

USC^{THE} Graduate SCHOOL

**GUIDELINES FOR THE FORMAT AND
PRESENTATION OF THESES AND DISSERTATIONS**

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(For These Guidelines)

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A. Introduction

All degree candidates are **required** to follow the formatting guidelines. Please do not use old USC theses or dissertations as examples since errors may have been overlooked or the guidelines may have changed. The Graduate School has not created and does not endorse any software programs or templates, even if such programs exist at the school/departmental level. LaTeX users may request a style sheet from the Graduate School with the understanding that editors cannot advise students about any deficiencies it may have regarding the Guidelines. Graduate School thesis editors give format corrections only. Content may not be changed once a manuscript is approved by committee and submitted to the Graduate School (exception: typos). Once a manuscript is approved by the Thesis Editor, no further corrections, including typos, are permitted.

Once a manuscript has been submitted to the Graduate School (initial submission), absolutely no more content or committee-mandated changes can be made to it. If a student wishes to continue working on the manuscript, it will be pulled from the editing queue and the student will be required to register for thesis/dissertation units and/or pay late fees. The student will only be able to (re)submit for the following semester.

All manuscripts are read and paperwork is processed in the order received. Degrees are posted by Degree Progress on a rolling basis once the manuscript's format has been approved and the Thesis Editor has signed off on the paperwork. Thus degrees may post to your academic record earlier than the conferral date if submitted well before the deadline. All students who submit near or at the deadline are eligible to have their degrees post if their paperwork is in order and their corrections are made in a timely manner before the degree conferral date.

The Graduate School cannot write and issue letters verifying near-completion or completion of the degree for any purpose including prospective employer requests. Consult your department advisor/department chair or dean's office for assistance.

B. Deadlines

Degrees are conferred three times a year: at the end of the fall and spring semesters and at the end of the last summer session. **All submission deadlines will be strictly enforced. There are no exceptions.** Students should schedule their defenses in time to make all the content changes and corrections that may be required by their committee as well as to obtain the necessary signatures and format according to the Guidelines in advance of any deadlines.

The submission deadlines refer to the *initial* submission of the manuscript after you have made all your committee-required changes and formatted it according to the Guidelines. **The submission deadlines are NOT editing approval deadlines.**

The following submission steps are all required:

1. Students must create and complete (3 pages) a profile on the USC Thesis and Dissertation Online Processing Web site in the semester they anticipate filing their manuscript with the Graduate School.
2. Students must submit all their completed graduation paperwork *in person* to the Graduate School by 5:00 p.m., Pacific Standard Time by the deadline date.
3. Once cleared, students must also submit their manuscript electronically by 11:59 p.m., Pacific Standard Time by the deadline date.

Only students who submit their paperwork for a particular semester's deadline will be cleared to submit their manuscript electronically. All manuscripts submitted without paperwork (or incomplete paperwork) will be rejected and the student will be automatically disqualified from being eligible for a graduation date in a desired term.

Turning in a manuscript by the deadline date and time does not guarantee that a student will be awarded the degree in the corresponding term; it only makes a student *eligible* for that graduation date.

A student's graduation date will be advanced to another term if:

1. The student fails to make all his/her corrections in the time allotted
2. The student fails to make all his/her corrections by the conferral date
3. The student's paperwork is incomplete and/or lacking original and authorized signatures

A student will be awarded a graduation date for the term in which he/she academically and administratively fulfills all requirements for the degree (regardless of the submission date), including the approval of a final version of the manuscript and the submission and verification of all supporting documents, as well as the completion of any outstanding degree requirements. **Degrees will not be awarded retroactively.**

C. 594/794 (Thesis/Dissertation) Registration Rules (*domestic students only*)

The following is **IMPORTANT** information about registration in thesis and dissertation units and deadlines for submission of the thesis or dissertation.

http://www.usc.edu/dept/GRADSCHL/downloads/4_Rules_Governing_Registration_594_794.pdf

Students wishing to avoid registration in 594, 794 or the equivalent (**once they have met the minimum registration requirements in these units**) must first submit their completed and signed graduation paperwork to the Graduate School **and** then, once cleared, upload their manuscript to the Graduate School by the add/drop date of the fall or spring semesters (end of the third week of classes). Students who do not submit by their completed graduation paperwork and manuscript by the add/drop deadline date and times will be required to register in 594, 794 or the equivalent.

D. Documentation

The following documentation items must be submitted to the Graduate School *before* a student will be cleared to upload the manuscript.

1. **Approval to Submit Defended and Final Copy of Doctoral Work or Approval to Submit Final Copy of Master's Thesis form** (replaces Final Typing Card):
 - a. Signed by the entire committee and dated by the chair only *after the satisfactory completion of the thesis/dissertation defense* and all post defense revisions. Unanimous approval of the committee required.
2. **Verification of the Completion of the Requirements for the Doctoral (Master's) Degree Form** (replaces Triple Cards):
 - a. Signed/dated by the Graduate Staff Advisor and Dean of the conferring unit, Department Chair or Director (Master's or Ph.D. Program Director).
 - b. Staff Advisors may submit this form after the student uploads the manuscript. However, without it, a student will not be cleared to graduate.
3. **Documentation Review Form (Checklist):**
 - a. Signed/dated by both the student and the Graduate Staff Advisor.
4. **Signature Page:**
 - a. **Use the signature page appropriate for your degree and school.**
 - b. Signed by the committee and for non-Graduate School degrees, also signed and dated by the Dean of the conferring unit (exception M.S., ENGR – dean does not sign, only the committee).
 - c. Do **not** include the signature page in the PDF file.
 - d. The **signature page** will be sent **only** to the **USC Libraries** (for inclusion in the Electronic Archives). The signature page will **not** be sent to ProQuest. Copies of the signature page will **not** be distributed.
 - e. For degrees under the jurisdiction of the Graduate School, the Vice Provost for Academic Affairs and Graduate Programs will sign *and* date the signature page once you have completed the editing process. The committee chair should **not** date the signature page.
5. **Publication Fee Receipt of \$115 (Doctoral) and \$105 (Master's):**
 - a. Payment is accepted at the Cashier's Office – UPC and HSC.
6. **Survey of Earned Doctorates:**
 - a. Completed by all doctoral students. The results are used by governmental and private agencies to support new and existing educational programs.
7. Copy of the **Appointment/Change of Committee Form** indicating most current committee of record:
 - a. Applicable for all Ph.D. and Master's degrees under the jurisdiction of the Graduate School (**Appendix F**).
 - b. The Request to Take the Qualifying Exam is **not** sufficient.
 - c. The form must be signed by the Dean of the school which administers your degree.

E. Manuscript Formatting

Manuscripts must be electronically formatted on 8.5 x 11 inch "paper size" in black text font. Color is permitted only in tables and figures. Only black text can be used to describe tables and figures. Oversized pages are not permitted.

1. DISSERTATION/THESIS REQUIRED ELEMENTS AND ORDER

Table 1 identifies a list of required and optional elements for *all degree candidates*. Students submitting a musical score are exempt and should consult **Appendix H** for a list of required and optional elements. Master's students in Journalism must follow this table with minor exceptions (**Appendix H**).

Table 1: Dissertation/Thesis Elements and Their Order

Order	Element	Required-Optional	Pagination	Table of Contents Entry
1	Title Page	Required	unnumbered	No
PRELIMINARY PAGES				
2	Epigraph	Optional	If first page, start with small Roman numeral ii (preliminary pages use Roman numerals)	Yes
3	Dedication	Optional	Small Roman numeral	Yes
4	Acknowledgments	Optional	Small Roman numeral	Yes
5	Table of Contents	Required	Small Roman numeral	No
6	List of Tables (if there is more than one table)	Required	Small Roman numeral	Yes
7	List of Figures (if there is more than one figure)	Required	Small Roman numeral	Yes
8	Abbreviations	Optional	Small Roman numeral	Yes
9	Abstract	Required	Small Roman numeral	Yes
10	Preface	Optional	Small Roman numeral	Yes
MAIN PAGES/BODY				
11	Main Body	Required	First page of introduction or first chapter starts with Arabic no. 1	Yes
12	Glossary	Optional	Arabic numeral	Yes
13	Alphabetized Bibliography	Required	Arabic numeral	Yes
14	Appendices	Optional	Arabic numeral	Yes

I. Title Page (See Appendix D)

II. Preliminary Pages

Headings: All headings in this section must consistently formatted in the same size, style and font, including the Abstract and the Table of Contents. **Note:** You should use the same style for headings throughout the manuscript. Headings must match what is indicated in the Table of Contents page.

A. Epigraph, Dedication, Acknowledgements and/or Preface

1. Text must be double-spaced; no italics.
2. All of these preliminary pages **must** have a heading and all headings must match the same size, style and font of the other headings in the preliminary pages.

B. Table of Contents (Appendix B)

1. Single space entries; double space between main entries and chapters.
2. Include page numbers for every Table of Contents entry.
3. Do not use multiple or bold fonts. (You may bold main chapter headings but not page numbers).
4. Do not italicize or bold page numbers.
5. Align page numbers properly to the right margin. Do not allow text to enter the column of page numbers.
6. "Dot leaders" are not recommended.
7. Do not include a secondary heading over the sections and page numbers.
8. List only the first page where a chapter starts (not the entire range of a chapter).
9. Multiple subheadings are acceptable, but not in excess.
10. Include subheadings and corresponding page numbers in the listing of appendices.
11. **NOTE:** Update after all format editing is complete - include all headings & subheadings.

C. List of Tables/Figures (Appendix C)

1. If you have more than one table/figure, include full table/figure titles and the corresponding page numbers.
2. Do not group List of Tables and List of Figures. Each list must be on a separate page.
3. Single space the entries; double space between entries.
4. Do not italicize or bold page numbers.
5. Align page numbers properly to the right margin.
6. Do not allow text to enter the column of page numbers.
7. If you have only one table/figure, include it in the Table of Contents under its chapter.
8. Do not include a secondary heading over the sections and page numbers. List only the first page where a table/figure starts (not the entire range of a table/figure).
9. **NOTE:** Update after all format editing is complete.

D. Abbreviations, Glossary (Check Table 1 above for location)

1. Single space entries; double space between entries.

E. In-Text Abstract

1. **An in-text abstract is required – no limit on the number of words.**
2. Text must be double-spaced. No italics.
3. ProQuest and the USC Libraries require the submission of an abstract during the uploading process. **ProQuest places restrictions on the number of words per abstract which is uploaded separately from the main manuscript. No limit exists for the USC Libraries.**

III. Main Pages

Headings: All headings in this section must be consistently formatted in the same size, style and font (including consistent changes in format for sub-headings). **Note:** This includes the headings for the preliminary pages.

A. Body:

1. **Double space throughout**, except for block quotations, which should be single-spaced.
2. Avoid spacing that is greater or wider than regular double-spacing.
3. Manuscripts should have numbered chapter headings that are listed in the Table of Contents.
4. Do not give Bibliography or Appendices a chapter number.
5. Tables and Figures: Use the same heading size and font style; all captions must be in the same heading size and font styles.
6. Running headers/footers are **not** permitted.

B. Alphabetized Bibliography

1. An *alphabetized bibliography* comprehensive to all chapters at the end of your manuscript is **required** regardless of whether you have chapter endnotes or chapter reference sections.
2. A bibliography is **required** even though your discipline does not require it. Exception: musical scores and *some* professional projects in journalism
3. Bibliographic entries must be presented in *alphabetical order by the first author's last name*.
4. **Do not allow bibliographic entries to split over pages; each entry must be complete on one page.**
5. If you chose to have a reference page at the end of each chapter, a comprehensive bibliography (combining all reference pages) is still required at the end.
6. If you use numbered citations in the body, you can retain the numbers in the bibliography, but present the references alphabetically. In other words, the references will be in alphabetical order, but not in numerical order.
7. Use a **citation** method appropriate to your degree for the formatting of footnotes or endnotes. The Graduate School does not endorse a specific citation style, but you can use only one style throughout the manuscript.

C. Appendices

1. Headings must match all other headings in preliminary pages and main body.
2. Appendices must follow the guidelines in terms of pagination and margins, but may include alternate spacing or fonts.
3. Appendices must follow the guidelines in terms of pagination and margins, but may include alternate spacing or fonts. Exception: Headings must match all other headings in preliminary pages and main body.

2. MARGINS

All text, including tables, figures, page numbers and appendices must fit within the margin requirements on every page. The required **minimum** margin settings are.

- Top: 1 inch
- Bottom: 1 inch
- Right: 1 inch
- Left: 1.5 inches

3. PARAGRAPHS & JUSTIFICATION

To indicate a new paragraph, *either* indent the first line of the paragraph *or* double space between paragraphs. Manuscripts may be justified at the left margin, **or** at both margins.

4. HEADINGS

All preliminary page and chapter headings (dedication to appendices) as well as table and figure headings must be consistent in font size, typeface, placement, and style.

Subheadings can be different than the main headings, but all subheadings must be consistent in font size, typeface, placement, and style.

5. FONT & TYPEFACE

Use *same* (readable) *font* (at least 10 point) throughout the manuscript, *including* block quotations. Do not bold text unless indicating a new heading. Exceptions:

- a. Chapter titles/section headings may be 2 to 4 points larger than the body font.
- b. Footnotes, endnotes, and text appearing in tables and figures, including labels, legends, and captions, may be as small as 9 point.

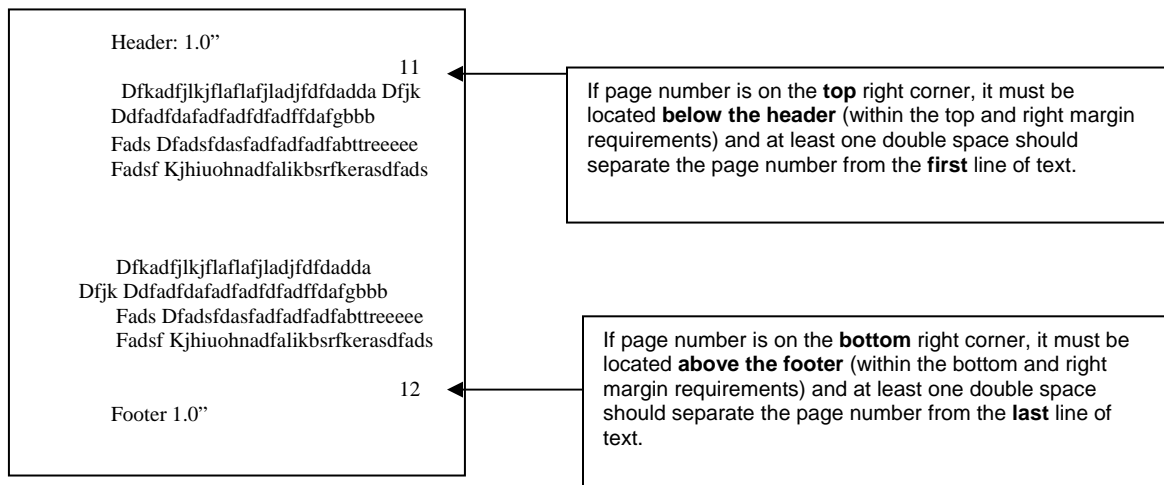
6. PAGE NUMBERS

- a. All pages must be numbered consecutively in the same location and in the same orientation including the first page of every chapter/section and the appendices, with the exception of the Title Page (see Table 1 above).
- b. Page numbers must be placed *either* in the top right or bottom right side of the page (centered [pages] numbers not accepted). Page numbers **MUST** fit within the margin requirements and measure at least an inch from each edge (adjust header/footer depending on the location of the page number to 1.0).
- c. All page numbers, including those of the appendices, must be of the same font and size as the body font, in plain font style (no bold or italics). They must not include periods, hyphens, parentheses or running page headers or footers.

d. At least one double space MUST separate every page number from any text, tables, figures or footnotes. For page numbers in the top right corner, the first line of type should be one double space below. For page numbers in the bottom right corner, the last line of type should be one double space above (see Figure 1).

e. Though tables and figures may be “landscaped,” or presented sideways on the page, **page numbers may not be landscaped. All page numbers must be oriented in the same direction throughout the manuscript.**

Figure 1: Page Number Location



The ProQuest technical support page provides instructions on how to handle landscaped tables and portrait pages. See the “Submitting and Revising” section of: <http://www.etsadmin.com/cgi-bin/main/faq>

7. SPACING

All text throughout the body of the manuscript must be double spaced. This includes the acknowledgements, dedication and abstract pages. It also includes a double space between the page number and the first line of text (if the page number is on top of the page) or the last line of text (if the page number is on the bottom of the page).

Exceptions:

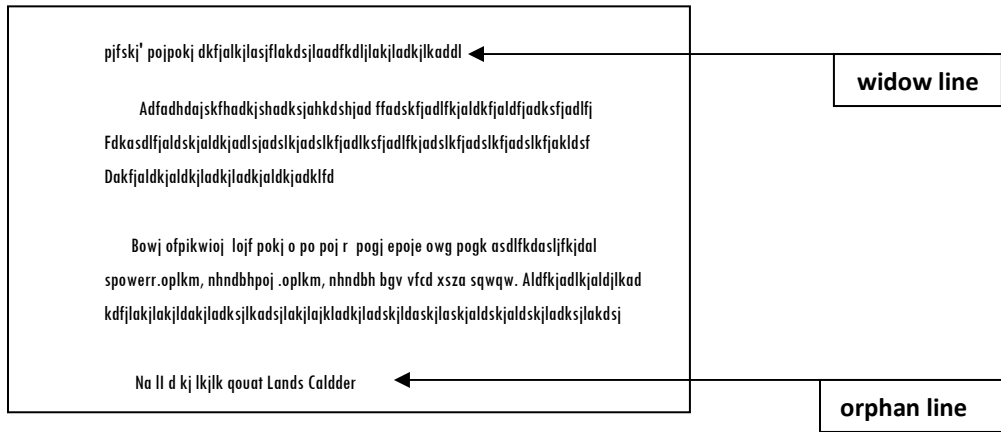
- a. **Block Quotations:** Quotations of 40 words or more should be single spaced and indented in block from the left margin. *Do not use quotation marks unless you are indicating a dialogue.*
- b. **Table of Contents & List of Tables/Figures:** Double space between entries; single space between entries. Subheadings may be single spaced when paired with a main heading.
- c. **Tables and Figures within the Manuscript:** Single space text in tables and figures, including table and text figure captions, legends, and notes.

- d. **Footnotes and Chapter Endnotes:** Single space footnotes and chapter endnotes; double space between chapter endnotes and footnotes.
- e. **Bibliography Entries:** Single space entries; double space between entries.

8. WIDOWS AND ORPHANS

A widow occurs when the last line of a paragraph is the first line of a page. To eliminate a widow, add a space to the previous page so that the last two lines of the paragraph appear at the top of the next page. An orphan occurs when a heading or the first line of a paragraph is the last line of a page. To eliminate an orphan, add an extra space to that page so that the heading or first line of the paragraph falls on the next page.

Figure 2: Widows and Orphans



9. TABLES AND FIGURES

- a. All tables and figures must fit within the margin requirements and must be formatted on 8 ½ by 11 "paper size."
- b. Each table and figure must have a number and heading, and must be listed in the Table of Contents (if you have only one table or figure) or in the List of Tables or the List of Figures (if you have more than one table or figure). Tables and Figures located in the Appendices must also be numbered and listed]
- c. **All table (figure) headings, captions and legends must be consistent in style and size with all other table (figure) headings, captions and legends.** Number consecutively throughout the document or use chapter number prefixes and number consecutively within each chapter.
- d. Each table/figure must be placed as close as possible to the place in the body where mentioned, **not** at the end of a chapter or at the end the manuscript or in the appendices.

- e. If a table or figure crosses over two pages, it must repeat the table/figure number at the top of the page and include the word “continued” (i.e., Table 1, Continued).
- f. Table and figure headings, captions, notes or legends should be on the same page as the table or figure. Lengthy table and figure headings (with their accompanying captions, notes, and legends) which do not fit on the same page may be placed by themselves on a separate *page immediately preceding the table or figure*. This is called a “half-title page.” Half-title page headings and text should be **double-spaced**.
- g. Wide tables and figures may be landscaped, or placed sideways. Landscaped tables/figures must face out of the 1.5 inch binding page, *with the top of the table/figure at the left margin*. **Page numbers must not be landscaped**. See: <http://www.etsadmin.com/cgi-bin/main/faq>

Figure 3: Landscaped Table

The diagram shows a table oriented horizontally on a page. The table has 9 rows and 5 columns. The first column contains numbers 0 through 8. The second column contains the words 'Ded', 'Ackno', 'Tab le', 'Li st of', 'Li st of', 'Abst ract', and 'M ai n'. The third column contains 'O', 'O', 'R', 'R', 'R', 'R', 'R', 'R', 'R'. The fourth column contains 'St ar t', 'S m all', 'S m all', 'S m all', 'S m all', 'Sm all Ro', 'St ar t', 'St ar t'. The fifth column contains 'Y es', 'Y es', 'N o', 'Y es', 'Y es', 'Y es', 'Y es', 'Y es', 'Y es'.

Annotations include:

- 'Header: 1.0"' at the top center.
- 'Footer 1.0' at the bottom center.
- 'Left Margin 1.5' with an arrow pointing to the left edge of the table.
- 'Table description. Must match the font size and style as other tables' written vertically to the right of the table.
- '34' with arrows pointing to the top and bottom right corners of the page.

Text boxes on the right side provide additional instructions:

- Top box: "If page number is located at the top of the page, at least one double space must separate page number from any text, including tables and figures."
- Middle box: "* Left margin (1.5) represents the top of the table/figure", "* Landscaped Table/Figures must face out", "* Page numbers may **not** be landscaped on pages with a landscaped table", "* With the exception of the table title and description, all text must be in the portrait position"
- Bottom box: "If page number is located at the bottom of the page, at least one double space must separate page number from any text, including tables and figures."

10. FOOTNOTES AND CHAPTER ENDNOTES

- a. Endnotes must appear at the end of each chapter (not at the end of the manuscript) and start on a **separate page** with the heading “Chapter X Endnotes.” *Include an entry in the Table of Contents for each endnote section.*
- b. Footnotes must begin on the same page where indicated in the next. Some computer programs may place the footnote on a different page, which must be changed manually.
- c. Single space footnotes and chapter endnotes; double space between chapter endnotes and footnotes. Format all footnotes/endnotes consistently. Number them consecutively and do **not** use italics.
- d. Page numbers should not “crash” into your footnotes; they must be separated by at least one double space.
- e. Use a citation method appropriate to your degree for the formatting of footnotes or endnotes. The Graduate School does not endorse a specific citation style, but you can use only one style throughout the manuscript.

11. CHAPTERS

- a. All manuscripts must be divided into chapters.
- b. Each chapter must begin on its own separate page.
- c. Chapter title headings should appear on the *first page of a chapter*; **not** on a separate page. The wording must match the exact wording in the Table of Contents entries including “Chapter [number].”
- d. Chapter title headings should be consistent (font size, placement, etc...) throughout the manuscript.
- e. The bibliography/reference page is not considered a chapter. The introductory and concluding parts of a manuscript are considered chapters.
- f. Musical scores do not need to be divided into chapters. However, musical scores must follow the general formatting guidelines. See **Appendix H**. The preliminary page requirements still apply.

12. SCREENSHOTS, PHOTOGRAPHS, WEB LINKS & SUPPLEMENTAL FILES

- a. Screenshots (from a web-based project) and photographs are permitted in a manuscript provided that they fit within the margin requirements and appropriate citation methods are used.

- b. Screen shots and photographs should be treated as figures and each figure should be listed in the List of Figures.
- c. Photographs should be presented as clearly as possible. Note any changes to the image as a result of the PDF conversion.
- d. Web links (URLs) are permitted provided that they fit within the margin requirements. Note: Web links may change and/or may no longer be valid post publication.
- e. Only PDF versions of a manuscript may be uploaded. ProQuest and the USC Libraries allow you to upload supplemental files such as video clips, collections of images (JPEGs), etc. that cannot be integrated into the main body of the thesis or dissertation. Students should be prepared to do this when they are creating their account with ProQuest and the USC Libraries and ready to upload their main document (as well as the abstract text which is separately done from the main document).

F. Conclusion

Students are responsible for familiarizing themselves with the Guidelines and the required graduation paperwork as well as the submission deadlines for both the paperwork and the manuscript. Students have the primary responsibility for formatting their own thesis/dissertation. Graduate School thesis editors cannot submit paperwork or upload documents for students, make corrections to documents, or advise students how to accomplish a particular formatting task with their chosen computer software programs. Students are expected to (1) make a good faith attempt to review and to understand the Guidelines; (2) make a meaningful effort to format their document accordingly; and (3) check the converted PDF version after uploading it to ProQuest for review.

While formatting is not difficult it can be time consuming. Students with time constraints and busy work schedules should plan accordingly. Exceptionally busy students with complex formatting tasks (such as numerous tables and figures) may wish to delegate all or some of their formatting to a private editor. Students who want editorial assistance in revising their writing for clarity, grammar and usage should also research private editorial services. Note that just before submission deadlines private editors may already be very busy and unable to accommodate additional clients.

If a first PDF is submitted with multiple basic formatting errors so that it is clear a student has not reviewed the Guidelines or made a good faith effort to meet them, the thesis editor will send a NONSPECIFIC correction advice requiring the student to reformat according to the Guidelines and to resubmit. This is considered to be the document's *first* review. Requests for an itemized list of corrections will NOT be granted until the student uploads a second PDF that has been significantly revised to better meet the Guidelines and the editor is able to do the second review. A very poorly formatted initial PDF submission and subsequent untimely delays in resubmitting revised PDFs may jeopardize a student's chances of graduating in an expected term.

APPENDIX A: BASIC FORMATTING TIPS

The following is a list of basic formatting tips. Please be advised that it is not comprehensive. Students are still expected to read and follow the University's Guidelines

1. Title Page

- o Follow the sample title page in the Guidelines for your degree/major
- o Must meet margin requirements
- o Title Page SHOULD NOT include your defense date or the list of your committee members
- o Title ALL CAPS and DOUBLE-SPACED
Note: Your title page must include your own thesis/dissertation title, not the sample title on the sample title pages in the Appendices
- o Your name must not be in all CAPS
Note: Your title must include your own name, not the sample name on the sample title pages in the Appendices.
- o **Do not capitalize "b" in "by"**
- o Word Accuracy and Spelling. Note what words/phrases must be in all CAPS and what words or phrases must begin with Caps
- o Graduation date is either December, May or August (200X)
- o Copyright line must be included (regardless of whether formal copyright is requested)
- o One font size throughout/No bold permitted
- o "Presentation" paragraph correct – Thesis/Dissertation must be "presented" to the faculty of the conferring unit.
- o Spacing requirements followed; include horizontal line (do not allow the line to violate the margin requirements)

2. Margins

- o Top: 1.0 inches
- o Bottom: 1.0 inches
- o Right: 1.0 inches
- o Left: 1.5 inches

ALL printing - including title page, text, words, lines, paragraphs, tables and the figures (plus descriptions), page numbers, footnotes, endnotes MUST fit within the margin requirements.

3. Page Numbers

- o All page numbers (from preliminary pages to the end) must be placed in *either* the top right or bottom right corner (includes pages with landscaped tables)
- o Every page (from the preliminary pages to the end, including the appendices), must be numbered consecutively
- o All page numbers must be consistently placed throughout the manuscript and must fit within the margin requirements (adjust header or footer to 1.0 so that the page number falls below/above the header/footer)
- o Double space must separate page numbers from any text, including tables and figures
- o On pages with landscaped tables, page numbers **cannot** be landscaped. They must remain their portrait position.

4. Preliminary Pages

- o Begin on page roman numeral page ii
 - Title Page (stands unnumbered)
 - Dedication or Acknowledgements (optional)
If included, requires heading ("Dedication" or "Acknowledgements") and an entry in Table of Contents
Text MUST be double-spaced
 - Table of Contents (required)
Does **not** require an entry in the Table of Contents

List of Tables (required if there is more than one table)
If included, requires an entry in the Table of Contents
List of Figures (required if there is more than one figure)
If included, requires an entry in the Table of Contents
Abstract (required)
Requires an entry in the Table of Contents and a Heading (“Abstract”)
Text MUST be double-spaced

5. Headings

- o All headings (preliminary pages to the appendices) must be consistently placed and similar in style to the previous headings in terms of capitalization, font style, and typeface.

6. Table of Contents/List of Tables/List of Figures (Appendix B and Appendix C)

- o Page numbers must be aligned in a straight column, to a common tab. Text cannot enter the column of page numbers of the manuscript
- o Single space each list entry; double space between list entries
- o A separate List of Tables/List of Figures is required if you have more than one table/figure (do not group the List of Tables and List of Figures together)
- o Include subtitles to appendices section

7. Tables and Figures

- o All table and figure headings & descriptions/captions must be consistent throughout the manuscript in terms of location (top or bottom of table/figure) and presentation (capitalization, font style, and typeface)
- o Table/figures must fit the margin requirements
- o Landscaped tables must face out with the top of the table falling on the left margin (1.5”)
- o On pages where there is a landscaped table, landscaped page numbers ARE NOT permitted

8. Body

- o Choose one font size and use throughout
- o **All text, including dedication, acknowledgments and abstract pages, MUST be doubled space (except block quotes)**
- o Running Headers/Footers are not permitted
- o Widows/Orphans not permitted

9. Bibliography

- o **Required for all majors** (except: musical scores and a **select** number of manuscripts from the Journalism program – see **Appendix H**).
- o Must be organized alphabetically by the (first) author’s last name
- o Single space each bibliography entry; double space between entries
- o Each bibliography entry must be complete on one page; do not allow an entry to split over pages
- o Comprehensive bibliography required even if you have separate reference pages at the end of each chapter.

10. Appendices

- o Page number and margin requirements must be met
- o Can use any spacing and different font size and styles (exception: heading, which must match previous headings used throughout the manuscript)
- o Include subheadings in the appendices section of the Table of Contents (**Appendix B**)

11. Citation

- o For footnotes, endnotes or bibliography, use a citation method appropriate for your degree and be consistent throughout the manuscript.

**APPENDIX B:
SAMPLE TABLE OF CONTENTS**

Title	Page No.
Dedication (optional)	ii
Acknowledgements (optional)	iii
List of Tables (required if there is more than one table)	v
List of Figures (required if there is more than one figure)	vi
Abstract (required)	vii
Introduction: Guidelines	1
Dissertations	10
Theses	39
Chapter 1: Margins	40
Bottom Margins	45
Top Margins	75
Chapter 1 Endnotes	92
Chapter 2: Page Numbers	93
Roman Numerals	97
Arabic Numerals	120
Chapter 2 Endnotes	125
Conclusion	130
References or Bibliography (required)	133
Appendices:	
Appendix A: Letter to Editor	141
Appendix B: Letter to Author	142
Chapter 1: Margins	40-92
(paginate using roman number)	iv

Must read "Table of Contents," not just "Contents"

Table of Contents

Secondary headings are not permitted

Single space each list entry; double space

Include subheadings and indent

Do not align corresponding page numbers with main page number

List only the first page a chapter starts, not the range

**APPENDIX C:
SAMPLE LIST OF TABLES (OR FIGURES)**

List of Tables (Figures)

Table/Figure Title	Page No.
Table 1: Widows and Orphans	45
Table 2: The Effect of Widows and Orphans on the Presentation of Theses and Dissertations at USC	101
Table 3: Dissertation/Thesis Elements	105
Table 3: Dissertation/Thesis Elements (Continued)	106
Table 4: How to Create Landscaped Tables	107-109

Headings should match the headings of preliminary pages in terms of font, size and style

Secondary headings are not permitted

Include title of Table/Figure as it appears in the text

List only the first page a table/figure starts, not the range

Single space each list entry; double space

Do not list the same table/figure twice if it goes over two pages in the List of Tables/Figures

Do not align corresponding page numbers with main page number

(paginate using roman number) → iv
16

APPENDIX D: SAMPLE TITLE PAGES

Title Page Instructions

1. Margin Requirements
Left: 1.5 Top: 1.0
Right 1.0 Bottom: 1.0
2. Note the spacing requirements within and between sections.
3. Put horizontal line approximately in middle of page. Make sure that the line fits within the margin requirements.
4. Title must be double-spaced; presentation paragraph must be single-spaced.
5. Note what words need to be in ALL CAPS and which words need to use initial caps. **Do not capitalize the “b” in “by.”**
6. Choose either 11 or 12 point font, and use the **same** font throughout the page.
7. Do NOT use bold typesetting.
8. Your expected graduation month **must be** December, May, or August. Please do not use any other dates, such as a defense date. Use month only, not a day, i.e., May 2010.
9. Do not include any extra information, such as the names of the committee members.
10. Check Catalog for the proper title of your major.
11. Include the copyright line regardless of whether a claim of copyright is requested.
12. Title page is **unnumbered**.
13. Samples Included:
 - Ph.D., Graduate School
 - Ed.D., Education
 - D.M.A., Music
 - D.P.A., and D.P.P.D., Policy, Planning and Development
 - M.S./M.A., Graduate School
 - M.F.A., Graduate School (The M.F.A. is NOT conferred by the School of Fine Arts).
 - M.B.S. or M.L. Arch., M.H.P, Architecture
 - M.P.A.S., Fine Arts
 - M.S., Education; Master of Education; Master of Marriage and Family Therapy
 - M.S., Engineering
 - M.S., Gerontology
 - M.M., Music
 - M.F.A., Cinematic Arts (Interactive Media)
 - D.R.S., Pharmacy
 - M.A., (Traditional Journalism and Specialized Journalism)

SAMPLE TITLE PAGE FOR PHD DEGREES CONFERRED BY
THE GRADUATE SCHOOL

YOUR TITLE IN CAPS;
DOUBLE SPACED



by


Tamara Alice Trojan

A Dissertation Presented to the
FACULTY OF THE USC GRADUATE SCHOOL
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF PHILOSOPHY
(ENGLISH)

YOUR MAJOR IN CAPS



OR May OR August

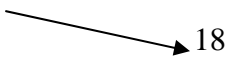


December 201X

Copyright 200X

Tamara Alice Trojan

Page number not included



18

SAMPLE TITLE PAGE FOR EDD DEGREES CONFERRED BY
THE ROSSIER SCHOOL OF EDUCATION

YOUR TITLE IN CAPS;
DOUBLE SPACED

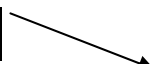


by

Tamara Alice Trojan

A Dissertation Presented to the
FACULTY OF THE USC ROSSIER SCHOOL OF EDUCATION
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF EDUCATION

OR May OR August

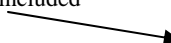


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Tamara Alice Trojan

Page number not included



19

SAMPLE TITLE PAGE FOR
DOCTOR OF MUSICAL ARTS

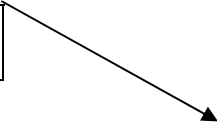
YOUR TITLE IN CAPS;
DOUBLE SPACED



by

Tamara Alice Trojan

OR Musical Score
OR Treatise

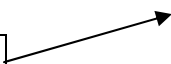


A Dissertation Presented to the
FACULTY OF THE USC THORNTON SCHOOL OF MUSIC
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF MUSICAL ARTS
(COMPOSITION)

YOUR MAJOR IN CAPS



OR May OR August

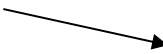


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Tamara Alice Trojan

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20

SAMPLE TITLE PAGE FOR DOCTOR
OF PUBLIC ADMINISTRATION *OR* DOCTOR OF
POLICY, PLANNING AND DEVELOPMENT

YOUR TITLE IN CAPS;
DOUBLE SPACED



by

Tamara Alice Trojan

A Dissertation Presented to the
FACULTY OF THE USC SCHOOL OF POLICY, PLANNING,
AND DEVELOPMENT
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF PUBLIC ADMINISTRATION **OR**
DOCTOR OF POLICY, PLANNING AND DEVELOPMENT

OR May OR August




December 201X

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Tamara Alice Trojan

Page number not included



21

SAMPLE TITLE PAGE FOR M.S. AND M.A.

DEGREES CONFERRED BY THE GRADUATE SCHOOL

YOUR TITLE IN CAPS;
DOUBLE SPACED



by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC GRADUATE SCHOOL
UNIVERSITY OF SOUTHERN CALIFORNIA

In Partial Fulfillment of the
Requirements for the Degree
MASTER OF SCIENCE,
(MOLECULAR BIOLOGY)

MASTER OF ARTS



YOUR MAJOR IN CAPS



OR May OR August




December 210X

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Tamara Alice Trojan

Page number not included



SAMPLE TITLE PAGE FOR A MASTER OF FINE ARTS DEGREE

CONFERRED BY THE GRADUATE SCHOOL

YOUR TITLE IN CAPS;
DOUBLE SPACED




by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC GRADUATE SCHOOL
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF FINE ARTS

OR May OR August

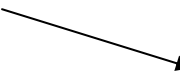


December 201X

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Tamara Alice Trojan

Page number not included



23

SAMPLE TITLE PAGE FOR MASTER
OF BUILDING SCIENCE *OR* LANDSCAPE ARCHITECTURE
OR HISTORIC PRESERVATION

YOUR TITLE IN CAPS;
DOUBLE SPACED




by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC SCHOOL OF ARCHITECTURE
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF BUILDING SCIENCE (or)
MASTER OF LANDSCAPE ARCHITECTURE (or)
MASTER OF HISTORIC PRESERVATION

OR May OR August

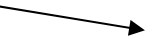


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24

SAMPLE TITLE PAGE FOR MASTER

OF PUBLIC ART STUDIES

YOUR TITLE IN CAPS;
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by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC ROSKI SCHOOL OF FINE ARTS
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF PUBLIC ART STUDIES

OR May OR August

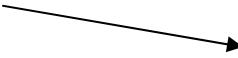


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Page number not included



25

SAMPLE TITLE PAGE FOR
MASTER OF SCIENCE, EDUCATION;
MASTER OF EDUCATION;
MASTER OF MARRIAGE AND FAMILY THERAPY

YOUR TITLE IN CAPS;
DOUBLE SPACED

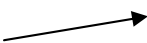


by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC ROSSIER SCHOOL OF EDUCATION
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF SCIENCE
(EDUCATION) **OR**
MASTER OF EDUCATION **OR**
MASTER OF MARRIAGE AND FAMILY THERAPY

OR May OR August

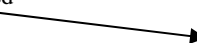


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Tamara Alice Trojan

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26

SAMPLE TITLE PAGE FOR MASTER
OF SCIENCE IN ENGINEERING

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by

Tamara Alice Trojan


A Thesis Presented to the
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UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF SCIENCE
(BIOMEDICAL ENGINEERING)

YOUR MAJOR IN CAPS



December 201X

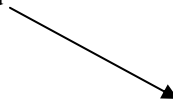
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SAMPLE TITLE PAGE FOR MASTER
OF SCIENCE IN GERONTOLOGY

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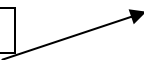


by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC SCHOOL OF GERONTOLOGY
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF SCIENCE
(GERONTOLOGY)

YOUR MAJOR IN CAPS



OR May OR August

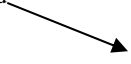


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SAMPLE TITLE PAGE FOR MASTER OF MUSIC

SCHOOL OF MUSIC

YOUR TITLE IN CAPS;
DOUBLE SPACED

by

Tamara Alice Trojan

OR Musical Score

A Thesis Presented to the
FACULTY OF THE USC THORNTON SCHOOL OF MUSIC
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF MUSIC
(CHORAL MUSIC)

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OR May OR August

December 200X

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29

SAMPLE TITLE PAGE FOR MASTER OF FINE ARTS
IN INTERACTIVE MEDIA

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DOUBLE SPACED

by

Tamara Alice Trojan

A Thesis Presented to the
FACULTY OF THE USC SCHOOL OF CINEMATIC ARTS
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF FINE ARTS
(INTERACTIVE MEDIA)

YOUR MAJOR IN CAPS

December 201X

OR May OR August

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Tamara Alice Trojan

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30

SAMPLE TITLE PAGE FOR DOCTOR OF
REGULATORY SCIENCE

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DOUBLE SPACED

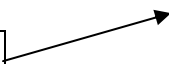


by

Tamara Alice Trojan

A Dissertation Presented to the
FACULTY OF THE USC SCHOOL OF PHARMACY
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF REGULATORY SCIENCE

OR May OR August

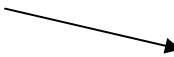


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Tamara Alice Trojan

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31

SAMPLE TITLE PAGE FOR MASTER ARTS
IN TRADITIONAL OR SPECIALIZED JOURNALISM

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DOUBLE SPACED



by

Tamara Alice Trojan

OR Professional Project
OR Professional
Multimedia Project



A Thesis Presented to the
FACULTY OF THE USC GRADUATE SCHOOL
UNIVERSITY OF SOUTHERN CALIFORNIA
In Partial Fulfillment of the
Requirements for the Degree
MASTER OF ARTS
(JOURNALISM) OR
(SPECIALIZED JOURNALISM)

YOUR MAJOR IN CAPS



December 200X

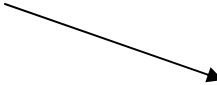
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Tamara Alice Trojan

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APPENDIX E: HOW TO CREATE A MANUSCRIPT AS ONE DOCUMENT

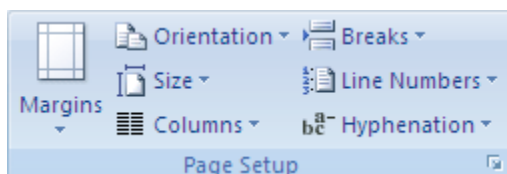
Note: The following is *suggested* and may not work for all programs.



For WORD 2003 users only

- a. With the cursor at the beginning of your document, select Insert>Page Numbers and uncheck the box “Show number on first page”.
- b. Click on the “Format” button and select “i,ii,iii” for Number format. Select “i” for Start at command (Title Page must be unpaginated).
- c. With the cursor at the end of your abstract (last page of roman numeral entry), select Insert>Break and chose “Section break types-Next page.”
- d. At the beginning of Chapter 1 or Introduction (right after the new section break that followed the abstract),select Insert>Page Numbers and *check* the box “Show number on first page”.
- e. Click on the “Format” button and select “1,2,3” for Number format. Select “1” for Start at command. *You should have Roman numerals before the section break and Arabic numerals after the section break.*

For WORD 2007 users only

- a. Starting at the beginning of the document, place the cursor on the first page where you want to display the page number in a different format.
- b. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



- c. Under **Section Breaks**, click **Next Page**.
- d. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**, and then click **Edit Header** or **Edit Footer** to make changes in the header or footer area. The header or footer that contains the page number is labeled **Section 2**.
NOTE If the header or footer is labeled **First Page Header -Section 2-** or **First Page Footer -Section 2-** and you want the header or footer on the first page of this new section to be the same as the header and footer on the rest of the pages in this section, clear the **Different First Page** check box in the **Options** group.
- e. Under **Header & Footer Tools**, on the **Design** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in the new section and the previous section.
- f. In the **Header & Footer** group, click **Page Number**, and then click **Format Page Numbers**.
- g. In the **Number format** list, click the format that you want, and if you want the numbering on this page to start with 1, type 1 in the **Start at** box, and then click **OK**.
- h. In the **Navigation** group, click **Previous Section** , and click in the header or footer that is labeled **Section 1**.
- i. In the **Header & Footer** group, click **Page Number**, and then click **Format Page Numbers**.
- j. In the **Number format** list, click the format that you want, and then click **OK**.

**APPENDIX F:
DEGREES CONFERRED BY THE UNIVERSITY**

Effective: Fall 2009

Use for Title Page Heading, “Faculty of USC SCHOOL OF X”

The following Degrees are under the jurisdiction of the Graduate School:

- **All Ph.D.’s** (regardless of school, department)
- **Cinematic Arts:** M.A. (Cinema-Television)
- **College:** All Master’s Degrees
- **Communication:** All Master’s Degrees, including Specialized Journalism
- **Dentistry:** M.S. (Craniofacial Biology)
- **Fine Arts:** M.F.A. (Fine Arts)
- **Health Professions** (now School of Dentistry): All Master’s Degrees
- **Medicine:** All Master’s Degrees {except M.S. (Molecular Epidemiology), M.P.A.P. (Physician Assistant Practice), and M.P.H. (Public Health)}
- **Music:** M.A. (Early Music Performance) and M.A. (Music History and Literature)
- **Pharmacy:** All Master’s Degrees

*For degrees under the jurisdiction of the Graduate School, an Appointment of Committee signed by the dean of the degree conferring school is **required** for the submission of the manuscript. Signature Pages will be signed and dated by the Vice Provost for Graduate Programs and Academic Affairs after the completion of the editing process. The committee chair **should not** date the Signature Page.*

The following is a list of degrees conferred by other schools:

- **Architecture:** M.B.S. (Building Science), M.H.P. (Historic Preservation), M.L.Arch. (Landscape Architecture)
- **Cinematic Arts:** M.F.A. (Interactive Media ONLY).
- **Education:** M.S. (Education), M.S. (Education – Counseling Psychology), Master of Education, Master of Marriage and Family Therapy, Master of Education, and Ed.D.
- **Engineering:** All M.S. Degrees
- **Fine Arts:** M.P.A.S. (Public Arts Studies, Fine Arts),
- **Gerontology:** All Master’s Degrees.
- **Music:** All M.M. and D.M.A. Degrees
- **Pharmacy:** Doctor of Regulatory Science
- **Policy, Planning, and Development:** D.P.A., D.P.D.D.

An Appointment of Committee form is not required (although many schools require one at the academic unit level for internal use only). The Signature Page should be signed and where applicable dated by the Dean of the conferring degree. The Graduate School does not sign/date these Signature Pages.

Please use the submission packet, including the Signature Page that corresponds to your major AND degree.

http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert_04.html

**APPENDIX G:
RULES GOVERNING PRE-PUBLISHED MATERIALS, COPYRIGHT,
CO-AUTHORSHIP, & PROQUEST PUBLISHING OPTIONS**

1. MULTIPLE CHAPTERS (PRE-PUBLISHED/PUBLICATION PENDING) DISSERTATIONS:

- a. Multiple paper dissertations are permitted, but you must treat the manuscript as one dissertation. This includes: one title page, one table of contents page (covering all papers and sections within each paper), one abstract page, one list of tables and figures covering all tables and figures (if applicable) and one comprehensive bibliography covering all papers. You are permitted to have only one dedication and acknowledgements page.
- b. Each paper can be a separate chapter provided that you have followed the rules above.
- c. If you chose to have a separate abstract and bibliography per paper, you will still be required to submit an abstract and bibliography comprehensive to all papers.

2: COPYRIGHT:

- a. All students retain the copyright to their work (hence the requirement that the copyright line be included on the title page). You may formalize your copyright protection by paying ProQuest directly to file a claim of copyright on your behalf – (approximately \$55, subject to change) with the Library of Congress or you may contact the Library of Congress directly for assistance.
- b. If you wish to include pre-published or pending-publication articles in your thesis or dissertation, you must provide ProQuest a copy of a permission letter from the publisher.
- c. Questions related to the inclusion of copyrighted/protected images should be directed to ProQuest.
- d. As the owner of copyright, students may publish their manuscript with any publisher (in addition to ProQuest).

3: CO-AUTHORED CHAPTERS/PAPERS/SECTIONS:

From the USC Catalog:

A dissertation is an original contribution to current knowledge in the field and a demonstration that the Ph.D. candidate has achieved sufficient mastery in the field to pursue independent research and scholarship. A dissertation represents the individual candidate's research and writing. In fields where collaborative research has become the norm, the candidate is the sole author of the dissertation and specifies his or her contribution to the research and also delineates colleagues' contributions.

- a. A student may include co-authored sections/chapters in the dissertation as long as he/she is the SOLE author of the dissertation and can demonstrate his/her contributions and credit colleagues' contributions.
- b. The following should be submitted to the Graduate School along with your dissertation paperwork:
 - Documentation about the various co-authors who contributed to the chapters, including status (student, faculty, other) and institutional affiliation.
 - The student will need to specify what his/her contributions to each chapter were and where applicable, clearly delineate the contributions of the colleagues.

- Verification from the dissertation chair that the dissertation conforms to the section in the Catalogue quoted above.

4: PROQUEST PUBLISHING OPTIONS:

When prompted by ProQuest during the uploading process, students will be given two publishing options.

a. Traditional Publishing

- **Provided to the student at no cost.** Should someone be interested in viewing the entire manuscript, they (not the student) will be charged. Under this option, ProQuest will provide a select number of the first few pages (will include blank pages) to interested readers. To view the manuscript in its entirety, charges will apply.

a. Open Access Publishing

- **Students pay ProQuest \$95** (subject to change at any time) to make the manuscript readily available to the public for viewing free of charge. This is in addition to other fees payable to USC and to ProQuest.

If someone wishes to purchase a bound copy of the manuscript, he/she will need to purchase it directly from ProQuest. Authors may be entitled to royalties based on the percentage of sales. Contact ProQuest for terms and conditions.

The Graduate School recommends the traditional publishing option. The USC Libraries provides an “open access” function at no cost. The USC Libraries houses all manuscripts in USC’s Electronic Archives and makes them available (electronically) free of charge to interested parties (academic use only). Contact the USC Libraries for terms and conditions.

Students have the option to place restrictions on the availability of manuscripts published through ProQuest. Contact ProQuest for more information.

NOTE: The USC Publication Processing Fee (\$115 for doctoral; \$105 for Master’s) is required regardless of the publishing option a student selects from ProQuest. This fee is formally known as the “Binding and Publication Fee.”

**APPENDIX H:
SUPPLEMENTAL RULES GOVERNING THE SUBMISSION OF MUSICAL
SCORES AND THE SUBMISSION OF MANUSCRIPTS IN JOURNALISM**

(These are supplemental rules; they do not replace the Guidelines)

MUSICAL SCORES ONLY:

Students who present musical scores are subject to the formatting guidelines with the following variations:

1. Musical scores do not need to be divided into chapters.
2. Musical scores can be presented and electronically submitted on paper larger than the standard 8 ½ by 11 as long as the document is one PDF file.
3. Musical scores contain different elements than a traditional manuscript. See chart below.

Order	Element	Required-Optional	Pagination	Table of Contents Entry
1	Title Page	Required	unnumbered	No
PRELIMINARY PAGES				
2	Epigraph	Optional	If first page, start with small Roman numeral ii (preliminary pages use Roman numerals)	Yes
3	Dedication	Optional	Small Roman numeral	Yes
4	Acknowledgments	Optional	Small Roman numeral	Yes
5	Table of Contents	Required	Small Roman numeral	No
6	Abstract	Required	Small Roman numeral	Yes
7	Program Note	Optional	Small Roman numeral	Yes
8	Instrumentation	Optional	Small Roman numeral	Yes
9	Preface	Optional	Small Roman numeral	Yes
MAIN PAGES/BODY				
10	Main Body/Musical Score	Required	First page of introduction or first chapter starts with Arabic no. 1	Yes
11	Glossary	Optional	Arabic numeral	Yes
12	Alphabetized Bibliography	Optional	Arabic numeral	Yes
13	Appendices	Optional	Arabic numeral	Yes

MASTER'S SUBMISSIONS IN JOURNALISM ONLY:

Students in the **specialized journalism** program are bound by the existing Guidelines. All the specialized journalism submissions will be called a “**thesis**” and all will **have a bibliography**.

Students in the **traditional journalism** program are bound by the existing Guidelines. The **bibliography** requirement is dependent on the type of work submitted.

- For students in the traditional journalism program who are writing a **thesis** or a **professional multimedia project**, a **bibliography is required**.
- For students in the traditional journalism program who are writing a **professional project**, a **bibliography is not required**.

The “presentation line” on a title page will dictate whether you are required to submit a bibliography. However, note that **ALL manuscripts submitted without a bibliography will be subject to verification by the Graduate School in consultation with the student’s committee chair**.

**APPENDIX I:
CONTACT INFORMATION AND TECHNICAL SUPPORT
(Editing and Submission Questions)**

USC GRADUATE SCHOOL

- 213.740.9033
- Thesis Editors: thesised@usc.edu (email contact strongly recommended).
- http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert.html

USC LIBRARIES

- Direct all questions/uploading inquiries to dim@usc.edu
- USC Libraries, Digital Archives: <http://digitallibrary.usc.edu>

The Graduate School does not administer the USC Libraries site and cannot answer any technical questions.

PROQUEST

Technical Assistance, Including Formatting Tips and Resources:

- 877.408.5027
- Available 9am-6pm E.S.T. Monday through Friday (excluding U.S. holidays)
- <http://dissertations.umi.com/usc>

Click on “Resources & Guidelines,” in particular “Online Submission: Frequently Asked Questions.”

- <http://www.etdadmin.com/cgi-bin/main/faq>

A list of commonly asked formatting questions.

Questions about Payment or Ordering Hard Copies [see FAQ online]

- 800.521.0600 ext. 7020
- Available 8am-5pm E.S.T. Monday through Friday (excluding U.S. holidays)

The Graduate School does not administer the ProQuest site and cannot answer any questions related to its operation.

Mailing Address:

ProQuest
Customer Service
789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106-1346

The USC Guidelines take precedent over other formatting guidelines.