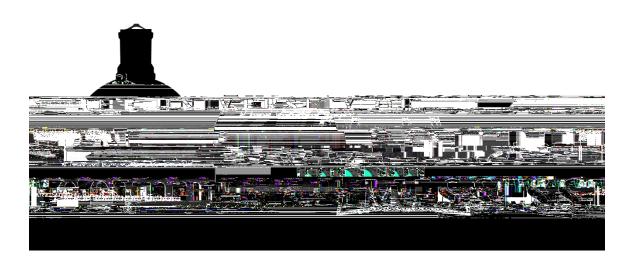
GRADUATE SCHOOL GUIDELINES FOR USERS OF USM LaTeX

For the Department of Mathematics and the School of Computiagd Physics *these students may also opt to use the USM Templates not discussed in this document



The GraduateSchool Dr. Karen S. Coats, Dean

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Reviewer of Theses, Dissertations, and Nursing Capstone Projects

http://www.usm.edu/graduatechool

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This document is for those who will be usild§M LaTeX for theses and dissertations. LaTeX is used only by flathematics department and a few stends in the School of Computing and Physics (most use the USM templates).

DEDICATION

This document is dedicated to the graduate students served by the Graduate

School at The University of Southern Mississippi



USM Main Campus, Hattiesburg USM Gulf Coast, Long Beach Gulf Coast Research Laboratory, Ocean Springs

Stennis Space Center

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submitted to the Reviewer as early as **polesi** fter a successful defense. Early submission will allow extra time to deal with unforeseen problems, while submitting on the last possible day may result in delays as documents are reviewed in the order they are received.



±BASIC FORMAT

Margins

Margin settings be used throughout the document are as follows

- 3/4 Left margin- 1.5 inches
- ³⁄₄ Top margin 1 inch
- ³/₄ Right margin 1 inch (*right justification is not permitted*)
- 3/4 Bottom margin- 1 inch

These margins are necessary for bindir du photographs, prist figures, tables, graphs etc. must be contained within the required margins.

Citations and References

Everything taken from another source must include citations and every citation must have a matching source listed in the Reference section. This fiort direct quotes, paraphrasing, or the use of someone else's ideas, theories, tables, figures, illustrations, etc. If using a table, figure, survey, etc. from another source the student must obtain permission from the author and/or publisher beforeuiding it in the thesis or dissertation. The letter or email granting permission must be included in the appendices.

Otherwise, follow the instructions provided for the LaTeX template.

Please read the document **ted** the "Graduate School Research Compliance,"

CHAPTEP III ±

Dedication

If a Dedicationis to be included in the docume follow the formatting guidelines

as jargon, agencies, legislation etc. The list should be celitite iter to columns) alphabetical ordel Paginates equentially after the previous list, bottom center

Main Text

The main text should be doubs paced throughout with *extra spacing* between headings or paragraphs. The first line of each paragraph should be indented one half (.5) inch. If the documen includes symbols, foreign characters, or mathematical equations, they must look professional.

Spelling/Grammar Check and Proofreading

±AFTER DEFENSEHOW TO SUBMIT THE DOCUMENT TO THE REVIEWER AND WHAT HAPPENS NEXT

Introduction

Once the student has successfully defendetheters or dissertation the student is *almost* ready to submit the ocument to the Reviewer.

- Complete any revisions required by the bommittee and skthe committee chaito email the Reviewer stating that the revisions have been completed committee chair certifies that the thesis dissertations an original work by signing the Results of Oral Defense form.
- Makesure theorem is formatted as required this document and the LaTeX instructions and that all citations and references are properly formatted sure every citation has a match in the reference section.
- 0 Make sure the grammar, punctuating spelling, etc. are conect throughout.
- Make sure everything has begaroperly cited within the text and that every citation has a matching entry in the reference section.
- Make sure that permission been obtained use any tables, figures, schemes, illustrations, etc. from he author and/or publisher of those items. Remove them if no permission has been give? Permission letters/emails must be included in the Appendices.
- The Reviewer will return submissions that are incomplete, incorrectly formatted, and/or improperly cited. It is better to submit documents as noted

to begin with. The Reviewer is not going to format the student and the Reviewer's not going to correct the student or references.

- It is recommended that the student submit the document to Reviewer as far ahead of the published deadline as possible not wait until the deadline unless it is absolutely necessary. The Reviewer works throughod usenents in the order received early submission gives the student the time to deal with unforeseen problems an provides the student with e opportunity to finish earlier in the semester.
- Once the document is submitt(end resubmitted) the Reviewer, closely monitorUSM email (usm.edu- not eagles.usm.eda) dbe prepared to go to work on the reqired revision simmediately upon notification. The Reviewer will usually allowone week (or less) from the day the document is returned to the studentor the revisions to be completed.

Submission Method Aquila

Once the student is ready to submit **doe**ument to the Reviewethe student *must follow the steps detailed in the* pdf documentin Step 5*of the following website:* <u>http://aquila.usm.edu/graduateschoold@he</u>lpful videosare also provide)d

The Reviewer Process

School website pay this extra fee The additional fee may be paid at the time the student applies for degree tween the time the application for degree is submitted and the time the document is the time the Reviewer, or at the time the time the final document is submitted to the Reviewer or at the time the time the time the final document is submitted to the Reviewer but not later