



Thesis and Dissertation Workshop

Fall 2026



We Will Cover:

- **How to Begin**
- Formatting Requirements for
 - Entire Document
 - Specific Sections
- Checking for Accessibility
- Uploading to the Scholarly Repository
- Editing Process and Making Corrections

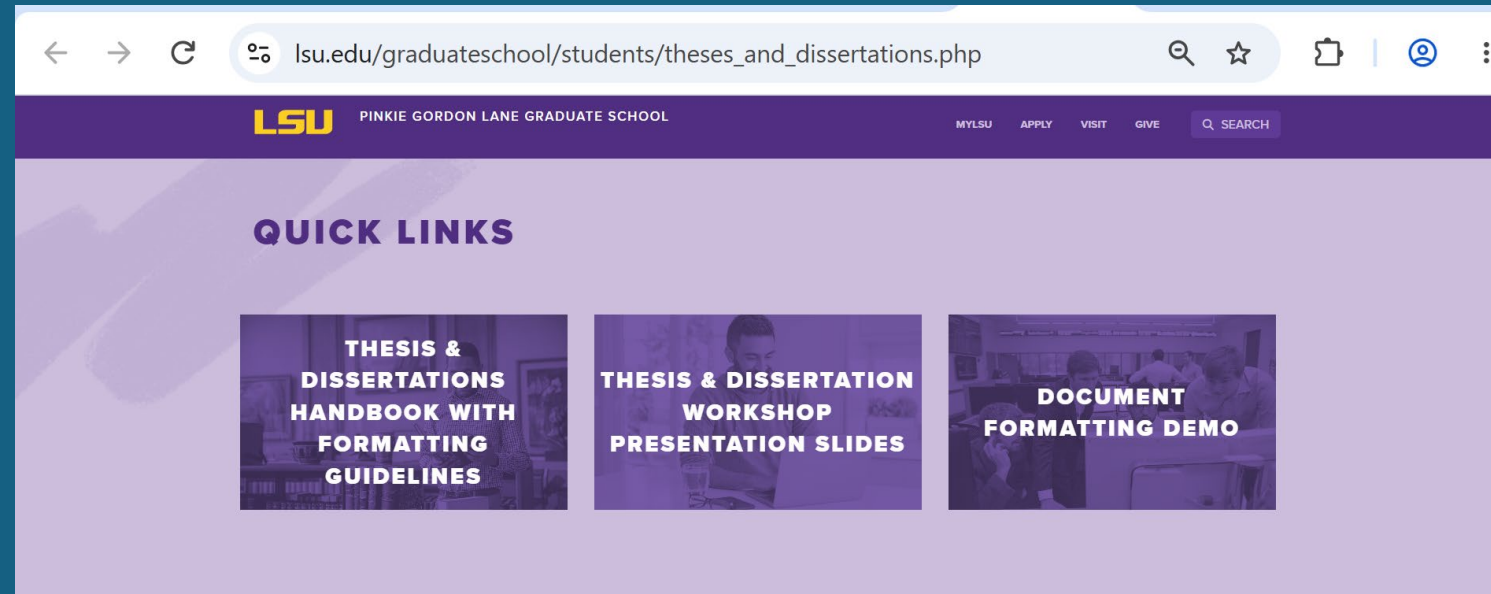


How to Begin



- **READ THE HANDBOOK!**
- Decide Whether or Not to Use a Template
- Use the Correct (Current) LaTeX Template
 - <https://www.math.lsu.edu/comp/resources/lsuthesis>
- Make Sure You Know How to Use Your Word Processing Software

Grad School Website Links



Thesis & Dissertation Handbook

Pre- and Post-Defense
Preliminary Review
Formatting Guidelines
Checklist
Sample Pages
Uploading to the LSU Scholarly Repository
(formerly Digital Commons)
Copyright and Permissions
A Special Section for MFA's

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Pinkie Gordon Lane
Graduate School

February 2026



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The Graduate School has provided four Microsoft Word templates in the required LSU format for your thesis or dissertation (see buttons below). Each features slight differences to serve students in Humanities, Sciences, or Studio Fine Arts. For students who need it, we also include a LaTeX template. Choose the template that will best suit the norms of your field. Each one can be edited to accommodate your specific document.

The Humanities, Sciences, and Studio Fine Arts templates are each accompanied by a Guide Sheet (see below) that will supplement the information supplied on the templates themselves. You may wish to print out the guide sheet and keep it nearby as you work through the blending of the template and your document. Guides are divided into the specific sections in your theses and dissertations.

The Thesis & Dissertation Handbook, which contains the complete formatting guidelines, is available on this website in the Quick Links section and is recommended reading for all. Even if you choose to use a template, the handbook contains valuable information that will answer most of your questions.

Downloadable Templates



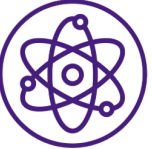
STUDIO FINE ARTS
TEMPLATE



HUMANITIES TEMPLATE



LATEX TEMPLATE



SCIENCE TEMPLATE

The image shows the LSU Tiger Head logo, which is a stylized orange and white tiger head on a blue background.

A blank white page.

to your

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Preparing and Submitting Your Thesis or Dissertation

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	+
6. Create a LSU Scholarly Repository Account	+
7. Complete LSU Scholarly Repository Submission Form	+
8. Submit your Document	+
9. Additional Corrections	+
10. Submitting Revisions	+
11. Final Steps	+

A Few Words about LaTeX

- **Alexander Perlis**

Computer System Administrator

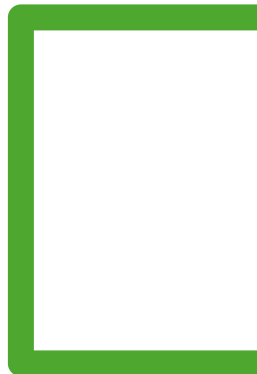
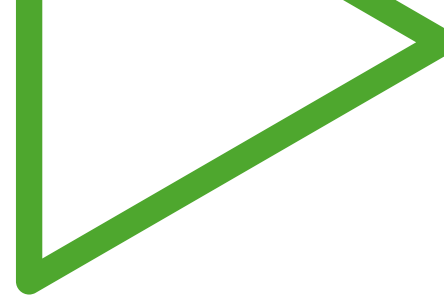
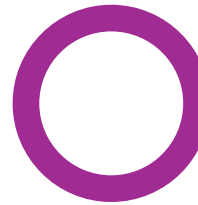
Computer Analyst, PhD The University of Arizona

Research interest: System administration, arithmetic algebraic geometry, cryptography, computational complexity

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Telephone: +1 225 578-1666

Email: aperlis@lsu.edu



We Will Cover:

- How to Begin
- **Formatting Requirements for**
 - **Entire Document**
 - **Specific Sections**
- Checking for Accessibility
- Uploading to the Scholarly Repository
- Editing Process and Making Corrections



Formatting Requirements (Entire Document)

- Margins
- Font
- Page Numbers
- Page Size
- Spacing (Single vs Double)



Margins



- Exactly one inch on all 4 sides
- Never **EVER** will you allow a table or figure or text to go into the margin

Font Name, Properties and Size

- Use the same font throughout, **including page numbers and footnote numbers**. Widely known fonts such as Arial and Times New Roman are easier to read
- Use boldfacing only in the document title, main headings like chapter titles, and subheadings (*not* in table titles, figure captions, or anywhere in the table of contents except the main heading “Table of Contents”)

Font Name, Properties and Size (cont'd)

- Use only 12-point type size throughout your document. Exceptions are:
 - Document Title (16 pt)
 - Main Headings like Chapter Titles (14 pt)
 - Text and Data within figures that are cut and pasted directly from other sources
 - footnotes and notes to tables and figures (MAY BE as small as 10 pt)
 - Text within tables (MAY BE, but does not have to be, as small as 10 pt)

Page Numbers



- **Center all page numbers** at the bottom of the page **within** the bottom one-inch margin, i.e., one-half inch from the bottom of the page
- Format all page numbers in the same font and 12-point size as your text. Do not use boldface, italics, or ornamentation
- The title page is the only page of your document with *no* page number; it is “silently” page number i

Page Numbers (cont'd)



- Number all front-matter pages in **lowercase roman numerals**
- Page 1 (*Arabic number*) begins on the first page after the Abstract

Page Size and Orientation

- Only use standard 8.5x11 page size
- Use portrait orientation throughout, except:
 - If a table or figure is too large to fit within the margins, it may be placed in landscape orientation
- When using landscape orientation, the title, caption, and page number will also be part of the landscape format and will face the same direction as the image
- **NOTE: One-inch margin requirements still apply**



Landscaped Figures and Tables

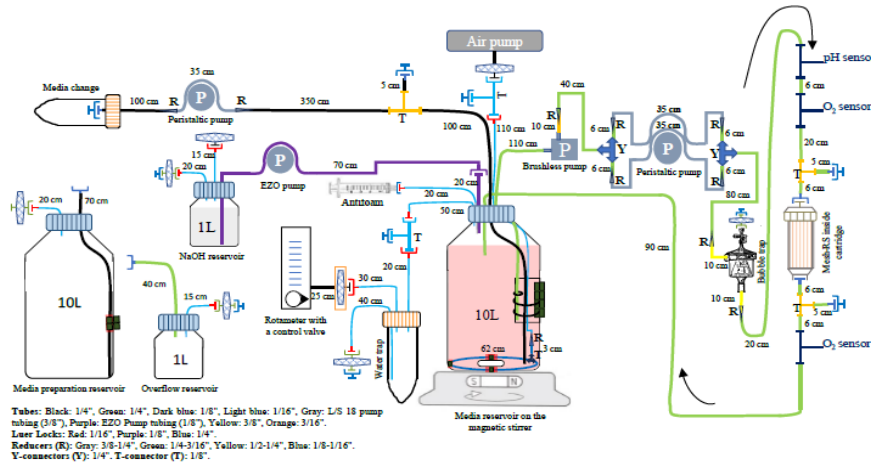


Figure 3.3. Schematic of the experimental configuration utilized in this study. The overflow reservoir is just used in the setup running stage for collecting overflows from the RS washing, setup priming, and cell seeding procedures and is removed from the setup later. The media preparation reservoir is used during experiment initiation and media change steps as a reservoir for fresh media and for collecting old media from the bioreactor during the media change procedure.

Table 4.2. Gamification Referenced in Literature

Author (Year)	Education Method	Teaching Style	Names Teaching Style/Learning Theory
Adams & Makramalla (2015)	Attacker-centric gamification	Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Alqahtani & Kavakli-Thorne (2020)	CyBAR	Investigative, Performative, Technological	Yes (situated learning theory, "constructivist" - cognitive learning theory, "game-based" - performative teaching style, technological teaching style, "inquiry learning" - investigative teaching style)
Arachchilage & Hameed (2017)	Self-efficacy gamification	Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Bahrini et al. (2019)	Make my phone secure!	Investigative, Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Balon & Baggili (2023)	Cybercompetitions	Deliberative, Performative, Technological	Yes ("gamification" - deliberative teaching style, performative teaching style, technological teaching style)
Bhardwaj (2019)	Cyber Air-Strike	Exposive, Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Chothia et al. (2017)	Story based cyber-security education VM	Individualistic, Investigative, Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Deeb & Hickey (2019)	Escape the Room game	Exposive, Performative, Technological	Yes ("gamification" - performative teaching style, technological teaching style)
Filippidis et al. (2022)	Cyber Hygiene	Associative, Deliberative, Performative	Yes ("gamification" - deliberative teaching style, performative teaching style)

(table cont'd.)

Spacing: single vs double



+
•
○

- Decide if you want to single or double space your document
- Even if you use single spacing, there are certain places where you **MUST** double space
- Even if you use double spacing, there are certain places where you **MUST** single space

Spacing: single vs double (cont'd)



- Use only **TRUE** single and double spaces
- + • Make sure your word-processing software is correctly set so it doesn't add partial spaces before and after paragraphs or headings
- • Every single space throughout the document must be the same size and every double space throughout the document must be the same size

Formatting Requirements (Required Sections)

- Title Page
- Table of Contents
- Abstract
- Chapters
- Appendices (under certain circumstances)
- References
- Vita



Title Page



- Title is 16 pt, all caps, bold, + single spaced, centered
- Title matches the approval document
- Middle section is worded, and words are placed, **EXACTLY** like page 25 of the Handbook
- Degree title is correct
- School/college/department is correct
- “Legacy Name” of department/school is included

Title Page (cont'd)



- +
 - Name on document matches EXACTLY your name in Workday
- Previous degrees use periods and commas
- Month of graduation is either May, August or December
- NO PAGE NUMBER

SATELLITE-MEDIATED QUANTUM CLOCK
SYNCHRONIZATION: TOWARDS PRECISE TIMING
AT A GLOBAL SCALE

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 Physics and Astronomy

by
Sage B. Ducoing

B.S., Louisiana State University, 2020
May 2026

A. TITLE

1. All Caps
2. Single Spaced
3. 16 Pt

B. DEGREE INFORMATION

1. Either Thesis Or Dissertation
2. Precise Wording And Placement
3. Precise Degree Title
4. School Or Department, Not Field Of Study
5. 12 Pt

C. NAME AND PREVIOUS DEGREES

1. Workday Name
2. Previous Degree
3. Correct Month

Table of Contents

- Only main titles and first level subheadings are included
- Double space between main titles/chapters, but single space within a chapter grouping
- Do not allow text to impinge on the column of page numbers
- Use leaders (NOT PERIODS) to put page numbers against the right margin
- ToC shows all required parts of the document, in the correct order



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Abstract

- Not over 350 words (approximately 1 1/3 pages when double-spaced)
- Use same font and spacing that you use in the body of the document
- Provide an English translation if Abstract is in a foreign language



Chapters

- Every chapter will begin on a new page
- All tables will be formatted the same
- All figures will be formatted the same
- Make sure there are no headings/subheadings left alone at the bottom of the page



Chapters (cont'd)



- Every subheading of a specific level will be formatted the same, in terms of look and location
- Make sure there is more than a single line on each page

Numerical Hierarchy

First Level

Second Level

Chapter 3. Materials and Methods

3.1. Management Survey

3.1.1. Institutional Review Board Approval

The Louisiana State University Agricultural Center (LSU AgCenter) Institutional Review Board (IRB) reviewed and approved the application for this study (IRBAG-24-0138; Appendix A). The application included participant consent documentation along with the research protocol (Appendix B) and a copy of the management survey (Appendix C). The LSU AgCenter IRB granted exempt status and gave permission to conduct this study on December 2, 2024.

3.1.2. Target Population

According to the LSU AgCenter (2023), there are approximately 10,950 beef cattle operations in Louisiana. The target population for this study was beef cattle producers residing in Louisiana who were at least 18 years of age and actively engaged in the cow-calf sector of the beef industry. This population was selected due to the importance of beef cattle production to Louisiana's agricultural economy and the need to better understand management practices related to bovine anaplasmosis transmission. Survey eligibility was restricted to individuals who met the age requirement and were actively involved in raising cattle. Individuals who do not reside in Louisiana or do not actively own cattle were excluded from participating in the study. While the intended population involved all beef producers in the state, the accessible population consisted of those who could be reached through Cooperative Extension Service lists, cattlemen's association groups, social media outlets, and the Louisiana Master Cattleman Program.

3.1.3. Survey Instrument

A management survey was adapted from an instrument previously published in Kansas to

Visual Hierarchy

First Level

Second Level

CHAPTER 2. LITERATURE REVIEW

Conceptualizing Fear of Death

One Hundred Years of Defining Fear of Death

The terms *fear of death* and *death anxiety* have been used interchangeably in past literature, and the clear distinction between the two is somewhat elusive. However, some have argued for clarification between the two terms. Nyatanga and de Vocht (2006) differentiated the two by explaining *fear* exists for a specific circumstance, whereas *anxiety* is a broader concern for the unknown. Since the formulation of Templer's death anxiety scale (Templer, 1970), most studies have preferred the use of the term *death anxiety*. This current study uses the term *fear of death* in direct response to the measurement used in this study (see methodology). However, this comprehensive review of the literature to define and conceptualize the fear of death reviews literature using both terms.

Fear of death may appear to be a simple, self-defining phrase, but it has been heavily contemplated and theorized over the years. Freud, an early theorist in the field of psychology and medicine wrote much about death (Thornton, n. d.). He discussed the denial of death, in that people want to live as if death will not occur, or that they are immortal (Freud, 1915; Freud, 2018). He defined the fear of death as an unconscious control on a person derived from *consciousness of guilt* (Freud, 1918). *Consciousness of guilt* in the legal sense is when a person who denies they did something wrong but runs from law enforcement; thus, the running away may be seen as guilt (Rodriguez, n. d.). Likewise, as Freud (1918) explained, a person may tell themselves death is not factual or final, but the fear of death controls a person unconsciously, thus indicating their conscious knowledge and associated guilt that death is real.

Visual Hierarchy

Measures of Independent Variables

The primary independent variables are the health-related social needs being monitored by healthcare facilities as directed by CMS (Gallegos, 2024; Jackson et al., 2023), which are food insecurity, housing problems, trouble with bill payment, transportation problems, and safety concerns. Each were measured with a non-parametric question, as the answers are dichotomous or ordinal.

Food

Food insecurity was measured with a single survey question, “(Since [previous wave month] [previous wave year of financial respondent]) OR (in the last two years), have you always had enough money to buy the food you need?” The answer to the question was in dichotomous format, with no scored as 0 and yes scored as 1. Although the United States Drug Administration (USDA) Economic Research Service (2012) endorses the use of an 18- 10- or 6-item food security survey, a recent study by Gyasi and colleagues (2020) also asked a single question to measure food insecurity. The question used by the HRS survey for food insecurity focuses on whether the individual had money to buy food, which is a focus on the food security survey questions as well. For this reason, this researcher assessed the question used in the HRS to be an adequate indicator of food insecurity for the purpose of this study.

Housing Problems

Housing instability was measured with a single question asking if there has been ongoing (12+ months) of housing problems. Answer possibilities included the following: “No, it did not happen,” “yes, but it was not upsetting,” “yes, it was somewhat upsetting,” and “Yes, it was very upsetting.” This was recoded as a dichotomous measure, with 0 indicating no it did not happen, and 1 for any answer indicating yes. A recent study by Bahmini and colleagues (2022)

Second Level

Third Level

Appendices (under certain circumstances)



- Designated with letters, not numbers
- Follow the same formatting guidelines as the rest of the document
- Only required when you
 - Use human subjects in your research
 - Use your previously published material as part of your document

References (Bibliography, Citations)

- Follows the final chapter or appendix
- Use one consolidated list of references, not a different list for each chapter
- May alphabetize your list or, if you've used the number style of citation in text, your list will be numbered in the order in which references appear in the text
- Double space between entries, single space within each one
- Make all internet addresses black



Bibliography, Works Cited, List of References

Bibliography

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Vita

- A one- or two- paragraph biographical sketch written in third person
- Avoid using personal identification such as your day of birth
- Avoid stating that you “will graduate”; instead, state that you “anticipate graduating.”
- As an alternative to a biographical vita, you may include a curriculum vitae



We Will Cover:

- How to Begin
- Formatting Requirements for
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Creating Accessible Theses & Dissertations

Best-Practices Overview

Buddy Ethridge, PhD
Director of Digital Accessibility
Office of Civil Rights & Title IX

Agenda

Accessible digital resources can still be engaging, aesthetically pleasing, and dynamic.

- The "Why"
- 'Text' Documents
- Portable Document Format
- Forms and Surveys
- Resource and Tools

Why is accessibility important?

- First and foremost, it is the right, good thing to do!
- Federal legislation (DOJ Final Rule; Title II of the ADA)
- State legislation (PPM74)
- LSU Policy Statement 31

'Text' Documents

Do's and Dont's #1

Style Headings

Do:

Use the built-in style headings to create a visual heading

Do Not:

Manually create a heading by simply bolding or changing the font size or color

Lists

Do:

Use the built-in list feature for bulleted and numbered lists

Do Not:

Create a list by typing the number at the beginning of every line or typing a hyphen

Hyperlinks

Do:

Create hyperlinks using descriptive words for the hyperlink

Do Not:

Use "Click here" or "More" as hyperlinks

'Text' Documents

Do's and Dont's #2

Multiple Images

Do:

Combine overlaying images into a single image

Do Not:

Overlay or group several objects next to one another so they appear as one object

Embedded Text

Do:

Include embedded text in the alt-text description*

Do Not:

Embed text within an image or include an image with textual information of a non-decorative nature

Meaning

Do:

Use multiple methods to convey meaning, such as bold and color

Do Not:

Use a single method to convey meaning, such as making a word a different color

'Text' Documents

Do's and Dont's #3

Table of Contents

Do:

Use built-in Table of Contents feature to build a table of contents in a document.

Do Not:

Type a table of contents manually

Tables

Do:

Only use tables to represent tabular information

Ensure that there are row and column headings

Do Not:

Use a table for aligning text or non-tabular data

Merge cells

Comments

Do:

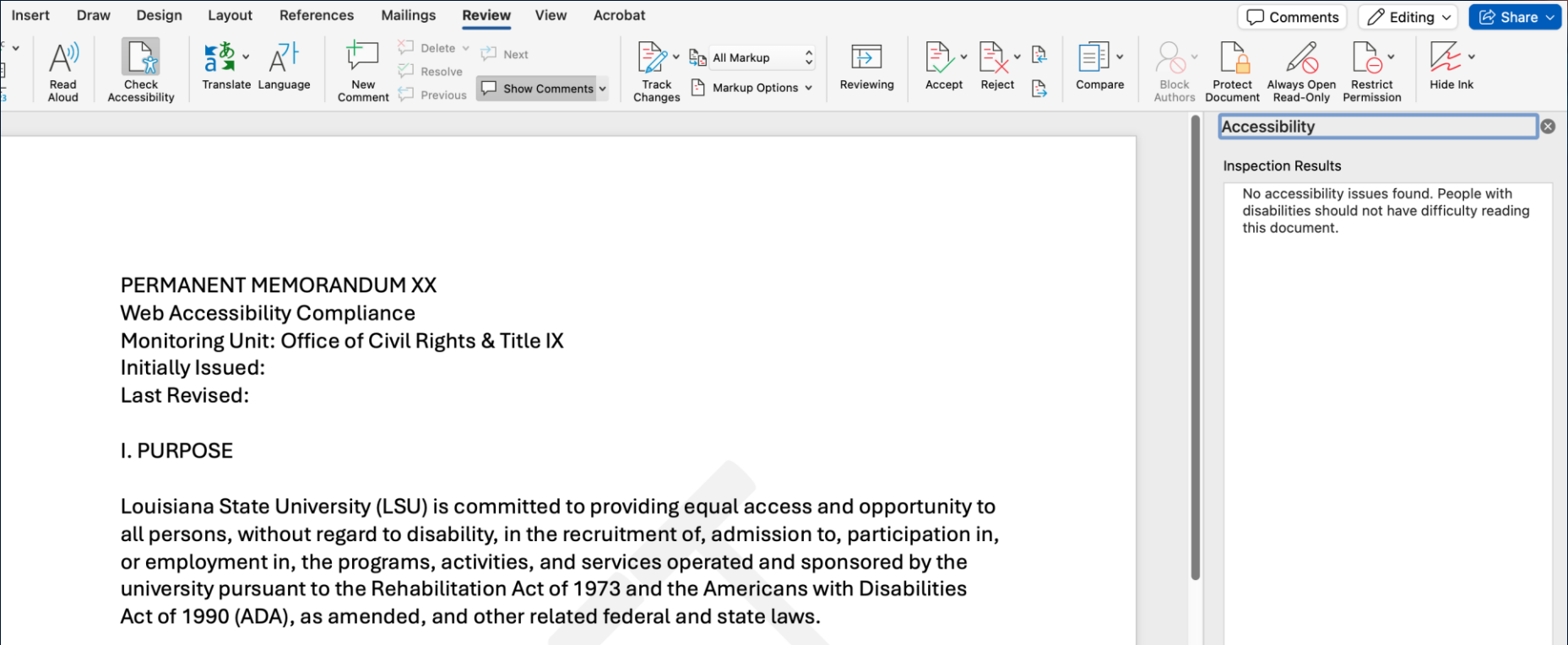
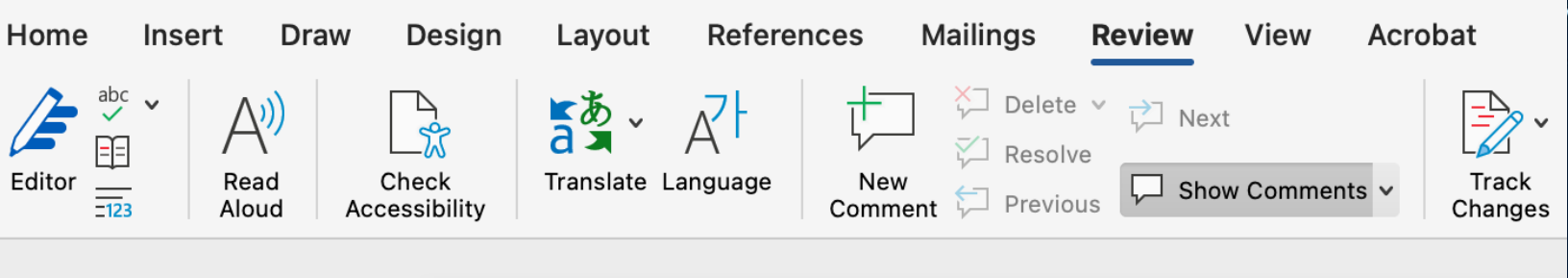
Remove all comments

Accept or reject all tracked changes

Do Not:

Leave comments, annotations, or tracked changes within your final document

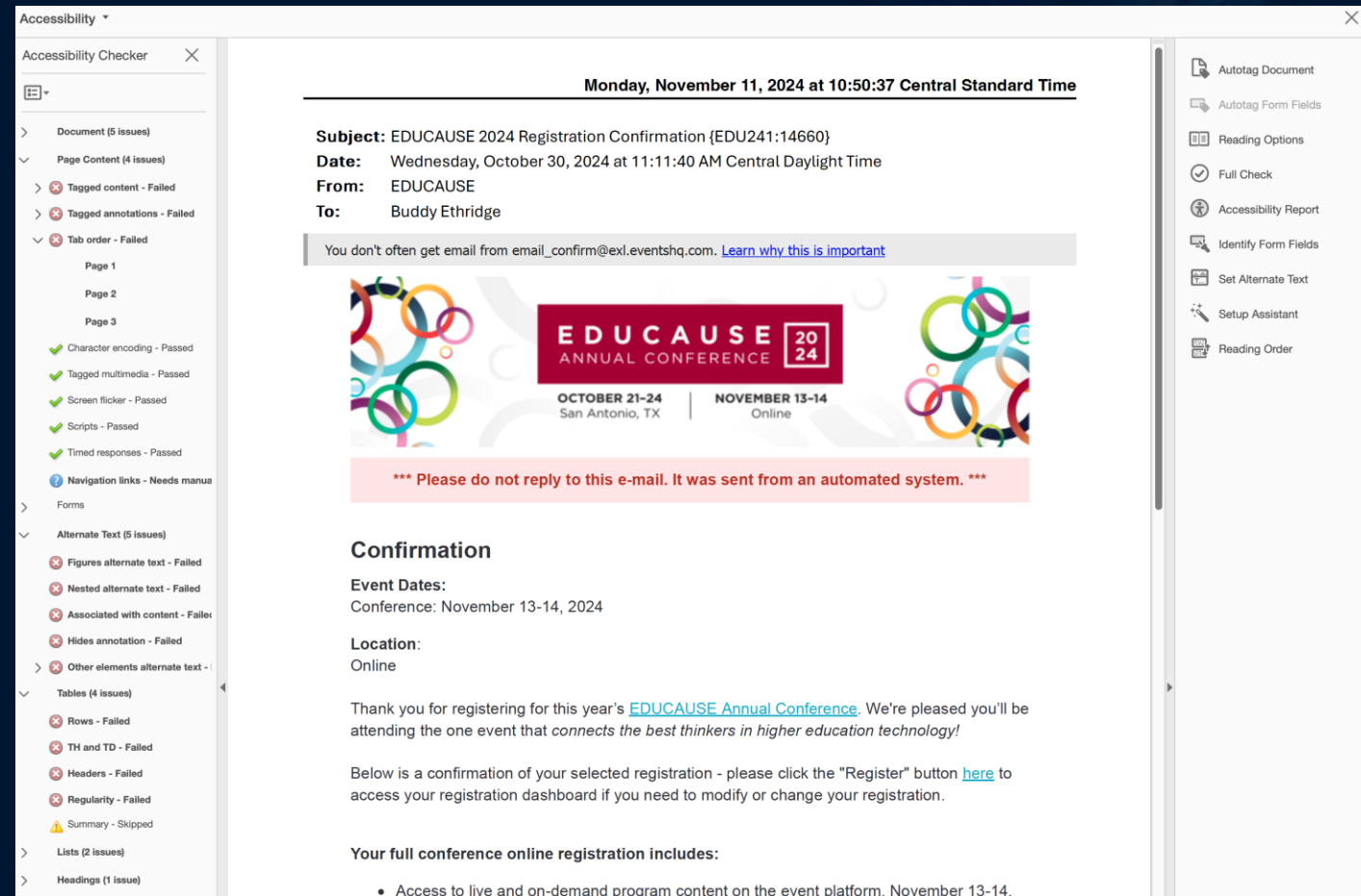
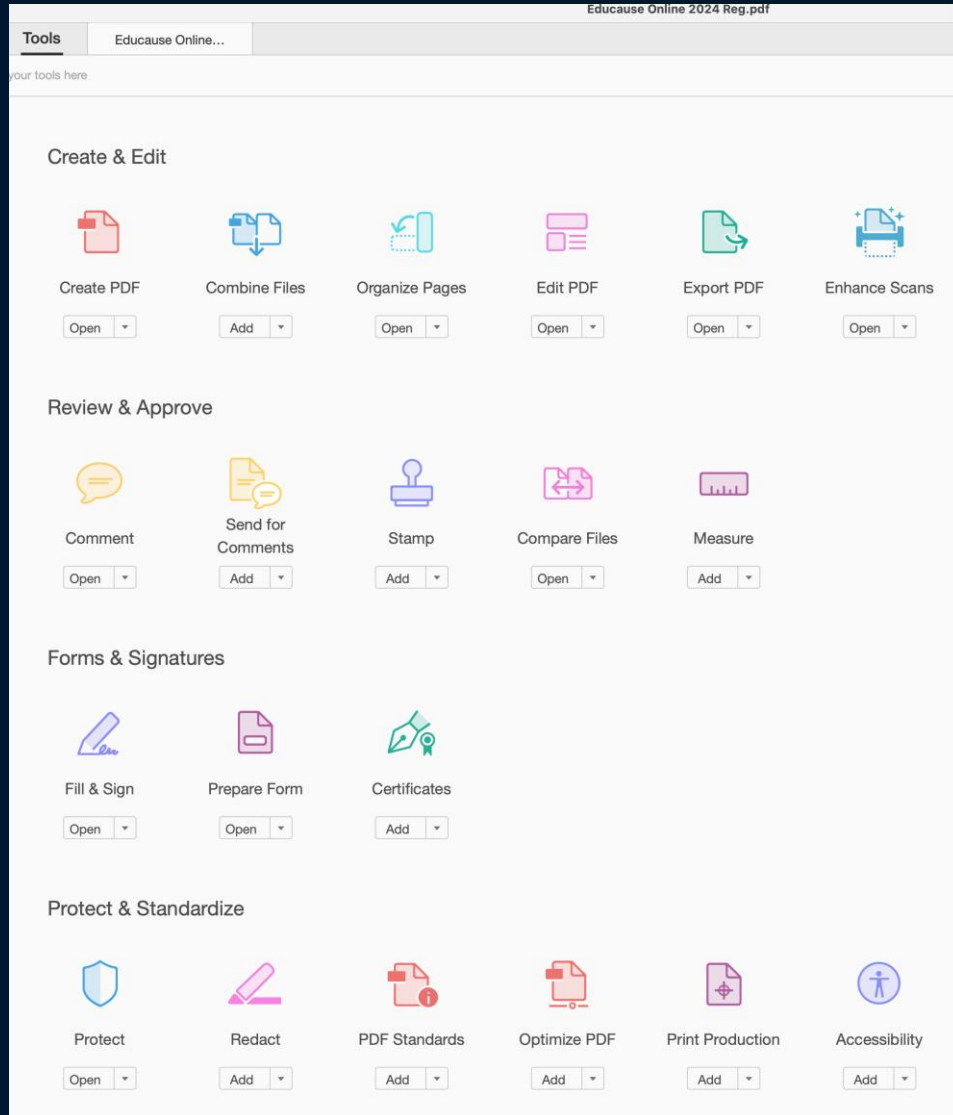
Microsoft Accessibility Checker



Portable Document Format (PDF)

- The document must have a title
- For longer documents, include bookmarks, even if there are no specified chapters or distinguishable sections
- Include headers for changes in sections or chapters
- Tag annotations or citations
- Check tab order
- Check tables outside of the document before adding it
- Ensure any form fields are properly labeled
- Include alt text for all appropriate elements (do not tag nested elements)

Adobe PDF Accessibility Checker



Forms and Surveys

Forms:

Ensure all fields are appropriately described and/or labeled

Check tab-order for navigation

Avoid signature fields that require mouse manipulation or manual “draw-on” input

Surveys:

Use only accessible question types (varies by tool)

Ensure questions are descriptive

Avoid use of graphs or images whenever possible

Available Resources and Tools

Many great online resources:

- [Section 508 - Create Accessible Digital Products](#) (link)
- [Creating Accessible Documents \(Harvard\)](#) (link)
- [Creating Accessible PDFs \(Adobe\)](#) (link)

The legal stuff:

- [DOJ Final Rule on Digital Accessibility](#) (link)
- [Louisiana PPM 74 – Web Accessibility Compliance](#) (link)
- [LSU PS 31 – Digital Accessibility](#) (link)
- [Web Content Accessibility Guidelines \(WCAG\)](#) (link)

In Conclusion

Accessibility makes some people's lives extraordinarily better. How many opportunities do we have to dramatically improve lives just by doing our job a little better?

~ Steve Krug

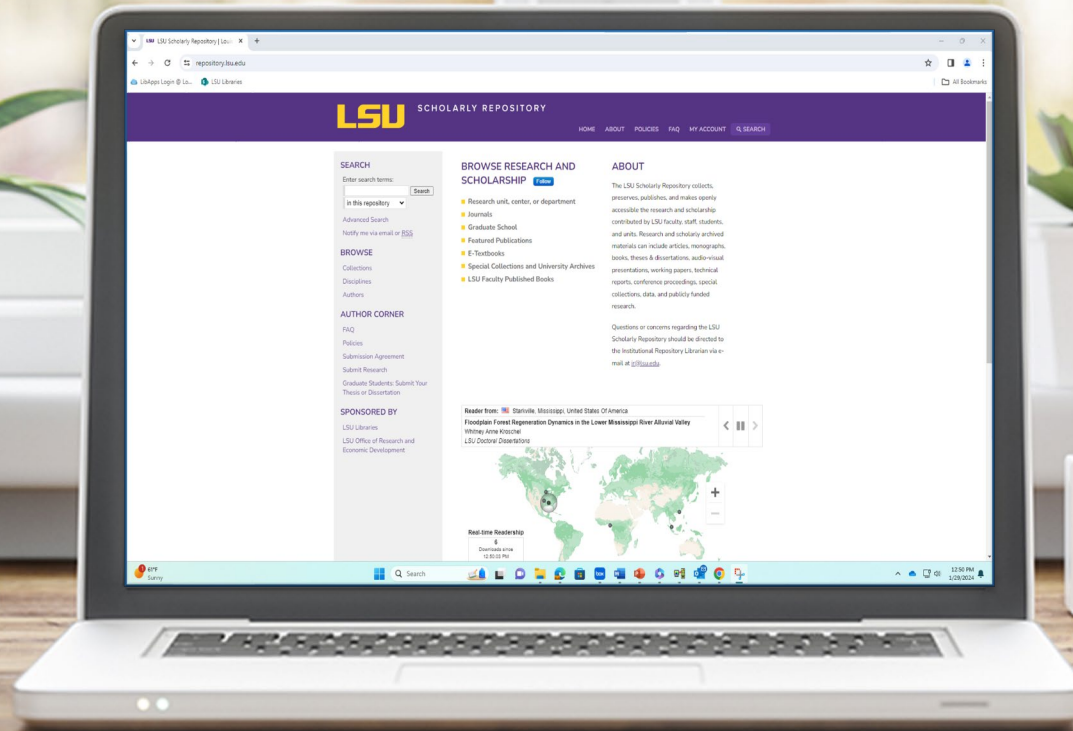
Buddy Ethridge, PhD
Director of Digital Accessibility
LSU Office of Civil Rights & Title IX
buddy@lsu.edu

We Will Cover:

- How to Begin
- Formatting Requirements for
 - Entire Document
 - Specific Sections
- Checking for Accessibility
- **Uploading to the Scholarly Repository**
- Editing Process and Making Corrections



Submitting Your Document to the LSU Scholarly Repository



Creating An Account

- Visit <https://repository.lsu.edu>
- Click 'My Account' → 'Sign Up' (located under 'Create New Account')

The screenshot displays the LSU Scholarly Repository homepage. The top navigation bar is purple with the LSU logo and the text 'SCHOLARLY REPOSITORY'. To the right of the logo are links for HOME, ABOUT, POLICIES, FAQ, MY ACCOUNT, and a SEARCH button. Below the navigation bar, the page is divided into three main sections. On the left is a 'SEARCH' section with a search bar, a 'Search' button, and a dropdown menu set to 'in this repository'. Below the search bar are links for 'Advanced Search' and 'Notify me via email or RSS'. In the center is a 'LOGIN' section with fields for 'Email address' (containing 'tdunkin@lsu.edu') and 'Password' (masked with dots). There is a 'Remember me' checkbox and a 'Login' button. Below the login fields is a link for 'Forgot your password?'. On the right is a 'CREATE NEW ACCOUNT' section with the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Sign up' button. A large blue arrow points from the 'Sign up' button in the 'CREATE NEW ACCOUNT' section towards the 'Sign Up' link in the 'MY ACCOUNT' navigation bar.

LSU SCHOLARLY REPOSITORY

HOME ABOUT POLICIES FAQ MY ACCOUNT Q SEARCH

SEARCH

Enter search terms:

Search

in this repository ▼

Advanced Search

Notify me via email or [RSS](#)

BROWSE

[Collections](#)

[Disciplines](#)

[Authors](#)

AUTHOR CORNER

[FAQ](#)

[Policies](#)

[Submission Agreement](#)

[Submit Research](#)

[Graduate Students: Submit Your](#)

LOGIN

Email address:

Password:

☐ Remember me

[Forgot your password?](#)

CREATE NEW ACCOUNT

You will need to create an account to complete your request. It's fast and free.

Account Registration

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

Password requirements:

- 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**

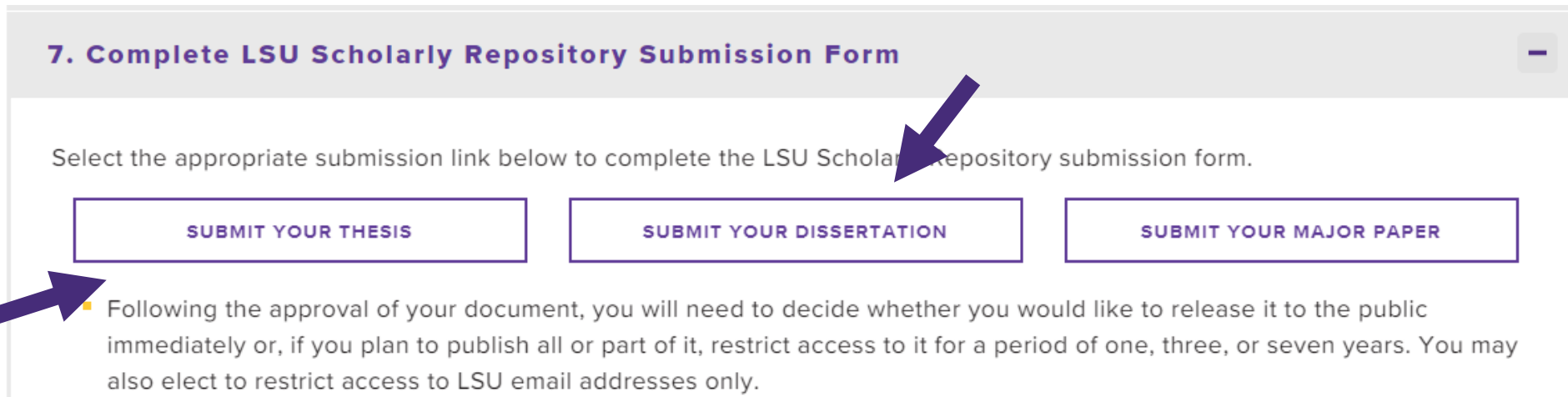
Required fields are marked with an *:

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.



7. Complete LSU Scholarly Repository Submission Form

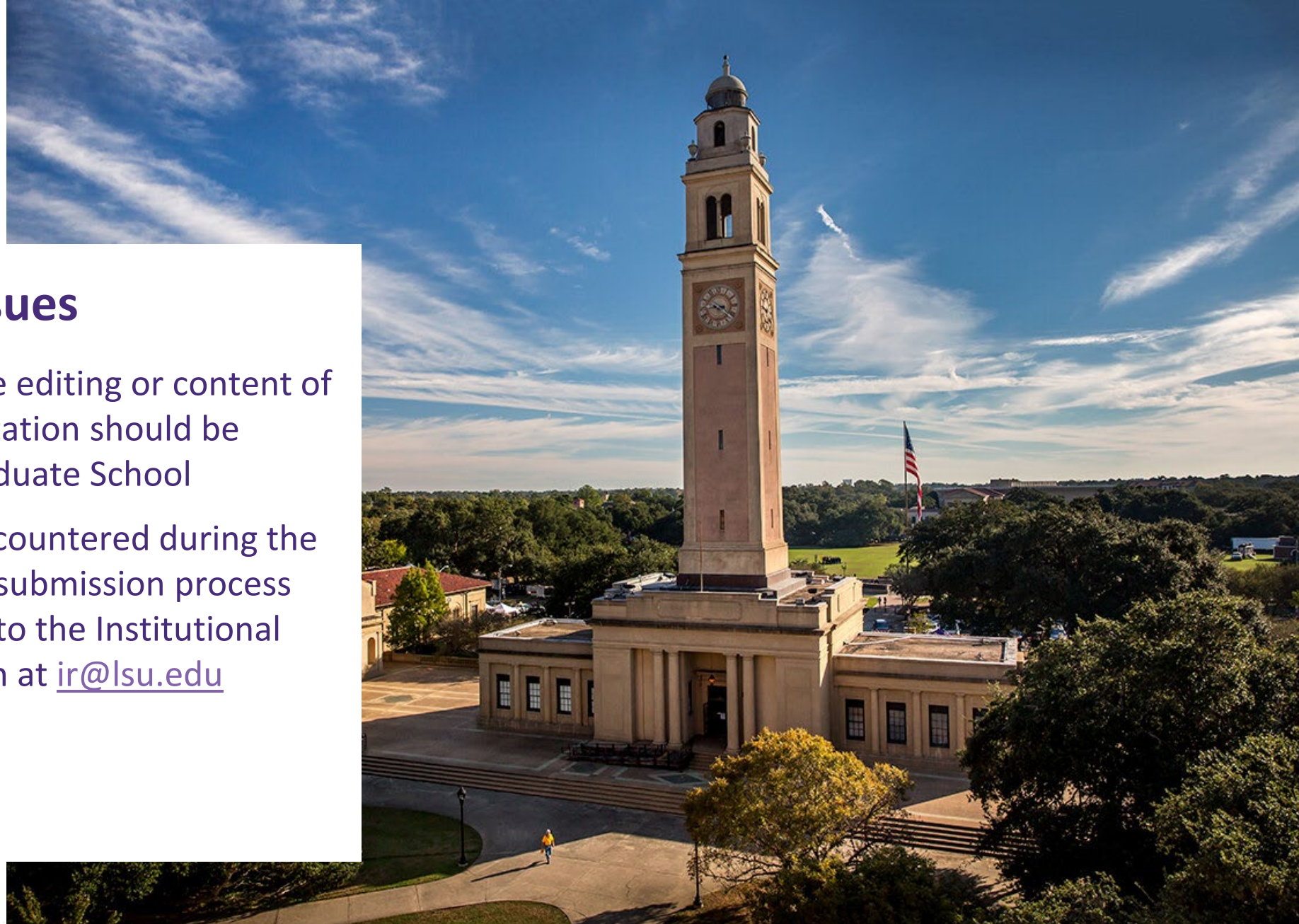
Select the appropriate submission link below to complete the LSU Scholarly Repository submission form.

SUBMIT YOUR THESIS **SUBMIT YOUR DISSERTATION** **SUBMIT YOUR MAJOR PAPER**

■ Following the approval of your document, you will need to decide whether you would like to release it to the public immediately or, if you plan to publish all or part of it, restrict access to it for a period of one, three, or seven years. You may also elect to restrict access to LSU email addresses only.

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 2025, Spring 2026, Summer 2026
- **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



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

Contact Information:

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

Questions ?

Uploading to the Scholarly Repository (Editor's Perspective)



- + • Upload your pdf document, not your Word or GoogleDocs document
- **READ** the acknowledgment statements on the cover sheet!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
- **DO NOT UPLOAD UNTIL YOU HAVE MADE ALL OF THE COMMITTEE-REQUIRED CHANGES**
- **LEAVE IT ALONE AND DON'T TOUCH IT UNLESS AND UNTIL AN EDITOR TELLS YOU TO MAKE CORRECTIONS!!!!!!**

We Will Cover:

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Editing Process and Making Corrections

- All communication will be through the Repository via your LSU email address
- Depending on workload, first review should be within 3-5 days
- You will receive comments on the pdf document. Make only the changes directed by the editor.

YOU ARE NOT ALLOWED TO ADD INFORMATION AT THIS POINT



Editing Process and Making Corrections

- Make your corrections and **run another accessibility check.**
- **Proof your document** for any “cascading effects” such as making your tables split or leaving headings alone at the bottom of a page
- Upload the revised document to the repository within 2-3 days
- Document will be reviewed again to make sure you incorporated the required edits
- This continues until an approvable document is achieved



The Best Advice I Can Give You



- **READ the THESIS AND DISSERTATION HANDBOOK**
- Carefully proof your document **EVERY TIME** you upload a new version
- Take your time when you are making corrections so you don't overlook the comments

The Best Advice I Can Give You



- **BELIEVE YOUR EYES, NOT WHAT WORD “TELLS YOU”**
- Use Your Eyes to See that All Single Spaces are the Same Size and All Double Spaces are the Same Size
- Make Sure All Figures are Formatted the Same and All Tables are Formatted the Same
- Make Sure Your Centerpoint is Correct

IMPORTANT DATES TO REMEMBER

October	8-9	Fall Holiday
November	3	Thesis & Dissertation Uploading deadline. All theses & dissertations of the current semester's graduates <u>must be committee approved & uploaded</u> to LSU's Scholarly Repository 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.
	6	Final date for dropping courses and final date for requesting leave of absence or withdrawal from the University, 4:30 pm, deadline
	24	Final Resolution of Editors' Requested Corrections to Theses & Dissertations. All final revisions requested by the editor must be uploaded to LSU's scholarly repository by 4:30 pm Also, departments must submit final defense reports for non-thesis students by 4:30 pm
	25	Thanksgiving Holiday begins, 12:30 pm
December	5	Last day of classes, 10:00 pm
	7-12	Final examinations
	15	Final grades due, 9:00 am, deadline
	17	Commencement

**NOV 3 –
Uploading
Deadline**

**NOV 24 –
Resolution
Deadline**

Revised 5/2026

Contact Me

Linda Levy

llevy@lsu.edu

- We can email
- We can meet on-campus or off
- We can Zoom

