INSTRUCTIONS FOR THE TITLE PAGE TEMPLATE

Create your title page using a recent version of Word on a Windows PC

The template is not compatible with Word for Mac.

Before you begin, decide if you will be using Times New Roman 12 point font or Arial 12 point font as you write and format your thesis, dissertation, or nursing capstone project. Then select the title page template that is set up with your chosen font. Except for the font, the two title page templates are identical. An example of a completed title page appears on the last page of these instructions.

NOTE: Your Graduate Committee Request form should already be on file with the Graduate School. Committee forms should first be submitted by or before the semester in which you defend your proposal and/or complete your comprehensive exams (whichever comes first). If any changes are made to your committee along the way, a new committee form should be submitted to the Graduate School. The Reviewer cannot approve title pages when there is no committee form on file or if the committee members listed on the title page don’t match the form on file.

The title page template is made up of a series of drop down menus and fill in the blank boxes. There is also content that must not be changed. Once you complete the steps below, email the title page to the Reviewer for approval. She will make any necessary corrections and email the approved version of your title page, with instructions for use. Follow these step by step instructions:

1. Click on the first box and type in your title – in all caps – the template will automatically double space the title for you. Longer titles should be formatted to look like an upside down pyramid. Please note that if there is a word or words within your title that need to be italicized the template will not allow it. When you submit the title page to the reviewer for approval, type or copy/paste your title into the body of the email and italicize the necessary word(s). The Reviewer will make the change for you so that everything is correct on the approved version she will email back to you.

2. Do not make any changes to the next line – “by” should remain as is.

3. Click on the box labeled “type your full name here” – highlight the text that is the box and type your full name in the box. We prefer that you use your full first, middle, and last names. At least your first and last name should match what is in SOAR, if it doesn’t, for any reason, please submit a name change form to the Registrar with the documents they require (such as a marriage certificate).

4. Click on the drop down menu on the next section that begins with A “choose an item” and select Dissertation, Thesis, or Capstone Project.

5. Do not make any changes to next line – “Submitted to the Graduate School”

6. In the line that begins with “and the Department of” Click on the drop down box and select your department. If your department is one of the four that begin with “School of” you will need to edit out the words “Department of” and click on save.

7. Do not make any changes to the next two lines “at The University of Southern Mississippi” and “in Partial Fulfillment of the Requirements”

8. In the line that begins with “for the Degree of” Click on the drop down box and select the correct degree. Please don’t try to add the subject area to this line.

9. Do not make any changes to the next line – “Approved:”

10. Signature Lines. You will be providing the names and academic ranks of each professor on your committee in this section. I You can find the needed information at: http://apps.usm.edu/itech/onlinedirectory/

   o The signature lines themselves should not be edited in any way.

   o Below each line you will need to complete each item as follows:

      ✓ In the first box type in the professors name (under the first line enter the committee chairs’ name). Format the names as follows: Dr. Jane W. Smith. Don’t add the degrees such as Ph.D., or R.N. etc. Middle initials are not required, but be consistent

      ✓ In the second box select the appropriate committee status from the drop down menu – the first signature line will always be the Committee Chair.

      ✓ In the third box select the professors’ academic rank from the drop down menu (don’t add to or alter these).
In the fourth box select the professors department from the drop down menu. Do not attempt to add the subject the professor teaches.

If any of your committee members are from an outside entity fill in their name and committee status as noted above. When you submit the title page to the Reviewer for approval tell her (in the email – not on the title page) what their academic rank/job title is and what organization they are with. The Reviewer will verify the information and fill it in for you; it will be there when the approved title page is sent to you via email.

The template provides space for 5 committee members. If you have fewer than 5 committee members leave those lines blank and the Reviewer will remove the unused fields and lines. If you have a sixth member (very rare) include the information for the sixth member in the email you attach the title page to and the Reviewer will add the necessary fields and information to your approved title page.

The last signature line is for the Dean of the Graduate School which should remain exactly as is.

11. Finally, click the drop down menu that is at the bottom of the page and select the month/year in which you anticipate the completion of your degree. For summer select August; for fall select December; and for spring select May.

12. If the title page extends to a second page, the Reviewer will make the necessary adjustments to get it all on one page.

13. The Reviewer will send an approved version of your title page to you along with instructions for its use.

14. If you defer the Reviewer will update the title page and send you a new approved title page.
AN EXAMPLE TITLE PAGE FOR YOUR REVIEW:
USE ALL CAPS AND FORMAT AS AN
UPSIDE DOWN PYRAMID

by

John Wilson Smith

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

Approved:

__________________________________________________
Dr. Jedidiah J. Bartlett, Committee Chair
Professor, Political Science, International Development, and International Affairs

__________________________________________________
Dr. Meredith N. Grey, Committee Member
Associate Professor, Biological Sciences

__________________________________________________
Dr. Lucille M. Ball, Committee Member
Professor, Marine Science, University of Maine

__________________________________________________
Dr. James N. Frasier, Committee Member
Assistant Professor, History

__________________________________________________
Dr. Charlaine Harris, Committee Member
Adjunct Professor, English

__________________________________________________
Dr. Karen S. Coats
Dean of the Graduate School

December 2016