior required deadlines. **Failure to submit by the deadline will result in your graduation being deferred.** It is recommended that you do your submission before the deadline.

Upon the submission of your document to *Aquila*, the Documents Specialist will check your dissertation, thesis, or doctoral project to ensure you have adhered to the guidelines. At this stage, your document should be formatted into the appropriate template, have completed all committee revisions, and should have grammar and content polished. **After document has been submitted into *Aquila*, there can be no changes to content and document must be in one of the USM templates.** The only content changes that are allowed are those designated by the Documents Specialist. **Only formatting concerns can be addressed.**

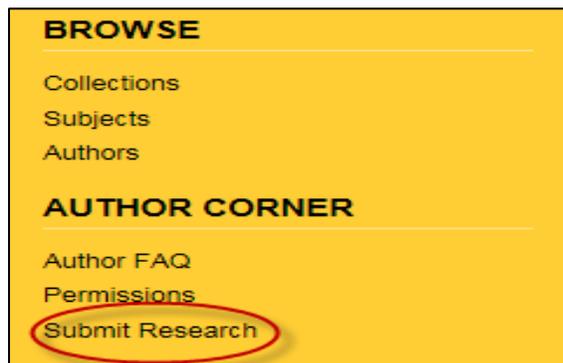
Turnaround time for review varies and increases as semester deadlines approach. Your document will be reviewed as quickly as possible, and you will be contacted via your USM email (we encourage you to check your USM email frequently).

## How to Submit Document to *Aquila*

1. Select the appropriate link:
  - Dissertation: <http://aquila.usm.edu/dissertations>
  - Theses: [http://aquila.usm.edu/masters\\_theses](http://aquila.usm.edu/masters_theses)
  - Doctoral Project: [http://aquila.usm.edu/dnp\\_capstone](http://aquila.usm.edu/dnp_capstone)
2. Click on “My Account” at the top left and create an account. Please use your USM email to create your account. You will get an email from *Aquila* to verify your account. Check your Spam/Junk box for the email.



3. After creating your account, click on “Submit Research” located under the “Author’s Corner” on the left-hand side.



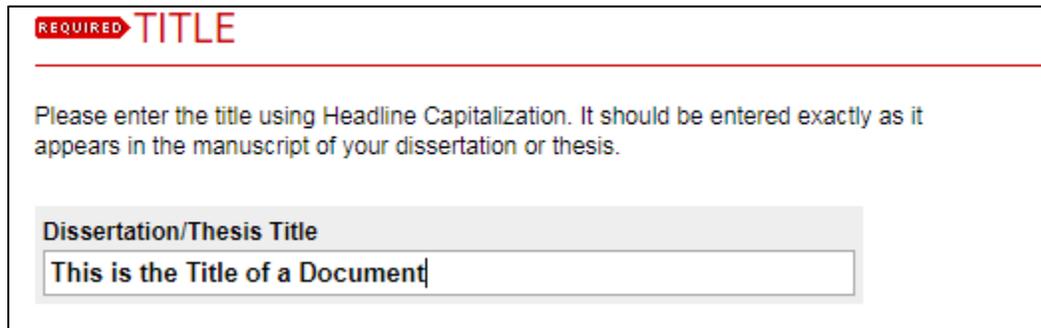
4. Fill out the submission form, upload your word document, and click “Submit.”  
See “How to Complete Submission Form” below for more information about each section of the form
5. Prior to submitting, you should check that the information you provided on the form is correct. Please confirm your submission with the [Documents Specialist](#).

### How to Complete Submission Form

The *Aquila* Submission form will look similar to the image below. See the following pages for how to complete each section of the form.

The image shows a screenshot of a web form titled "DISSERTATIONS" in the top right corner. The form is divided into several sections, each with a red "REQUIRED" label and a red arrow pointing to the section title. The sections are: 1. TITLE: A text input field for "Dissertation/Thesis Title" with a note: "Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis." 2. AUTHOR: A search box for "Search For An Author Using: Last Name, First Name, Email, or Institution" with a dropdown menu showing "1 (michaela.donohue@usm.edu) Michaela L Donohue, University of Southern Mississippi" and a green "+" button. 3. DATE OF AWARD: A date selection interface with dropdowns for "Season", "Month", "Day", and "Year". 4. STUDENT'S PERMANENT EMAIL: A text input field with a note: "Please enter a permanent email address (not your USM email address)." 5. DEGREE NAME: A dropdown menu labeled "Degree Name:" with "None" selected. 6. SCHOOL: A dropdown menu with "None" selected.

**Title:** Enter your title as it appears on your thesis, dissertation, or doctoral project. Please use Title/Headline capitalization as shown in the example below. Please do not use all caps for your title.



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

This is the Title of a Document

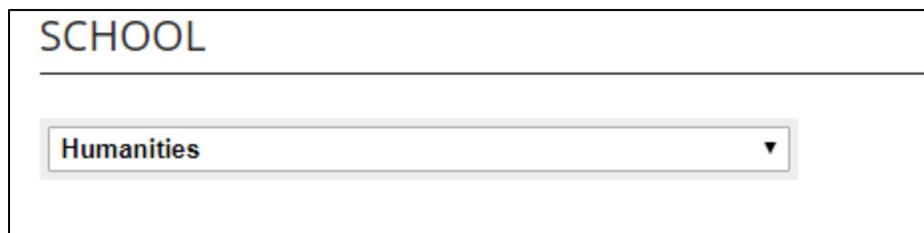
**Author:** Your name and email will automatically be populated. The name and email that populates will be the name and email you used to create the account.

**Date of Award:** Enter the semester and year you are graduating. You do not have to put a month or day.

**Student's Permanent Email:** Put down an email that is not your USM email. This email should be one that you can be reached at after your graduation.

**Degree Name:** Select what degree you will be receiving.

**School:** Select the school that your program falls under. For example, if you are in the English program, you are part of the School of Humanities. You will select "Humanities" as your school. Please contact your committee chair or program coordinator if you are not sure about the school.



SCHOOL

Humanities

**Embargo Period:** An embargo is withholding the release of your document. You have four options to choose from: No Embargo Required, Six Months, 1 Year, or 2 Years. Selecting an embargo period will keep your document from being downloaded for the selected period of time. Do not select an embargo period if you wish to have your document available immediately after graduation.

Note: You will need to fill out an embargo form and give it to the Documents Specialist should you chose to embargo.

**Future Permission:** Sometimes others will request to use your document for their research such as requesting to use your survey. You will need to select one of the three options from the drop box. Choosing one of the three options determines how *Aquila* administrators should respond to these requests.

**Committee Chair and Committee Members:** You will need to type in the names of your committee into the boxes provided. You will also be asked to provide each committee member's school. You do not need to select a school for committee members not affiliated with The University of Southern Mississippi.

**Keywords:** You will need to type up to six keywords or phrases separated by commas. The words and phrases help classify and make it easier for interested parties to locate your document.

**Subject Categories:** You will need to select subject categories that best fit your document. Choosing subject categories helps interested parties locate your document.

**Abstract:** Copy and paste the abstract from your document into the box provided. The word count cannot exceed 250 words for theses and 350 words for doctoral projects and dissertations.

**ORCID ID:** It is optional to sign up to get an ORCID ID. Leave it blank if you chose not to do it. ORCID provides you a number that helps distinguish you from other researchers.

Visit the link provided on the submission form (circled below) for more information.

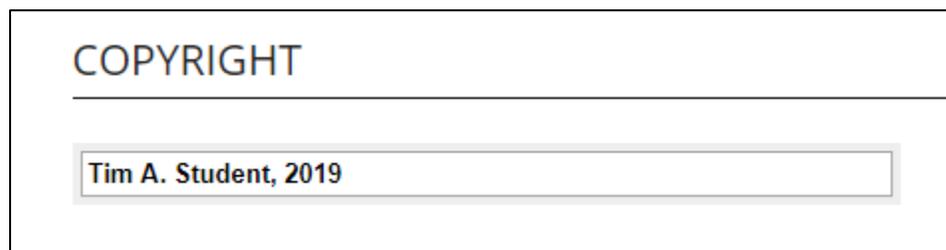


ORCID ID

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For more information, please visit [orcid.org](https://orcid.org).

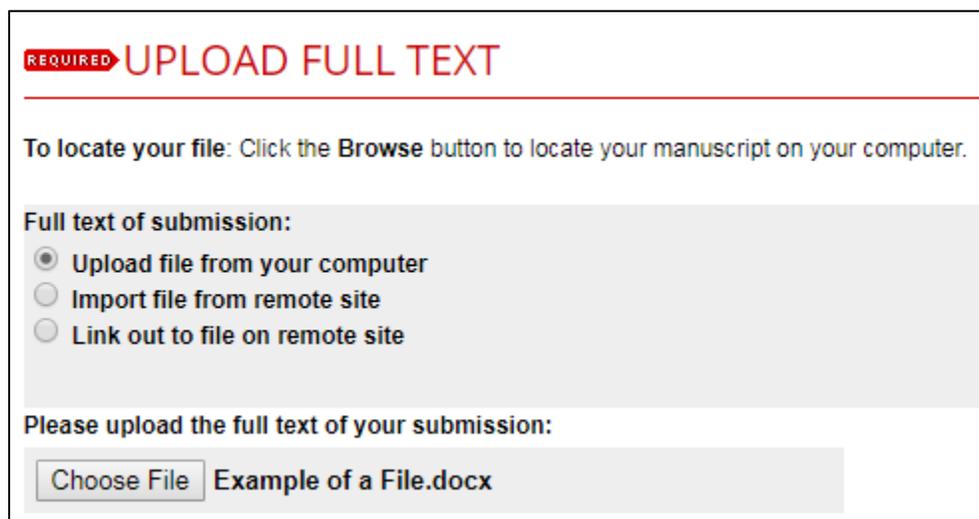
**Copyright:** Enter your name followed by a comma and then the year.



COPYRIGHT

---

**Upload Full Text:** Select “Upload file from your computer” and then click on “Choose File.” Select the file that contains your document. Once you have your file selected, click on “open” and your document will be attached to your submission form.



**REQUIRED** **UPLOAD FULL TEXT**

---

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

Full text of submission:

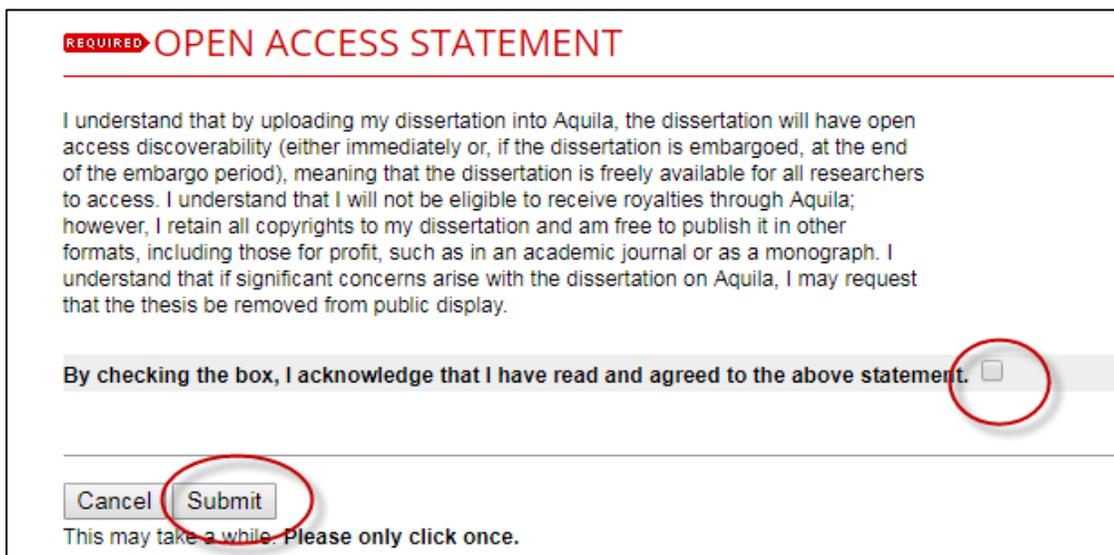
- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

Please upload the full text of your submission:

 Example of a File.docx

**Additional Files:** This section can be completely skipped. You will need to contact the Documents Specialist to get approval to have additional files attached to your submission.

**Open Access Statement and Submit:** You will need to check the box and click on “submit” in order for your document to be submitted into *Aquila*. Prior to submission you should check that all the information you provided is correct.



**REQUIRED OPEN ACCESS STATEMENT**

I understand that by uploading my dissertation into Aquila, the dissertation will have open access discoverability (either immediately or, if the dissertation is embargoed, at the end of the embargo period), meaning that the dissertation is freely available for all researchers to access. I understand that I will not be eligible to receive royalties through Aquila; however, I retain all copyrights to my dissertation and am free to publish it in other formats, including those for profit, such as in an academic journal or as a monograph. I understand that if significant concerns arise with the dissertation on Aquila, I may request that the thesis be removed from public display.

By checking the box, I acknowledge that I have read and agreed to the above statement.

Cancel Submit

This may take a while. Please only click once.

Note: You will receive a confirmation email from Aquila after you submit.

### Reviewing your Document

The Documents Specialist will review the document that you submitted into *Aquila* and will add comments to your document using Microsoft Word’s comment function. If using *Latex*, and have to submit your document as a PDF, comments will be made using Adobe’s sticky note function.

After the Documents Specialist has reviewed the entirety of your document and added comments, the Documents Specialist will upload the document with comments into *Aquila*. The Documents Specialist will also post a decision about your document:

Accepted, Accepted with Minor Revisions, Major Revisions Required before Acceptance, and Reject Document.

Once the document has been uploaded and a decision has been registered, you will receive an email from both *Aquila* and the Documents Specialist. You will need to log into *Aquila* to view the document that the Documents Specialist has uploaded. **You will have five business days to make any corrections that are indicated in the comments.**

Once you have made the changes, login to your *Aquila* account, click on your submission and click on “revise document.” You will upload your revised document into *Aquila*.

Keep in mind that the revision process may need to be repeated multiple times. All revisions will need to be done and your document will need to be finalized by the final submission deadline.

#### How to Submit Revised Document into *Aquila*

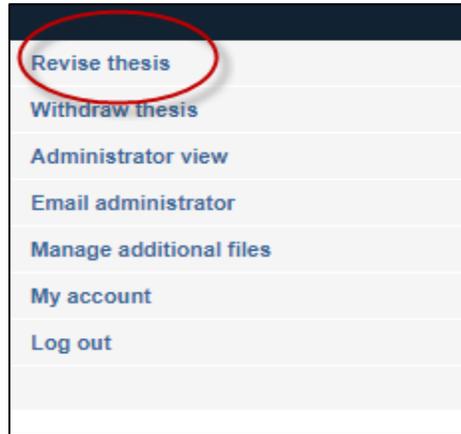
After making the revisions requested by the Documents Specialist, you will need to upload your revised document to *Aquila*. You do not need to complete the submission form again.

1. Login to your *Aquila* account and click on the title of your submission



MASTER'S THESES		ARTICLES
THESES		
Title	Status	
<a href="#">A Thesis Title</a>	under review	

2. After selecting your title, you will be brought to a page with a navigation bar on the left-hand side. You will need to click on “Revise thesis.”



3. You will be brought to the submission form that you completed when you did your first submission into *Aquila*. You will need to scroll down to “Upload Full Text” and upload your document.

A screenshot of a submission form titled 'REQUIRED UPLOAD FULL TEXT'. It includes instructions: 'To locate your file: Click the Browse button to locate your manuscript on your computer.' Below this, under 'Full text of submission:', there are three radio button options: 'Upload file from your computer' (selected), 'Import file from remote site', and 'Link out to file on remote site'. At the bottom, it says 'Please upload the full text of your submission:' followed by a 'Choose File' button and the filename 'Revised Thesis.docx'.

4. You will then select “submit.” You will receive a confirmation email from *Aquila*
5. After submitting, please send an email to [documentspecialist@usm.edu](mailto:documentspecialist@usm.edu) to confirm submission of your thesis, dissertation, or doctoral project.

## Final Submission and Final Checklist

Once your document has been accepted by the Documents Specialist without need for further revisions, you should check your document to make sure no formatting issues have been missed. You should check both the Word Document and the PDF version converted by *Aquila*. Again, only formatting issues can be addressed. No changes to content can be made.

Once you have verified no further changes are necessary, you will need to complete the final checklist located on the Graduate School website under the “Theses, Dissertations, and Doctoral Projects” tab.

Both your final submission and the final checklist will need to be completed by the deadline. After you completed all the requirements, you will receive an email from the Documents Specialist.

## CHAPTER VI Publication

### Release in *Aquila*

Once you have done your final submission in *Aquila*, your document will be released for public access following commencement. If a summer graduate, your document will be released following the last day of classes.

### Delaying Publication / Embargo

Though it is highly recommended that you do not delay publication in *Aquila*, there are certain circumstances that may cause you to consider delaying your publication (i.e. waiting on a patent or publication is pending). You can delay publication by placing an embargo on your document. Talk with your committee to see if doing an embargo is ideal for you.

To delay your publication in *Aquila*, you will need to send an embargo form to the Documents Specialist. This form can be found under “Student Completion Forms” under “Current Students” on the Graduate School Web Page.

Once the form is filled out and sent to the Graduate School, your document in *Aquila* will not be available for public access. The only thing public will be your name, title of document, and abstract.

In the future, if you need to extend your embargo, you will need to fill out the form again and send it to the Documents Specialist.

Note: The Embargo Form filled out with the Graduate School is only to delay publication in *Aquila*. If you publish your document anywhere else, such as *ProQuest*, you will need to contact them about embargoing your work.

## Submitting Paper Copy to the Graduate School

A physical copy of your document should be submitted to the Graduate School if your school requires a physical copy to be bound for them. Check with your committee chair or academic unit to find out if you need to submit a physical copy.

You will submit this physical copy after your document has been finalized in *Aquila*.

If your school does not require a physical copy to be bound, you do not need to submit a physical copy to the Graduate School.

If your school requires a physical copy:

- The \$25 binding fee must be paid and receipt forwarded to the Documents Specialist. To pay the fee, click on “Pay Fees” under the Quick Links section on the front page of the Graduate School web page [here](#).
- Your signed title page and the rest of your document should be on 100% white cotton paper.

## How to Print your Physical Copy

There are two ways to print your document: using the Image Center or printing it on your own.

### *USM Image Center*

The image center on campus can print and ship your dissertation to the Graduate School for a fee. You will need to contact the image center and have them print your

document on 100% white cotton paper. You can find more information about the Image Center [here](#).

*Printing and Shipping the Document on Your Own*

1. Print the final version of your thesis, dissertation, doctoral project using a high-quality laser printer. All copies should be printed from the Graduate School approved Word/LaTeX document.
2. Use White, 100% Cotton paper (20-32 lb. weight) for all pages of the document.
3. Print only on one side of the paper.
4. Figures, tables, schemes, musical examples, copyright page, etc. that are in color in the electronic file must be printed in color in the paper copy.
5. Insert a flyleaf at the beginning and end of the document. Note: a flyleaf is a blank page (using White, 100% cotton 20-32 lb. weight paper) inserted at the beginning of the document and one at the end of the document.
6. All pages must be submitted in the proper order with all formatting requirements intact. If your document includes landscaped pages, check to make sure they are printed correctly.
7. Package the printed copy of your manuscript as follows:
  - Place the paper copy in a 10x13 or larger envelope. If your document is too large to fit in a 10x13 envelope, use an 8 ½ x 11 paper box.
  - Do not seal the envelope or tape the paper box.
  - Label the envelope/box using a “copy” of your title page (without signatures) taped securely to the front of the envelope/box.

8. Submit the paper copy to the Documents Specialist in McCain Library, room 211 (Hattiesburg Campus). If you need to mail the paper copy to the Documents Specialist, ship to:

Documents Specialist  
USM Graduate School  
118 College Drive #5024  
Hattiesburg, MS 39406

#### Personal Copies

The Graduate School does not bind personal copies. Only departmental copies. For personal copies, you will need to get it bound on your own. Below are a few binderies. You are not limited to using just these. There are many binderies, and it is recommended that you get a quote and do some research before choosing a bindery.

- [Thesis on Demand](#)
- Southern Systems and Services (Hattiesburg)
- Bourne Brothers (Hattiesburg).
- *ProQuest* (you can purchase copies through *ProQuest* if you chose to submit into their database).

## CHAPTER VII – Resources

### Citation Management

Citation Management Software is a useful tool for compiling your sources and forming your bibliography. For more information about Citation Management and the options available visit [University Libraries](#) web page.

### Grammar Check

To assist in editing your document for spelling errors and grammar prior to submitting to the Documents Specialist, there are many apps and programs available besides the Microsoft Word Spell Check function. Some of these Spelling and Grammar Check software include:

- [Grammarly](#)
- [Ginger](#)
- [WhiteSmoke](#) (charges a fee)

There is also other software available for free and for a fee. Do some research to find which one provides the best service for your needs.

### ORCID

ORCID is a digital identifier that helps distinguish you and your work from others. It is useful in helping to compile your work and link it back to you, and it is useful in the event that you have a name change or if you have a common name. Many journals and even *Aquila* have the option of putting down an ORCID ID.

To obtain an ORCID identification visit the website [here](#).

### *ProQuest*

As of Summer 2018, it is no longer required for doctoral students to submit to *ProQuest*. The option to submit to *ProQuest* is available for both master's and doctoral students, but the Graduate School does not cover any of the fees for students. Any fees for services, such as filing for copyright and ordering personal copies, will be covered by you.

Note: The Graduate School is not affiliated with *ProQuest*. Any extensions of embargos or issues with the services they provide, you will need to contact them directly.

Click [here](#) to get to *ProQuest*.

### Microsoft Office Suite

Students and faculty at The University of Southern Mississippi have access to Microsoft Office 2016 for free. For more information about how to get access to Microsoft Office visit the [iTech](#) webpage for more details.