

**GUIDELINES FOR THE  
PREPARATION AND SUBMISSION  
OF YOUR THESIS OR DISSERTATION**



**LOUISIANA TECH UNIVERSITY  
Graduate School**

**Revised Edition  
Spring 2012**

## TABLE OF CONTENTS

<b>Introduction</b> .....	1
<b>Responsibilities of the Graduate Degree Candidate</b> .....	2
<b>Preliminary Considerations for Preparation of Manuscripts</b> .....	5
Style.....	5
Journal Style.....	5
Collaborative Style.....	7
Thesis/Dissertation Title .....	7
<b>Specifications for Preparation of Your Final Manuscript</b> .....	8
Order of Arrangement.....	8
Abstract .....	8
Paper. ....	9
Margins .....	10
Line Spacing .....	10
Font Size and Style .....	11
Headings and Subheadings .....	12
Major Headings.....	12
First Level Subheading .....	13
Second Level Subheading.....	13
Third Level Subheading.....	14
Page Numbering.....	15
In-Text Numbers and Footnotes .....	16
Illustrations .....	16
Tables.....	17
Figures.....	18
Reproduction of Graphs, Charts, and Exhibits .....	18
Oversized and Supplemental Materials .....	18
Appendices.....	19
Vita.....	19
Report Forms and Approval Sheets .....	20
<b>Appendix A: Forms</b> .....	21
Sample Forms .....	22
Thesis/Dissertation Proposal.....	23
Signature Approval Page .....	24
Approval for Scholarly Dissemination .....	25

Library Receipt.....	26
Sample Title Page .....	27
<b>Appendix B: Manuals</b> .....	<b>28</b>
Style Manuals.....	28
<b>Appendix C: Reference</b> .....	<b>29</b>
Quick Reference.....	29
Binding Fees .....	32
Common Mistakes .....	34
Helpful Tips.....	36
Checklist.....	39

## INTRODUCTION

These Guidelines are written as a guide and are not all inclusive. It is impossible to write guidelines to cover every conceivable situation for all academic disciplines, and individual decisions may be necessary as unusual circumstances may present themselves.

Students should abide by current guidelines and directives. Relying on copies of previously produced theses or dissertations is not recommended and may cause the student using older documents to make many revisions in order to meet a currently acceptable format.

Documents deemed by the Graduate School to be inadequately prepared for the format check, will not be checked thoroughly by the Graduate School and will be returned to the student as “**incomplete.**” The Graduate School staff will check approximately 25 pages at random in the document—if these pages contain significant errors numerous enough to demonstrate that little effort has been made to format the document, the document will be deemed “**incomplete**” by the Dean of the Graduate School, and these documents will not be considered “on time” to meet the posted deadlines for submission. It is the responsibility of the student to ensure that the appropriate style has been applied to the document before it is submitted to the Graduate School prior to the posted deadlines for submission. **Posted deadlines are not negotiable.**

Students are advised to submit completed theses/dissertations to the Graduate School prior to the posted deadlines to facilitate the formatting process and to avoid the last-minute rush at the end of each quarter. Students are also advised to make the corrections noted on the manuscript before returning the document for a subsequent check. If corrections have not been made, the document will be returned to the student as unacceptable. **Be sure to resubmit the previous marked draft copy along with your newly revised draft so that one may be checked against the other.**

Students are advised to wait to print copies on bond paper until the Graduate School assigns an approval certification number. The Library will not accept your manuscript without the approval certification slip. Final copies are also checked against the last draft copy to ensure corrections have been made.

## **RESPONSIBILITIES OF THE GRADUATE DEGREE CANDIDATE**

You must take into consideration that your Advisory Committee members and Advisor must be allowed sufficient time to review properly and judge all matters referred to them. Therefore, you must keep in mind that the Committee, although vitally interested in and concerned with your thesis or dissertation, also must have enough time to maintain all their ongoing academic responsibilities while reviewing your manuscript. As a degree candidate, you should be aware of the following:

The accuracy and validity of the findings within the document **are your sole responsibility.**

- You must be informed about and follow the procedures of your discipline, the College that administers your degree program, and the Graduate School. For information on these procedures, contact your major advisor, the College Director of Graduate Studies, or the Graduate School office. You may also find some of this information on various websites.
- A Thesis Proposal (see sample in Appendix A) must be prepared and presented to each member of your Advisory Committee during the first quarter you are enrolled for Research and Thesis/Dissertation. Please note that you must register for the appropriate number of credits in Research and Thesis/Dissertation each quarter that you are using the personnel and/or physical facilities of the University (as stated in the University catalog) until the project is finished or accepted.
- Upon approval of the final form of the Thesis/Dissertation Proposal, you are responsible for securing signatures from the members of your Advisory Committee and filing the form with your College.
- You will need to coordinate with your Advisory Committee members to schedule appointments concerning periodic progress reports, review of content, approval of manuscript drafts, and the final appointment for thesis examination or dissertation defense.
- You must make all arrangements for the production of the final manuscript. You should be thoroughly acquainted with the requirements of the discipline's graduate program, Louisiana Tech's Guidelines, and the approved, professionally published Style Manual for your discipline.

- After all corrections and the final committee review have been completed, you are responsible for securing the authorized signatures on the Signature Approval Page (see sample in Appendix A), and producing **five** professional-caliber copies of the entire manuscript on 20 lb. or 24 lb. permanent white bond paper of at least 25% cotton fiber content. **Under no circumstances** should you attempt to secure the signature of the Dean of the Graduate School **prior** to getting the signature of the College's Director of Graduate Studies. Allow sufficient time to obtain approval signatures.
  
- **Five** completed copies of the manuscript must be placed in appropriately sized, individual manila envelopes. Signature pages, extra title pages, and extra abstracts should be extracted separately from the envelope. Bring the envelopes to the Graduate School in Wylly Tower for the final review and signature of the Dean. Be sure to allow several days for this review and signature process. Also, please leave a daytime telephone number or email address where you can be reached for notification of the signature completion of the thesis or dissertation.
  
- After obtaining the approval signatures for the five signed copies, you will insert the signature pages into the appropriate location within the thesis/dissertation, and you are responsible for depositing the documents (each copy in a separate, but **not** sealed, envelope) on the 3rd floor of Prescott Memorial Library and paying the necessary binding fee (see Appendix C) at the Cashier's Office.
  
- **Five final copies of a thesis or dissertation are submitted to the Library for binding.** The student can request additional copies to be bound at that time for an additional fee. The five (5) bound copies and any additional pages are distributed as follows:

**COLLEGE - 2 BOUND COPIES plus**

**1. Associate Dean of the College/Director of Graduate Studies**

- A. Dissertation - 1 copy of title page  
   1 copy of signature page and  
   1 copy of abstract

- B. Thesis - 1 copy of title page  
   1 copy of signature page and  
   1 copy of abstract

**2. Major Advisor - 1 bound copy only**

**LIBRARY - 2 BOUND COPIES plus**

- A. Dissertation - 1 copy of title page  
1 copy of abstract
- B. Thesis - **no extra pages are needed**

**STUDENT - 1 BOUND COPY**

\*\*\*\*\*

**Graduate School - retains the following copies only**

- 1. Dissertation - 1 copy of title page  
1 copy of signature page and  
1 copy of abstract
- 2. Thesis - 1 copy of title page  
1 copy of signature page and  
1 copy of abstract

**NOTE:** Each Thesis or Dissertation should have **7** title pages, **7** signature pages, and **7** copies of the abstract submitted for signature. One copy (title, signature page, and abstract) is kept in the student's Graduate School file, and the other copy (title, signature page, and abstract) is to be submitted to the College Director of Graduate Studies.

Each Dissertation should have **8** title pages, **7** signature pages, and **8** copies of the abstract submitted for signature. One copy (title, signature page, and abstract) is kept in the student's Graduate School file, and one copy (title, signature page, and abstract) is to be submitted to the College Director of Graduate Studies. One copy (only title page and abstract) is to be submitted to the Library with the dissertation for digitizing along with the completed PROQUEST required forms.

If the thesis or dissertation has been supported by a sponsored research project, additional copies may be required as determined by the student and the Chair of his/her Advisory Committee.

**PLEASE NOTE:**

**The student is solely responsible for any infringements of copyright, patent, or other civil or criminal suits which may arise from his or her thesis/dissertation. Under these circumstances, the University reserves the right to review granting the degree for which the thesis/dissertation was a requirement.**

## PRELIMINARY CONSIDERATIONS FOR PREPARATION OF MANUSCRIPTS

### Style

The manuscript consists of three main parts: the preliminary pages, the text, and the reference section. In consultation with your Committee Chair, determine the internal arrangement of the text and reference sections. The following sections describe the styles and types of formats that must be selected from and adhered to when preparing the final copy of the thesis or dissertation.

When establishing a style for your thesis or dissertation, follow the guidelines in this manual, the practices of your department, and the advice of your major professor and Advisory Committee. Please note that the style may vary depending on your discipline.

Once a style has been selected, it is imperative that **documentation and format be consistent throughout the thesis or dissertation**. Also, if a conflict exists between a rule from these guidelines and a published style manual, **the regulations set forth in these guidelines take precedence over those in style manuals and/or journal formats**. The style manuals do, however, contain helpful details, especially concerning documentation, and scholarly journals in your major field may be helpful as models. When following the style of a scholarly journal, you and your Committee must keep in mind that completeness rather than brevity should characterize the thesis/dissertation.

A list of recommended professional style manuals, specific to a discipline are given in Appendix B. Two particular styles, the Journal style and the Collaborative style are described below.

### Journal Style

Students who plan to organize their theses or dissertations as a series of papers for journal publication may choose to use the journal style with the approval of their major professor and Advisory Committee. This style permits the inclusion, as chapters or sections of the thesis or dissertation, of manuscripts previously submitted or to be submitted to scholarly journals. If the journal style is used, you, as the Candidate, must be the only author on the to-be-published manuscript. All chapters in the manuscript to be prepared according to journal style must be in the style of a single appropriate scholarly journal. Some features peculiar to submission of manuscripts to journal editors (e.g., double spacing of block quotations) must be eliminated, and the guidelines herein must be followed. Additional ambiguous textual situations must be brought to the attention of the manuscript's reviewer, clarified, and resolved to his or her satisfaction.



Because the Graduate School's primary concern is the presentation of the thesis or dissertation as a clear, coherent, consistent, self-contained work, the manuscript must contain elements unifying the entire body of work. Primarily, it must have a single topic. Although each chapter may be complete within itself, the chapters must treat one aspect of the overall topic. In addition, the manuscript must have the following elements:

- A common Table of Contents covering the entire manuscript.
- An abstract of the complete study located within the preliminary pages of the document.
- All pages numbered in Arabic numbers, in sequence from page 1 through the vita, except for preliminary pages, which are numbered with small (lower case) Roman numerals.
- A common introduction.
- A final chapter, written in narrative form, summarizing the overall results, conclusions, and recommendations for further research.
- A common bibliography or literature cited section at the end of the text. When bibliographic entries must be placed at the end of each section or chapter -- the exception, not the rule -- consistency of format is required. When the numbering system is used for references, citations must be in strict numerical sequence throughout the entire text or coded to the chapter number (e.g., 1.1, 2.1, 2.2, etc.). Number 1 in Chapter 1, Number 1 in Chapter 2, etc., is not acceptable.

The following practices are **not acceptable** in preparing manuscripts in the journal style:

- Omission of sufficient material which would tie all the components of the thesis/dissertation together (e.g., omission of the general introductory chapter or conclusion).
- Use of an abstract or summary at the beginning of each chapter.
- Chapters paged individually, with page number 1 appearing on the first page of each new chapter or section.
- Use of double-spaced references and any other practices obviously based on journal specifications for pagination which are not authorized by this Guide.
- Figures and tables grouped at the end of a chapter or section for the convenience of the editors and typesetters instead of integrated into the text. Tables and

figures should be placed immediately after the paragraph containing the first text reference.

**PLEASE NOTE:**

**All the requirements for margins, consistency of format for main headings and subheadings, as well as all the other mechanics as specified in this Guide must be adhered to and supercede those of the journal style manual.**

**Collaborative Style**

Where thesis or doctoral research efforts are part of a larger collaborative project, the candidate must be able to identify one aspect of that project as his or her very own, and to demonstrate his or her original contribution. It is the responsibility of the Committee, moreover, to ensure that the end product represents the student's original and individual efforts.

**Thesis/Dissertation Title**

With the advent of computer listings of thesis/dissertation titles, the choice of an appropriate title is crucial. It should be complete and concise, eliminating unnecessary words and phrases. Many disciplines publish standard lists of key words which are primarily nouns and are descriptive of the thesis/dissertation. Eliminate words from the title that do not add to the understanding of the content.

## **SPECIFICATIONS FOR PRODUCTION OF YOUR FINAL MANUSCRIPT**

### **Order of Arrangement**

Assemble the thesis or dissertation in the following order:

- A. Preliminary pages. Use Roman numerals beginning with "i."
1. Title Page
  2. Signature Page
  3. Abstract
  4. Approval for Scholarly Dissemination
  5. Dedication or Epigraph (if included)
  6. Table of Contents
  7. List of Tables
  8. List of Figures
  9. Acknowledgments (if included)
  10. Preface (if included)
- B. Body of thesis/dissertation. Use Arabic page numbers beginning with "1."
11. Introduction/Literature Review
  12. Text (divided into chapters or sections)
  13. Conclusion/Summary (may be incorporated in final chapter)
- C. Final Items. Arabic page numbers continue.
14. Appendix(s)
  15. Bibliography or References
  16. Vita (if required)

### **Abstract**

Because an abstract will be used by researchers and others to determine whether to access the complete thesis or dissertation, it should provide a succinct, descriptive account of your work.

When writing your abstract, keep the following in mind:

- The thesis abstract must be no more than 250 words and the dissertation abstract no more than 350 words, counting enumerations, numerals, articles, and components of hyphenated compounds as one word each.
- Make the abstract informative (not descriptive). An abstract should be a mini-proposal which outlines a problem which your project solves.
- A need or problem should be covered in the abstract, along with your proposed solution to the problem.
- Describe your evaluation methods of the need or the problem which you will use in your thesis/dissertation.
- List/describe the projected benefits in solving the need or problem.
- Each abstract's text must be double spaced.
- In addition to a copy of the abstract for each manuscript, one copy of the abstract must be filed with the Dean of the Graduate School and another copy with the College Director of Graduate Studies, totaling **seven** copies. An additional copy of the abstract is required for a dissertation. This **eighth** copy is to be given to the Library for digitizing.

### Paper

- Use one brand of paper throughout your thesis/dissertation.
- Only 20 lb. or 24 lb. permanent white bond paper of at least 25% cotton fiber content **is acceptable**. All of the **five** final copies of the manuscript must be produced on this paper. They must appear as sharp black type on a clean white page; use of opaque, ivory, or light grey colored paper is unacceptable.
- The type clarity must be uniform and free of variations in darkness/density. Gray tones on the paper or on the borders of the page are not acceptable. Neither are noticeable erasures, smudges, use of liquid paper, or improperly aligned corrections. Sheets with holes in the margins, folded or creased pages, dog-eared or soiled manuscripts are not acceptable.
- The candidate is advised to get the printing of the manuscript done at Louisiana Tech's facilities in the Office Services Department located adjacent to the campus Post Office. There is a nominal fee for this service which is the student's responsibility.

## Margins

- For binding purposes, every page of the manuscript must be kept within the following margins:
  - Top:           1 inch  
                  2 inches for pages with a major heading
  - Right:        1 inch
  - Left:          1½ inches (binding edge)
  - Bottom:       1 inch
- Margins set by word processors should be carefully checked to ensure that the 1.5" left margin be maintained throughout the printing process. All text must fit within these margin requirements (including tables, headers and footers, figures, graphs, and graphics).
- The page number can be positioned outside of these margins, but no less than 3/4" from the page edge.
- On pages with major headings (e.g., ABSTRACT, CHAPTER, etc.), the top margin will be 2 inches.
- When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text. Tables and figures may be photographically reduced to meet these requirements, provided all information is legible. **Table titles and figure legends should not be reduced and must be the same font and size as the text.**

## Line Spacing

- As computer software is written to different specifications, the candidate is cautioned to use a program with enough flexibility to meet Graduate School requirements. The inability to make certain adjustments to the program does not relieve the student from meeting format requirements.
- Double spacing is required for the text. Extra spacing above/below subheadings may require manual adjustments.

- Single spacing must be used for the following: block quotations, multiple-line chapter titles, subheadings in the text, table and figure captions, bibliographic entries, notes, footnotes, and subheadings listed in the Table of Contents. Double spacing must be used **between** bibliographic entries, end notes, entries in lists, and descriptive narratives of tables and figures.
- Use only one side of the paper. **It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or the top of a page** (called a “widow or orphan”). Sometimes it is necessary to create one or two blank space lines at the bottom of the page to correct a one-line “widow.” Although the margin at the bottom of the page is considered to be one inch, it may vary to prevent widows/orphans. No other extra space in the text is acceptable. Text must go to the bottom of each page, except at the end of a chapter. Subheadings near the bottom of a page must be accompanied by at least two lines of text. The last word on a page cannot be hyphenated.
- The final version of the body of the text in the manuscript must be **left justified** within the prescribed margins (not fully justified).

### **Font Size and Style**

- The same font must be used throughout the narrative, including page numbers and table and figure legends. All table titles and figure legends (title or descriptive information) must have identical typeface and type size, and be in the same font as the text. All main headings (e.g., Table of Contents, List of Tables, Abstract, Chapter Title, Appendix) must have identical font, value, size, and position/location in the page.
- Standard fonts are required, and script fonts may not be used; italics may be used **only** for scientific terms, foreign words, special emphasis, and citation of titles of published works, but they are not acceptable for subheadings or other textual elements. Decorative borders are not acceptable. **Do not use unusual or novelty fonts.**
- Standard font sizes are as follows:
  - Headings: 12 point or 14 point
  - Body: 12 point
  - Footnotes: 8-10 point

**Do not use fonts larger than 14 or smaller than 8 anywhere in your thesis/dissertation.**

- For the final version of the document, the print quality must be high-quality, laser printer preferably. Single dot-matrix print is not acceptable. The Graduate School Office reserves the right to make the final decision on the legibility of type used in the documents. Each page must be free of corrections or extraneous marks. Liquid paper, typing correction tape, gray overcast, etc., are not acceptable on submitted final copies.

### **Headings and Subheadings**

Be certain that headings and subheadings in each chapter are formatted identically for all levels. A single, consistent format must be maintained. Generally, three levels of subheadings are utilized. If more than three levels of subheadings are needed, consult a suggested style manual.

#### **Major Heading**

- All major divisions, including chapter or main section titles, should begin on a new page. Major headings including titles such as Introduction, Chapter (Number and Title), Appendix (Letter and Title), should be typed in all capital letters and be centered two inches from the top of the page in 12 point font. On the third line below the chapter number, enter the chapter heading. On the following third line, begin entering the first line of text. These headings must be identical throughout the document in font/typeface, size, placement, upper/lower case (capitalization), bolding, and underlining.

- IF A MAJOR HEADING IS MORE THAN FOUR  
INCHES LONG, USE A DOUBLE-SPACED  
INVERTED-PYRAMID FORMAT

- Example of a major heading:

	CHAPTER 1
<i>1<sup>st</sup> line</i>	
<i>2<sup>nd</sup> line</i>	
<i>3<sup>rd</sup> line</i>	CHAPTER HEADING/ NAME
<i>1<sup>st</sup> line</i>	
<i>2<sup>nd</sup> line</i>	
<i>3<sup>rd</sup> line</i>	Begin typing the first line of the text here.

### **First Level Subheading**

- Create a triple-space above centered headings, and double-space before the first line of the text. Capitalize the first letter of each word except articles, conjunctions, and prepositions. Underline this heading, but do not use end punctuation. If a sub-heading is more than four inches long, use a single-spaced inverted pyramid format.

- If a First Level Subheading is More than Four Inches Long,  
Use an Underlined Single-Spaced  
Inverted-Pyramid Format

- Example of a first level subheading:

1<sup>st</sup> line

2<sup>nd</sup> line

3<sup>rd</sup> line

Centered Heading

1<sup>st</sup> line

2<sup>nd</sup> line Begin typing the first line of text here.

### **Second Level Subheading**

- When a second level subheading is **longer than 2.5 inches**, use a single-spaced, hanging indent format. Create a double space above and a double space below this heading.
- Capitalize the first letter of each word except articles, conjunctions, and prepositions. Underline the heading, but do not end punctuate.
- Subheadings may be numbered by chapter (e.g., 1.1, 1.2, 2.1, 2.2). However, within each level of subheading, a single, consistent format must be maintained. Do not use end punctuation. **We do not recommend using more than three levels of subheadings.** Be certain that subheadings in each chapter are formatted identically, from first-level subheading to subsequent levels.

#### 2.1.2 Second Level Subheading, Too Long to Put on One Line



- Example of a second level subheading:

1<sup>st</sup> line

2<sup>nd</sup> line

3<sup>rd</sup> line Left Justified Heading

1<sup>st</sup> line

2<sup>nd</sup> line Begin typing the first line of text here.

### **Third Level Subheadings**

- Create the equivalent of three line spaces, then indent and underline the heading. Capitalize the first word, proper nouns, and modifiers only; end with a period, and start the text on the same line as the heading.

- Example of a third level subheading:

1<sup>st</sup> line

2<sup>nd</sup> line

3<sup>rd</sup> line       Paragraph Heading. Begin text on the same line.

### **Page Numbering**

- Every page of the manuscript must be numbered, **except** the Title page, Signature Approval page, and Approval for Scholarly Dissemination page. Do NOT number these pages.
- All pages preceding the first page of Chapter One must be numbered using lower case Roman numerals (e.g., i, ii, iii, iv). The exceptions to page numbering are the following: Title page, Signature Approval page, and Approval for Scholarly Dissemination page which **must not** be numbered and **must not** be listed in the Table of Contents, but these pages are counted.
- All lower case Roman numerals are to be centered between the left and right margins between ½" and 1" from the bottom edge of the page. Page numbers are placed at the bottom center on all pages with major headings, but are placed in the upper right corner on all subsequent pages of each section or chapter.
- After the Title, Signature, and Approval for Scholarly Dissemination pages, the remaining prefatory pages must be numbered sequentially beginning with the lower case Roman numeral “iii.” These pages may include, but are not limited to, dedications, abstract, tables of contents, list of figures, list of tables, glossary, illustrations, prefaces, introductions, and acknowledgments.

- The first page of every chapter, title page of Appendices, and the Bibliography (pages with major headings) are to have the number centered between the left and right margins between ½ " and 1" from the bottom edge of the page.
- All other numbered pages, including pages contained in the Appendix, are to have the page number located at the top right corner. The page number can be positioned outside of the 1" margin, but no less than ¾" from the page edge.
- Following the first page of Chapter One, all subsequent pages must be numbered sequentially using Arabic numbers (e.g., 2, 3, 4).
- If it becomes necessary to add material to the final manuscript, the new pages must be identified using the page number preceding the location where the new pages are inserted and a lower case letter as follows: if four pages are to be added between page 20 and 21, they must be designated as 20a, 20b, 20c, and 20d.
- If it becomes necessary to remove material from the final manuscript, blank pages containing the original page numbers must be inserted to replace the pages that have been removed.

### **In-Text Numbers and Footnotes**

- Spell out numbers lower than ten.
- Exceptions:
  - if used in a series
  - when used as page numbers and dates
  - when used in a comparison with two-digit numerals in the same sentence
  - when numbers express scores or percentages
  - when used before a unit of measure
  - when an exact number of more than one digit is used (e.g., 6.25).
- Numbers should be avoided at the beginning of a sentence. However, if it is necessary to do so, the number is written as a word, and all subsequent numbers within the sentence are entered as numerals.
- Numbers which are used as footnotes in the body of the text to reference numbered external documents, (i.e., Bibliography or References) **must be enclosed in square brackets [ ]** to distinguish them from any other parenthesized numbers or formulas within the body of the text. When traditional footnotes are used, they can be placed at the bottom of each page in the traditional fashion or grouped at the end of each chapter as endnotes. They should be numbered consecutively throughout the document, or may begin with 1 within each chapter,

or be listed, along with the page number, within the brackets at the site of reference. (Candidates are directed to Turabian's Manual for Writers for guidance on composition, content, numbering of or need for footnotes or notes.)

### **Illustrations**

- Illustrations are used as complementary elements of the thesis/dissertation.
- Illustrations are usually found in sections that present new information.
- Tables and figures may be reduced. However, titles and captions must be in the same font and size as the text and used consistently throughout the document. Multi-lined titles and captions must be single-spaced. Triple space between text and actual table or figure to set the illustration off from the text. The caption may be in the paragraph-indented or block-style format. Be consistent.
- The List of Tables and List of Figures must be included in the preliminary pages of the document. Captions and/or legends must agree word for word with the captions in the body of the work, and page numbers must be those on which the tables or figures begin.

#### **PLEASE NOTE:**

By their graphic character, tables and figures must stand visually apart from the text. They are independent of it physically, and their meaning must be self-contained. The written text must include a specific reference to each table and figure **prior** to the presentation of the table and/or figure in the document.

Illustrations must be numbered, given a title, and list any additional information required to explain them.

### **Tables**

- Tables, charts, and graphs may be presented horizontally or vertically, in portrait or landscape configuration (with title and table oriented to the 1.5" binding edge), and they must fit within the required 1" top/bottom margins with placement of page numbers consistent in format throughout the entire manuscript. Numbering of pages containing tables/figures in landscape configuration may require manual adjustments.
- Tables are numbered consecutively (including tables in the appendices).
- The titles of all tables must be placed above the top of the table. Titles should be clear and concise. The caption may be in the paragraph-indented or block-style

format. Align text under the title text, not under the table number. Be consistent.

- All information/data should be clearly and concisely balanced, - i.e., visually accessible. Use consistent format (lines, etc.) throughout all tables.
- Place footnotes double-spaced below the bottom rule. Single-space the footnotes, and identify them in the table by a, b, c, etc.
- Lines on a graph should be identified by labels or symbols rather than colors, for colors will not reproduce easily, unless printed on a color printer. Shaded areas, such as countries on a map, will have better contrast for reproducing if crosshatching is used instead of color.

### **Figures**

Figures may be presented horizontally or vertically, in portrait or landscape configuration (with figure and caption oriented to the 1.5" binding edge), and they must fit within the required 1" top/bottom margins with placement of page numbers consistent in format throughout the entire manuscript. Numbering of pages containing tables/figures in landscape configuration may require manual adjustments..

- Figures are numbered consecutively (including in the appendices).
- The captions of all figures must be placed below the bottom of the figure. Captions should be clear and concise. The caption may be in the paragraph-indented or block-style format. Align text under the caption text, not under the figure number. Be consistent.
- Place footnotes two spaces below the title. Single-space the footnotes, and identify them in the figure by a, b, c, etc.

### **Reproduction of Graphs, Charts and Exhibits**

- Photocopies or reduced photocopies and computer copies are acceptable if they are reproduced on the same quality paper as the text. They must be clearly legible and must adhere to margin requirements as stipulated in this Guide. Color photocopies made on a laser copier or the equivalent are acceptable. When submitting the final version of the manuscript to the Graduate School Office, the original photocopies are preferred. However, a photocopy of the manuscript is acceptable as long as it is as legible as the original. Unacceptable is inconsistency of the letter and font quality/color or a copy that has a gray or dark

cast to the background. If the copy can be smudged or erased, the copy machine was not set correctly, and the copy will have to be redone from the original.

- Photographs create a special problem which is best solved by electronically scanning and importing them into the document. The use of some paste-in photos in individual cases is acceptable, but each must be approved by the Dean of the Graduate School and/or the College Director of Graduate Studies. Captions, legends, and page numbering for small photos can be typed on a mounting sheet. Those for full-page originals can be incorporated by being photographed with the picture placed on a separate page or printed onto the photograph with waterproof ink.

### **Oversized and Supplemental Materials**

- Large fold-out maps and other charts must be permanently attached (not stapled) to a numbered, blank page of the thesis and must be folded so as to conform to the margin's limitations. If a large fold-out is included, two copies are required. One map is to be permanently attached to the thesis and the other placed in an envelope facing the back flyleaf of the thesis.
- Nonprint media, such as computer diskettes, compact discs, videotapes, or audiotapes can be included with the thesis or dissertation only if they are clarified by the information contained on these diskettes or tapes. The media should be clearly marked with the student's name, major, thesis or dissertation title, a reference to the information on the media, and the location of the information in the manuscript. The data should be "read only," and, if possible, the information should be printed out. Only one copy of the media needs to be filed with the manuscript.
- Oversized materials should be reduced to 8½" x 11" when legibility can be maintained. If this is not possible, do not crease oversized material. Either roll such materials and place them in a mailing tube or loosely fold them into a manila envelope. Clearly label the tube or envelope with the student's name and location of the material in the manuscript. A page should be placed in the manuscript indicating the location. Wide-carriage computer printouts should be reduced.

### **Appendices**

- Appendices are optional. They must contain extra, relevant material such as questionnaires, surveys, tables, figures, computer data, and letters of permission to reprint copyrighted material. These optional appendices must be listed in the Table of Contents, conforming to the format used there. They must also be

formatted in the document in such a way that they are consistent with the other main divisions.

- All material in appendices must be numbered consecutively, within the required margins and on the same paper used throughout the document.
- If there is only one appendix, do not enumerate its title page as APPENDIX A. Only the word APPENDIX and appendix title is necessary. Page number goes at bottom center. Nothing else goes on this appendix title page. Begin subsequent pages of appendix on a new page and number subsequent pages in upper right corner.
- The subsequent appendix title pages are marked as Appendix B, C, D, etc. -- the Appendix title page has on it the word "Appendix" and sequential letter with an informative title independently located in the center of the page.
- As the Appendix is a major heading page, it must be numbered on the bottom center of the page and formatted as all the other in-text pages containing a major heading.

### Vita

- The vita (if required by the college) is the last item of the document and must appear in the Table of Contents. It is a brief, double-spaced, biographical sketch of the author, written by the author in paragraph form and in the third person. It is neither a curriculum vita nor a résumé. As the vita is a major heading page, it must be numbered on the bottom center of the page and formatted as all the other in-text pages.

### Approval Sheets

- The Signature Approval pages are the responsibility of the Department and Student and record the acceptance of the candidate's thesis or dissertation in its final form. The student must carefully check to ensure that the forms reflect the **correct final title, major field, and author's name** as they appear **on the title page** of the thesis or dissertation. No visible corrections are acceptable on these forms, and they are not to be numbered or included in the Table of Contents. The date that should appear in the upper right of the Signature Approval page is the date of defense for the thesis or dissertation.

Thesis/Dissertation English Check (GS Form 17) --This form(if required by the College) will be **provided by the English Department reviewer** of the thesis/dissertation upon completion of editing. Students are responsible for

payment of these services by the English Department approved reviewers. The English Department can provide the current fee schedule. The English check must be completed and documentation provided to the Graduate School upon submission of the manuscript draft for the initial format check before the document will be checked by the Graduate School.

**APPENDIX A**

**SAMPLE FORMS**



## APPENDIX A

### Sample Forms

Graduate School forms (except GS Form 17) are available on the Graduate School website and may be completed online and downloaded for printing.

1. Thesis/Dissertation Proposal Form (GS Form **10**)
2. Signature Approval Page [GS Form **13**(thesis) or **13a**(dissertation)]  
Seven copies of this page are required for a thesis and eight copies of this page are required for a dissertation. Original signatures in blue ink.
3. Approval for Scholarly Dissemination Form [GS Form **14** (thesis) or **14a** (dissertation)]  
Five copies of this page are required and must be signed by the student (original signature).
4. Library Receipt Form (GS Form **15**)  
Paid receipt stamped by Cashier/Library must be submitted to College Graduate Studies office prior to graduation by the deadline set by the College.
5. Sample Title Page
6. Graduate School Format Deadline Form  
Must obtain all signatures in order and receive certification stamp from Graduate School before final draft can be copied onto bond paper. Library will not accept thesis/dissertation without this completed form and the form must have the stamp from the Graduate School.

**Proposal For \_\_\_\_\_ Thesis \_\_\_\_\_ Dissertation**

The Graduate School  
Louisiana Tech University

Instructions: An approved copy of this form and the attached pages outlining the proposal should be filed with each advisory committee member, the appropriate Director of Graduate Studies, the appropriate College Dean, and the Dean of the Graduate School.

Name \_\_\_\_\_ Date filed \_\_\_\_\_

College of \_\_\_\_\_ Degree program \_\_\_\_\_

Tentative thesis or dissertation title  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected completion date \_\_\_\_\_

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Advisory Committee Approval:

_____	_____	_____	_____
Chairman	Date	Committee Member	Date
_____	_____	_____	_____
Committee Member	Date	Department Head	Date
_____	_____	_____	_____
Committee Member	Date	Director of Graduate Studies	Date
_____	_____	_____	_____
Committee Member	Date	Dean of the College	Date
_____	_____	_____	_____
Dean of the Graduate School	Date		

On attached pages, provide concise statements of the following:

- |      |                  |     |               |
|------|------------------|-----|---------------|
| I.   | Tentative Title  | IV. | Research Need |
| II.  | Objectives       | V.  | Methodology   |
| III. | Related Research |     |               |

LOUISIANA TECH UNIVERSITY

THE GRADUATE SCHOOL

\_\_\_\_\_  
Date

We hereby recommend that the thesis prepared under our supervision  
by \_\_\_\_\_  
entitled \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ be accepted in partial fulfillment of the requirements for the Degree of  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor of Thesis Research

\_\_\_\_\_  
Head of Department

\_\_\_\_\_  
Department

Recommendation concurred in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisory Committee

Approved:

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Dean of the College

Approved:

\_\_\_\_\_  
Dean of Graduate School

## APPROVAL FOR SCHOLARLY DISSEMINATION

The author grants to the Prescott Memorial Library of Louisiana Tech University the right to reproduce, by appropriate methods, upon request, any or all portions of this Thesis (or Dissertation). It is understood that “proper request” consists of the agreement, on the part of the requesting party, that said reproduction is for his personal use and that subsequent reproduction will not occur without written approval of the author of this Thesis (or Dissertation). Further, any portions of the Thesis (or Dissertation) used in books, papers, and other works must be appropriately referenced to this Thesis (or Dissertation).

Finally, the author of this Thesis (or Dissertation) reserves the right to publish freely, in the literature, at any time, any or all portions of this Thesis (or Dissertation).

Author \_\_\_\_\_

Date \_\_\_\_\_

Library Receipt

To: \_\_\_\_\_  
Director of Graduate Studies

College of: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has deposited with us an acceptable Thesis/Dissertation, properly signed, and has paid the required Bindery Fee.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date & Time: \_\_\_\_\_

---

**Instructions:** The student must hand carry this to the library, have this properly completed and personally return this form, without delay, to the Director of Graduate Studies for his College. Failure to do so at least five days prior to his/her expected graduation will not allow sufficient time to ensure that the student will graduate.

**SAMPLE** (all line # are approximate)

(line 11) APPROVED TITLE OF THESIS OR DISSERTATION

(Line 13) IN 12-POINT FONT, DOUBLE SPACED

(line 15) by

(line 17) Full Name, Previous Degrees Earned

(lines 27-29) A Thesis/Dissertation Presented in Partial Fulfillment  
of the Requirements for the Degree  
Master (Doctor) of \_\_\_\_\_

(Lines 40-41) COLLEGE OF \_\_\_\_\_  
LOUISIANA TECH UNIVERSITY

(Lines 48-49) Month Year  
(Date degree will be awarded)

## APPENDIX B

### Style Manuals

The various academic Colleges of Louisiana Tech University have designated certain style manuals or alternatives generally allowable for their thesis/dissertations students. The student must, however, follow his/her Committee's judgment in this matter. Remember that if a conflict exists between a rule from this Guide distributed by the Graduate School and a published style manual, the regulations set forth in this Guide take precedence over those in style manuals and/or journal formats.

#### **College of Business**

*Chicago Manual of Style*, current edition.

#### **College of Applied and Natural Sciences**

School of Human Ecology

Individual Departmental manual.

School of Biological Sciences

*Council of Biology Editors Style Manual (CBE)*, current edition.

#### **College of Education**

*American Psychological Association Manual (APA)*, current edition.

#### **College of Engineering and Science**

*Turabian's Manual for Writers of Research Papers, Theses, and Dissertations*, current edition or the style of a leading scholarly journal in the student's discipline (IEEE, ACS, AMA, etc.).

#### **College of Liberal Arts**

History and Speech Theatre

*Turabian's Manual for Writers of Research Papers, Theses, and Dissertations*, current edition.

English

*Modern Language Association (MLA)*, current edition.

Audiology

*American Psychological Association Manual (APA)*, current edition.

## APPENDIX C

### Quick Reference

#### **Abstract**

Length - thesis 250, dissertation 350

Line Spacing - double

#### **Copies**

For thesis:

5 copies of thesis

2 extra copies of the title page

2 extra copies of the abstract

For dissertation:

5 copies of dissertation

3 extra copies of the title page

3 extra copies of the abstract

#### **Fonts**

Headings - 12 point

Body - 12 point

Footnotes - 8-10 point

#### **Headings**

MAJOR HEADING - (triple space after)

First Level Subheading - (triple space after)

Second Level Subheading - (double space after)

Third Level Subheading. - (begin text on same line)

#### **Justification**

Left justified, not fully justified

#### **Line Spacing**

Double space in text

Triple space above headings



## **Margins**

- Top - 1 inch for regular pages  
2 inches for pages with major headings
- Bottom - 1 inch
- Left - 1½ inch (binding side)
- Right - 1 inch

## **Order of Arrangement**

### A. Preliminary pages. Use Roman numerals beginning with “i.”

1. Title Page
2. Signature Page
3. Abstract
4. Approval for Scholarly Dissemination
5. Dedication or Epigraph (if included)
6. Table of Contents
7. List of Tables
8. List of Figures
9. Acknowledgments (if included)
10. Preface (if included)

### B. Body of thesis/dissertation. Use Arabic page numbers beginning with “1.”

11. Introduction/Literature Review
12. Text (divided into chapters or sections)
13. Conclusion/Summary (may be incorporated in final chapter)

### C. Final Items. Arabic page numbers continue.

14. Appendix(s)
15. Bibliography or References
16. Vita (if required)

## **Page Numbering**

### Prefatory Pages:

- Lower case Roman numerals
- Centered, ½ to 1 inch from the bottom of the page

### First Page of Each Chapter:

- Arabic Numbers
- Centered, ½ to 1 inch from the bottom of the page

All Other Pages:

Arabic Numbers

1" from the top of the page, 1" from the right edge of the page

**Paper**

Twenty-pound or 24-lb. permanent white bond paper of at least 25% cotton fiber content. (Note: ivory, buff, gray, etc., are not acceptable.) Office Services on campus has agreed to stock the correct weight and color of paper. There is a nominal charge to have a thesis or dissertation printed at Office Services.

### Binding Fees

After obtaining all signatures, the student is responsible for personally delivering **five** copies of his/her thesis/dissertation, each in a separate manila envelope, to the Serials Department (3<sup>rd</sup> Floor), Prescott Library.

- Extra copies can be bound for an additional charge.
- For dissertations only, one extra copy of the title page and abstract is turned in to the Library for digitizing.
- Students pay all binding fees when copies are turned in to the Library.

The following are current binding fees for theses and dissertations and are subject to change at any time.

<b>For 5 Copies</b>	<b>Without Pockets</b>	<b>With Pockets*</b>
Thesis	\$ 62.00	\$ 75.00
Dissertation	\$126.00	\$139.00
Honors Thesis	\$ 62.00	
<b>Extra Copies</b>	<b>Without Pockets</b>	<b>With Pockets*</b>
Thesis	\$ 13.25	\$ 16.00
Dissertation	\$ 17.00	\$ 19.75
Honors Thesis	\$ 12.00	
	<b>Mailing Costs</b>	
Domestic Mailing	\$ 9.50 each copy **	
International Mailing	ADD \$24.00 each copy**	

\*For thesis/dissertations accompanied by media or other large items.

\*\*To avoid paying mailing costs, students can pick up their theses/dissertations at the Library when returned from the bindery.

One of the five (5) copies is for the student's personal use. In order to ensure proper delivery of the student's bound copy, you must provide the Library with a current mailing address.

- If the thesis/dissertation is to be mailed out of the United States, there is an additional charge for postage.

**Students wishing to copyright their dissertation may request that PQIL do it for them.**

- If this choice is made, an extra charge is imposed by PQIL, and the extra charge is paid at the time of payment for the binding fees.
- All dissertations must be accompanied by “**Doctoral Dissertation Agreement Form D**” (available for download at [www.il.proquest.com/dissertationagree](http://www.il.proquest.com/dissertationagree), username “**dissertations**” and password “**publish**”). Form D also requires submission of a copy of the title page and abstract (included in the submission count to the Library). The student must fill out the form and sign the back side (complete pages 4-5). The binding fee paid to the Library includes a bound copy for UMI and digitizing.

If the student wishes to copyright the dissertation, the student must also complete the section “Publishing Agreement Form: Authorization to Apply for Registration of My Claim to Copyright” on Form D and pay the \$65.00 fee to PQIL as indicated on the form. There is an additional charge of \$160.00 payable to PQIL for students wanting “open access” for their dissertation.

## Common Mistakes

The following is a list of solutions to mistakes which are commonly made in writing a thesis or dissertation. Care should be given to avoid unnecessary and time-consuming oversights. Remember, it is your responsibility to format your document **before** submitting it to the Graduate School for a format check.

1. The manuscript's final draft should be carefully proofread and corrected before it is submitted to the Graduate School Office for the Dean's signature. Every page should be checked for correct margins, formatting, and numbering; all copies need to be checked for omitted pages and blatant in-text errors. Identifying errors in grammar, spelling, punctuation, terms and vocabulary are your sole responsibility.
2. The manuscript should be thoroughly checked for consistency. All titles and headings in the Table of Contents, List of Tables, and List of Figures **must agree exactly** with their wording in the text. Subheadings, if included in the Table of Contents, must appear in descending order of value. Throughout the manuscript, **consistency in the positioning of all headings of the same value is imperative**.
3. Table of Contents must match internal headings and subheadings **exactly**.
4. Page numbers must match front matter (Table of Contents, List of Figures, List of Tables, etc.)
5. Titles of figures and tables must match the List of Figures and List of Tables exactly.
6. Bibliographic references must be consistent between the narrative and the Bibliography/References section at the end of the thesis or dissertation. If you cite a secondary source in the narrative, you must document the source in the bibliographic section.
7. Tables and figures must be referenced in the narrative and appear immediately after the first mention in the narrative.
8. Presentation of titles of tables and figures must be consistent in capitalization. Capitalize the first letter of the first word only, or use initial capitals throughout (except for prepositions and articles).

9. Indent lists consisting of words or short phrases, and text of numbered lines.
10. Align tabular numbers on decimals, especially if there are two digit places.
11. Present words consistently. Ex:  
Equation      -or-      Eq.  
Figure        -or-      Fig.  
crosssection   -or-      cross-section

Note: if you decide to use Eq. and/or Fig. as your designation, you must use the whole word at the beginning of a sentence.

12. Check closely for misspelled words.
13. Use correct punctuation when introducing equations. Ex:
  - Substituting Eq. (23) into Eq. (25) gives ...
  - Applying Poisson's ratio, ...
  - The elasticity modulus is calculated as follows:
14. Adhere to spacing requirements of the Graduate School Guide.
15. Appendices must have informative titles.
16. When using qualifiers (such as, including ...), do not insert (etc.) at the end of the list.

## HELPFUL TIPS

### Setting Leaders

Determine instructions for the version of MS WORD you are using to set leaders for Table of Contents, List of Tables, etc. (check Help for instructions on your current version.) There is usually more than one method that can be used.

#### Method 1

Select **REFERENCES** tab (heading across top)  
Select **TABLE OF CONTENTS** icon (far left menu tab)  
Click on **UPDATE TABLE**. It will give you a template. Replace with your text.  
Your text should appear as in example. (See Example)

Heading of document.....29

#### Method 2

Mark the position on the horizontal ruler of MS-WORD where you want your dot leader tab to end. A right angle will appear on the ruler.

Type any text you want to appear **prior** to the dot leader tab, hit the TAB button on your keyboard, and type text you want to appear **after** the dot leader tab.

Highlight the line you just typed by clicking and dragging your mouse over it. If you only set a tab and your formatting doesn't require text, you still need to highlight the line in order to set the dot leader tab.

Select TABS, then select OPTIONS/LEADER/2... then click OK. A leader dot appears according to the Tab position(s) that you set.

### Triple-spacing headings

Sometimes MS WORD (version 2003) shows that text is triple-spaced when it actually is not. New versions of MS WORD have different instructions. If you are having difficulty getting an exact triple-space between headings using version 2003, you may try the following steps (font is 14-point):

## CHAPTER 1

### INTRODUCTION

1. Select the heading for which you are trying to create a triple-space
2. From the Toolbar, click **“Format,” “ Paragraph.”**
3. Under the **“Line spacing,”** option, choose **“Exactly”**
4. For **At:**, choose the point size of the headings that you selected
5. Choose **“OK”**

The headings will change to the following, which is correct.

## CHAPTER 1

### INTRODUCTION

#### Line spacing

**Triple space**– by definition means to type with 2 blank lines in between text.

**Double space** – by definition means to type with 1 blank line in between text.

**Single space** – by definition means to type with 0 blank lines in between text.

Samples of single, double, and triple line spacing in 12-point and 14-point font size are shown using Times New Roman font style.

This is text that is **single-spaced** in 12-point font.

XX  
XX

This is text that is **single-spaced** in 14-point font.

XX  
XX



This is text that is **double-spaced** in 12-point font.

XX

XX

This is text that is **double-spaced** in 14-point font.

XX

XX

This is text that is **triple-spaced** in 12-point font. Notice small space differences.

XX

XX

### **Figure spacing**

Triple space (see definition) between the text and actual Figure.

INSERT FIGURE

Double space (see definition) between the actual figure and the Figure caption.

INSERT CAPTION for Figure

Triple space between the Figure caption and the following text.

### **Table spacing**

Triple space between the text and the Table title.

INSERT TITLE for Table

Double space between the Table title and actual Table.

INSERT TABLE

Triple space between the actual Table and the following text.

## CHECKLIST

- \_\_\_\_\_1. Check your document carefully. Proofread it and get someone else to proof it. Include institutional approval letters from Human Use IRB or Institutional Animal Care & Use Committee when humans or animals were used as part of the research study.
  
- \_\_\_\_\_2. After approval is received for your final draft and all corrections have been made, print 5 copies of your document on bond paper. Be sure to include the **APPROVAL FOR SCHOLARLY DISSEMINATION** form in the proper order in your document.
  
- \_\_\_\_\_3. Place each bond copy in a separate individual manila envelope. **DO NOT SEAL.**
  
- \_\_\_\_\_4. Obtain all necessary signatures on the **SIGNATURE** page prior to submitting the bond copies to the Graduate School for the Dean's signature.
  
- \_\_\_\_\_5. Bring the following to the **Graduate School** for final approval.
  - A. Five (5) copies on bond paper in individual envelopes
  - B. **Thesis** – 7 copies of **Signature** pages.
    - 2 extra copies of **Title** page and **Abstract**
  - Dissertation** – 8 copies of **Signature** pages
    - 3 extra copies of **Title** page and **Abstract**
  - C. Graduate School format deadline page (certification form with raised seal) with all original signatures.
  - D. Last copy of draft with all corrections that indicates it has final approval.
  - E. All **SIGNATURE** pages (loose in a separate folder or manila envelope).
  
- \_\_\_\_\_6. Take to **Library** by **2:30pm** prior to posted deadline.
  - A. Five (5) copies of document on bond paper in individual envelopes. **DO NOT SEAL.** Signature pages must be inserted in document properly before submitting to the Library.
  - B. One(1) copy of **Title** page and **Abstract**.
  - C. Graduate School format deadline page (certification form with raised seal) with all original signatures signed by Dean of the Graduate School.

- D. If Dissertation, complete PROQUEST “**Form D**”and printout, sign, and submit to Library.---- PQUMI0809-DISS(completed online)-----go to <http://www.il.proquest.com/dissertationagree>.  
(User name: **dissertations**; Password: **publish**)
  - E. Obtain Library receipt ticket.
- \_\_\_\_\_7. Take ticket to **Cashier** Office by 3:00pm prior to posted deadline.
- A. Take Library Ticket indicating amount owed for binding fees to Cashier.
  - B. Cashier will issue a **paid receipt** for binding fees.
- \_\_\_\_\_8. Take paid receipt to Library by 3:00 p.m. prior to posted deadline.
- A. Take **paid receipt** from Cashier back to Library for approval stamp.
- \_\_\_\_\_9. Take approved/stamped receipt to College prior to posted deadline.
- A. Take paid receipt with Library stamp to College Graduate Studies Office.

**CONGRATULATIONS-----YOU HAVE FINISHED!!!!!!!!!!!!!!**

Be sure to order your cap and gown from the Bookstore.

If you do not plan to participate in the ceremonies, complete the *in absentia* form and pay your fee with the Registrar. <http://www.latech.edu/registrar/graduation.shtml>

**Adhere to all deadlines set by your college, the Graduate School, and the University.**