

# ***GRADUATE SCHOOL GUIDELINES***

## ***FOR USERS OF USM LaTeX***

*For the Department of Mathematics and the School of Computing, and Physics*

*\*these students may also opt to use the USM Templates not discussed in this document*



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<http://www.usm.edu/graduate-school>

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This document is for those who will be using **USM LaTeX** for theses and dissertations. LaTeX is used only by the **Mathematics** department and a few students in the School of Computing and Physics (most use the USM templates).

Students from other departments should be using the USM GUIDELINES AND PUBLICATION MANUAL that goes with the USM TEMPLATES. Contact the Reviewer for further information (located at the following website:  
<http://aquila.usm.edu/graduateschooldocs/> under “Step 2”).



## DEDICATION

This document is dedicated to the graduate students served by the Graduate School at The University of Southern Mississippi.



*USM Main Campus, Hattiesburg*

*USM Gulf Coast, Long Beach*

*Gulf Coast Research Laboratory, Ocean Springs*

*Stennis Space Center*

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## CHAPTER I - INTRODUCTION

### Statement of Purpose

A dissertation or thesis is one of the most important pieces of work that a student will accomplish during a graduate career. The quality of the document reflects not only on the student, but also on the department, and The University of Southern Mississippi. Therefore, the Graduate School is committed to assist the student in producing the best document possible, assuring that all final dissertations and theses conform to the guidelines of the Graduate School. This document is intended to help graduate students organize and present the results of their research in the form of a scholarly document.

*Students should never use previously approved theses or dissertations as a guide to format their documents.*

### What is LaTeX?

LaTeX is a typesetting system that differs from Microsoft Word in that instead of typing formatted text, plain text is used in conjunction with markup tagging conventions. It allows automation of most aspects of desktop publishing, including numbering and cross-referencing of tables, figures, and headings, the inclusion of graphics, page layout, indexing, and bibliographies. LaTeX is most commonly used within the mathematical sciences, due to its capabilities related to the formatting and display of complex mathematical expressions (Dr. James Lambers, August 2015).

When using LaTeX, source files can be prepared in any text editor, and then a TeX distribution such as MikTeX can be used to produce a .pdf. More information, including sample documents and links to the download of TeX distributions for Windows

and Mac OS X, is available at <http://www.math.usm.edu/siam/latex.html>. Additional assistance with LaTeX can be obtained from the Department of Mathematics. (Dr. James Lambers, August 2015).

LaTeX is used exclusively by graduate students in the Department of *Mathematics* and some students in the School of *Computing*. Students using LaTeX will not use the USM Template or the formatting shown in the USM Guidelines.

#### Title Page Requirements

Students using LaTeX do need to create their title page and submit it to the Reviewer for approval (via email) by the published deadlines. The title page templates and the instructions for creating the title pages are found in **STEP 1** on the following website <http://aquila.usm.edu/graduateschooldocs/>. Please read the instructions found there before attempting to create the title page. *Note:* the title should not include any special symbols or characters not found on the standard keyboard (see the instructions for the title page template for the explanation). The title page should be emailed in Word format to the Reviewer for approval before it is used.

#### *Graduate Committee Request Form*

The Graduate Committee Request form must be turned into the Graduate School, as the title page cannot be approved without this important document. If the membership of the committee changes at any time, a new Graduate Committee Request form must be submitted.

### *Name Change Form*

A name change form, along with proof of legal name, will need to be turned into the Registrar's office if the student wishes their name to be listed on the title page and on their diploma in a way that differs from what is in SOAR.

### *Use of the Title Page after Approval*

The Reviewer will send the student an approved version of the title page with instructions for its use. The title page should also be inserted into the student's LaTeX file in a format identical to the approved version of the title page. The student will take the approved title page to defense as follows:

- Two originals printed on white 100% cotton paper (20-32 lb.).
- All committee members should sign in black ink.
  - The Reviewer will obtain the signature of the Dean of the Graduate School later in the semester.

Turn the title page into the Reviewer as soon as signatures are obtained (no later than the published deadline).

If the student needs extra copies of the title page for personal copies of the thesis or dissertation the Reviewer will accept those pages as well and will obtain the signature of the Dean later in the semester. The Reviewer will notify the student when they are available to be picked up from this office.

### Deadlines

Key deadlines are published on the Graduate School's [website](#). The deadlines represent the *last* possible day each listed item can be submitted; documents should be

submitted to the Reviewer as early as possible after a successful defense. Early submission will allow extra time to deal with unforeseen problems, while submitting on the last possible day may result in delays as documents are reviewed in the order they are received.



## CHAPTER II – BASIC FORMAT

### Margins

Margin settings to be used throughout the document are as follows:

- Left margin – 1.5 inches
- Top margin – 1 inch
- Right margin – 1 inch (*right justification is not permitted*)
- Bottom margin – 1 inch

These margins are necessary for binding. **All** photographs, prints, figures, tables, graphs etc. must be contained within the required margins.

### Citations and References

Everything taken from another source must include citations and every citation must have a matching source listed in the Reference section. This is true for direct quotes, paraphrasing, or the use of someone else's ideas, theories, tables, figures, illustrations, etc. If using a table, figure, survey, etc. from another source the student must obtain permission from the author and/or publisher before including it in the thesis or dissertation. The letter or email granting permission must be included in the appendices.

*Otherwise*, follow the instructions provided for the LaTeX template.

Please read the document entitled the “Graduate School Research Compliance, Copyright, and ORCID” manual found under Step 4 of the same [website](#) where you found this document.

## CHAPTER III – REQUIRED ORDER OF THE MANUSCRIPT

The following provides the *required order* for each element of the thesis or dissertation. Descriptions of each of these elements follow:

### *Preliminary Pages*

Preliminary pages are numbered using lower case Roman numerals. The page numbers should be centered at the bottom of the page, within the footer (setting 1 inch).

- Title Page (not numbered)--type in the Reviewer approved version of the title page. Match all spacing and placement exactly. Do not copy and paste this element; it must be typed in.
- Copyright page (not numbered).
- Abstract (numbered, bottom center)--the first page of the Abstract is ii, pages that follow should follow suit through the end of the preliminary section.
- Acknowledgments (numbered, bottom center)
- Dedication (numbered, bottom center)--this page is optional.
- Table of Contents (numbered, bottom center)
- List of Tables (numbered, bottom center)--required if document contains tables.
- List of Illustrations (numbered, bottom center)--required if document contains figures, photos, graphs etc.
- List of Schemes (numbered, bottom center)—required if document contains schemes.

- + List of Abbreviations (numbered, bottom center)—required only if necessary.

### *Main Text*

Beginning with page 1 of Chapter I, the page numbering scheme starts over. The first page should be page 1. Use Arabic numbers, centered at the bottom of the page, within the footer (setting 1 inch).

- + Chapters, Chapters are numbered using upper case Roman numerals--Each new chapter should begin on a new page. All sections should begin with a numbered chapter heading and title.

### *Appendices*

Appendix A immediately follows the last chapter. If there is more than one Appendix, use Appendix B, C, etc. The page numbering scheme continues from the last page of the last chapter.

### *References*

The References always go at the end of the document (exception – some Scientific journals place the References at the end of each chapter). The page numbering scheme continues from the last page of the appendices.

### *Flyleaves*

In the paper copy of the document only, the student should insert one blank piece of paper on top of the document and on the bottom of the document. These may not be included in the electronic file. The student will not be producing a paper copy until the Reviewer clears the student for the final steps.

## Preliminary Pages

### *Title Page*

The Reviewer approved version of the title page will be the first page in the document. ***Do not copy and paste it into the document.*** The information needs to be typed in to ensure correct margins and spacing. Use the approved title page *as a guide*; be sure it is an exact match. *This page must not have a page number on it.*

### *Copyright Page*

The copyright page follows the title page and does not receive a page number.

### *Abstract*

The Abstract is a short description/summary of the thesis or dissertation. Limit the length of the Abstract as follows:

- Masters Theses – 250 words or less.
- Doctoral Dissertations or Nursing Capstone Projects – 350 words or less.

The Abstract should be page ii of the document. Place the page number at the bottom center of the page, one (1) inch from the bottom. Center the word ABSTRACT one inch from the top of the page. Make sure the title is identical to the title on the title page, and that it is formatted and spaced exactly the same way. Double space one time and type “by” followed by the student’s full name (identical to the title page). Double space one time and type the month and year (no comma) in which the degree will be awarded. Double space one time and begin typing the Abstract. The Abstract should be double spaced, with no extra spacing between paragraphs. Each new paragraph should be indented the standard half inch. If the Abstract continues beyond one page, begin the

following page one inch from the top and continue the page numbers at the bottom center. List the Abstract in the Table of Contents.

Due to the difficulty of copying special symbols/characters (that are not found on a standard keyboard) into the *Aquila* and *ProQuest* databases, they should not be used in the Abstract. The special symbols/characters may be included in the main text without any problems (see the section in the Appendices about embedding the font if the document will include any of these elements in the Chapters or Appendices).

#### *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 permission to use copyrighted material. Personal expressions of gratitude, such as those addressing family members, should be included *only* in the Dedication. The word ACKNOWLEDGMENTS should appear one inch from the top of the page, centered. No more than one double space should exist between the heading and the paragraph. Paginate sequentially after the abstract, bottom center. If the acknowledgments continue beyond one page, begin the following page 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 the U.S. spelling ([grammarist.com](http://grammarist.com)) to be used.

### *Dedication*

If a Dedication is to be included in the document, follow the formatting guidelines for the acknowledgments. Place personal expressions of gratitude, such as those addressing friends and family members, in the Dedication.

### *Table of Contents*

The Table of Contents must include the following: Abstract, Acknowledgments, Dedication, List of Tables, List of Illustrations, List of Schemes, Chapters and the headings within the chapters, Appendices, and the References. Note if your document does not include a Dedication or List of Schemes they should not be listed.

Include all parts of the document noted above. Center the words TABLE OF CONTENTS one inch from the top of the page. Paginate the Table of Contents sequentially after the Dedication (or Acknowledgments, if no Dedication), bottom center. If the Table of Contents runs beyond one page (which is likely), begin the following page(s) one inch from the top.

### *List of Tables, List of Illustrations, and List of Schemes*

These lists sequence the tables, figures, and schemes in list form in the order in which they appear in the document. A list of equations is unnecessary as they are not titled.

### *List of Abbreviations*

The List of Abbreviations is optional. The List of Abbreviations includes abbreviations used throughout the text that indicate professional or scholarly terms, such

as jargon, agencies, legislation etc. The list should be centered (in two columns) in alphabetical order. Paginate sequentially after the previous list, bottom center.

### Main Text

The main text should be double-spaced throughout with *no extra spacing* between headings or paragraphs. The first line of each paragraph should be indented one half (.5) inch. If the document includes symbols, foreign characters, or mathematical equations, they must look professional.

### *Spelling/Grammar Check and Proofreading*

Make sure the grammar, punctuation, spelling, etc. is correct. This is the students' responsibility and if necessary the student should seek help in this area before defense and before submitting to the Reviewer.

### *Citations*

Make sure all citations are correctly formatted and that every citation has an exact match in the reference section.

We check the citations and references for style and we check them against the reference section; this goes faster for us if the student has already checked to be sure they are complete. It will take the student less time to make sure they are complete and correctly formatted before submission than it will during the revision process (when we allow a week or less for revisions). *The omission of a cited work from the reference section may constitute plagiarism. All citations should reference a work in the reference section. Failure to properly cite quoted material, paraphrased material, charts, tables, figures, illustrations, etc. from other sources is plagiarism.* (We recommend that students

use a reference/citation manager such as *bibtex*. Keep in mind *that this aid (and other similar aids) are only as good as the information that is entered into them by the student*, so be careful that all information is provided and entered correctly.

### *Appendices*

Center the words, APPENDIX A (or B, C, etc.) one inch from the top of the page. *All appendices must be titled.* The title must be all caps, centered, and double spaced beside the appendix heading (APPENDIX A – Appendix Title). *Do not* include a separate heading page labeled “Appendices” or place the word APPENDICES above APPENDIX A. No matter what is included in the appendices, it must all fit within the required margins.

Tables, Figures, and Schemes appearing in the Appendices will appear in the Lists of Tables, Illustrations, and Schemes is applied to the headings/captions (see instructions for updating these lists later in this document). In *most* cases, all tables and figures should be included in the main text close to where they are discussed. Place the appendices after the last chapter and before the References. Paginate as a continuation of the main text.

### *References*

Begin with the heading REFERENCES in all caps, centered at the top of a new page. Paginate as a continuation of the main text or the Appendices if there are any. This section should be the final section of the document.

CHAPTER IV– AFTER DEFENSE: HOW TO SUBMIT THE DOCUMENT  
TO THE REVIEWER AND WHAT HAPPENS NEXT

Introduction

Once the student has successfully defended the thesis or dissertation the student is *almost* ready to submit the document to the Reviewer.

- Complete any revisions required by the committee and ask the committee chair to email the Reviewer stating that the revisions have been completed. The committee chair certifies that the thesis or dissertation is an original work by signing the Results of Oral Defense form.
- Make sure the document is formatted as required by this document and the LaTeX instructions, and that all citations and references are properly formatted. Make sure every citation has a match in the reference section.
- Make sure the grammar, punctuation, spelling, etc. are correct throughout.
- Make sure everything has been properly cited within the text and that every citation has a matching entry in the reference section.
- Make sure that permission has been obtained to use any tables, figures, schemes, illustrations, etc. from the author and/or publisher of those items. Remove them if no permission has been given. Permission letters/emails must be included in the Appendices.
- **The Reviewer will return submissions that are incomplete, incorrectly formatted, and/or improperly cited. *It is better to submit documents as noted***

**to begin with.** The Reviewer is not going to format the document for the student and the Reviewer is not going to correct the citations or references.

- **It is recommended that the student submit the document to the Reviewer as far ahead of the published deadline as possible.** Do not wait until the deadline unless it is absolutely necessary. The Reviewer works through the documents in the order received; early submission gives the student the time to deal with unforeseen problems and provides the student with the opportunity to finish earlier in the semester.
- Once the document is submitted (or resubmitted) to the Reviewer, closely monitor **USM** email (usm.edu – not eagles.usm.edu) and *be prepared* to go to work on the required revisions *immediately* upon notification. The Reviewer will usually allow **one week** (or less) from the day the document is returned to the student for the revisions to be completed.

#### Submission Method – *Aquila*

Once the student is ready to submit the document to the Reviewer, the student *must follow the steps detailed in the pdf document in Step 5 of the following website:* <http://aquila.usm.edu/graduateschooldocs/> (helpful videos are also provided).

#### The Reviewer Process

The Reviewer will review and mark the text for necessary/required revisions. Do not remove the Reviewer comments as the corrections are completed; the Reviewer will remove the comments as the document is checked during the next review.

**Work only from the most recent file sent to the student by the Reviewer;** the Reviewer will rename the file in a way that will make it clear which file the student should be working with (*do not change the file name*). Do not go back to an earlier file. If the student uses an earlier version of the file to make corrections and then resubmits 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 via email, just before the marked file is uploaded to *Aquila*, that will include a due date for the corrected file to be returned (do not miss this due date).

*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 the student to defer graduation until the following semester. The amount of time this process will take depends entirely on the student's willingness to make the marked revisions as instructed.*

#### Publication of Dissertations and Theses

All theses and dissertations will be ***published*** to the university's digital repository known as *Aquila* and they will be published on *ProQuest*.

#### Copyright

Doctoral candidates will automatically receive a registered copyright from the United States government (through *ProQuest*) and the fee is part of their application for degree fee.

Masters candidates have the *option* of obtaining a copyright through *ProQuest* by paying an additional fee to the Graduate School (go to "Quick Links" on the Graduate

School website to pay this extra fee). The additional fee may be paid at the time the student applies for degree, between the time the application for degree is submitted and the time the document is submitted to the Reviewer, or at the time that the final document is submitted to the Reviewer (***but not later***). If the master's candidate decides that he/she wants the copyright after the document has been uploaded to *ProQuest*, they will have to apply for a copyright on their own.

A formal copyright protects the student's intellectual property interest in the document and does not prohibit the student from publishing all or part(s) of the document elsewhere. Additional information about copyright may be found in the "Graduate School Research Compliance, Copyright, and ORCID" manual found in Step 4 of the Graduate Documents [website](#). *ProQuest* also publishes a quarterly compilation of abstracts.

#### *Embargo*

The student will be asked to either select an embargo period or to make the document available immediately (once approved by the Reviewer). Please *do not* embargo the document unless absolutely necessary. Be sure the same embargo choice is made for both *Aquila* and *ProQuest*. If the student wishes to alter the embargo period after the initial submission to *Aquila* the Reviewer can change it one time; however, once the final document is posted to *Aquila* and *ProQuest* a signed request to change the embargo period must be submitted in writing to the Graduate School. Please be aware that *ProQuest* will charge a fee for the change and that fee must be paid to the Graduate School before any changes will be made. The *ProQuest* form will be provided once the Reviewer clears the student for the final step. The form is required for all students.

Ph.D. candidates (only) will be required to complete the Survey of Earned Doctorates. The link to this survey will be provided to the student when the Reviewer clears the student for the final process. *The survey is required for Ph.D. candidates.*

#### *ORCID*

The university recommends that students apply for an ORCID NUMBER. Go to Orcid.org for more information and go to Step 4 at this [website](#) and read the “Graduate School Research Compliance, Copyright, and ORCID” manual.

#### Release of Dissertations and Theses During the Review Process

Electronic files containing the student’s document will be returned electronically **only** through the student’s *Aquila* account or through the student’s USM email account (usm.edu, not eagles.usm.edu). The only exception to this rule would occur if the file needs to be shared with the student’s committee chair/major professor or the Dean of the Graduate School. The document will not be discussed with anyone other than the student, other staff members in the Reviewer’s office, the student’s committee, or the Dean of the Graduate School.

#### Family Educational Rights and Privacy Act (FERPA)

The Graduate School and the Reviewer’s office will comply with the rules set forth in the Family Educational Rights and Privacy Act. For more information about FERPA, see <http://www.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>. In the unusual case that a student has a FERPA hold on their student account, the student should come to the Reviewer’s office to discuss how the thesis/dissertation will be handled by the university.

## What else do LaTeX Users Need?

On the Graduate Documents website (where this document was found):

Step 1 – Title Pages

Step 4 – Turnitin Instructions, Research Compliance, Copyright, & Orcid

Step 5 - Instructions for Uploading the Defended/Formatted Document to Aquila

Submission to the Reviewer

<http://aquila.usm.edu/graduateschooldocs/>

On the Graduate School Website:

The Deadlines for everything thesis and dissertation.

Forms of all kinds needed throughout the student's graduate career

And more

<https://www.usm.edu/graduate-school>

Questions? Call the Reviewer

601-266-4372