Thesis/Dissertation Workshop
Fall 2024

Alicia B. Paxton – Dissertation Editor

Linda K. Levy– Thesis Editor

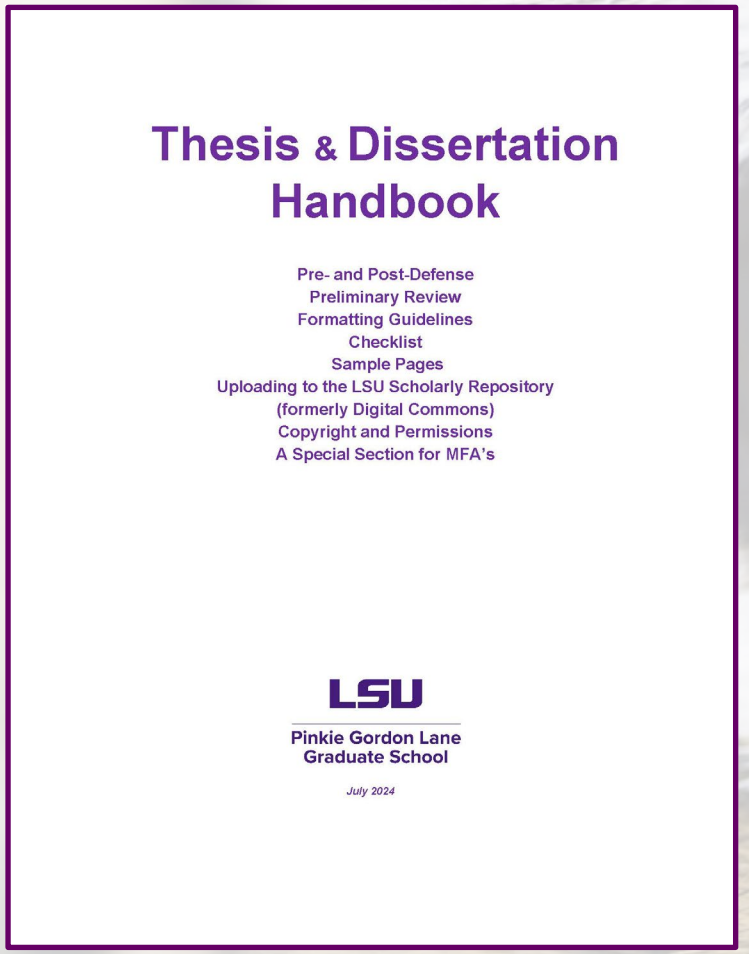
Today's Focus

- Writing Your Document
- Submitting Your Document
- Getting Your Document Approved

Writing Your Document

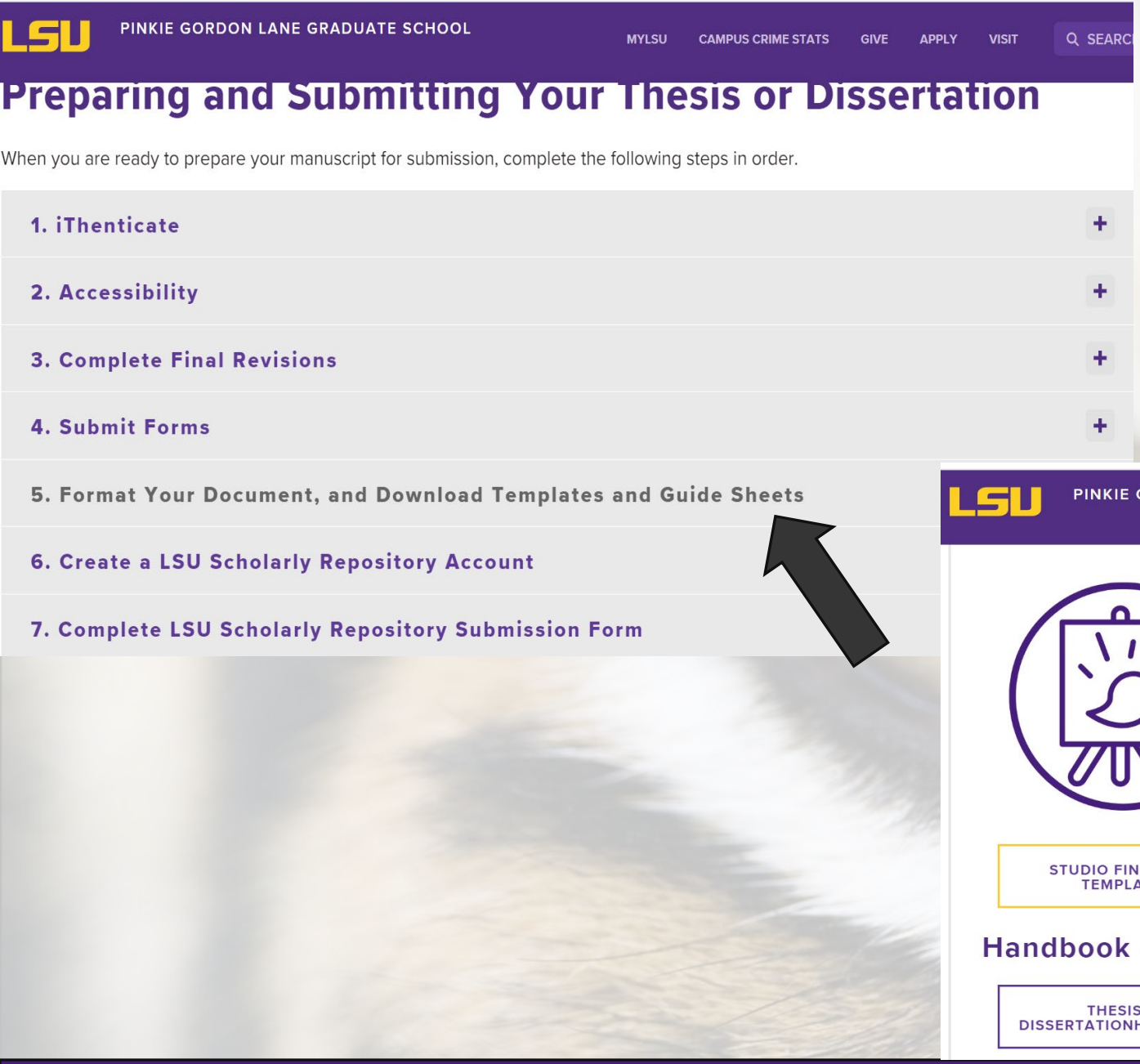
1. **READ the Thesis and Dissertation Handbook!!!**
2. Decide if You Want to Use a Template or Format Your Document Yourself

Thesis and Dissertation Handbook



- Required Components and Where They are to be Placed
- Formatting Requirements
- Example Pages

Templates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When you are ready to prepare your manuscript for submission, complete the following steps in order.
1. iThenticate
2. Accessibility
3. Complete Final Revisions
4. Submit Forms
5. Format Your Document, and Download Templates and Guide Sheets
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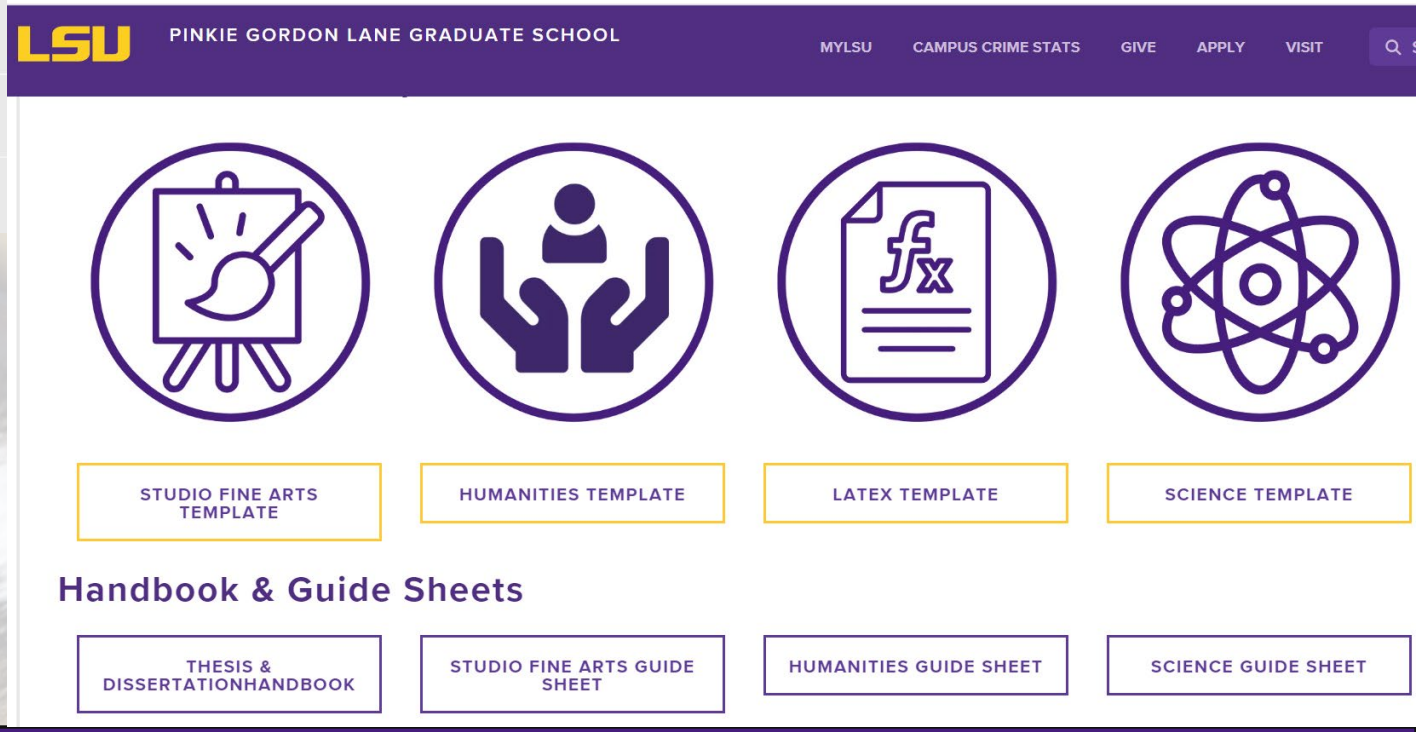
7. Complete LSU Scholarly Repository Submission Form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THESIS & DISSERTATIONHANDBOOK
STUDIO FINE ARTS GUIDE SHEET
HUMANITIES GUIDE SHEET
SCIENCE GUIDE SHEET

Components of the Document

R= Required

O= Optional

Title Page

Copyright

Dedication

Epigraph

Acknowledgements

Table of Contents

List of Tables

List of Figures

List of Abbreviations

Abstract

Body

Appendices

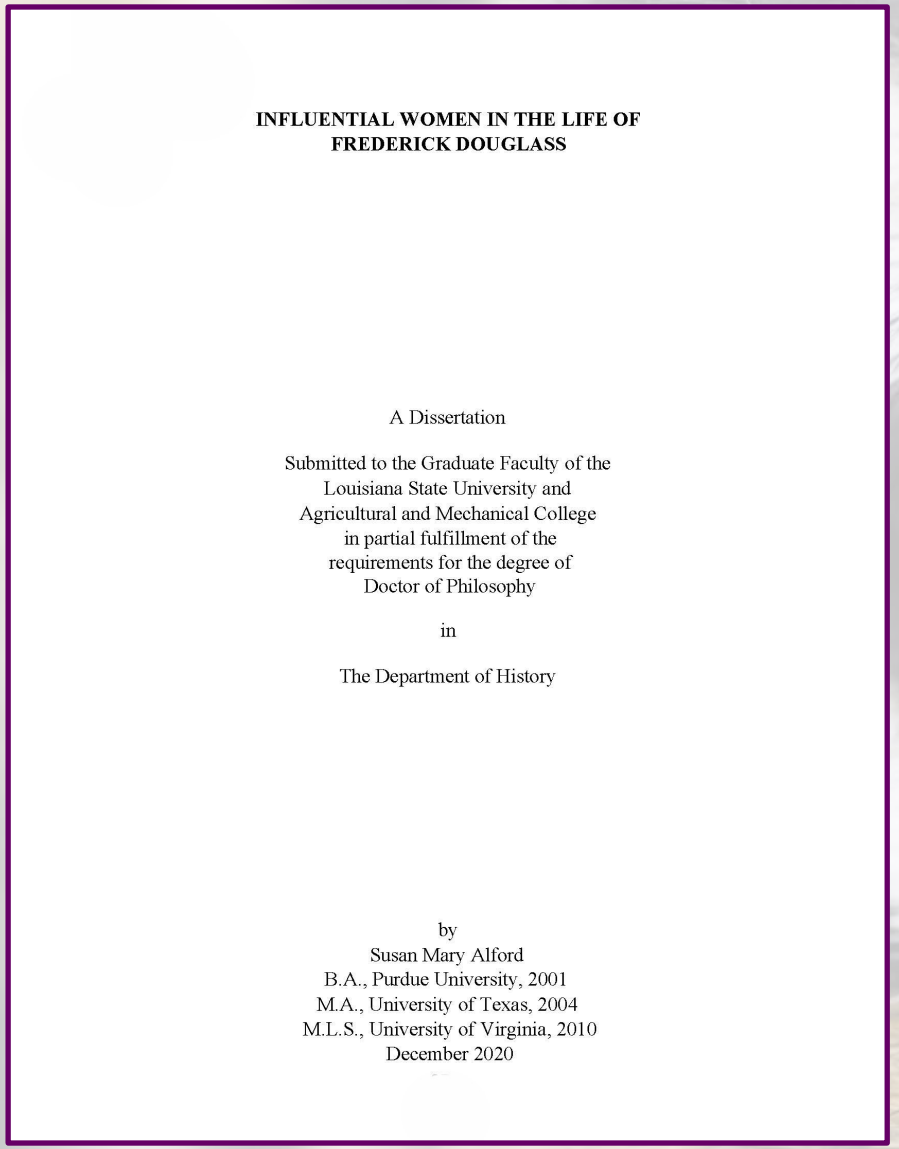
References

Vita

Formatting Requirements

- Title Page
- Page Numbers
- Margins
- Body
- References

Title Page



INFLUENTIAL WOMEN IN THE LIFE OF
FREDERICK DOUGLASS

A Dissertation

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

in

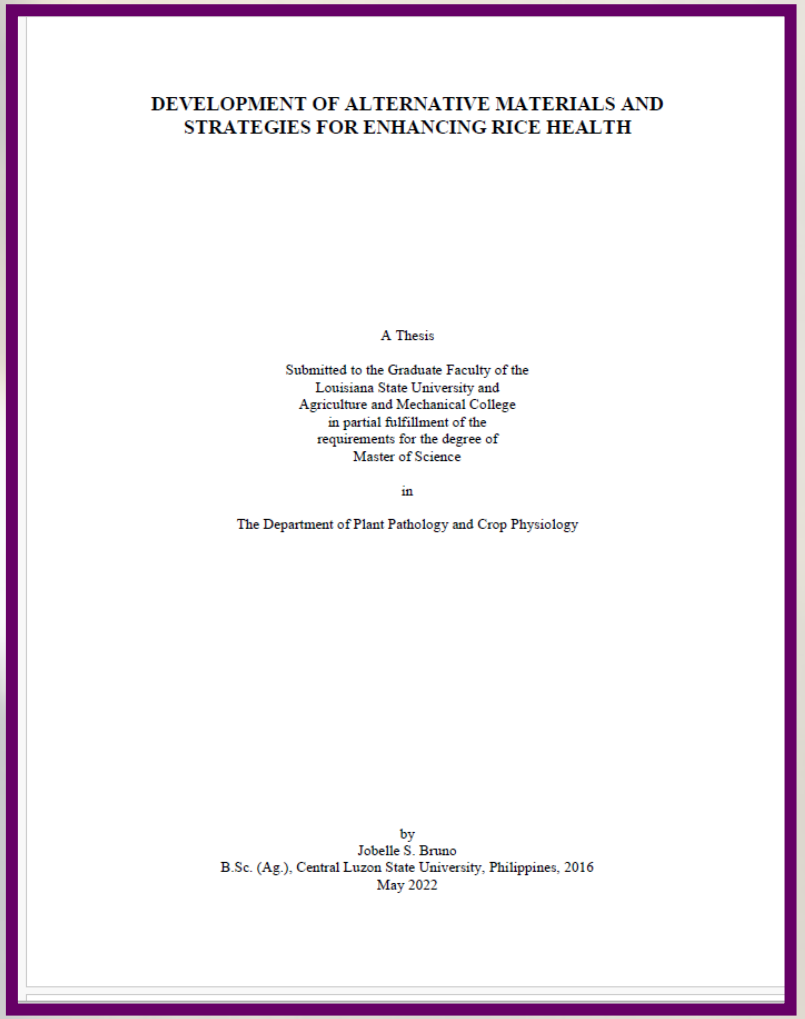
The Department of History

by
Susan Mary Alford
B.A., Purdue University, 2001
M.A., University of Texas, 2004
M.L.S., University of Virginia, 2010
December 2020

- Title is in ALL CAPS, 16 pt, Single Spaced
- Center Portion Wording Must be EXACTLY as Shown, 12 pt
- Bottom Portion Includes Your Name AS IT APPEARS IN OFFICIAL LSU RECORDS

Title Page

- ❑ Are your top and bottom margins one inch?
- ❑ Does the document title “rest on” the top margin?
- ❑ Is your title in ALL CAPS, bold, and 16 pt?
- ❑ Is your title single spaced?
- ❑ Does the text in the center of the page look and read EXACTLY like the example?
- ❑ Is your text in the center of the page and at the bottom of the page in 12 pt?
- ❑ Does your name appear EXACTLY as it does in LSU records?
- ❑ Does the degree date “rest on” the bottom margin?



DEVELOPMENT OF ALTERNATIVE MATERIALS AND STRATEGIES FOR ENHANCING RICE HEALTH

A Thesis

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

in

The Department of Plant Pathology and Crop Physiology

by
Jobelle S. Bruno
B.Sc. (Ag.), Central Luzon State University, Philippines, 2016
May 2022

Page Numbers

- Title Page is Page i, **BUT** You Don't Show it on the Page
- Very Next Page is Page ii
- Use of Roman Numerals Continues Through the End of the Abstract
- Arabic Numbers Begin on the First Page After the Abstract and Continue Through the Vita

Margins

ALWAYS, ALWAYS, ALWAYS

- One Inch at the Top
- One Inch at the Bottom
- One Inch on the Right
- One Inch on the Left

Table of Contents

- ❑ Are your margins set at one inch all the way around?
- ❑ Do the words "Table of Contents" rest on the top margin?
- ❑ Are the words "Table of Contents" written in 14 pt?
- ❑ Is the remaining text on this page, including the roman numeral page number, written in 12 pt?
- ❑ Does the remaining text on this page begin at the left margin?
- ❑ Did you force your word processing software to line up page numbers on the right margin?
- ❑ Did you double space between main entries, and single space within each entry?
- ❑ Is the page number centered and is it about one-half inch from the bottom of the page?
- ❑ Did you use only first-level subheadings?

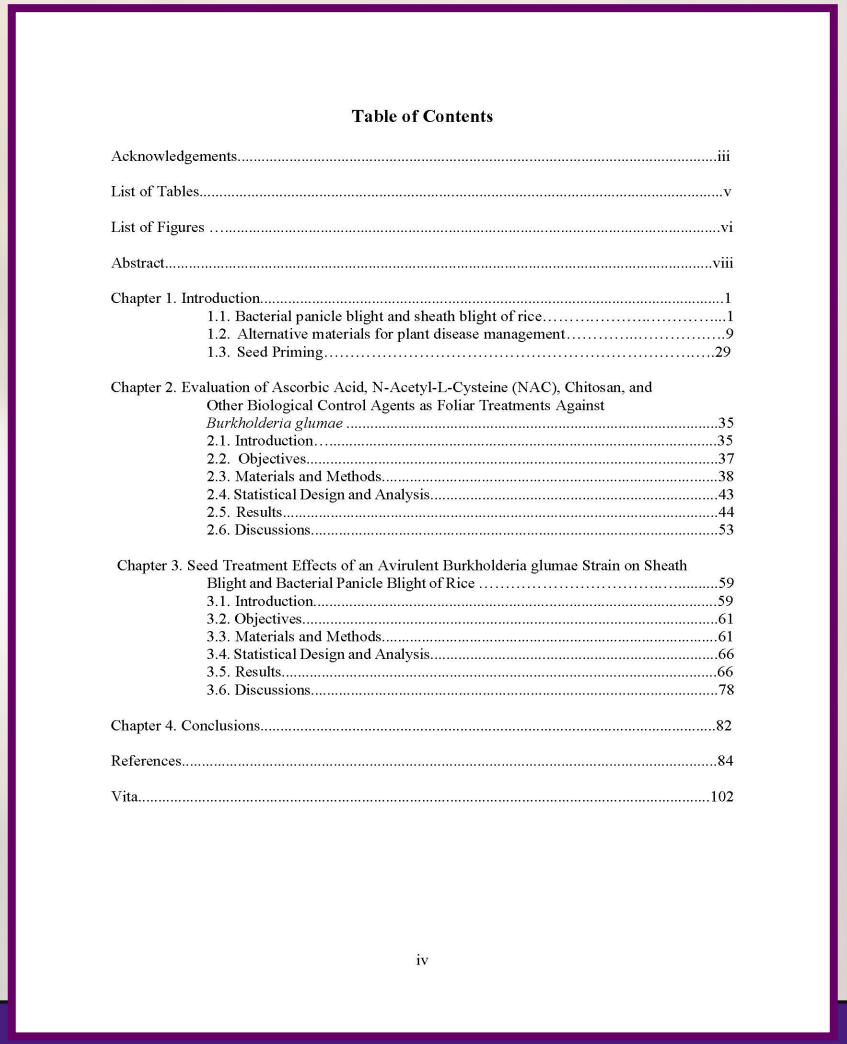


Table of Contents

iv

WHAT'S WRONG?

Table of Contents

Needs to be 14 pt

Need to use a period, not a colon

Need to end the figure number with a period.
All subheadings need to be single-spaced

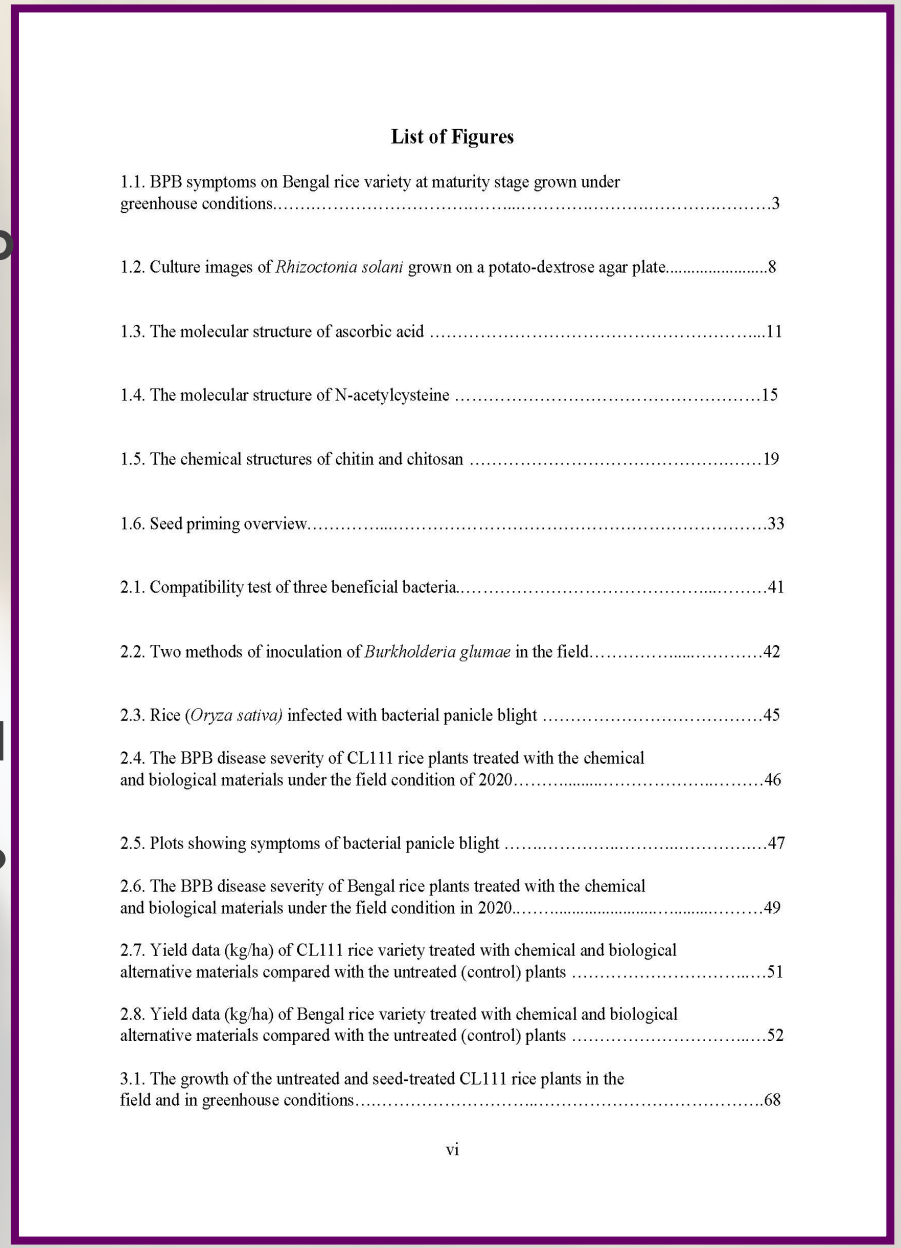
Never include sub-subheadings in the Table of Contents

Figures and Tables

- Place tables and figures after, but reasonably near, their first mention in the text
- Place the table number and title *above* the table, and the figure number and caption *below* the figure **, with no boldfacing or italics**
- Single-space figure captions, table titles, sources, and notes.
- The use of frames around tables and figures is optional, but their use must be consistent—frame all or frame none
- If you locate *one* table and its title against the left margin, then locate *all* tables and their titles against the left margin.
- **If a table is longer than one page,** add the parenthetical notation“(table cont’d.)” against the left margin below the table on its first and continued pages. *Repeat the table’s column headings on the continued pages*

Lists of Figures/Tables

- ❑ Are your margins set at one inch all the way around?
- ❑ Do the words “List of Figures” rest on the top margin?
- ❑ Are the words “List of Figures” written in 14 pt?
- ❑ Is the remaining text on this page, including the roman numeral page number, written in 12 pt?
- ❑ Does the remaining text on this page begin at the left margin?
- ❑ Did you force your word processing software to line up page numbers on the right margin?
- ❑ Did you double space between main entries, and single space within each entry?
- ❑ Is the page number centered and is it about one-half inch from the bottom of the page?
- ❑ Have you made sure that your text does not impinge on the column of page numbers?



List of Figures

WHAT'S WRONG?

1,2 LIST OF FIGURES 3 4

1. Entries are bolded
2. Used colons instead of periods after figure number
3. Entries are not single spaced
4. Text impinges on the column of page numbers

Figure and Table Titles Must Match EXACTLY

Figure 1.1. BPB symptoms on Bengal rice variety at maturity stage grown under greenhouse conditions. A and B) The rice plants exhibited panicle discoloration and grain rotting. C) The rice sheath and stems showing long vertical grayish lesions surrounded by a dark reddish-brown margin. The rice plants were inoculated using toothpick method developed in the laboratory. An overnight culture of *B. glumae* 336gr-1strain grown in LB plate, was inoculated during the booting stage by pricking the toothpick containing the inoculum in the stems of the rice plants.

List of Figures

Body

Main Headings (Table of Contents, Abstract, Chapter Titles, References, etc.)

- Start on a New Page
- Are 14 pt
- Are Positioned and Capitalized the Same Throughout the Document

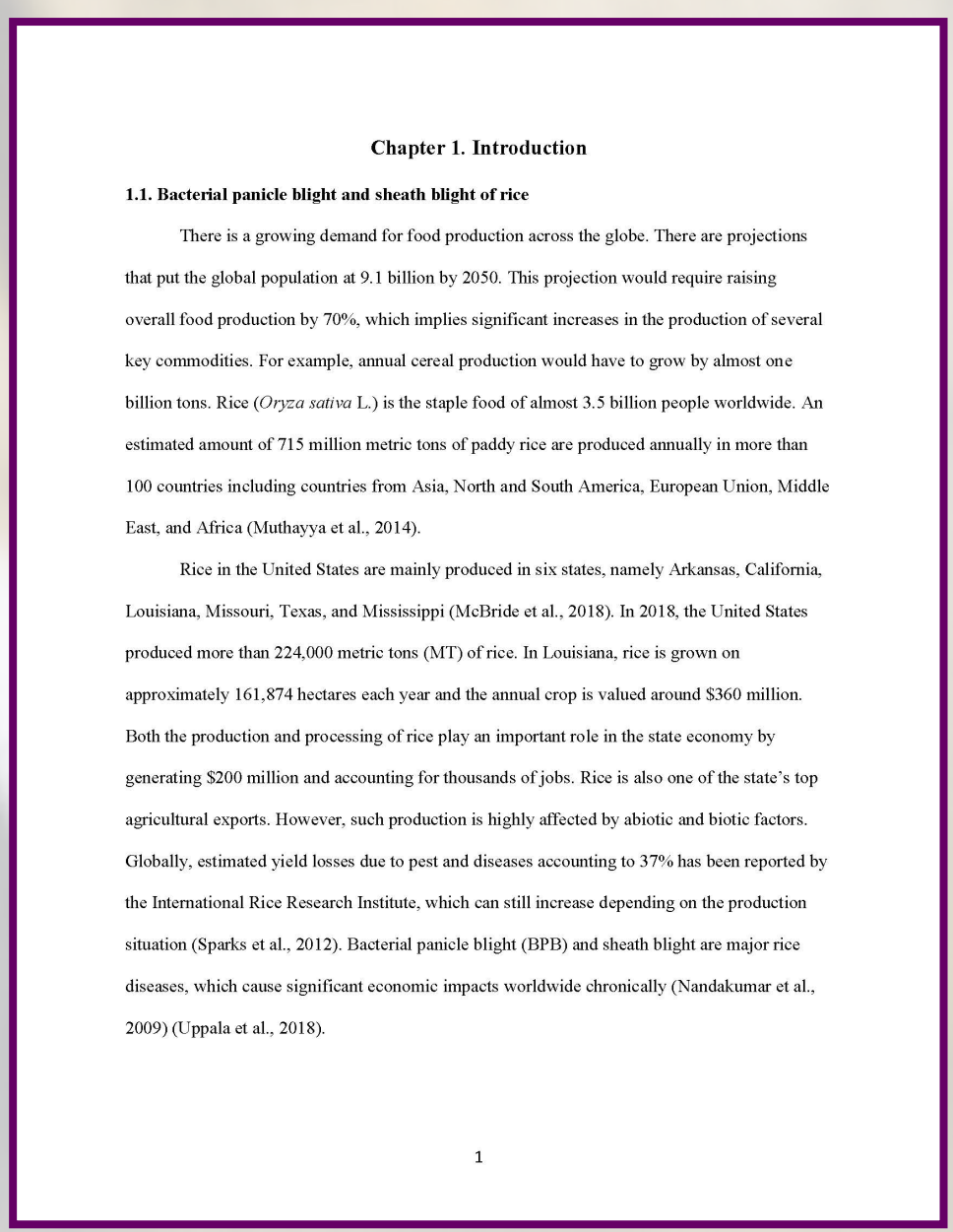
Body (cont'd)

Subheadings

- Are 12 pt
- Are Positioned and Capitalized the Same Throughout the Document

First Page/Body

- ❑ Are your margins set at one inch all the way around?
- ❑ Does the main heading rest on the top margin?
- ❑ Is the main heading written in 14 pt?
- ❑ Is the remaining text on this page, including the page number, written in 12 pt?
- ❑ Does the remaining text on this page begin at the left margin?
- ❑ Is the space between each line of text on this page EXACTLY the same?
- ❑ Is the page number centered and is it about one-half inch from the bottom of the page?
- ❑ Is the page number an Arabic number 1?



Chapter 1. Introduction

1.1. Bacterial panicle blight and sheath blight of rice

There is a growing demand for food production across the globe. There are projections that put the global population at 9.1 billion by 2050. This projection would require raising overall food production by 70%, which implies significant increases in the production of several key commodities. For example, annual cereal production would have to grow by almost one billion tons. Rice (*Oryza sativa* L.) is the staple food of almost 3.5 billion people worldwide. An estimated amount of 715 million metric tons of paddy rice are produced annually in more than 100 countries including countries from Asia, North and South America, European Union, Middle East, and Africa (Muthayya et al., 2014).

Rice in the United States are mainly produced in six states, namely Arkansas, California, Louisiana, Missouri, Texas, and Mississippi (McBride et al., 2018). In 2018, the United States produced more than 224,000 metric tons (MT) of rice. In Louisiana, rice is grown on approximately 161,874 hectares each year and the annual crop is valued around $360 million. Both the production and processing of rice play an important role in the state economy by generating $200 million and accounting for thousands of jobs. Rice is also one of the state's top agricultural exports. However, such production is highly affected by abiotic and biotic factors. Globally, estimated yield losses due to pest and diseases accounting to 37% has been reported by the International Rice Research Institute, which can still increase depending on the production situation (Sparks et al., 2012). Bacterial panicle blight (BPB) and sheath blight are major rice diseases, which cause significant economic impacts worldwide chronically (Nandakumar et al., 2009) (Uppala et al., 2018).

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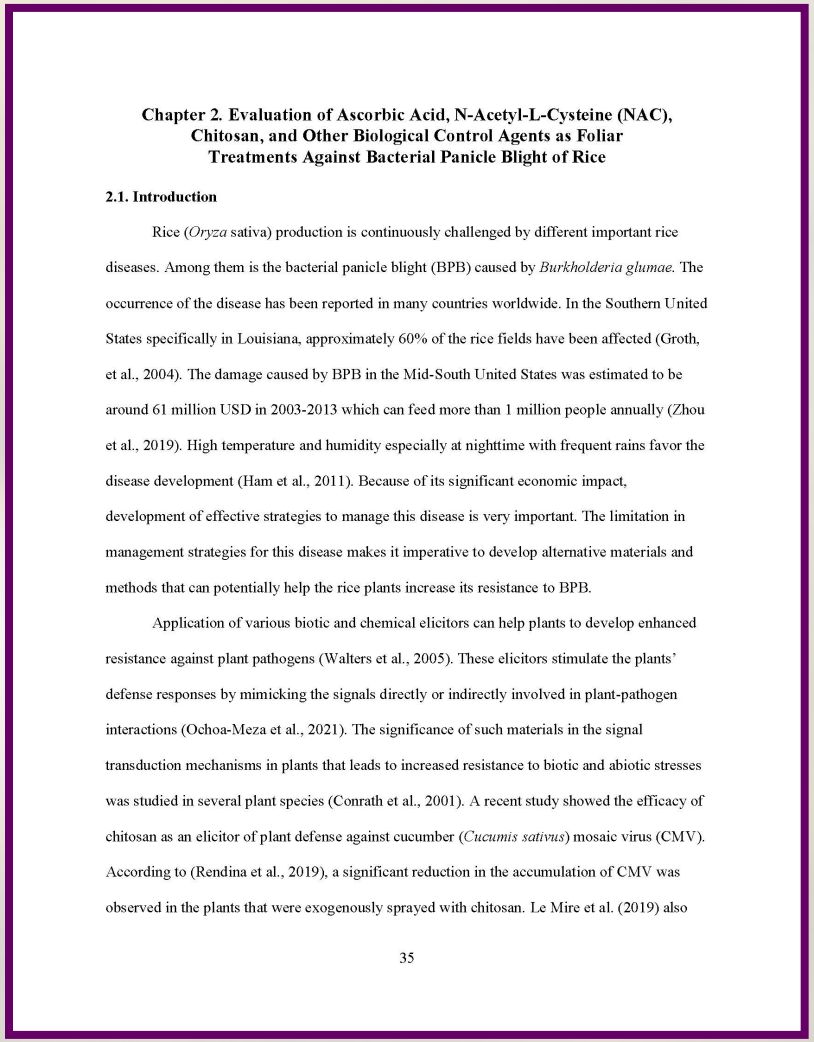
Subsequent Main Headings

- ❑ Are your margins set at one inch all the way around?
- ❑ Does the main heading rest on the top margin?
- ❑ Is the main heading written in 14 pt?
- ❑ Is the remaining text on this page, including the page number, written in 12 pt?
- ❑ Does the remaining text on this page begin at the left margin?
- ❑ Is the space between each line of text on this page EXACTLY the same?
- ❑ Is the page number centered and is it about one-half inch from the bottom of the page?
- ❑ Is the page number an Arabic number?
- ❑ Is the main heading formatted and located exactly like all other main headings?



Chapter 2. Evaluation of Ascorbic Acid, N-Acetyl-L-Cysteine (NAC), Chitosan, and Other Biological Control Agents as Foliar Treatments Against Bacterial Panicle Blight of Rice

2.1. Introduction

Rice (*Oryza* sativa) production is continuously challenged by different important rice diseases. Among them is the bacterial panicle blight (BPB) caused by *Burkholderia glumae*. The occurrence of the disease has been reported in many countries worldwide. In the Southern United States specifically in Louisiana, approximately 60% of the rice fields have been affected (Groth, et al., 2004). The damage caused by BPB in the Mid-South United States was estimated to be around 61 million USD in 2003-2013 which can feed more than 1 million people annually (Zhou et al., 2019). High temperature and humidity especially at nighttime with frequent rains favor the disease development (Ham et al., 2011). Because of its significant economic impact, development of effective strategies to manage this disease is very important. The limitation in management strategies for this disease makes it imperative to develop alternative materials and methods that can potentially help the rice plants increase its resistance to BPB.

Application of various biotic and chemical elicitors can help plants to develop enhanced resistance against plant pathogens (Walters et al., 2005). These elicitors stimulate the plants' defense responses by mimicking the signals directly or indirectly involved in plant-pathogen interactions (Ochoa-Meza et al., 2021). The significance of such materials in the signal transduction mechanisms in plants that leads to increased resistance to biotic and abiotic stresses was studied in several plant species (Conrath et al., 2001). A recent study showed the efficacy of chitosan as an elicitor of plant defense against cucumber (*Cucumis sativus*) mosaic virus (CMV). According to (Rendina et al., 2019), a significant reduction in the accumulation of CMV was observed in the plants that were exogenously sprayed with chitosan. Le Mire et al. (2019) also

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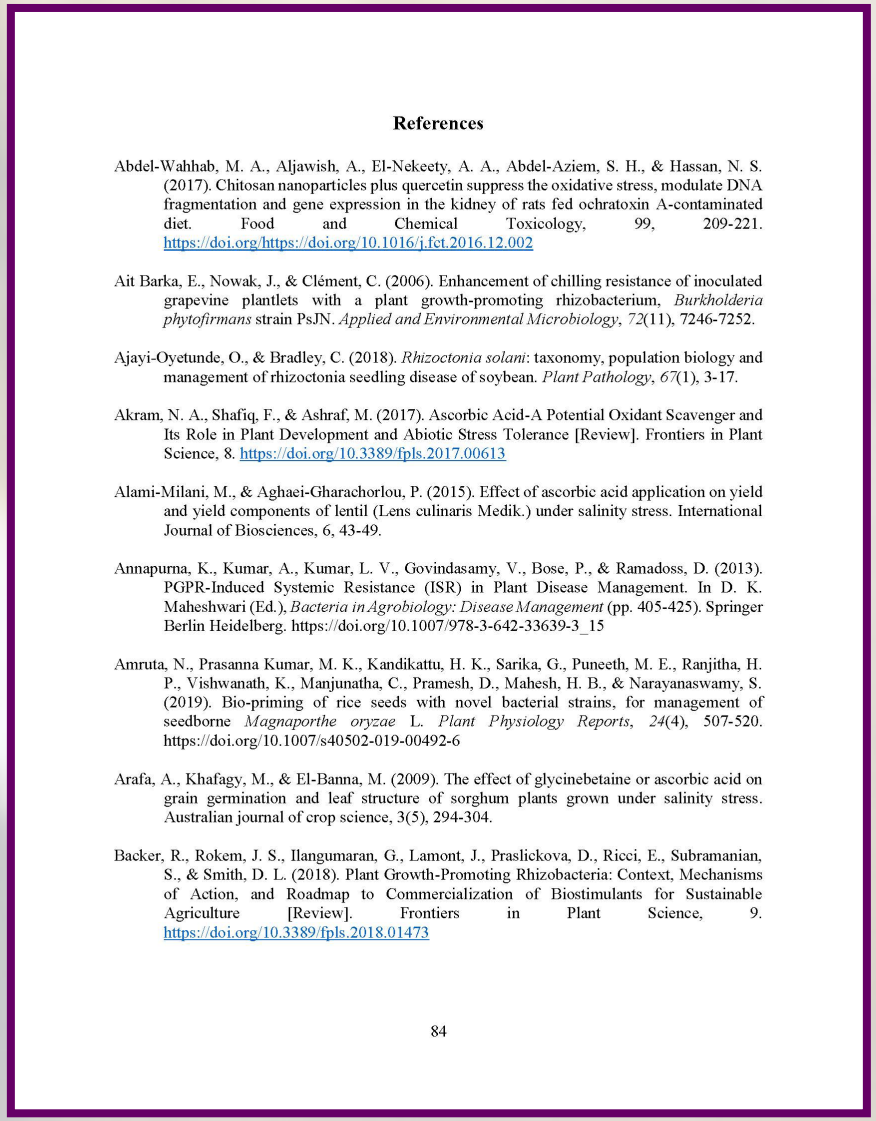
References

- Alphabetized Unless You Have Used Numeric References
- Single Space Each Individual Entry, Double Space Before a New Entry

References

- ❑ Are your margins set at one inch all the way around?
- ❑ Does the word "References" rest on the top margin?
- ❑ Is the word "References" written in 14 pt?
- ❑ Is the remaining text on this page, including the page number, written in 12 pt?
- ❑ Does the remaining text on this page begin at the left margin?
- ❑ Did you double space between entries, and single space within each entry?
- ❑ Is the page number centered and is it about one-half inch from the bottom of the page?
- ❑ Are the references correctly alphabetized?



References

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Annapurna, K., Kumar, A., Kumar, L. V., Govindasamy, V., Bose, P., & Ramadoss, D. (2013). PGPR-Induced Systemic Resistance (ISR) in Plant Disease Management. In D. K. Maheshwari (Ed.), *Bacteria in Agrobiology: Disease Management* (pp. 405-425). Springer Berlin Heidelberg. https://doi.org/10.1007/978-3-642-33639-3_15

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Backer, R., Rokem, J. S., Ilangumaran, G., Lamont, J., Praslickova, D., Ricci, E., Subramanian, S., & Smith, D. L. (2018). Plant Growth-Promoting Rhizobacteria: Context, Mechanisms of Action, and Roadmap to Commercialization of Biostimulants for Sustainable Agriculture [Review]. Frontiers in Plant Science, 9. https://doi.org/10.3389/fpls.2018.01473

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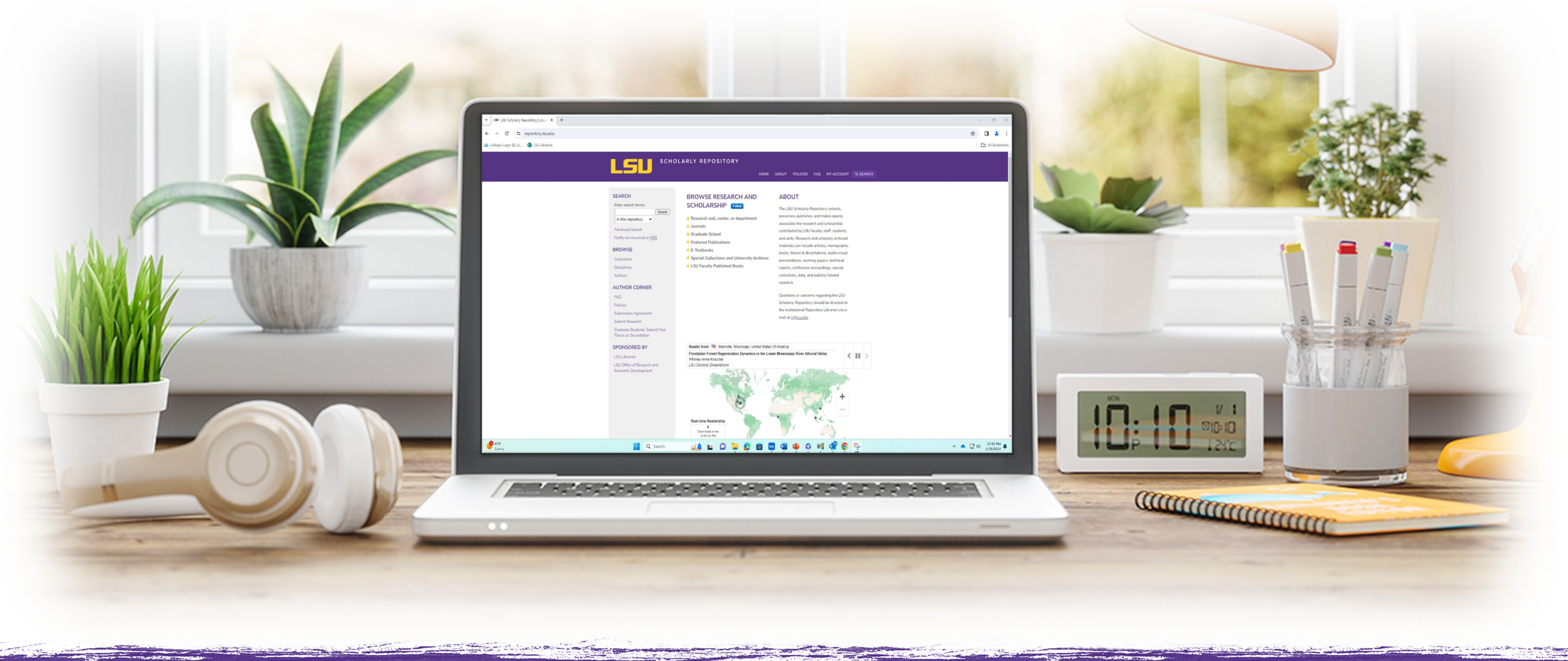
Now You Are Ready!

1. Convert to PDF
2. **LOOK at YOUR DOCUMENT!!**
3. Make Sure Your Department Has Submitted All Required Paperwork to the Graduate School (Thesis/Dissertation Approval Form, Graduate Defense Results)
4. Upload Your Document

Submitting Your Document to the LSU Scholarly Repository



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LSU's Institutional Repository

- LSU Scholarly Repository (formerly LSU Digital Commons)
- Hosted by Elsevier
- Primarily hosts
  - Electronic theses and dissertations (ETDs)
  - Faculty publications
  - Archival Materials
    - The Gumbo (LSU Yearbook)
    - LSU General Catalog
  - Academic Journals

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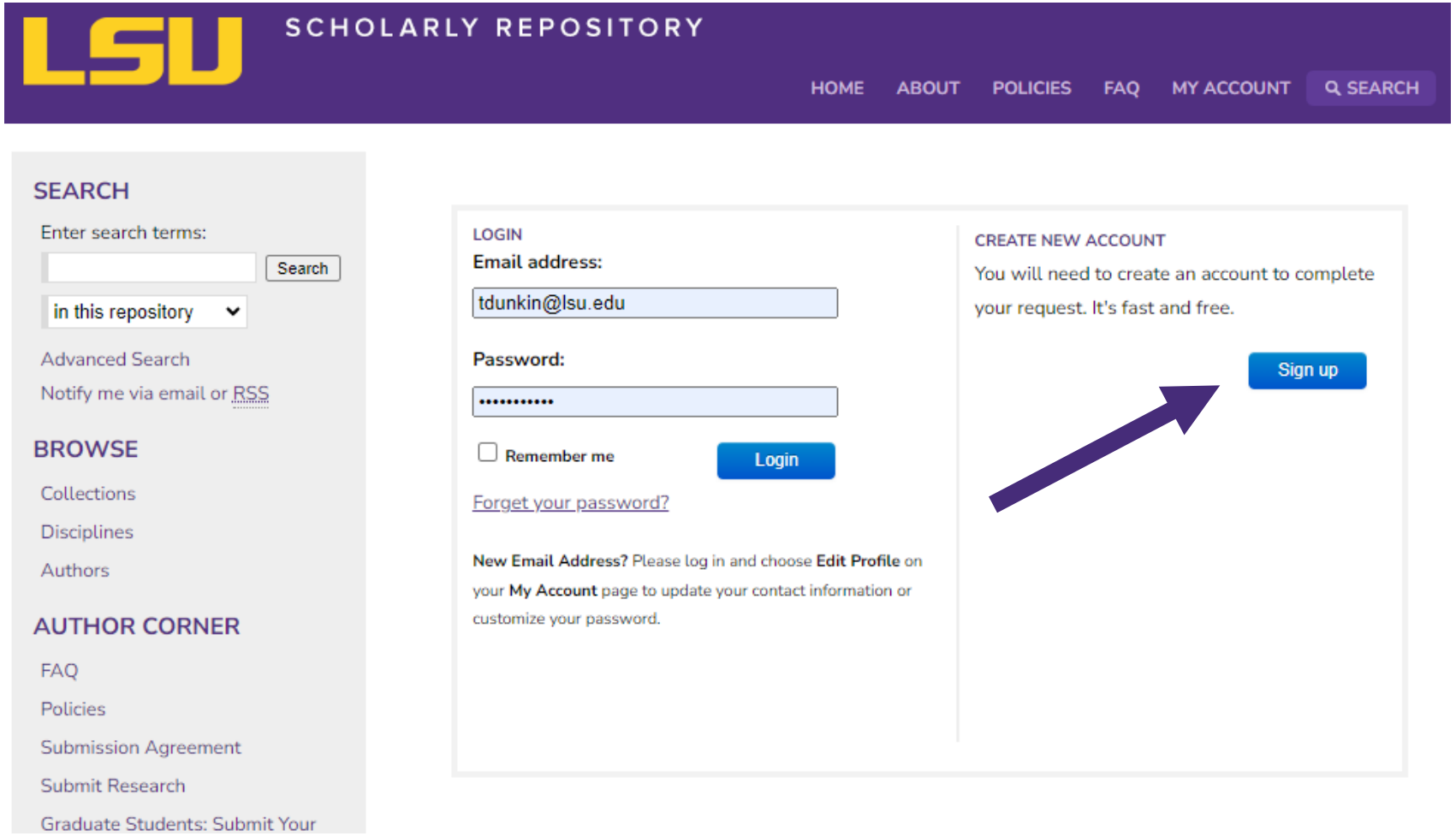
Creating An Account

- Visit https://repository.lsu.edu
- Click ‘My Account’ → ‘Sign Up’ (located under ‘Create New Account’



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- at least 8 characters
- at least 1 upper case letter
- at least 1 lower case letter
- at least 1 number
- at least 1 special character (e.g., !@#)

You will receive an email confirmation shortly.

** LSU will deactivate your affiliated e-mail address one year after graduation; use a personal e-mail address in order to receive readership reports/updates

Required fields are marked with an *:

Email address * mikethetiger@gmail.com

First/Given Name * Mike

Middle Initial T

Last/Family Name * Tiger

Suffix

Institutional Affiliation **Please enter the full name of your institution.**

Louisiana State University and Agricultural and

Password *

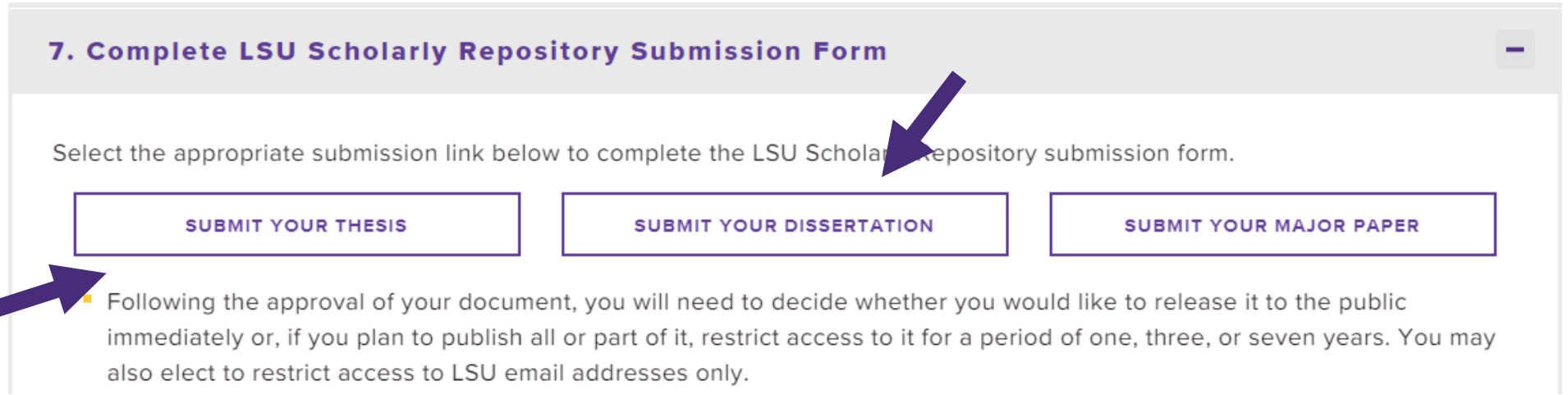
Re-enter Password *

Sign up

List the institution as "**Louisiana State University and Agricultural and Mechanical College**"; "Louisiana State University", "Louisiana State University Baton Rouge", and "LSU" are **incorrect**

Submitting the Document

- Visit the Graduate School's Thesis and Dissertation Preparation page at https://www.lsu.edu/graduateschool/students/theses_and_dissertations.php
- **Step 7** will instruct you to submit your document at the appropriate clickable link
- Once you click the appropriate link (see below), you will need to complete the LSU Scholarly Repository submission form.



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Completing the Submission Form and Using Correct Metadata

- The **title** should be entered using **HEADLINE CAPITALIZATION.** For example: “Why Mike the Tiger Is the Best Mascot in the Nation”
- The **Author** field should auto-populate since you are logged into the LSU Scholarly Repository
- Input your LSU e-mail address in the **LSU E-mail Address** field
- **Semester of Graduation** should be written as such: Fall 2024, Spring 2025
- **Degree** field: Indicate your actual degree that you are earning: Master of Arts (MA), Doctor of Philosophy (PhD)
- **Department** field: Make sure you indicate the current **full name** of the department
  - I.e., *Department of French Studies*; *Cain Department of Chemical Engineering*; Rucks Department of Management
- The document that you upload to the LSU Scholarly Repository must be in a .pdf format.
- Indicate specific embargo period for your document
  - Options are: Release Immediately, 1 Year, 3 Years, 7 Years

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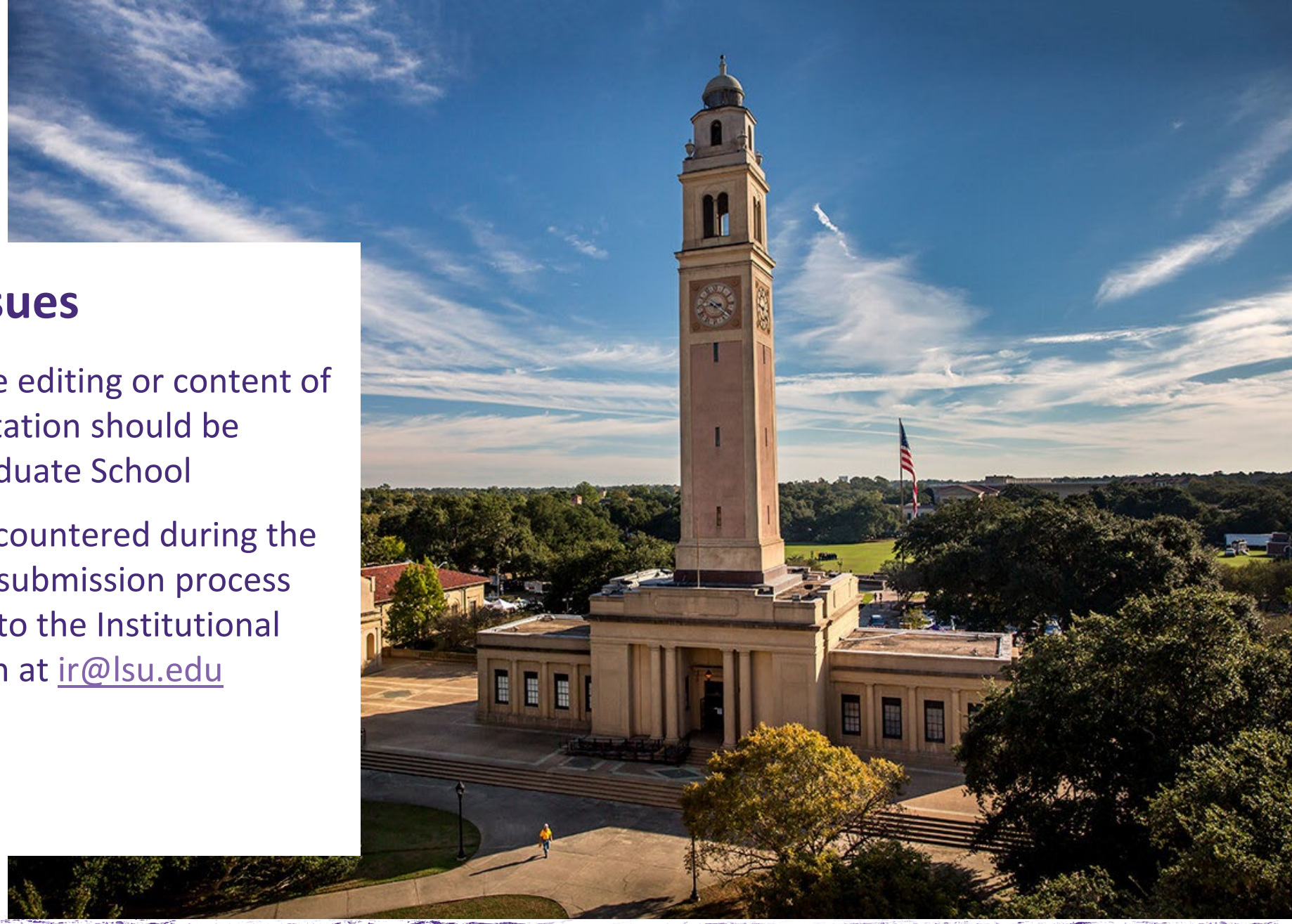

Thesis/Dissertation Issues

- Issues regarding the editing or content of the thesis or dissertation should be directed to the Graduate School
- Technical issues encountered during the thesis/dissertation submission process should be directed to the Institutional Repository Librarian at ir@lsu.edu

LSU | Libraries

Contact Information:

Trent Dunkin, MA, MLIS
Institutional Repository Librarian
Scholarly Publications and Analytics
LSU Libraries
(225) 578-4194
tdunkin@lsu.edu

Questions ?

Embargo Period

- Thoughtfully Consider **IF**
- Thoughtfully Consider **HOW LONG**
- Work With Your Professor
- Consider Present and Future Publications
- Please Select the Period You Want/Need Up-Front in Order to Prevent Added Workload

Review and Approval of Your Thesis/Dissertation

- We Will Go Page by Page, Section by Section Through Your Document
- We Will Judge Your Document by Comparing It to the Thesis and Dissertation Handbook

Common Mistakes We Look For

- Use of Colons Instead of Periods after Figure, Chapter, and Table Numbers
- Page Numbers in the Table of Contents that Don't Match the Actual Page Numbers of Figures, Tables, and Sections
- Inconsistent Spacing
- Inconsistent Formatting/Changing Fonts
- Lone Subheadings at the Bottom of a Page

Review and Approval of Your Thesis/Dissertation

- After a thorough review, we will return your document for revisions
- Unless there are extenuating circumstances, we need your revisions back in 24 hours
- The sooner you submit your document, the sooner we can review and approve it

Review and Approval of Your Thesis/Dissertation

- **Please** don't wait until the uploading deadline to submit your document. Our review will take much longer and your nerves will get frazzled!

LSU | Pinkie Gordon Lane Graduate School

Fall Calendar 2024

1. The Bursar must receive your payments by August 8th, or you will lose your scheduled courses. Pay fees through your MyLSU account or at the Office of the Bursar.
2. Candidates for degree should access the Application for Degree form before the deadline at https://www.lsu.edu/graduateschool/students/grad_student_forms.php

Month	Date	Event
August	16	International Student Orientation
	21	New Graduate Student Orientation
	26	Classes begin, 7:30 a.m.
September	2	Labor Day holiday begins, 7:30 am
	3	Classes Resume, 7:30 am
	4	Final date for dropping courses without receiving a grade of "W," 4:30 p.m. deadline
	5	Final date for adding courses for credit (including 8000 & 9000) & making section changes, 4:30 p.m. deadline. Final date for submitting change to pass/fail grading or audit.
	5	**Note: It is suggested that documents be uploaded at least two (2) weeks prior to this date to ensure approval by the September 5 deadline. Final date for Degree Only* resolution of editors' requested corrections to theses & dissertations & registration, 4:30 pm.** All degree requirements must be met in the previous semester: final defense reports, document approval forms requested by the document editor, Survey of Earned Doctorates completion certificates, & Declaration of Co-Authors (if applicable) **Also, departments must submit final defense reports** for non-thesis students by 4:30 pm.
	6	Final date for submitting to the Graduate School **Application for Degree** to be awarded at fall commencement, 4:30 p.m. deadline
	6	Final date for submitting to the Graduate School **Request for Final defense** (comprehensive exam, thesis/ dissertation defense) for degrees to be awarded at fall commencement, 4:30 p.m. deadline. **Note:** All **final defense requests** must be submitted 3 weeks prior to the date of the defense, but no later than September 6th.
October	17-18	Fall Holiday
	20	Course scheduling for spring semester and summer term begins at 5:00 pm (tentative)
November	1	**Thesis & Dissertation Uploading deadline.** All theses & dissertations of the current semester's graduates must be **committee approved & uploaded** to the Graduate School's Digital Commons site by 4:30 pm In addition, all degree requirements must be met: final defense reports, document approval forms, Survey of Earned Doctorates completion certificates, & Declaration of Co-Authors (if applicable) forms must be received by the Graduate School on or before this date. **Dissertation Title Deadline:** Any changes to dissertation titles turned in after this date will not be reflected in the commencement guide at graduation.
	8	Final date for dropping courses and final date for resigning from the University, 4:30 pm, deadline
	22	**Final Resolution of Editors' Requested Corrections to Theses & Dissertations.** All final revisions requested by the editor must be uploaded to Digital Commons by 4:30 pm **Also, departments must submit final defense reports** for non-thesis students by 4:30 pm
	27	Thanksgiving Holiday begins, 12:30 pm

Graduate School Calendar

- November 1 = Uploading Deadline
- November 22 = Date for Final Resolution

We are Here to Help You

- Email
- Zoom
- Phone
- In-Person

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