



Dissertation & Thesis Manual

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INTRODUCTION

The School of Graduate Studies provides this guide to assist candidates in preparing electronic theses and dissertations for submission to the LSU Health Sciences Center at New Orleans. The Guide specifies the requirements for the form and style of theses and dissertations. Please read the material in this document carefully. All candidates for advanced degrees should confer with their major professors and graduate advisors to determine specific departmental requirements.

Dissertations and theses are published in the [LSUHSC-NO Digital Scholar](#) digital repository. Optionally, authors may choose to submit their dissertations to ProQuest, an online database that indexes, abstracts, and provides full-text access.

This Guideline does not offer guidance for formatting all document elements; it only outlines elements required by LSUHSC. For all other elements, such as reference and citation format, please default to APA format. The style manual below may be of use to you as you format your dissertation. Please note that the formatting requirements of LSUHSC supersede guidelines in the manual.

American Psychological Association. *Publication Manual of the American Psychological Association*. 7th ed. American Psychological Association, 2020. (Link to Purdue OWL APA Site: <http://bit.ly/4hd3haN>.)

Formatting is the student's responsibility and is subject to approval by the student's committee.

The degree candidate must request to schedule the final examination by submitting *the Request for Final Examination form* to the School of Graduate Studies at least **3 weeks** prior to the exam date. The degree candidate must also submit final drafts of the thesis/dissertation to members of the examining committee prior to the examination. The Graduate School requires that this interval be **at least two weeks**. The degree candidate's exam date and graduation could be delayed by failing to submit the request form on time and allow sufficient time for the committee to review the thesis/dissertation.

COPYRIGHT PERMISSION AND PLAGIARISM

Degree candidates must carefully avoid violating copyright provisions in the preparation of their thesis/dissertations. ProQuest indicates that some candidates, in writing their dissertations, have extensively used copyrighted material without obtaining the necessary permission. Although this is permissible when the dissertation remains in manuscript form, it becomes a copyright violation with the thesis/dissertation's publication in LSUHSC-NO Digital Scholar or ProQuest. Moreover, Digital Scholar and ProQuest become equally liable with the author for such violations.

Accordingly, the Graduate School emphasizes the following points:

- When copyrighted material is used extensively, that is, more than 150 words in direct quotation, permission should be obtained from the copyright owner. This includes tables, charts, graphs, figures, and any other copyrighted materials. These letters will appear in the appendices.
- Notice of copyright by law appears on the verso (back) of the title page, and from this the copyright can be determined.

- The usual procedure is to write to the owner and obtain a written reply authorizing the use of the material, a sample request letter and further instructions can be found on page 19.
- However, if the owner requires payment in certain instances, a decision about whether the material will be used must be made.
- The author will hold LSUHSC-NO and ProQuest harmless for any copyright violations in all instances.
- ProQuest provides more detailed copyright guides online at:
http://media2.proquest.com/documents/copyright_dissthesi_ownership.pdf.

Related to copyright is plagiarism—the act of presenting another person’s or entity’s words, ideas, or work as one’s own. Plagiarism violates academic integrity and is explicitly prohibited by most LSUHSC-NO school codes of conduct. Avoiding plagiarism is straightforward: always provide proper attribution for borrowed knowledge. Remember that self-plagiarism is also a concern, so treat self-citations with the same care as citations to others. Accidental plagiarism can occur, especially when a writer intends to cite a source later but forgets. To prevent such mistakes, writers should take extra care in their documentation process.

HUMAN OR ANIMAL SUBJECTS

Before conducting research involving human or animal subjects, researchers must obtain approval from the Human Research Protection Program and Institutional Review Board (IRB) or the Institutional Animal Care & Use Committee (IACUC). These committees operate within LSUHSC-NO’s Office of Research Services, which provides essential resources to support research integrity, regulatory compliance, and adherence to ethical standards. These measures are in place to protect the rights and welfare of both researchers and their human or animal subjects.

PATENT AND PUBLIC DISCLOSURE

Any publication—whether digital or print—or presentation, including submissions to ProQuest or the LSUHSC-NO Digital Scholar, that describes a new invention, or sensitive intellectual property might be considered a public disclosure. Disclosing intellectual property publicly before filing a patent application can endanger patent rights and protections. To protect these rights, researchers should carefully evaluate the timing of their disclosures and seek appropriate guidance prior to publication or presentation. To facilitate this, both ProQuest and Digital Scholar permit authors to request an embargo, a temporary halt on publication, at the time of submission while pursuing patent protections.

WORD PROCESSING SOFTWARE

There is no requirement for candidates to use a specific word processing software; however, some programs may be easier to work with than others. For instance, Google Docs may lack the advanced formatting features necessary for dissertation preparation, whereas MS Word is widely considered the standard and offers the most support resources. Regardless of the software chosen, the final version must be submitted in PDF format.

At the time of writing, the University of Michigan Library provides an excellent guide on using MS Word to format a dissertation: <https://guides.lib.umich.edu/WordDissertation>. Candidates

using this or other instructional resources should ensure that their final document adheres to the formatting requirements outlined in the LSUHSC-NO Dissertation Guidelines Manual (this document).

THESIS/DISSERTATION CHECKLIST FOR GRADUATION

- Have you thoroughly proofread the thesis/dissertation?
- Have you submitted your document through Turn-It-In and provided verification of originality?
- Have you checked accessibility of the document using Adobe Acrobat?
- Are your name and thesis/dissertation title identical on the title page and approval sheets?
- Have you checked for missing pages and accuracy of pagination?
- Have all page number changes in the final copy been made in the table of contents, list of figures, and list of tables?
- 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 the thesis/dissertation meet margin and typeface font and size requirements?
- If any previously published material (in part or in whole) authored by you appears as part of the document, have you applied for and received permission to reprint from the publication in which it appeared? (A copy of the letter(s) of permission must appear in the appendix.)
- Has your Request for Final Examination form been signed by you and Program Director and turned in to Student Affairs for the Dean's signature 3 weeks prior to the requested exam date?
- Have you provided your committee members with a copy of your final thesis/dissertation at least 2 weeks prior to the exam/defense date?
- Have you incorporated all recommendations and corrections from your committee members and re-checked the formatting and pagination?
- Has your Final Examination report form been signed by all of your committee members and Program Director and turned in to Student Affairs for the Dean's signature?
- Have you uploaded your final approved thesis/dissertation to Digital Scholars?
- Have you submitted your dissertation to ProQuest? You must create a new student account if you have never used the service.
- Have you notified Student Affairs of your post-graduation plans/contact information and whether you will attend commencement?
- Have you completed the [Survey of Earned Doctorates](#)?

FORMATTING INSTRUCTIONS

Typeface/Font

A typeface refers to the appearance of written text. Arial, Aptos, and Times New Roman are examples of typefaces. Fonts are specific variations of a typeface, encompassing size, weight, and style. For instance, "10 pt" represents size; bold indicates weight; and italic signifies style. Arial is a typeface, while Arial Regular 10 pt is a font.

All elements of the document must utilize the same typeface with a font size no smaller than as stipulated below. This requirement applies to all text, page numbers, table and figure legends, main headings (e.g., Acknowledgments, Table of Contents, List of Tables), and any other text not explicitly mentioned here. The font size for the body must be no larger than 12 points. Headings and subheadings may be up to three points larger than the body text and can be formatted in bold. Italics may only be used for scientific terms, foreign words, special emphasis, and when citing titles of published works but are not acceptable for subheadings or other textual elements.

Restrictions on typefaces and fonts do not preclude the use of special fonts for mathematical or other technical symbols that are standard in contemporary typography for the appropriate specialty.

Authors should remember that consistency is crucial. For instance, if a large font is used for one subheading, the same size should be applied to all subheadings. Likewise, if the main headings and subheadings have two different font sizes, the larger font should be used for the main headings.

Accepted typeface with the minimum font are listed below. **Generally, the minimum size is used for legends and at least 11/12 point font for body text; all headings sub/headings are no more than 3 points higher than body text.**

Accepted typeface and font minimums are:

- Arial 10
- Calibri 11
- Tahoma 10
- Times New Roman 11
- Symbol 10 for mathematical or technical symbols

If fonts are not embedded, non-English characters may not appear as intended. Fonts embedded improperly will be published as is. It is the candidate's responsibility to make sure that fonts are embedded properly prior to submission.

Margins

Each page, except for the title page, should have 1.25" margins on the left and right, and 1" margins on the top and bottom. All content must fit within the thesis/dissertation's margins, including text, tables, figures, headers, footers, footnotes, endnotes, and full-page images. The only exception to this rule is page numbers, which must be positioned 0.75" from the edge of the page and do not need to be within the margins.

Spacing

- Double-space the abstract, dedication, acknowledgments, table of contents, and body of

the thesis/dissertation, except for lengthy quotations, captions, items in tables, lists, graphs, and charts.

- Single-space: chapter titles and subtitles, footnotes/endnotes, bibliographic entries, lists in appendices
- Tabs of .5” should be used to begin new paragraphs
- For long quotations of more than fifty words, the writing should be indented .75” from the left-hand margin and single-spaced.
- Do not leave a single line of a paragraph or any other section at the top or bottom of a page (known as a "widow" or “orphan”).
- The last word on a page should not be the first half of a hyphenated pair, e.g., “col-lection,” and “form-fitting.”

Page Numbers

- The preliminary pages (Acknowledgment, Table of Contents, Abstract, etc.) are to be numbered with small Roman numerals (ii,iii, etc.) centered at the bottom of the page two spaces below the marginal line.
- The title page counts as page "i" but the number does not appear, therefore, the numbering begins with "ii".
- Beginning with the Introduction, Arabic numerals (1, 2, 3, 4, etc.) should be centered at the bottom of every page in the footer, which is set at 0.75”. No period or other marking may follow or precede these numerals.
- Pages carrying a major heading (e.g., the first page of a chapter, bibliography, or appendix) will be similarly numbered with Arabic numerals

Alignment/Justification

The dissertation or thesis text must be formatted with either left alignment or justified alignment.

Hyphenation

No word of less than six letters may be divided in a formal thesis/dissertation. Divisions of words at the end of a line should concur with Webster's International Dictionary and should not occur on more than two adjacent lines or before a naturally occurring page break.

Headings/Subheadings

- **Main Headings:**
 - All main headings, including chapter titles and major section titles, must begin on a new page. Main headings include (but are not limited to) the following:
 - Acknowledgments
 - Table of Contents
 - List of Tables
 - List of Figures
 - Abstract
 - Introduction
 - Bibliography
 - Appendix Number and Title
 - Vita

- Chapter Number and Title
 - Major headings should be centered and spaced one inch from the bottom of the upper margin (72 points or approximately 6 single space, 10 pt lines).
 - These headings must be identical in typeface, size, placement, and style of capitalization throughout the document.
 - The font size for main headings and subheadings may be larger than the body text, and boldface type may be used, but any formatting choices must be applied consistently throughout the document.
 - Multi-line chapter titles, headings, and subheadings should be single-space.
- **Subheadings:**
 - Subheadings within each chapter must follow a consistent format, from the first-level subheading through all succeeding levels.
 - Subheadings may be numbered by chapter (e.g., 1.1, 1.2, 2.1, 2.2, etc.).
 - If subheadings are not numbered, each level must still be visually distinct from the others.
 - Within each level of subheading, the same formatting must be used consistently throughout.
 - It is not recommended to use more than three levels of subheadings for clarity and readability.
 - Not all subheading levels need to be included in the Table of Contents; include only those necessary for guiding the reader.
 - Do not start a subheading on a new page if there is room to place it on the previous page without creating a widow or orphan (a single line of a paragraph stranded at the top or bottom of a page).

Tables, Figures, and Graphs

- **Numbering:**
 - Tables, figures, and graphs must be numbered in one of two ways:
 - Consecutively throughout the entire text and appendices (e.g., 1, 2, 3...).
 - By chapter or appendix, using a combination of chapter number or appendix letter (e.g., 1.1, 1.2, 2.1, A.1, A.2, etc.).
 - Choose one numbering method and apply it consistently.
- **Frames:**

The use of frames (borders) around tables and figures is optional, but if frames are used, they must be used consistently throughout the document—either frame all or frame none.
- **Placement:**
 - Tables and figures should appear as close as possible to their first mention in the text, without creating awkward gaps.
 - Large tables or figures should be placed on a separate page, following their reference in the text.
 - Smaller tables or figures may be embedded within the text if they fit naturally.
- **Grouping:**
 - Do not group tables or figures at the end of a chapter or document.
 - Do not use placeholder notations like “insert table here.”
 - Tables and figures that are not essential to understanding the main text may be placed in an appendix.

- **Size and Readability:**
 - Tables and figures may be reduced to fit on a single page, as long as the content remains readable.
 - Titles and captions must remain in the same font and size as the body text, even if the table or figure is resized.
 - Two or more small tables or figures may be grouped together on a single page if space allows.
- **Captions and Titles:**
 - Table numbers and titles appear above the table.
 - Figure numbers and captions appear below the figure.
 - If a figure, plate, or table is too large to allow the caption on the same page, the caption should be placed on the preceding numbered page.
 - Multi-line titles and captions must be single-spaced.
 - The chosen format for titles and captions must be used consistently throughout the document.
- **Landscape Orientation:**
 - Wide tables and figures may be placed in landscape orientation (i.e., rotated lengthwise).
 - The top of the table/figure should align with the left margin.
 - The title, caption, and page number should also be rotated with the page, so they read normally on the screen.
- **Tables Spanning Multiple Pages:**
 - If a table continues onto multiple pages, include a continuation note on each additional page:
 - Examples: "(table continued)," "(table XX continued)," "(table cont.)," or "(table XX cont.)".
 - This note should appear at the bottom right corner of the first and succeeding pages or at the top left corner of each subsequent page.
 - Use one format consistently throughout the document.
 - The full caption appears only on the first page of the table.
- **Figures Spanning Multiple Pages:**
 - A single figure may not be split across multiple pages.
 - If a figure is too large to fit with its caption, place the caption on the preceding numbered page.
- **Multi-part figures (e.g., Figure 3a, 3b, 3c) must:**
 - Have a single caption describing all parts.
 - The caption may span two or more pages if needed.
 - Indicate continuation on subsequent pages with "(fig. cont'd)".
 - Label parts as a, b, c, etc..
- **Photographs and Images:**

Photographs and images must be inserted as standard media image files (e.g., .jpg, .tif, .gif, etc.) within the body of the text.
- **Footnotes:**

Footnotes are not permitted.

Corrections

- The candidate should carefully proofread and correct the dissertation/thesis before submission for final approval.
- The candidate is fully responsible for the document, including any typographical errors.

WORKFLOW FOR PUBLICATION OF FINAL THESIS/DISSERTATION

- Students prepare document and runs plagiarism and accessibility checks (advance interaction with library editorial staff is encouraged).
- Student provides document to Exam Committee for review
- Final Defense Exam occurs and committee advises on necessary changes/edits
- Student edits document and receives final committee approval for the document
- Final approved document is ready for submission, and a signed final exam form is submitted to the Dean.
- Dissertation/Thesis is uploaded to Digital Scholars, listing the entire exam committee.
- Editorial Review of the document is conducted by Library Editorial Staff
- Students are notified of necessary changes to meet publication standards
- Revised version is uploaded.
- Graduate Advisor approves final version for publication
- Signed Final Exam form is added as supplementary document by Graduate Office
- Graduate Dean/Administrator approves final Document
- Document released for publication, in accordance with student preference selected for embargo

Candidates are also required to upload a copy to ProQuest. Printed copies of the dissertation, in either hardbound or softbound format, can be ordered from ProQuest for a fee.

ELEMENTS OF THESES AND DISSERTATIONS

The elements of a thesis or dissertation may contain some, or all, of the elements listed below. Those elements in your document must appear in the order listed and must be formatted as described.

The LSUHSC-NO School of Graduate Studies requires that the thesis/dissertation be organized in the following order.

Element	Required	Line Spacing	Page Number	Note
Approval Sheet/ Dissertation/Thesis Defense Final Examination Report	A pdf of the final, signed form will be uploaded by Student Affairs	N/A	N/A	This is added as a supplemental document
Title Page	Yes	Single	No number on page, but considered page i.	Centered text
Copyright Page	No	Single	Lower case Roman numeral, page ii.	Text is centered and begins 2 lines from bottom margin.
Acknowledgements	No	Double between entries	Lower case Roman numeral	Heading is centered and is 1" from top margin.
Preface	No	Double	Lower case Roman numeral	
Table of Contents	Yes	Double	Lower case roman numeral	
List of Tables	Yes	Double between entries	Lower case roman numeral	
List of Figures	Yes	Double between entries	Lower case roman numeral	
List of Abbreviations	No (but often helpful)	Double between entries	Lower case roman numeral	
Abstract	Yes	Double	Lower case roman numeral	
Body of Text	Yes	Double	Arabic numerals	
Bibliography	Yes	Double between entries	Arabic numerals	
Appendix	No	Double	Arabic numerals	

Title Page

- Required. Not numbered, but considered page i. Single-spaced, centered text.

- The title page will include the following information:
 - Full title of dissertation or thesis in all caps.
 - Type of document: “A Dissertation” or “A Thesis”
 - Standard degree statement in inverted pyramid form
 - in “Name of department”
 - By “Your Name”
 - Permanent, personal email address
 - ORCID iD (Open Researcher and Contributor ID), a free, unique persistent identifier (PID) that can follow a creator across research and scholarship, required by NIH and other granting agencies.
 - Previous degrees, institutions, and years
 - Month and year of commencement or conferral of degree

Standard Degree Statement

Use the following wording and format (bolded here for emphasis), including the appropriate degree and department (check the catalog for standard department names):

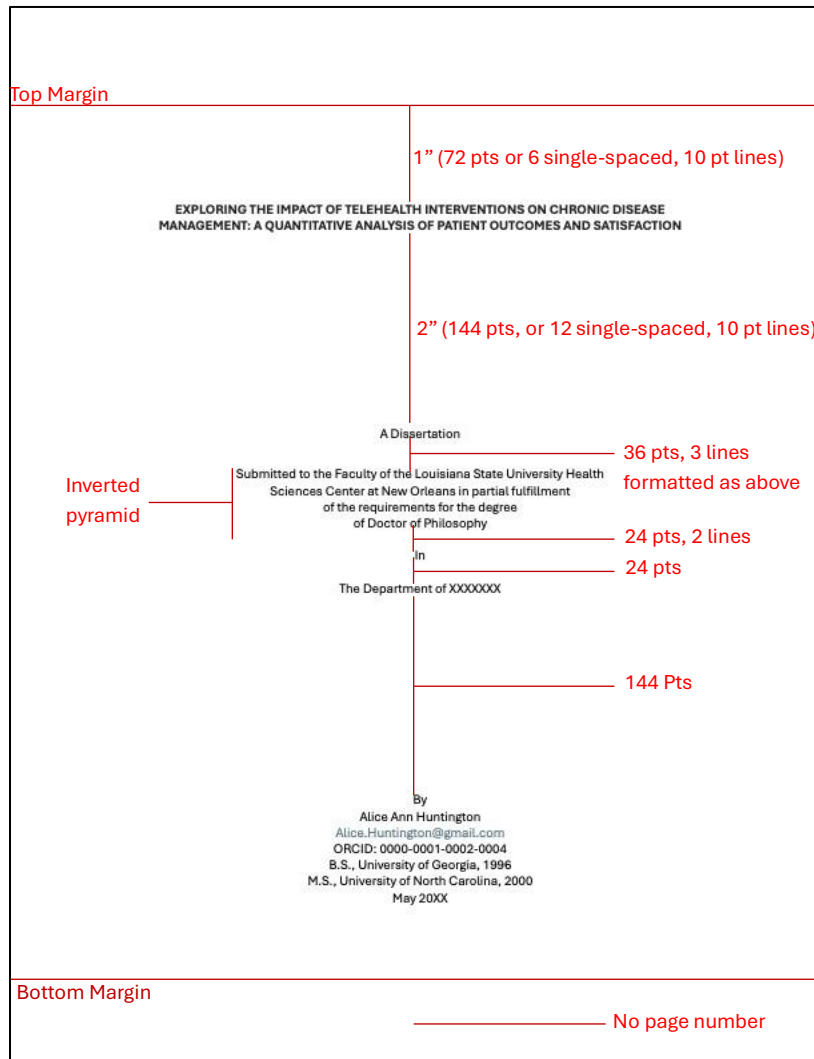
A Dissertation

**Submitted to the Faculty of the Louisiana State University Health
Sciences Center at New Orleans in partial fulfillment
of the requirements for the degree
of Doctor of Philosophy**

In

The Department of XXXXXXXX

Title Page Example



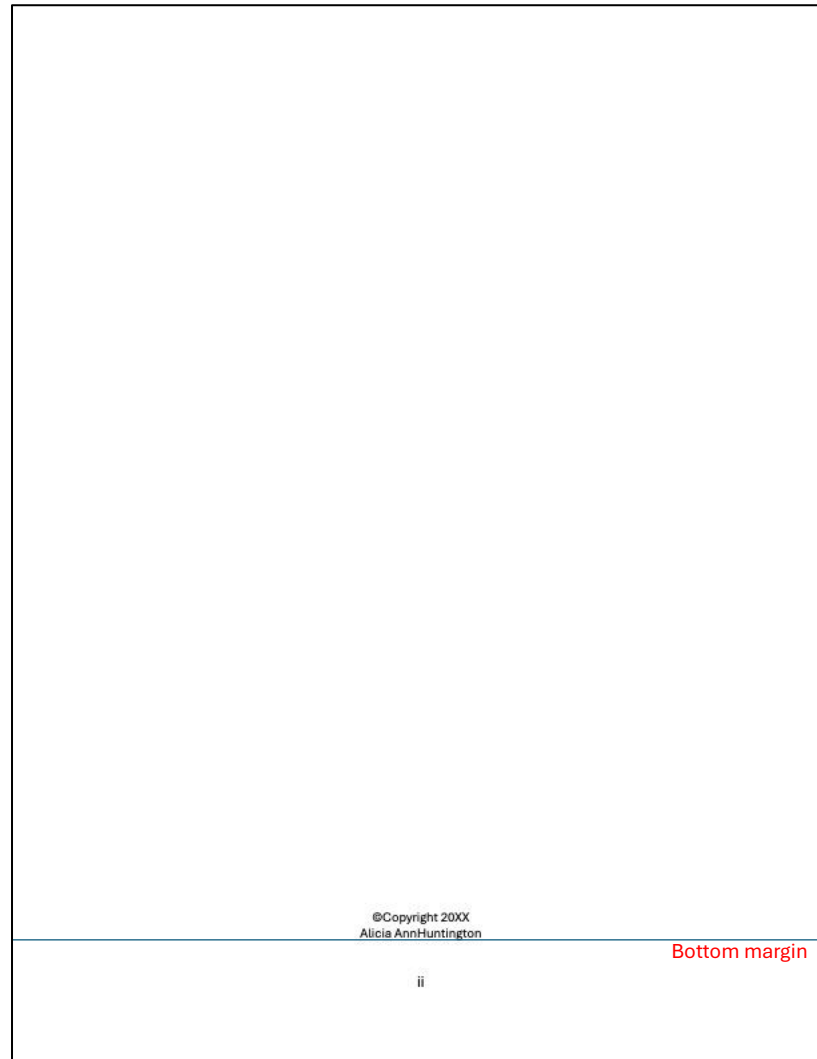
Dissertation/Thesis Defense Final Examination Report or Approval Sheet

Dissertation/Thesis Defense Final Examination Report is signed by the committee at the as part of the publishing process. This is nserted by student affairs as a supplemental sheet and does not count toward pagination.

Copyright Page

- Copyrighted theses and dissertations must contain a page following the title page.
- Text begins two lines from the bottom margin and is centered.
- Text includes the copyright symbol:
"©Copyright 20XX
Your Full Name"
- Copyrighting the thesis or dissertation is optional. For candidates who wish to copyright their document, the process can be done through ProQuest (for a fee) or directly with the U.S. Copyright Office at <https://copyright.gov>.

Copyright Page Example



Acknowledgements

The acknowledgment should appear immediately following the title page (or the copyright page when applicable). It should simply state to whom the writer is indebted for guidance and assistance. The heading is centered, all-caps, and is 1" from top margin.

Preface

This optional section is a preliminary statement that explains the scope, intention, or background of the document.

Table of Contents

- The TABLE OF CONTENTS should provide the reader with an analytical view of the materials covered by the study, together with the order of discussion.
- The heading TABLE OF CONTENTS, typed in capitals, should be centered 1 inch from the top margin (72 points or approximately 6 single spaced lines).

- The chapter headings of the TABLE OF CONTENTS are numbered consecutively with Arabic numerals, with one space following the colon and with no terminal punctuation. An example is given below.
CHAPTER 1: AN EXAMPLE CHAPTER HEADING
- Subheadings of the chapter headings are indented five spaces from the initial letter of the first line of the main heading. Only the initial letter of the first word and of other words normally capitalized in prose are capitalized.
- Use double spacing between headings and single spacing for headings that are longer than two lines.

Table of Contents Example

	1"	Title is centered, bold, all caps
	TABLE OF CONTENTS	
Double-space between headings	Copyright	ii
	Acknowledgements	iii
	List of Tables	v
	List of Figures	vi
	List of Abbreviations	vii
	Abstract	viii
	Chapter 1: Introduction	1
.5" indent for subheadings	1.1 Biological Names	1
	1.2 Artificial Network Names	2
	1.3 General Structure of a Network	3
	Chapter 2: Feed Forward Network Patterns.....	4
	2.1 Double-Node Network.....	4
	2.2 Linear Separation of Networks	10
	2.3 Double-Node Network Algorithms.....	11
1" indent for second level subheadings	2.3.1 The Forward Descent Method	11
	2.3.2 Learning Based on Forward Descent.....	13
	2.4 Capacity of Double-Node Networks	15
	2.5 Multi-Node Network	20
Single space multi-line subheadings	2.5.1 Analysis of the Rate of Convergence of Forward and Backward Propagation	20
	2.5.2 Deficiencies of the Backward Algorithm	22
	iv	Use a dotted line to separate headings and page numbers

List of Tables

- For guidelines on Tables see page 9.
- The LIST OF TABLES is on a separate page. Each entry should list the number of the table, its exact heading, and the appropriate page number of the thesis/dissertation. The

tables are numbered consecutively with Arabic numerals. No terminal punctuation is used for the heading or after any title. The initial letters of the important words of the title are capitalized.

- For this list, table titles/legends must agree word for word with captions in the body of the work, except that lengthy titles may appear in shortened form in the list, using the first few words or phrases that give an understanding of the table. Page numbers must be those on which the table appears.

List of Tables Examples

Numbered by chapter or appendix, using a combination of chapter number or appendix letter (e.g., 1.1, 1.2, 2.1, A.1, A.2, etc.). Note that the space between the table number and the table caption is optional.

Top Margin

First number is chapter number: second is table number within chapter

1"

Title is centered, bold, all caps

Double-space between entries

Single space multi-line entries

LIST OF TABLES		
Table 1.1:	Median Parameters of Spontaneous Firing Patterns.....	1
Table 1.2:	Median Parameters of Spontaneous Bursting Patterns	3
Table 2.1:	Comparison of Median Spike Intervals of Spontaneous Firing Patterns	4
Table 2.1:	Counts of Spontaneous Firing Pattern Types in Four Groups of Neurons	12
Table 2.2:	Chi-Square Analysis of Spontaneous Firing Pattern Zone Distribution	21
Table 2.3:	Comparison of Median Trends of Osmotical Tests Identified in a30 Neuroendocrine Cell Firing Pattern Type	23

Numbered consecutively throughout the entire text and appendices (e.g., 1, 2, 3...). Follows the same format as the example above.

LIST OF TABLES		
Table 1:	Median Parameters of Spontaneous Firing Patterns.....	1
Table 2:	Median Parameters of Spontaneous Bursting Patterns	3
Table 3:	Comparison of Median Spike Intervals of Spontaneous Firing Patterns	4
Table 4:	Counts of Spontaneous Firing Pattern Types in Four Groups of Neurons	12
Table 5:	Chi-Square Analysis of Spontaneous Firing Pattern Zone Distribution	21
Table 6:	Comparison of Median Trends of Osmotical Tests Identified in a30 Neuroendocrine Cell Firing Pattern Type	23

List of Figures

- The list of figures follows the same format at the LIST OF TABLES above (guidelines on page 9).
- If any illustrative or graphic materials are used, a LIST OF FIGURES of these should immediately follow the LIST OF TABLES
- When such lists are used, figure titles and/or legends must agree word for word with title/captions in the body of the work, except that lengthy titles may appear in shortened form in the list, using the first few words or phrases that give an understanding of the figure. Page numbers must be those on which the figure caption begins.

List of Abbreviations

When necessary, a LIST OF ABBREVIATIONS may be included in the preliminary pages immediately following the LIST OF FIGURES and appear in the same form. When such lists are used, captions and/or legends must agree word for word with captions in the body of the work, except that lengthy captions or titles may appear in shortened form in the list, using the first few words or phrases that give an understanding of the table or figure. Page numbers must be those on which the table or figure begins, or a lengthy caption appears.

List of Abbreviations Example

LIST OF ABBREVIATIONS	
ABC	APT binding cassette ASL
	Airway surface liquid CF
	Cystic Fibrosis
eGFP	Enhanced green fluorescent protein FACS
	Fluorescence-activated cell sorter HFYLMF
	His-Phe-Tyr-Leu-Pro-Met-NH ₂
ROS	Reactive oxygen species

Abstract

- The abstract is a brief description of your research project. It should describe the problem being addressed, how you addressed it, the results and conclusions reached.
- The abstract may not contain graphs, tables or illustrations. An English translation should be provided of an abstract in a foreign language.
- A dissertation abstract must be no more than 350 words. A thesis abstract should be no more than 150 words.
- The abstract should be double spaced.

Body of Text

- This section of the thesis/dissertation should include a literature review, statement of the problem and methods, data presentation and discussion
- Arabic page numbers must be used beginning with the body of the text (Chapter 1, or the Introduction.). Pages must be numbered consecutively beginning with 1 and continuing through to the end of the document including the APPENDIX. No other numbering scheme is acceptable.
- Introduction/Literature Review can be a separate section, or it can be incorporated in the first chapter or section
- Remaining Chapters should be divided into chapters or sections as indicated in the document's table of contents
- Conclusion/Summary can be a separate section, or it can be incorporated in the final chapter or section in the traditional style

Bibliography/References

- For examples of proper bibliographic citations refer to the Publication Manual of the American Psychological Association. 7th ed.
 - In text citations typically use the author-date method.
 - Include the full list of authors for each citation, unless >20 (see style guideline)
 - Include the full title of the title of journal article, volume number, issue and page
 - PMID numbers may be included in the reference.
- Single space within each entry; double space between entries, for example:

Single-spaced entry — Abassi Abu Rukab, S., Khayat, N., & Hochstein, S. (2002). High-level visual search in children with autism. *Journal of Vision*, 22(9), 1-17.
Double-spaced between entries — <https://doi.org/10.1163/153575202760116311>
American Psychological Association. (2023). *APA guidelines for the undergraduate psychology major, Version 3.0: Empowering people to make a difference in their lives and communities*. <https://www.apa.org>.

Appendix

- Appendices are optional and may include surveys, questionnaires, supplementary tables, figures, computer data, or other relevant content.
- If the document contains previously published material, letters granting permission to reprint copyrighted content must be included in the appendices.
- All material (tables, figures, etc.) in the appendices must be numbered consecutively, following the numbering sequence of the main document. Proper margins must be maintained, and the formatting should be consistent with the rest of the document.
- If appendices are included, they must:
 - Be listed in the Table of Contents, following the same formatting style used for other sections.
 - Be formatted consistently with other main sections of the document regarding headings, capitalization, boldface, and other style elements.

- If there is only one appendix, label it “Appendix”—do not use A, 1, or I.

Sample Request for Permission to Reprint Copyrighted Materials

<Your return address>

<Date>

<Copyright Holder Name>

Address

City, State, Zip

Dear <Copyright Holder>:

I am a doctoral/graduate student at Louisiana State University Health Sciences Center.

I request permission to reprint the following material from your publication: <bibliographic citation with page numbers>.

The material will be reprinted in my dissertation/thesis, *Title of Dissertation/Thesis*, to be published <month and year of graduation>.

Sincerely,

<signature>

<Your Name>

<Department>

Permission to reprint the above-referenced material granted by:

Name/Title:

Conditions:

Signature:

If the request is sent via regular mail, include two copies and a self-addressed, stamped return

envelope for the copyright holder to return the document.

If the request is sent via email, ask the recipient to print, sign, and return to you (a scanned copy is fine).