REFER TO THE USM FORMATTING GUIDELINES FOR FORMATTING INSTRUCTIONS ON THE TITLE PAGE

by

Click here to enter text.

A Choose an item.

Submitted to the Graduate School,

the College of Choose an item.

and the Choose an item. Choose an item.

at The University of Southern Mississippi

in Partial Fulfillment of the Requirements

for the Degree of Choose an item.

Approved by:

Name of Committee Chair, Committee Chair

Name of Committee Member

Name of Committee Member

Name of Committee Member

Name of Committee Member

Name of Committee Member

Name of Committee Member

|  |  |  |
| --- | --- | --- |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Dr. Insert Name  Committee Chair | Dr. Insert Name  Director of School | Dr. Karen S. Coats  Dean of the Graduate School |

Choose an item.2019

COPYRIGHT BY

Click here to enter text.

2019

***Published by the Graduate School***



ABSTRACT

This is where the body of the abstract goes. An abstract is a concise account of the thesis or dissertation and should state the problem, describe the procedure or method used, and summarize the conclusions reached. An abstract is required for all papers. Format paragraphs with the same layout used in the document. All lines on this page are double spaced. Do not use any special symbol/characters that are not found on a standard keyboard (super- and subscripts are allowed).

Abstracts for dissertations and doctoral projects are limited to 350 words and for theses the Abstract is limited to 250 words.

If you have not done so already, read and follow the instructions found in the USM Guidelines.Be aware that the Table of Contents, List of Tables, etc. will not build automatically if the styles and/or quick parts in this template are not used or are used incorrectly. Always work with paragraph marks turned on. This will make much of the formatting visible and therefore harder to delete or overwrite.

It is important that you do not delete the section break following this line

This page is required for all dissertations, theses, and doctoral projects.

ACKNOWLEDGMENTS

The Acknowledgments page is used to recognize any special contributors that helped make the work possible. This page includes a brief, sincere, professional acknowledgment of the assistance received from individuals, advisor, faculty, and/or the institution. Personal remarks should be limited to the optional Dedication page that follows, if the author chooses to include it.

The page number on this page follows the same style as that found on the Abstract and should be either “iii” or “iv,” depending on the length of the Abstract. Be careful not to delete the section break on this page.

This page is required for all dissertations, theses, and doctoral projects.

DEDICATION

As an optional page, the author may choose to add a Dedication page as a means to recognize individual people, groups, and/or organizations that supported/inspired the author. If a Dedication page is used it immediately follows the Acknowledgments and continues page numbering. If a Dedication page is not used, delete the contents of this page, including the section break, and set the page number on the next page to either "iv" or "v" depending if the abstract was one or two pages.

Always use the page break command (in Microsoft Word, use CTRL-Enter or Insert/Page Break/Next Page) to move to a new page anytime text does not fill a page.

This page is optional. If you do not plan to use this page, please delete it.

TABLE OF CONTENTS

[ABSTRACT ii](#_Toc497298986)

[ACKNOWLEDGMENTS iii](#_Toc497298987)

[DEDICATION iv](#_Toc497298988)

[LIST OF ILLUSTRATIONS vi](#_Toc497298989)

[INTRODUCTION vii](#_Toc497298990)

[WORKS CITED ix](#_Toc497298991)

[PLACEHOLDER TITLE 1](#_Toc497298992)

[PLACEHOLDER TITLE 3](#_Toc497298993)

[PLACEHOLDER TITLE 4](#_Toc497298994)

[PLACEHOLDER TITLE 5](#_Toc497298995)

[PLACEHOLDER TITLE 6](#_Toc497298996)

LIST OF ILLUSTRATIONS

[*Figure 1.* Example figure title. iv](#_Toc429057121)

INTRODUCTION

In the preliminary section of your paper you need to write an introduction to your short stories, poetry, and/or novel. The contents of your introduction should be properly cited and end with a Works Cited section. These pages should be numbered using lower case roman numerals as a continuation of the preliminary pages of this document.



Example figure title.

Use Figure notes to explain what this table is, add a citation for work that is not your own, etc. Use this for Photos, Figures, Graphs, etc. (photography by Jeanne Stewart, 2015). If any illustrations, photos, etc. are to be included this is the document you should be using figure captions – use figure title style to begin the caption. The figures will automatically number themselves throughout your introduction as long as the figure title style is used. They will be listed in the List of Illustrations (as long as the style is used as instructed) which will build as noted in the Guidelines. Periodically update the LOI as instructed in the Guidelines.

If your tables, figures, etc. do not fit within the portrait size designated by the template, you will need to landscape it. The landscape margins are Top 1.5 inches and

Left 1.2 inches (this will guarantee there is nothing overlapping the page number), Right 1.25 inches and Bottom 1 inch. See USM Guidelines for more information on Landscaped pages.

WORKS CITED

Place your Works Cited here. If you mention any works by other authors in your Introduction, a Works Cited must be included in your thesis or dissertation.

If using a citation manager you should be able to copy and paste all of your references here as a group. If the references were typed manually, it is better to copy/paste them on to this page in groups of 3-6. This will help to preserve the formatting of your references.

PLACEHOLDER TITLE

It was a dark and stormy night …. begin your original work here. Beginning on this page, the page numbering style changes to Arabic numerals that should be placed 1” from the bottom of this page. This page should be page 1 and all the pages that follow should continue from that point through the last page of the document. The template will number your pages for you, but check them as you go. Begin each new poem, story, or novel chapter on a new page.

The template is setup with five “chapters” for your stories and/or poetry. If you need more than that it is best to insert the additional “chapters” after the fifth “chapter”.

To insert an additional chapter(s) (story or poem) in this template follow these steps:

1. Place your cursor between the last line of the content of this chapter and the “section break (next page).”
2. Click on “Page Layout”
3. Click on “Section Break (next page).”
4. Place your cursor at the top of the new page created by the last step and then click on the style that is labeled “CHAPTER New ‘chapter’” in the style ribbon [if you are inserting a novel or novella and need numbered chapters, use the style that follows called “Chapter number” – this will insert a numbered chapter heading that follows the example found in the other templates.
5. The last step will insert the new heading and you should type the name of the poem or story in all caps. [If you are writing a novel or novella and used “Chapter number” – insert an “en dash” (CTRL+MINUS SIGN) and the new chapter title (in all caps). Match the spacing shown at the top of the previous page (in the pre-built chapter)].

If your thesis/dissertation includes fewer than five stories/poems, delete the unneeded “chapters” by highlighting the heading through the section break (next page), then hit delete.

PLACEHOLDER TITLE

It was a dark and stormy night …. begin your original work here. Beginning on this page, the page numbering style changes to Arabic numerals that should be placed 1” from the bottom of this page. The template will number your pages for you, but check them as you go. Begin each new poem, story, or novel chapter on a new page.

PLACEHOLDER TITLE

It was a dark and stormy night …. begin your original work here. Beginning on this page, the page numbering style changes to Arabic numerals that should be placed 1” from the bottom of this page. The template will number your pages for you, but check them as you go. Begin each new poem, story, or novel chapter on a new page.

PLACEHOLDER TITLE

It was a dark and stormy night …. begin your original work here. Beginning on this page, the page numbering style changes to Arabic numerals that should be placed 1” from the bottom of this page. The template will number your pages for you, but check them as you go. Begin each new poem, story, or novel chapter on a new page.

PLACEHOLDER TITLE

It was a dark and stormy night …. begin your original work here. Beginning on this page, the page numbering style changes to Arabic numerals that should be placed 1” from the bottom of this page. The template will number your pages for you, but check them as you go. Begin each new poem, story, or novel chapter on a new page.