

Thesis and Dissertation Guidelines

The LSU Graduate School

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Introduction

The Graduate School faculty and staff hope that you will find the preparation of your thesis, dissertation or monograph to be the high point of your education and a source of pride as the pinnacle of your advanced study at Louisiana State University. This guide will help you to correctly prepare your document for final submission on the worldwide web as part of the LSU Electronic Thesis and Dissertation (ETD) Collection. This guide provides uniform standards for meeting LSU's document requirements while allowing for differences in disciplinary practices. Please review the guidelines thoroughly before you begin to write, bearing in mind that your document must be approved by the Graduate School as well as your advisory committee.

In most disciplines, the master's thesis should demonstrate a capacity for research and originality of thought. In other disciplines, notably those awarding the master of fine arts degree, the thesis should represent creativity, originality, and mastery of one's art at a professional. In the spring of 1991 a task force of the Council of Graduate Schools issued the following statement on the role of the dissertation and dissertation research:

The doctoral dissertation should:

1. reveal the student's ability to analyze, interpret, and synthesize information;
2. demonstrate the student's knowledge of the literature relating to the project or at least the student's knowledge of the literature relating to the project or at least acknowledge prior scholarship on which the dissertation is built;
3. describe the methods and procedures used;
4. present results in a sequential and logical manner; and
5. display the student's ability to discuss fully and coherently the meaning of the results.

In the sciences, the work must be described in sufficient detail to permit an independent investigator to replicate the results. The dissertation is the beginning of one's scholarly work, not its culmination. Dissertation research should provide students with hands-on, directed experience in the primary research methods of the discipline, and should prepare students for the type of research/scholarship that will be expected of them after they receive the Ph.D. degree.

--Excerpt from *A Policy Statement:
The Role and Nature of the Doctoral
Dissertation*

We wish you every success as you engage in your upcoming studies. The resulting document will reflect primarily on you, but it will also reflect on your advisors, department, and university. Thus, the Graduate School expects you to prepare a document of exceptional quality. If you have questions not specifically addressed by these guidelines and by departmental guidelines, please contact the Graduate School's thesis and dissertation reviewers at (225-578-3181) or through e-mail to gradetd@lsu.edu.

This guide was originally developed by a committee of departmental graduate advisors, members of the Graduate Council, members of the Graduate Student Association, and the staff of the Graduate School. It is reviewed regularly and revised as necessary. Similar guides from other universities and the following publications of the Council of Graduate Schools have aided the preparation of these guidelines:

- *Policy Statement: The Role and Nature of the Doctoral Dissertation*
- *The Doctor of Philosophy Degree*
- *Research Student and Supervisor: An Approach to Good Supervisory Practice*

Responsibilities

Student Responsibility

It is the responsibility of each student submitting a thesis or dissertation:

- To be aware of and to adhere to all applicable U.S. copyright laws
- To meet all published deadlines (as shown in Graduate School and University official calendars) for submission of theses and dissertations
 - To ensure that all required documents for graduation have reached the Graduate School in a timely way:
 - Application for degree
 - Final exam approvals
 - Provide review copies to committee members well in advance of committee meetings.
- To ensure that the final document includes:
 - All committee revisions required as a result of the final defense
 - Committee chair approval after final revisions
 - All formatting required by the Graduate School
- To adhere to:
 - LSU Code of Student Conduct at: <http://students.lsu.edu/saa/students/code?destination=saa/code>
 - LSU Policies and Procedures at: <http://sites01.lsu.edu/wp/policiesprocedures/>
 - LSU rules for Accountability and Academic Integrity at: <http://students.lsu.edu/saa/students/plagiarism>
 - IRB policies regarding research conduct at: <http://sites01.lsu.edu/wp/ored/institutional-review-board/>
 - All Federal policies relating to research conduct at: <http://www.lsu.edu/osp/lsu-research-intro/index.php>

Committee Responsibility

It is the responsibility of the student's major professor and advisory committee to ensure:

- That a thesis, dissertation, or monograph represents an original, identifiable, and sufficient individual effort of the candidate;
- That the student receives timely and constructive feedback on documents submitted for review; and
- That the final document represents LSU standards with regard to the conduct of research and scholarly pursuits.

Preparing and Submitting Your Document

During the Semester of Your Graduation

- Be aware of all pertinent deadlines for degree candidates. They are available in the Office of Graduate Student Services (Room 114, David Boyd Hall), the *General Catalog*, and online at www.gradschool.lsu.edu.
- Register as “degree only” if you have completed all degree requirements, including final examinations, taken in a previous semester. Deadlines are different for students intending to register as “Degree Only”. Please be aware of this as you review the deadlines for your final semester. This registration is only allowed for students whose theses or dissertations are submitted to and approved by the Graduate School on or before the last day to add courses for credit.
- Schedule your defense as early in the semester as possible. An early defense will provide you the sufficient time to format your thesis, dissertation, or monograph for final submission according to these guidelines and to ascertain that all your final paperwork has been submitted to the Graduate School.

Preparing Your Document

Study these guidelines *early* in the semester to become aware of the Graduate School’s specific requirements for formatting and submitting your document. This document contains Checklists, a list of the most frequent errors, and sample pages. These sections begin on page 25. As you begin preparing the final version of your document, refer to these guidelines for proper formatting directions. Review these requirements periodically to keep them fresh in your mind. Following the guidelines will make your document easier to read and will lend more authority to your words. The Graduate School must approve the format of your document before you can graduate.

- Meet with a thesis/dissertation reviewer. This meeting is not required but is strongly encouraged. The reviewer can assist you with formatting your document prior to final submission.
 - Schedule an appointment (generally 30-45 minutes) to see a thesis and dissertation reviewer a week or so before or a few days after your defense (call 225-578-3181). Caution: Please be aware that appointments with the reviewer will not be available during the week immediately preceding the deadlines for submitting documents.
 - Reviewers are located in the Office of Graduate Student Services, Room 114, David Boyd Hall. For your appointment:
 - Follow the document requirements set forth in these guidelines in preparing your document prior to your appointment.
 - Bring an unbound printout of your document—printed on one side only—to the appointment. The reviewer will point out any obvious problems remaining in the document, clarify your questions about these guidelines, and offer helpful tips on your document’s final preparation.
 - Appointments with a reviewer are generally reserved for your graduation semester, although you are free to e-mail questions to gradetd@lsu.edu at any time.
- Submission of the Master’s Examination and Thesis Report or Doctoral Examination and Dissertation Report (commonly called the “approval sheets”). Your department is responsible for submitting two original copies of this form to the Graduate School following your successful defense.
 - A few days before your defense, check with your department to ensure that your approval sheets have the exact thesis or dissertation title (in mixed case letters) that appears on the title page (in all capital letters) in your document. In addition, check to make sure the approval sheets and the title page of your document have your name listed as it is in the LSU database. These forms must be on Permalife acid-free paper and have no

corrections (erasures or whiteout). The following are links to sources of Permalife acid-free paper (which is required for library documents):

- <http://www.universityproducts.com>
- <http://talasonline.com>
- <http://www.gaylord.com/adblock.asp?abid=11287>

- Following your defense, your committee members must sign both copies of the approval sheets in blue or black ink. The department is responsible for submitting these sheets to the Graduate School. You are not allowed to bring them to the Graduate School.
- Within the week after your defense, double check that your department has sent the signed approval sheets to The Graduate School. Once your document has been approved by The Graduate School, the sheets will be signed by The Graduate School Dean. One of the copies will be returned to your department following your graduation. This copy is yours so you can pick it up from them or ask them to mail it to you.
- Following your appointment with the reviewer and/or your successful defense, incorporate the final changes required by the reviewer and your advisory committee. Give special attention to the following items as you prepare your final version:
 - Follow the checklists beginning on page 25 in these Guidelines.
 - Compare the wording and capitalization of the items listed in your Table of Contents, List of Figures, and List of Tables against what is actually in your text. Ensure that all precisely match.
 - Systematically check each element against other related elements (e.g., all chapter headings, subheadings on each different level, table titles, and figure titles) for consistency in font, placement, and capitalization style.
- Prior to uploading your document, be certain that the Office of Graduate Student Services has the following items:
 - Application for Degree (with Degree-Only status prominently noted if applicable.)
 - Two "Approval Sheets" on acid-free paper, signed in blue or black ink.
 - Completed the Request for Access to Thesis/Dissertation Form which can be found on the Theses and Dissertation page from the Graduate School home page at: <http://sites01.lsu.edu/wp/graduateschool/thesis-and-dissertation-library/>

This form is required from all students and it dictates the access availability to your document following approval as to whether you want it available for full public access or restricted from full public access due to patent, journal, or other issues. If you want it available for full public access, then only your signature is required on the form. However, if you want it restricted in any way, the request form requires a signature from you and your major professor before submission to the Graduate School. This request must reach the Graduate School prior to the document reviewer's approval of your document to ensure that the restriction you seek is attached to your final document.

- Doctoral students must complete *The Survey of Earned Doctorates* by accessing the link from this site on the Graduate School web page: <http://sites01.lsu.edu/wp/graduateschool/thesis-and-dissertation-library/>

This survey is required for all doctoral students! It must be completed before approval can be given to submitted dissertations. Once you complete it, you will be sent an email from the company. This company will notify us of your completion within a few days of your submission of the survey. You can check this status on your Milestone page found on your MyLSU account portal.

Submitting Your Document

- Once you have completed your defense and made any revisions/corrections to your document given to you by your committee as a result of your defense, submit the Request for ETD Logon ID and Password Form. This form and instructions are found on the Graduate School website as a link from the Electronic Thesis and Dissertation (ETD) homepage located at:
<http://sites01.lsu.edu/wp/graduateschool/thesis-and-dissertation-library/>
- After receiving your ID and password credentials via email from the Graduate School and when you are ready to submit your final document, log back in to the ETD homepage and select the link, Log On to submit your ETD, at:
<http://sites01.lsu.edu/wp/graduateschool/thesis-and-dissertation-library/>. This will take you to a page where you will input your ID and password in order to get to the Collection page.
- Be aware of the following details as you fill in the information on the ETD Collection site:
 - Use your full name as shown in your university records. The name you use must match the one that is on your “Approval Sheets” and on the LSU database.
 - Include alternate e-mail addresses, separated by commas. Note that your “lsu.edu” email address expires one year after graduation. Please provide a long-term email address such as gmail.com, outlook.com, etc.
 - Type the title of your document in a mixed-case font (i.e., do not use full capitalization for the title on the collection page).
 - Enter keywords to facilitate the search of your document by readers.
 - Insert your Abstract (no more than 350 words) in the space provided. Do not include any keywords with your Abstract as these belong in the “Keywords” section. Make sure this Abstract is exactly the same as the one that appears in your document. You are to have only one Abstract in your document. Not one for each chapter.
 - Provide the full names of your advisory committee with the last name first, followed by a comma and the first name (e.g., Smith, John). Consult the LSU Graduate Faculty database (https://appj05.apps.lsu.edu/grad_faculty/viewByName) for full names. Do not use titles such as Dr., Mr., Ms., Mrs., Assistant Professor, Associate Dean, etc. Use the drop-down box provided on the collection page to indicate the faculty member’s status on your committee (i.e., chair, member, etc.). Faculty email addresses must be provided on this page.
 - Before you upload your final document in pdf (Portable Document Format) which is the required format, check it against your WORD document as many times hidden edits are not seen and text will shift, additional blank pages added, and/or tables and figures will be altered. Use the following file naming protocol:
 - Thesis: your last name_thesis.pdf
 - Dissertation or Monograph: your last name_diss.pdf

Once you have loaded and submitted all portions of the document/collection page, it will be available to the ETD reviewers. You will not receive a response confirming your submission. You can check to see if it was submitted correctly by logging back in using your ID and password just like you did initially to create your collection page. If you see your information populated in the sections on the Collection page, then your document was successfully loaded onto our database.

Note: On your Submission page, you will not be able to select the appropriate access availability for your document. The Request for Access to Thesis/Dissertation Form (discussed above) must be received by The Graduate School where the reviewer will make this access request for you once your document has been approved.

The Graduate School reviewer will check your document as soon as possible and notify you by e-mail if it requires formatting corrections. You will receive an email so there is no need for you to check your ETD portal for a response. If formatting edits in the document file are necessary, make the required edits and corrections. Delete the original pdf document file from your ETD Collection page on the website and add the corrected document. Add a note in the “Notice” section of the Collection page stating that you have made the corrections then submit your collection page. This note by you is necessary because this notice will create a flag on the ETD system indicating to the document reviewer that you have responded.

Simply replacing your document does not create this flag, thus the reviewer will not know that you have responded. Once your document has been approved, you and your advisory committee will receive a notice via e-mail.

Some Notes of Caution Regarding Deadlines

- You must upload the final version of your thesis or dissertation, which should include all committee changes and Graduate School reviewer corrections, to the ETD Collection site by the deadline for submitting committee-approved documents shown on the Graduate School Calendar in the semester of your final examination.
- If you are unable to meet final submission deadlines, you must update the *Application for Degree* form to reflect the semester in which you intend to graduate.
- If continued research and writing is necessary, you must register for appropriate hours of thesis or dissertation research.

Degree-Only Students

Degree-Only students have different deadlines for submitting their documents. You may be eligible to register for Degree-Only if you have successfully defended in the semester prior to the one in which you plan to graduate and all coursework has been completed. During your graduating semester, your thesis or dissertation must be submitted to and approved by the Graduate School by the final day to add a course in the semester of graduation. Further, Degree-Only registration must be completed by close of business on the last date to add classes for the semester of graduation. Please be aware that your document must be approved by the Graduate School prior to registration. Thus, the document should be submitted at least a week prior to the last day to add classes in order to provide reviewers adequate time to examine the document and respond back to the student with any edits or corrections needed before approval can be granted.

MFA in Creative Writing Students

Follow the directions above for submitting an electronic document. To restrict your document from public access online, you should also submit the Request for Access to Thesis/Dissertation Form that can be found at: (<http://sites01.lsu.edu/wp/graduateschool/files/2013/12/GS-ETD-Access-Form1.pdf>) prior to loading your document to the ETD collection page. If you wish your thesis to be available on the shelves of the Middleton Library, provide a copy on acid-free paper by the final deadline required for document submission. The library will catalog and shelve the hard copy. As stated above, the following are links to sources of Permalife acid-free paper (which is required for library documents):

- <http://www.universityproducts.com>
- <http://talasonline.com>
- <http://www.gaylord.com/adblock.asp?abid=11287>

Overall Formatting

Your computer software should be flexible enough to meet the requirements in this guide. The inability to adjust your program does not relieve you from meeting format requirements. Many students in science, engineering, and mathematics use the software LaTeX. For information on LaTeX, see the Graduate School ETD home page, where you will find a link to a template adapted to comply with these guidelines. The link is: <http://sites01.lsu.edu/wp/graduateschool/latex/>. The template does not, however, cover all the requirements herein, so you should become familiar with these guidelines even when using LaTeX.

Margins

Margins of your document must be the same and consistent throughout. Suggested margins are ½ to 1 inch. Select one or the other and use it for your top, bottom, left and right margins on every page of your document. Despite the margins you may make for printing purposes, the document you submit to the Graduate School will be viewed online, so the margins must be uniform on all four sides.

Margins may be either left justified or full justified (both left and right alignment). Use full justification only if your software does not introduce large, unsightly spaces between words in its attempt to justify the left and right margins of a short line. Left justification usually permits you more flexibility.

Spacing

Your document may be either single spaced or double spaced. Use the same spacing throughout the entire document.

Single Spacing

If you choose to double space your entire document, you must still single space the following:

- In the Table of Contents for entries within a chapter and between the chapter headings and their subheadings, if used (see examples on pages 31 & 32)
- Long chapter titles and subheadings, figure captions, table captions, footnotes, endnotes, and bibliography/reference entries that are longer than one line of text
- Blocked Long Quotations which are four lines or greater and remember to remove the quotation marks

Double Spacing

Whether you choose to single space or double space your document, you must still double space the following:

- Above each main heading listed in the Table of Contents
- Above each table and figure title in the List of Tables and List of Figures if these lists are used.
- Above each entry in your bibliography and endnotes
- Above and below each table or figure if the table or figure is placed between text on a page
- Above a table or figure if the table or figure appears at the bottom of a page
- Below a table or figure if the table or figure appears at the top of a page

White Space

White space in text of more than three double-spaced lines is not permitted. If a table or figure does not fill a page, use the next occurring text to fill in the white space. Tables and figures do not have to be placed at the end of a paragraph or a section. It is perfectly acceptable to place tables and figures within sentences following where they are first mentioned in the text.

White space is only permissible when it appears at the end of a chapter/main heading. This is because each chapter/main heading must start on a new page.

Tops and Bottoms of Pages

Every page of your document must start at the top of the page. This includes your title on the title page, all main headings as these must start a new page, lines of text, and any tables, figures, formulas, etc. that might fall at the top of a page.

Avoid beginning and ending your pages awkwardly. The general rule is to have at least two lines of a paragraph at the top and bottom of a page. More specifically, the following items are not allowed:

- A paragraph-ending line of text that is the first line of a new page, thus separating it from the rest of the paragraph. This is called an “orphan.” To solve this problem, either bring an additional line from the previous page forward to this page containing the orphan or revise your text on the previous page so that the orphan can be moved to the preceding page so that it is with the rest of its paragraph.
- A paragraph-opening line of text that appears by itself at the bottom of a page, thus separating it from the rest of the paragraph. This is called a “widow.” To correct this problem, simply begin the paragraph on the following page, or move a line of text from the following page to join this single paragraph-opening line of text on the preceding page.
- A page ends with a subheading at the bottom of the page. Each subheading must be followed by at least two lines of text. The solution is to move the subheading to the following page.
- A table caption that ends a page with the table being on the following page. Simply move the table caption to the following page. The table caption and table must always appear on the same page.
- A figure appears at the bottom of a page while the figure caption appears on the following page. Simply move the caption to the previous page. If there is insufficient space for it, try reducing the size of your figure or readjust your text so that space is allowed for the caption. Another option would be to move the figure to the following page with the caption. However, be sure to move text to the previous page to fill the white space left where the figure had been. A figure and its caption must always appear on the same page.
- The use of headers and footers (shortened document or chapter titles) at the tops and bottoms of pages).
- If a table is longer than one page, place (Table X continued) at the top left margin of the second page. Repeat the column headings of your table and then complete your table. If the table extends over several pages, repeat this same entry (Table X continued) and column headings on each subsequent page.

Font, Point Size, Boldface, and Italics

Font

Consistently use the same font throughout your document. Widely known fonts such as Arial and Times New Roman are easier to read. Script fonts are not permitted. Use the same font for all text, subheadings, page numbers, tables, figures, examples, formulas, captions/notations, footnotes/endnotes, references, etc. All table text and data must also be in this same font. Basically, everything must be the same font with the exception of text/data that appear in figures.

Point Size

- Either use 10- or 12-point type size for all text, subheadings, page numbers, tables, examples, formulas, captions/notations, footnotes/endnotes, references, etc. All table text and data must also be the same size. Basically, everything must be the same size with the exception of text/data that appear in figures or if you choose to make the document title and main headings larger.
- A larger point type size not to exceed 14-point may be used for the document title on the title page and for all main headings. Main Headings are those that appear only at the top of the page to open a main section of your document, such as Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Titles, References, Appendices, and Vita. They must all appear in the same location at the top of the page, whether centered or against the left margin.
- Text and data used in tables must be the same point size as the rest of your document. However, since figures are generally copied, text and data that appear in figures may be a different point size.

Boldface

Boldface is only permitted for the main headings and subheadings or in figures. It is not to be used for table and figure captions, formulas, page numbers, etc.

Italics

- Do not use italics for the title, main headings, subheadings, captions for tables, figures, formulas, quotations, page numbers, etc.
- Use italics for these specific purposes only:
 - titles of journals and books
 - titles of musical or artistic works
 - scientific terms
 - foreign words
 - for one- or two-word emphasis

Pagination

The following issues regarding page numbers that are required for your document are as follows:

- The title page is unnumbered even though it is considered page number i. All other pages of your document must have a page number.
- All page numbers must be centered at the bottom of the page, at least one double space below the final line of text and no less than one-half ($\frac{1}{2}$) inch from the bottom of the page.
- All page numbers must be in the same font and size as your text. Do not bold or use italics.
- Number all the front matter pages in lowercase Roman numerals, beginning with ii.
- Number all the remaining pages following your Abstract with Arabic numbers, beginning with 1. This is usually your first chapter, introduction, or literature review. Arabic page numbers continue in a single sequence through the end of your document.
- Page numbers on pages containing landscaped figures or tables should appear centered at the bottom of the long right side of the page below the table or figure.

Order of the Elements

The elements, also called Main Headings, in your thesis or dissertation must appear in the order below. Sample pages demonstrating proper formatting of these elements begin on page 28 of this document. Elements/Main Headings are presented in three groupings: Front Matter; Body of Text, and Back Matter.

Front Matter

Page numbering for all of the front matter must be with Roman numerals in the same font and size as the text of the document. The page numbers must be centered at the bottom of the page beginning with ii on the page following the Title Page which must not be numbered.

Front Matter includes the following elements/Main Headings:

| | |
|---------------------|--|
| Title Page | <u>REQUIRED</u> in all documents; it is unnumbered. |
| Copyright Page | Optional; see page 22 of this document. |
| Dedication/Epigraph | Optional; has no main heading; and it is not listed in the Table of Contents. |
| Acknowledgments | Optional |
| Preface | Optional |
| Table of Contents | <u>REQUIRED</u> in all documents. |
| List of Tables | Optional |
| List of Figures | Optional; other lists could be Schemes, Examples, Maps, etc. |
| Abstract | <u>REQUIRED</u> in all documents; 350 word limit; the final page of the front matter and the final page numbered with a Roman Numeral. |

Body of Text

Numbering for all of the remaining elements/Main Headings must be with Arabic Numbers; in the same font and size as the text of your document; and centered at the bottom of the page beginning with 1 on the page following the Abstract.

The Body of Text is REQUIRED in all documents and includes the following elements/Main Headings:

- Introduction, Chapter 1, or Review of the Literature (must be page 1; number the remaining pages sequentially to the end. These entries are generalized as you may have just one or all three of these as Main Headings.)
- Remaining Chapters/Sections/Main Headings (must appear word for word, in the body of the text exactly as they appear in the Table of Contents)
- Conclusions or Results (generally the final chapter)
- Bibliography or References (REQUIRED in all documents that include citations)

Back Matter

Back Matter includes the following elements/Main Headings:

- | | |
|---------------------|---|
| Appendix/Appendices | Optional unless you had to obtain IRB approval and/or you have used previously published sections/chapters in your document. These permissions of request and approval must be included as an appendix entry or appendices entries. |
| Vita | <u>REQUIRED</u> in all documents and it must be the last page of your document. |

Using the Elements

The thesis or dissertation must contain elements which unify the entire body of work into a single document instead of being a collection of dissimilar smaller ones. For example, the thesis or dissertation must have a single topic and one Abstract. In addition, the document must have the following elements:

- **Title Page** containing the title of your document, degree, department, author's full name, other degrees held, and month and year of LSU graduation for this degree
- **Table of Contents** covering the entire body of research
- **Abstract** of the complete study preceding page 1 of the body of the text
- **Introduction** which ties all of the chapters together into a logical whole
- **Chapters/Main Headings** including materials, methods, topic research, discussion, etc.
- **Final Chapter** which summarizes the overall results, conclusions, and recommendations for further research (if appropriate)
- **Bibliography or References** that includes all supporting sources from other authors, references, organizations, websites, etc.
- **Vita** that is a brief biographical sketch about the author written in third person

Students in the Humanities ordinarily prepare a thesis or dissertation that includes (together with other, required elements) a literature review, tables, figures, examples, art, music, or other illustrative elements appropriate to the student's discipline that could include interviews, survey results, etc.

Students in Science, Math, and Engineering will follow the style of notes and references used in their fields, whether it is MLA, APA, ACA, etc.

The biggest difference between the documents prepared by students in the Humanities and those prepared by students in Science, Math, and Engineering is the style of documentation and analysis of data, notes and references

Regardless of the discipline, the main concern is to apply the style consistently throughout your document.

Students who have published or plan to publish one or more of their chapters in a scholarly journal may choose to organize the elements of each chapter as they would for a journal article. Thus, each chapter may have its own introduction, literature review, materials and methods, results, discussion, summary, and references. To maintain unity, however, all the chapters, even those that will not be published or that have been published in more than one journal, must follow the format of a single journal. In addition, the following elements must be present::

- A single overall Abstract
- A single overall Introduction
- A single overall Conclusion

If a style conflicts with these Guidelines, these Guidelines will take precedence.

Formatting Each Element/Main Heading

Front Matter

Title Page (REQUIRED)

- Your title should be clear, unambiguous, and specific.
- The title must be single spaced, in all capital letters and centered at the top of the page on the line below the top margin.
- Boldface is not used in the title.
- Font must be the same throughout the document including this page.
- Font size for the title of the document may be 14 point, but no larger. The rest of the text on this page and the document must not be larger than 12 point.
- Follow the exact form for each line of the title page as shown on the sample pages found on pages 29 and 30 of this document. Note the line spacing, the capitalization of each word, and the placement of the entries.
- For your name, use the one that LSU has for you in all correspondence. This name should be your full name, so if the name LSU has isn't complete, now is the time to correct this with the Office of the University Registrar, 112 Thomas Boyd Hall.
- The lower section of this page beginning with the word, by, should be centered and placed such that the month and year of your graduation with this degree is sitting on the bottom margin.
- Do not place a comma between the month and the year of your graduation with this degree (Example: August 2016)

Dedication and Acknowledgments (Optional)

- These two Main Headings, though not required, are best kept brief.
- Font size for these Main Heading(s) may be 14 point, but no larger. Font for them must be the same font as the entire document. The rest of the text on these pages and the document must be the same font and point size as the body of the text not to exceed 12 point.
- Do not list the Dedication in your Table of Contents or give it the heading "Dedication." The text must begin at the top line of the page below the top margin.
- The Acknowledgments section is frequently the first main section in most documents, therefore, its heading, Acknowledgments (alternate spelling is Acknowledgements), is considered a Main Heading that must be formatted like all other Main Headings in your document. See the section entitled "Main Headings and Subheadings," below.
- Either spelling, Acknowledgments or Acknowledgements, is acceptable but use only one spelling in your document. The form on its page and the form in the Table of Contents must be the same spelling of the word.
- If there is an Acknowledgments page, it must be included in the Table of Contents.

Table of Contents (REQUIRED)

- Single space every multi-line chapter title and subheadings (if included).
- Double space between each of the Main Heading sections.
- The Main Heading, Table of Contents, must not be included in the table's list of contents.
- Font and font size must be the same font and point size as the body of the text. The only exception is that the font size for the Main Heading, Table of Contents, on this page may be 14 point, but no larger. The rest of the text on this page must not be larger than 12 point.
- Use no boldface in the text of the Table of Contents. The sole exception is if all Main Headings in the document are in boldface, then the "Table of Contents" heading must be in bold. Thus, this Main Heading would be the only thing in boldface on this page.
- You need not include subheadings in your Table of Contents. If you choose to include subheadings, only a-level (top- or first-level) subheadings generally need to be included. If subheadings are included in the Table of Contents, the text of the subheadings must appear in the Table of Contents *exactly* (word for word, character by character, and punctuation by punctuation) as it does in the body of the document.
- All subheadings must be single spaced and indented (one tab) directly under the Main Heading. See examples on pages 31 and 32 of this document for formatting this page. Move any words that are in the area of the page numbers to the next line so that your page numbers appear in an interrupted straight line flush against the right margin.

Lists of Tables, Figures, Schemes, Nomenclature, Abbreviations, etc.

- When necessary for textual cross-reference, a List of Tables, List of Figures, List of Nomenclature, List of Schemes, List of Abbreviations, etc., may be included in the front pages of the document.
- When lists of special terms and abbreviations are used, they should appear immediately preceding the Abstract.
- When such lists are used, captions and/or legends must agree word for word with captions in the body of the work using the first few words, phrases, or sentence(s) that give an understanding of the table, figure, scheme, etc.
- Page numbers in these lists must be those on which the table, figure, etc. begins or on which a lengthy caption appears (see the ninth bullet under "Tables and Figures" on page 19 and 20).

Abstract (REQUIRED)

- This brief summary of your project should describe the problem being addressed, how you addressed it, and the results and conclusions reached.
- An Abstract must not exceed 350 words (numbers and components of hyphenated words count as one word each).
- It must be in the same font and point size and the same line spacing as the body of the text.
- It is the last element of the Front Matter, so it must be numbered with Roman Numerals.
- The Abstract must not contain graphs, tables, or illustrations.

- An English translation must be provided if the Abstract is in a language other than English.

Body of Text (REQUIRED)

Main (Chapter-Level) Headings

- All Main Headings, including chapter or main section titles, must begin a new page. Main Headings include titles such as Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Numbers and Titles, References, Appendix(ices) Number(s) and Title(s), and Vita.
- Main Headings should be more visually prominent than your subheadings and text through the use of a larger point size, e.g., one or two point sizes (13 or 14) larger than your text size (no larger than 12 point), solid capital letters, and/or boldface.
- All Main Headings must appear the same in font, point size, placement, capitalization, underlining, and/or boldfacing throughout the document. Consistency of the style of the Main Headings used throughout the text is mandatory.
- If you do not use solid capital lettering in your Main Headings, you must use the headline style of capitalizing, i.e., capitalize the first letter of all words except articles, conjunctions, and prepositions.
- Single-space Main Headings longer than one line.

Subheadings

Subheadings work with Main Headings to form the framework for your document. They follow a logical, descending sequence from the “a-level” subheading down to the “c-level” or even “d-level” subheading. See Kate Turabian’s *Manual for Writers* for more information on subheadings. Overall rules for using subheadings are:

- Each subheading should not begin a new page; a subheading should be separated from preceding and following text by no more than a double space.
- The first (a-level) subheading should be visually subordinate to the Main Heading/Chapter Title. Each succeeding level of subheading should be visually subordinate to the preceding subheading level. Much like the way an outline is written.
- The format of each subheading level must be identical for that level throughout the document.
- Maintain your capitalization style for each level of subheading (mixed case or headline style).
- Avoid skipping levels from, for instance, a-level to c-level. Maintain consistency in all chapters.
- Avoid using more than three levels of subheadings.
- You may choose from many styles of subheadings.
 - If you are in science, math, or engineering, you are likely to use numbered subheadings. Match the first digit of numbered subheadings with the chapter number; e.g., the first (a-level) subheading in Chapter 2 would be numbered, 2.1. Thus, if there was a second (b-level) subheading following this example, it would be numbered, 2.1.1.
 - In the Humanities, documents rarely need numbered subheadings. You may use placement, underline, capitalization, or boldface to visually distinguish unnumbered subheadings from one another. The following style uses only placement and boldfacing:
 - a-level **British Literature** [on a line by itself, *centered*]
 - b-level **Prose and Poetry** [on a line by itself, *against left margin*]

- c-level **Victorian Poetry** [¶ *indent* with a period, then text]

Notes

Use a consistent style of documentation throughout. If your major professor does not recommend a specific style manual for documentation, such as Modern Language Association or American Chemistry Association, refer to the most recent edition of the following:

- University of Chicago Press, *The Chicago Manual of Style*. This publication is useful for students in all disciplines and for students who hope eventually to publish with a scholarly press.
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Recommended for all disciplines.
- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*.
- Kathleen Dugdale, *A Manual of Form for Thesis and Term Reports*, Indiana University Press.
- H. J. Tichy, *Effective Writing for Engineers, Managers, and Scientists*, John Wiley & Sons, Inc.
- W. G. Campbell and S. V. Ballou, *Form and Style*, Houghton Mifflin.

Notes may be placed at the bottom of the page (footnotes) or grouped at the end of each chapter (endnotes).

- Footnotes and Endnotes must be in the same font and size as the document text.
- Footnotes may be numbered consecutively throughout the document or begin with number 1 in each chapter.
- Endnotes begin with number 1 in each chapter.
- Endnotes are a subsection of the chapter and thus the heading “Endnotes” should be formatted as an a-level subheading, and the notes should not begin on a new page.
- Single space within each Endnote and Footnote; double space between each Endnote and Footnote.

Tables and Figures

- Format the titles and numbers of all tables and figures identically throughout the text, consistently using a punctuation and capitalization style. Maintain the same font and point size you use in the text.
- Table numbers and titles must appear *above* the table.
- Figure numbers and titles must appear *below* the figure.
- Tables, figures, and graphs can be numbered one of two ways in the text. They can be numbered consecutively throughout the text and appendices (i.e., Table 1. Caption, Table 2. Caption). Alternatively, they can be numbered consecutively within each chapter and appendix; i.e. Table 2.1. (first table in Chapter 2), Table A.1. (first table in the Appendix).
- Multi-line titles and captions must be single-spaced.

- The use of frames around tables and figures is optional, but their use must be consistent—frame all or frame none.
- Wrapping tables and figures (text that appears on the sides of these entries as seen in magazines) aren't acceptable. Tables and figures and their captions must be placed consistently throughout the document. If you center the entry, all must be centered. If you center the caption, all captions must be centered.
- You should place tables and figures near, but following, their first mention in the text. They do not necessarily have to be on the same page as their first mention, but they must appear on the following page of your text. If two tables or figures are mentioned on the same page and there isn't enough space for one or both, they may be placed on the following page in the order of when they were mentioned in the text.
- It is not permissible to group tables and figures at the end of a chapter or document.
- Large tables and figures sometime need landscape orientation. In that case, they and their titles, captions, and page numbers must be placed on the page that has been rotated counterclockwise 90°. If there is no room for the table number and title, they may appear alone, centered on the preceding page. If this is done, the page that the title appears is the page number used in the List of Tables page, if included in the front matter of your document.
- You may slightly reduce or enlarge tables and figures to fit within the margins of the page. The font and size used for the table and figure numbers, titles, and captions must be consistent with the text of your document.
- If a table is longer than one page, place a notation in parentheses at the top left margin of all continued pages. [Example: (Table 2.2 continued)]. You must also repeat a table's column headings on the continued pages.
- A single figure may not be divided into more than one page. If it is too large to permit space for its number, title, and caption, they may be placed alone in the center of the preceding page. If this is done, the page that the title appears is the page number used in the List of Figures page, if included in the front matter of your document.
- Multi-part figures must have a single caption which incorporates the information about each part. The parts must be labeled a, b, c, etc.
- If a multi-part figure is too large for one page, it can appear on two or more pages with the figure number, title, and caption placed below the figure on the first page. On the subsequent page(s), place a notation in parentheses at the top left margin [Example: (Figure 2.2 continued)].
- Notes that are used for tables and figures must appear at the bottom of the entry in the same font and size as the text of the document. Single space those that are longer than one line. Notes are considered attached to the table or figure and must not be split from the entry.

Photographs, Hand-Drawn Illustrations, Images, Audio, and Oversized Materials

All illustrative materials must be included as standard electronic images — .jpg, .tif, .gif— within the body of the document. Your captions must be in the same font and point size used throughout the document. Audio files may also be included in acceptable media formats.

References/Bibliography (REQUIRED)

As with footnotes and endnotes, follow the style ordinarily used in your discipline. If there is no particular one, refer to the latest edition of the *Chicago Manual of Style* or Kate Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*.

- You must use a consistent style for all of your references. In other words, if you place references following each chapter, do not use one style in one chapter and another style in another chapter.
- Single space within each reference; double space between each reference. See page 35 of this document for an example of formatting references.

Back Matter

Appendix/Appendices (Optional or REQUIRED if permission(s) were needed)

Though this element is optional, it must be used if students had to: obtain letters of permission to use the work of others; obtain IRB certifications; use questionnaires and/or surveys; and/or use other extra material or data that is relevant but not critical to the document's purpose.

- Letters of permission must be included in an appendix if previously published work is included in the document.
- Copies of IRB approvals, questionnaires, and/or surveys must be included in an appendix if human subjects are used in the research.
- Appendix/Appendices must appear in the Table of Contents with a number or letter (Appendix 1 or Appendix A) along with a title that broadly describes each appendix's contents.
- Appendix titles must be in the same font, size, format, and style as all other main headings.
- If there is only one appendix, provide only its title, without a number or letter.
- Although the contents of an appendix may be copied and pasted, they must meet the margin guidelines and follow the same formatting used in the document.

Vita (REQUIRED)

The Vita is a brief (one or two paragraphs) biographical sketch written in the third person. It is not a Curriculum Vitae nor is it one that includes the author's accomplishments, publications, presentations, or other academic achievements. See the sample Vita on page 37.

- Use "Vita" as the main heading in the same font, size, format, and style as all other Main Headings.
- Because a thesis or dissertation is a formal document, abbreviations for states and countries must not be used.
- Avoid the use of your personal information (ex: complete birth date) for privacy and identity protection.
- Do not state that the author will graduate or will receive this degree. However, you can state that the author plans to graduate or expects to graduate.
- This element is to be only one page and it must be the last page of your document.

Copyright and Ethical Matters

Copyrighting Your Document

The copyright of any thesis or dissertation resides with the individual student author by virtue of the LSU Board of Supervisors Regulations, Part VII of the *University Bylaws and Regulations*, p. 47.

Section 7-4. LSU Works, LSU Software, LSU Databases, LSU Digital Media, and Course Materials. *The various provisions of Section 7-3 shall apply to LSU Works, LSU Software, LSU Databases, and LSU Digital Media. In addition, the provisions of this Section 7-4 shall also apply to LSU Works, LSU Software, LSU Databases, and LSU Digital Media, but not to other forms of LSU Intellectual Property. This Section 7-4 shall also apply to Course Materials.*

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- (i) if LSU publishes the work itself; or*
 - (ii) if LSU publishes or produces a derivative work based on that work, where the derivative work is an audio, video, or digital production or broadcast, including by way of example video recordings of lectures, other recordings of lectures, distance learning activities, or other course-related activities; or*
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Copyrighting the thesis or dissertation is optional. Most master's students do not choose to copyright their document. Students who wish to copyright their documents may contact the Copyright Office directly, at the Library of Congress, 101 Independence Ave., S.E., Washington, D.C.20559-6000, or by visiting their web site at <http://www.copyright.gov/>.

If you elect to copyright the document, in the front matter following the title page, you will need to insert a page (p. ii) that includes only the following notice that must be centered on the page:

© [year of graduation/copyright]
[Your full legal name]
All rights reserved

Using Material That You Have Published

The use of published articles carries certain responsibilities. In all cases, you must:

- Obtain departmental approval.
- Adhere to the requirements for unity set forth in the section above, using special care to integrate your published material into your document logically.
- Must be the principal author (the first listed) of the published article.
- Obtain written permission from the journal to use the published material in your dissertation. Without this written permission and proof of authorship, no thesis or dissertation containing the student's previously published work will be accepted by the Graduate School. When

requesting this permission, be certain to mention that your dissertation will be viewable on the web.

- The letters requesting and granting permission(s) to use the article(s) must appear as an appendix in your dissertation.

The following acknowledgment must appear at the bottom of the first page of each published chapter or section:

“This chapter [section] previously appeared as [authors’ names, article title, and publication data]. It is reprinted by permission of [copyright holder’s name—see the permission letter for proper acknowledgment phrase.]”

Using Material That Belongs to Others

Published

The best way to avoid the slightest suspicion of plagiarism is to give the source of all published material, including material that falls under the concept of *fair use* (quoting without needing permission). The acknowledgment can appear in the form of a footnote, endnote, or numbered reference. In the case of an image, its source may appear at the end of a caption. In all cases, keep copies of your letters requesting permission.

- You must obtain permission to use any previously copyrighted material that does not fall under fair use. Such material includes photographs, maps, artwork, or text that you have extensively copied or paraphrased. You must always inform the journal, press, or individual granting permission that your document will be available for viewing on the web. If you cannot obtain full permission for such work, *you may not use it*.
- Reproducing a single graph, table, or chart that presents data in a straightforward relationship should generally be considered *fair use* (*Chicago Manual of Style*, 15th ed.). Unlike artwork, which represents an individual’s talent and labor, such data could conceivably be compiled by any number of individuals at any time and thus lacks the exclusivity of individually created work.
- Other factors to consider in deciding whether you have employed *fair use*:
 - Whether a previously published item represents a very small part of the original source—and is also a small part of your document;
 - The nature of the copyrighted work, whether factual or fanciful and creative;
 - Whether your use of the copyrighted work affects its potential market or value;
 - Whether your use is not commercial but is for nonprofit educational purposes. This factor favors your use, which is both nonprofit and educational.
 - A general guideline: *Fair use* may be applied when you have *judiciously* used the work of others in appropriate proportions and have transformed it through your scholarly examination.
 - The student is responsible for ensuring that all copyright/patent laws are followed in the use of material published or written by others.

Unpublished

The *Chicago Manual of Style*, 15th edition, states:

Getting permission for **unpublished** works [emphasis added] presents an entirely different problem. Instead of a publishing corporation, one must deal with the author or artist or their heirs, who may not be easily identified or found. If the writer is dead, it may be especially difficult to determine who controls the copyrights.

This difficulty also occurs, for example, if you wish to use a published photograph wherein the publisher informs you that the photographer retains the copyright. Several unanswered requests for such material might be considered leniently in case of a dispute, because you will have shown a good faith attempt to obtain permission. For this reason, it is always important that you keep copies of your requests. Please refer to Chapter 4 in the latest edition of the *Chicago Manual of Style* for a fuller explanation of your responsibilities regarding the use of copyrighted material. If necessary, consult a lawyer specializing in copyright.

Using Collaborative Research

If your thesis or dissertation contains material that is part of a larger collaborative project, you must be able to identify one aspect of that project as your own and demonstrate your original contribution. It is the responsibility of your major professor and advisory committee to ensure that the thesis or dissertation represents your original, individual effort.

Ethical Matters

Students are responsible for adherence to all University standards regarding the conduct of research, completion of academic studies, and all matters relating to the completion of the thesis, dissertation or monograph. Please see appropriate University documents, including, but not limited to:

- The LSU Code of Student Conduct at:
<http://students.lsu.edu/saa/students/code?destination=saa/code>
- LSU Policies and Procedures at:
<http://sites01.lsu.edu/wp/policiesprocedures/>
- LSU rules for Accountability and Academic Integrity at:
<http://students.lsu.edu/saa/students/plagiarism>
- IRB polices regarding research conduct at:
<http://sites01.lsu.edu/wp/ored/institutional-review-board/>
- All Federal polices relating to research conduct at:
<http://www.lsu.edu/osp/lisu-research-intro/index.php>

Final Thesis Checklist

Refer to the checklist below before uploading your document to the ETD Collection website.

Thesis Checklist

- _____ Have you submitted your Application for Degree to the Office of Graduate Student Services?
- _____ Has your committee submitted your Master's Examination and Thesis Report (commonly called approval sheets) to the Office of Graduate Student Services by your department?
- _____ Have you thoroughly proofread the manuscript for content and syntax?
- _____ Are your name and thesis title identical on the title page and approval sheets?
- _____ Have you checked for accuracy of pagination?
- _____ Have all heading and subheading changes and page number changes been made in the Table of Contents?
- _____ Do the Table of Contents, List of Tables, and List of Figures reproduce, word-for-word, the headings and titles as expressed in the text?
- _____ Does your thesis meet margin, font, and size requirements?
- _____ If you have any previously published material in your dissertation, have you applied for and received permission to reprint it? (A copy of any letter(s) of permission and approval must appear in an appendix.)
- _____ Have you notified the Graduate School whether or not you will be attending commencement?
- _____ Have you submitted the Thesis/Dissertation Access Request Form? (Found as a link on the ETD page at <http://sites01.lsu.edu/wp/graduateschool/files/2013/12/GS-ETD-Access-Form1.pdf>). This is required from all students regardless of whether you want us to release your document to the public or restrict access to it once it is approved.

Final Dissertation and Monograph Checklist

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- _____ Have your committee approval sheets been submitted to the Office of Graduate Student Services by your department?
- _____ Have you thoroughly proofread the manuscript for content and syntax?
- _____ Are your name and dissertation title identical on title page and approval sheets?
- _____ Have you checked for accuracy of pagination?
- _____ Have all heading and subheading changes and page number changes been made in the Table of Contents, List of Tables, and List of illustrations?
- _____ Do the Table of Contents, List of Tables, and List of Figures reproduce, word-for-word, the headings and titles as expressed in the text?
- _____ Does your dissertation meet margin, font, and point-size requirements?
- _____ Have you notified the Graduate School whether or not you will be attending commencement?
- _____ If you have any previously published material in your dissertation, have you applied for and received permission to reprint it? (A copy of any letter(s) of permission must appear in an appendix.)
- _____ Have you submitted the Thesis/Dissertation Access Request Form? (Found as a link on the ETD page at <http://sites01.lsu.edu/wp/graduateschool/files/2013/12/GS-ETD-Access-Form1.pdf>). This is required from all students regardless of whether you want us to release your document to the public or restrict access to it once it is approved.
- _____ Have you completed the Survey of Earned Doctorates? To do so, visit this link: <https://sed.norc.org/showRegister.do> . This survey is required by all doctoral students before documents can be approved.

Most Frequent Errors

- Incorrect entry of document title on ETD Collection Page: Mixed case title is required.
- Incorrect entry of committee names: Last name, First Name.
- Abstract is longer than 350 words.
- Incorrect title page format: Line for line, space for space, and capitalization or lowercasing of each word.
- Incorrect listings in the Table of Contents against the in-text headings and subheadings, word for word, capitalization, and punctuation.
- Incorrect titles in the Lists of Tables and Lists of Figures against the titles as they appear in the text with the entry.
- Incorrect spacing: Single space subheadings, table titles, and figure titles of more than one line — both in text and in the Table of Contents. Spacing inconsistent below main headings, above and below subheadings, tables, figures, schemes, examples, formulas, equations, references, etc.
- Incorrect capitalization: Consistency in the lowercase style or the headline style of capitalization in: chapter titles, subheadings, figure titles, and table titles.
- Incorrect formatting of references: Single space each entry in a list of references and double space between each entry. References not listed in correct alphabetical order. Using both the & and the word, and, in multiple author references. Either is acceptable but not both. References not ending with a period.
- The Vita isn't in third person. Student has listed full birthdate. States that s/he will graduate with a Master's or Ph.D. from LSU (You may state: plans to graduate; expects to graduate; is a candidate to graduate as examples.

Sample Pages

The purpose of the sample pages is to give you an idea of what your pages should look like as to spacing and layout. You will note that some of the main headings are in bold while some are not. In addition, some of them are centered with others flush left. As you know, the decision of placement and appearance of your entries may be different than these. It is not the purpose of these samples to suggest that your main headings must be just like these. They are strictly to be used as guidance for spacing and layout of the entries on your pages.

We hope the following pages are helpful to you. Pay close attention to the information on these pages as many mistakes are made by students who do not present these pages correctly.

Sample Title Page: DISSERTATION/MONOGRAPH

Check the *LSU General Catalog* for the correct name of your degree and department.

DISSERTATION/MONOGRAPH TITLE PLACED AT THE TOP OF THE PAGE
IN ALL CAPITAL LETTERS, SINGLE SPACE, NO BOLD, AND
USE A MAXIMUM 14 POINT FONT SIZE

A Dissertation (or Monograph)

(This section centered)

Submitted to the Graduate Faculty of the
Louisiana State University and
Agricultural and Mechanical College
in partial fulfillment of the
requirements for the degree of
Doctor of Philosophy

in

The Department of XXXXXXXXXXXX

(This section placed
so that Date is sitting
on the Bottom Margin)

by
Your Full Name as it is in Your PAWS Account and LSU Database
B.S., Name of the University/College, Year Earned
M.S., Name of the University/College, Year Earned
Month and Year of Graduation for this Degree (no comma)

Sample Title Page: THESIS

Check the *LSU General Catalog* for the correct name of your degree and department.

THESIS/MONOGRAPH TITLE PLACED AT THE TOP OF THE PAGE
IN ALL CAPITAL LETTERS SINGLE SPACE AND
USE A MAXIMUM 14 POINT FONT SIZE

A Thesis

(This section centered)

Submitted to the Graduate Faculty of the
Louisiana State University and
Agricultural and Mechanical College
in partial fulfillment of the
requirements for the degree of
Master of XXXXXXXXXXXX

in

The Department of XXXXXXXXXXXX

(This section placed
so that Date is sitting
on the Bottom Margin)

by
Your Full Name as it is in Your PAWS Account and LSU Database
B.S., Name of the University/College, Year Earned
Month and Year of Graduation for this Degree (no comma)

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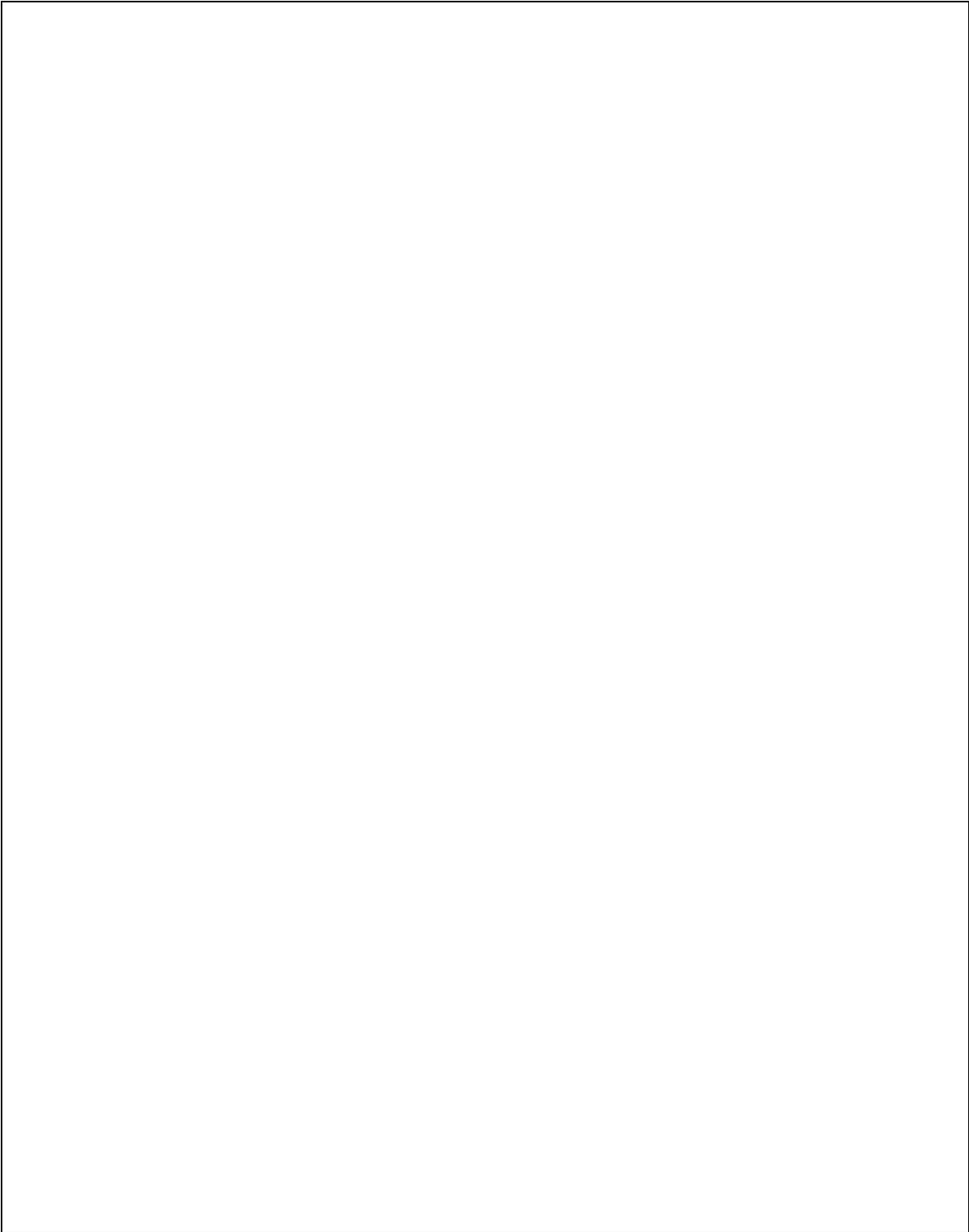
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Sample Page: Appendix

**APPENDIX
CONSENT FORM**

Consent forms, questionnaires, letters of permission, data sheets, tables, figures, etc., should be reduced to Graduate School required margins. Format the headings the same as the other main headings in your document and continue Arabic numbering.



Sample Page: Vita

VITA

Mike the Tiger, a native of Baton Rouge, Louisiana, received his Master's Degree in Higher Education from Louisiana State University (LSU). He has taught school at LSU and has worked hard to promote the excellent educational opportunities that are available for his students. He was accepted into the LSU School of Veterinary Sciences majoring in large animal studies. He anticipates graduating* with his Ph.D. degree in December 2015. He plans to continue promoting LSU for many years to come.

(*Note that it states, "He anticipates graduating..." and that it doesn't say, ".He will graduate..." The word, will, cannot be used as it states on the title page of this thesis/dissertation this document is "...in partial fulfillment of the requirements for the degree...")