Thesis – Dissertation Workshop

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General Specifications

Same Basic Formatting Instructions For Both Traditional and Manuscript Guidelines

• The same font must be used in all elements of the document. See formatting instructions for recommended font type and size.

• All margins should be 1”. If you have included a horizontal table/figure, you may use 1.5” on the left margin to ensure adequate space for the title.

• Line spacing of 1.5 lines.

• Half-Title Pages - A numbered half-title page must be used at the beginning of each major section, i.e. INTRODUCTION, REVIEW OF LITERATURE, MANUSCRIPT CHAPTERS, etc.
Page Numbers

- The Title page is the only page not numbered
  ➢ Title page (assigned “i”, but not shown)

  You are no longer required to insert a copyright notice page
  (assigned “ii”) as ProQuest will insert this page for you

- Preliminary section numbered with lower case Roman numerals
  at the bottom center (beginning with the abstract, which is
  numbered iii unless you are inserting a signature page)

- Body of text numbered with Arabic numerals at the bottom center
  (beginning with the Introduction, which is numbered 1)

- All page numbers must appear at least ½” from the edge of the
  page, but do not need to appear within the margins.
  ➢ In MS Word, you can accomplish this by setting the footer to
    0.50 and placing the page numbers within the footer.
Organization of the Thesis/Dissertation

Preliminary Section

- Same in both Traditional and Manuscript Style
- Numbered with lower case roman numerals

<table>
<thead>
<tr>
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<td>List of Figures</td>
<td>required</td>
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<td>List of Abbreviations or Symbols</td>
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Elucidating Mechanisms Responsible for the Pathogenesis of Preeclampsia using the Dahl Salt Sensitive Rat as a Novel Spontaneous Model of Preeclampsia

by

Ellen E. Gillis, Ph.D.

A dissertation submitted to the School of Graduate Studies in the Health Sciences of the University of Mississippi Medical Center in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Medical Pharmacology

University of Mississippi Medical Center
Jackson, Mississippi
October 2015
Table of Contents

• Table of Contents, List of Tables and List of Figures should be formatted the same

• Table of Contents, List of Tables, and List of Figures pages should be neatly justified

• Headings and subheadings must match the table of contents word for word

• All of the major sections and subsections are aligned similarly
Traditional Style - MS & PhD
Body of Text

REQUIRED SECTIONS

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• Review of the Literature
• Materials and Methods
  • Results
  • Discussion
  • Summary
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Please remember, we do still need a copy of your signature page for your student file.

Removal of signature page, abstract should begin with roman numeral iii on your table of contents.
Manuscript Style

Doctoral students whose final, completed dissertation will consist of two or more manuscripts or articles.

This may include articles already published, submitted, or to be submitted to peer-reviewed journals.

One of the papers has to be 1st authored accepted publication.
Introduction and Literature Review

- Describes the overall hypothesis or question, the studies and sub-hypotheses or questions, and their significance.

- It will contain an extensive review of relevant background literature to describe the broader context and introduce main concepts and hypotheses or research questions.

- The common thread linking various parts of the research, represented by individual papers incorporated in the thesis/dissertation, must be made explicit, and you must join the manuscripts into a coherent unit.
Manuscript Style
Body of Text

Each Manuscript Chapter will have:

- Title Page
- Statement of Permission and Contributions
  - Should indicate whether the manuscript was accepted for publication, submitted for publication, etc. (example in later slides)
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgements
- Literature Cited
- Tables
- Figure Legends
- Figures
Summary and Discussion

• In the overall summary and discussion, the student will describe how the studies fit together and test the overall hypothesis or address the overall question.

• Future directions and unanswered questions should be identified.
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Example Table of Contents Page: Manuscript Style

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<td>V. APPENDIX</td>
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The Dahl Salt Sensitive Rat is a Spontaneous Model of Superimposed Preeclampsia

Ellen E. Gillis, Jan M. Williams, Michael R. Garrett, Jennifer N. Mooney, Jennifer M. Sasser

Departments of Pharmacology and Toxicology and Medicine
University of Mississippi Medical Center, Jackson, MS
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If the dissertation/thesis contains any collaborative work, clear and appropriate acknowledgement must be stated as to the relative contributions of all parties.
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Impaired Blood Pressure Compensation Following Hemorrhage in Conscious Obese Zucker Rats

Lusha Xiang*, John S. Clemmer*, Silu Lu, and Peter N. Mittweide

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Required statement regarding status of manuscript for each chapter

Contributions of authors and co-authors

*Lusha Xiang and John S. Clemmer are to be considered co-first authors and contributed equally to designing the study, gathering and interpreting the data, and writing the manuscript.

Silu Lu and Peter N. Mittweide helped with experiments and revising the manuscript.
Statement of permission

Title of manuscript: Cloning and characterization of antiviral cytotoxic T lymphocytes in channel catfish, *Ictalurus punctatus*

Author names: Erin B. Taylor, V. Gregory Chinchar, Melanie Wilson, Eva Bengten

This manuscript has been prepared for submission to a peer-reviewed journal.

Contribution of authors:
ET, VGC, MW, and EB conceived the experiments.
ET designed and performed the experiments as well as analyzed the data.
ET, VGC, MW, and EB wrote the manuscript.
Tables and Figures

• Tables
  – Used to designate tabulated data including computer printout sheets.
  – The number and title of each table must be placed **above** the top line of the table.
  – The legend is placed below the table.

• Figures
  – Used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, and other mainly nonverbal material.
  – The number, title and caption for each figure must be placed **below** the figure.

• Each table and each figure must bear an identifying number.
  – Tables and figures are numbered in a separate series
  – Each table and figure must bear a number in its own series.

• The title of each table and each figure should be unique and all titles must be entered in the List of Tables and List of Figures exactly as they appear in the manuscript.
  – The title is a brief description of the table and figure.

• Each table and figure must be referenced in the text prior to its placement.

• All tables and figures must be within the margins of the document.
Tables and Figures (cont’d)

• Wide tables and figures may be done in "landscape" form (i.e., lengthwise on the page), with the top of the table or figure at the binding (left) edge. The title and caption are landscaped. The page number must remain at the bottom center of the page to remain consistent throughout the document so that they are read normally.

• Tables and figures may be reduced so that the table or figure itself appears on a single page provided that the text is readable. However, if the table or figure is reduced, titles and captions must be in the same font and as the text.

Traditional Style:

• The placement of tables and figures may be handled in ONE of the following ways:
  – Each table or figure may be inserted in the text as near as practical prior to the first reference in the text. (Please be sure to finish the sentence/paragraph)
  – Tables and figures may be grouped at the end of each section.
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<table>
<thead>
<tr>
<th>Treatment Group</th>
<th>Composition</th>
<th>n</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBS</td>
<td>PBS + PBS containing 20% glycerol (1:1 vol:vol)</td>
<td>16</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>PBS + 1% cholesterol in PBS containing 20% glycerol (1:1)</td>
<td>16</td>
</tr>
<tr>
<td>Moxifloxacin</td>
<td>Moxifloxacin + PBS containing 20% glycerol (1:1)</td>
<td>16</td>
</tr>
<tr>
<td>Moxifloxacin/Cholesterol</td>
<td>Moxifloxacin + 1% cholesterol in PBS containing 20% glycerol (1:1)</td>
<td>16</td>
</tr>
</tbody>
</table>

Each eye was treated every 2 hours for 12 doses starting at 25 hours PI.

Table 10: Immunoglobulin G Titers* of Serum

<table>
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<tr>
<th>Immunization Group</th>
<th>Antigen</th>
<th>Titer</th>
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<td>PPSV23</td>
<td>PPSV23</td>
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<tr>
<td>ΨPLY</td>
<td>ΨPLY</td>
<td>≥ 51,200</td>
</tr>
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<td>HIS tag</td>
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<td>PPSV23/ΨPLY</td>
<td>19F polysaccharide</td>
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<tr>
<td>PPSV23</td>
<td>19F polysaccharide</td>
<td>≥1,600</td>
</tr>
</tbody>
</table>

* IgG titers were tested because increased IgG titers have been observed in humans after immunization with polysaccharide vaccines (Abadi et al. 1998; Sen et al. 2005)
Sample Figures

Figure 1 – First stage of glycolysis. Cartoon illustrates the isomerization of M6P to F6P.

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Figure 2.3: Glomerulomegaly during late pregnancy in the Dahl Salt Sensitive (S) rat compared to age-matched virgin control. (A) Comparison of glomerular area at late pregnancy compared to age-matched virgin rats of each strain (B) Comparison of glomerular diameter at late pregnancy compared to age-matched virgin rats of each strain. (C-H) Representative histological images of glomeruli in a virgin (C-E) and
Example figures following the list of figures page
Literature Cited

- The preferred format for listing references in the LITERATURE CITED or BIBLIOGRAPHY section is alphabetical order by the first author’s last name. In the text, the format of citations must be consistent and uniform and adhere to the “name and year” system.

- Other styles may be used if approved by the advisory committee.

- **Do NOT** allow a reference to break across a page.

- Single space each entry, double space between entries.
Appendix

The appendix must include:

- **Manuscript Style**
  - Actual letters of permission to reprint copyrighted material. You must supply a permission letter from the copyright holder (usually the publisher of the manuscript) of any published material used in your dissertation

- **Traditional Style**
  1) form signed by the advisory committee chair stating that all permissions for the use of any copyrighted materials have been received (example provided on later slide)
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Appendix

The appendix may include:

• The appendix may include all materials that are not critical for inclusion in the body of the main text. Appendices may contain surveys, questionnaires, extra relevant material such as tables, figures, computer data, etc.

• Any and all material in the appendix must be numbered consecutively within the document, with proper margins observed, consistent with the remainder of the document.
TITLE OF DISSERTATION/THESIS

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University of Mississippi Medical Center
Month of Defense Year of Defense

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• Make sure spacing throughout the document is consistent. For example, if you add an extra line after a heading, then you must do add an extra line after all of the headings throughout the document.

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Please review this checklist as a guide to ensure all formatting guidelines are followed.

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— Month and year of dissertation defense on the title and copyright pages

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— There are no orphaned titles, lines or words at the bottom or top of a page. (You should have at least two lines of print on each and every page)

— There are no broken references in the literature cited section

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— All pages are numbered consecutively at the bottom center except the title page and the copyright page. There are no duplication of page numbers and no page numbers are omitted

— Roman numerals are used for the preliminary pages and Arabic numerals are used for the body of the text

**Table of Contents, List of Figures, and List of Tables**

— All of the titles match word for word as they are stated in the text

— A correct page number is listed for each item

— The page numbers are aligned neatly on the right hand side of the page

— All of the major sections and subsections are aligned similarly

— Each table and figure are uniquely named.

— Each table and figure are referenced in the text prior to its placement

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  o public presentation (currently virtual only)
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date indicated in the current academic calendar (MARCH 26TH )

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  website under the featured events section and distributed to all
  faculty and students
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- At least 10 working days prior to the oral examination, submit a copy of your dissertation to your committee and upload your final draft copy on ProQuest.

- Complete the **Thesis or Dissertation Defense Form** and deliver it to the chairperson of the advisory committee (form on website)
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Begin this submission process no later than two weeks prior to defense date

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   1) Select the number of bound copies you wish to order in addition to the three standard copies required by the Graduate School (provided to your mentor, program, and library)
   2) Lastly, enter your payment information then finalize this process by submitting

   Once this initial submission is complete, you will be allowed to upload additional revised versions of your work until it is approved by your committee (post defense) and Graduate School administration.

4. Publishing information step
   1) Read instructions carefully
   2) Select type of publishing (“Traditional” is recommended – no fees)
   3) If you wish to place an embargo on your work, that option is available in this section – 6 months, 1 year, or 2 years

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   1) Select “no” to the question regarding previous copyrights being filed
   2) Select “yes” to request ProQuest to file for copyright on your behalf

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University of Mississippi Medical Center
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  o This will be the final format check

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  - Student Exit Survey
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  - Student Information Form – online google form

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Plagiarism

• What is Plagiarism?
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• Why is it Important?
At the SGSHS, we are continually engaged with other people’s ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due.

• How Can Students Avoid Plagiarism?
Use appropriate citations when using:
• Another person’s idea, opinion, or theory
• Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
• Quotations of another person’s actual spoken or written words, or
• When paraphrasing another person’s spoken or written words
Issues Encountered

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