The manuscript-style thesis/dissertation format is available to 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.
GENERAL GUIDELINES

Overview

This manual outlines the requirements for the physical appearance of all theses and dissertations published through the School of Graduate Studies in the Health Sciences at the University of Mississippi Medical Center.

A written thesis may be required for the degree of Master of Science (MS) and a written dissertation is required for the degree of Doctor of Philosophy (PhD). The purpose of this requirement is multifold. Most importantly, the student must demonstrate the ability to collect, interpret, integrate, and communicate research findings. The thesis/dissertation is a permanent repository for research results and intellectual concepts that may not be published elsewhere. Finally, the thesis/dissertation should stand as a solid description of an independent research study that enlarges the body of knowledge in that field.

Preparation of the thesis/dissertation is expected to be a scholarly endeavor in its own right.

The doctoral dissertation is the written record of the candidate’s individual, original research. The topic must be appropriate to and significant in the academic field, require a mastery and exhaustive exercise of research techniques, and demonstrate critical thought and facility of expression. The dissertation must, in the professional opinion of the graduate faculty, make an original contribution, and it must demonstrate the candidate’s fitness to continue the advancement of knowledge in the student’s competency.

In the master’s thesis, the candidate demonstrates ability to accomplish a research project of more limited scope than that of the doctoral candidate.

In consultation with his/her advisor, it is the responsibility of the graduate student to be aware of all deadlines and requirements pertaining to the completion of a graduate degree.

The student is responsible for all aspects of the preparation of the thesis/dissertation, including the following:

1. subject matter and content
2. organization and format
3. editorial, linguistic and bibliographical quality and accuracy
4. quality of text and illustrations
5. IRB/IACUC guidelines and requirements
The Advisory Committee is responsible for evaluating the research and the thesis/dissertation to ensure that:

1. the subject matter and methodology are appropriate
2. the organization, content and format of the thesis/dissertation are of professional quality which includes writing quality, technical correctness, and professional competency
3. the student has fulfilled the requirements of the degree for which he/she is a candidate

**Prior to the Thesis/Dissertation Defense**

Prepare the thesis/dissertation in an approved format.

Schedule the thesis/dissertation defense, which consists of a public presentation and an oral examination. This examination must be completed by the date indicated in the current academic calendar (Note: Do not wait until the last minute to defend your thesis/dissertation if you intend to graduate.)

**Two weeks prior to the defense date**, a program administrative assistant should send a written notice of the defense to the Executive Assistant in the Graduate School office. The date, time, place, and title of the thesis/dissertation should be included in the notification. The Executive Assistant will make sure the defense notification is placed on the scroll. The following statement will always be included on the UMMC intranet under the featured events section unless otherwise instructed not to include due to size of room, etc.: All UMMC faculty, staff and students are invited.

**A minimum of two weeks prior to the defense date** (some programs may require more time), the student must submit copies of the manuscript to all members of the examining committee and to the Executive Assistant in the Graduate School office.

Complete the Thesis Defense Form or Dissertation Defense Form and deliver it to the chairperson of the advisory committee.

**After the Thesis/Dissertation Defense**

Following a successful thesis/dissertation defense, the student completes any editing mandates or suggestions made by the Advisory Committee. The student also addresses formatting changes suggested by the Graduate School. The student then submits a final draft of the thesis/dissertation on regular copy paper to the Graduate School office **no later than two weeks after the thesis/dissertation defense.**
When the student receives final approval from the Graduate School Executive Assistant to begin printing the thesis/dissertation for binding, he/she will obtain a Graduating Student Packet which consists of the following:

- Letter
- Thesis/Dissertation Copyright Form
- Survey of Earned Doctorates Form (PhD – only)
- Student Exit Survey
- Employer Permission Form
- Student Information Form
- Alumni Survey Form

Payment of the microfilm, copyright, binding and handling fees must be completed in the Office of Student Accounting (U017). The letter that the student received in the Graduating Student Packet must be taken to pay fees.

The following items must be submitted to the Graduate School office:

- The receipt(s) for payment of the microfilm, copyright, and binding fees.
- The completed Copyright Form
- Student Exit Survey Completion Certificate
- Survey of Earned Doctorates Completion Certificate (PhD only)
- The completed Employer Permission Form
- The completed Student Information Form
- The signed copy of the Thesis/Dissertation Defense Form
- The completed Alumni Survey Form
- Two electronic copies of the thesis/dissertation (on CDs)
- A completed and signed Abstract
  - The Abstract is signed by the Program Director and the Dean of the Graduate School.
  - This abstract will be submitted to University Microfilms, Inc.
  - A copy of the copyright page and title page are included with the signed abstract.
After the thesis/dissertation has been cleared for binding by the Graduate School office, the student will submit a minimum of four copies on the required paper to the Graduate School office. These copies will be distributed to the following:

- Rowland Medical Library
- Major Department
- Major Professor
- Author

The student may pay for additional copies of the thesis/dissertation at the time of binding.

The Graduate School office will package the copies of the thesis/dissertation to send to the binding company.

- Once the bound copies are returned, the Graduate School office will deliver one copy to the library, one copy to the program or department in which the student was enrolled and one copy to the advisor.
- The Graduate School office will notify the student to pick up the remaining copies.
- If the student has already moved from the Jackson area, the Graduate School office will mail the remaining copies to the student.
FORMATTING INSTRUCTIONS

The formatting requirements detailed in this manual must be met throughout the entire manuscript. The candidate is responsible for the correct presentation of the content, reference and illustrative materials of the manuscript, arrangements of parts, sentence structure, grammar, paragraphing, punctuation, spelling, typographical errors, quotations, bibliographical items and of tables and other illustrative materials. The manuscript should be carefully proofread and corrected by the candidate prior to submission to the Graduate School Office.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Required paper--good bond of 25% or better rag (cotton) content and 16 lb. weight or better. The paper can be white or ivory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>The same font must be used in all elements of the document. This includes all text, page numbers, table and figure legends, main headings (e.g., Acknowledgments, Table of Contents, List of Tables), and any other text not specifically mentioned here.</td>
</tr>
</tbody>
</table>

**Italics may be used only for scientific terms, foreign words and phrases, special emphasis, and in citing titles of published works, but are not acceptable for subheadings or other textual elements.**

The following fonts and font points are recommended:

- Arial 10pt *
- Century 11pt
- Courier New 10pt *
- Garamond 12pt
- Georgia 11pt *
- Lucida Bright 10pt
- Microsoft Sans Serif 10pt
- Tahoma 10pt
- Times New Roman 12pt *
- Trebuchet MS 10pt *
- Verdana 10pt *

* Web fonts are designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis on-screen, you may wish to improve the readability of your text by using one of these fonts.
### Font cont.

Major headings may be in a larger size, and may be in bold print, but the font must be the same one that is used in the remainder of the document.

Subheadings may be in bold print, but the font must be the same one that is used in the remainder of the document.

The author must remember that consistency is an absolute requirement. For example, bold print is used for one subheading, the same must be used in all subheadings. Or, if the major headings have two different font sizes, the larger font must be used in the major headings throughout the document.

**Headings and subheadings must match the table of contents word for word.**

Restrictions with regard to the use of fonts do not preclude the use of special fonts for mathematical or other technical symbols which are standard in contemporary typography for the appropriate specialty.

### Margins

Left: 1 1/2”; Right: 1”; Top: 1”; Bottom: 1”. ALL material, including figures, headers/footers and full-page images must appear within the margins of the manuscript.

Page numbers are the only exception; these must appear at the bottom center ½” from the bottom 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.

### Spacing

**One and a half spacing (1.5):** abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts.

Single spacing may be used for long tables, block quotations, subheadings and chapter titles, figure legends, appendix material, and all bibliographic entries.

For long quotations of more than fifty words, the writing should be indented .75” from the left-hand margin and single-spaced.

It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or top of a page (a "widow" or “orphan”).

The last word on a page should not be hyphenated.
<table>
<thead>
<tr>
<th><strong>Spacing cont.</strong></th>
<th>Text within a chapter must be consistent. You may add extra space following a section or subsection title, but add no more than one extra line of space between paragraphs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Numbering</strong></td>
<td>Page numbers must appear at the bottom center ½” from the bottom 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. No period or other marking may follow or precede the numerals/numbers. Every page within the manuscript must be <strong>numbered with the exception of two: the title page and the copyright page.</strong> The title page is assigned Roman Numeral i and the copyright page is assigned Roman Numeral ii, however, these numbers are not shown on the page. <strong>The Signature Page is the first numbered page to appear in the manuscript.</strong> This page is assigned and shows the lower case Roman numeral iii. <strong>LOWER CASE ROMAN NUMERALS</strong> (iii, iv, v, vi, etc.) must be used to number the preliminary pages. <strong>ARABIC NUMBERS</strong> (1, 2, 3, 4, 5, etc.) must be used to number the body of the text. The first page of text must be numbered “1.” The remaining pages will be numbered sequentially using Arabic numbers.</td>
</tr>
<tr>
<td><strong>Page Breaks</strong></td>
<td>Start a new chapter or major section on a fresh page. A numbered half title page must be used at the beginning of each major section, i.e. INTRODUCTION, REVIEW OF LITERATURE, etc. Do not divide words at the bottom of a page and carry them over to the next page. A sentence ending a paragraph should not end as a partial line at the top of the next page. <strong>The first page of each chapter should have a 2” top margin. All other text pages, including those with figures or legends, should have a 1” top margin.</strong></td>
</tr>
<tr>
<td><strong>Tables and Figures</strong></td>
<td>The advisory committee must approve the quality of all tables and figures. Each table and figure must be referenced in the text prior to its placement. 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.</td>
</tr>
</tbody>
</table>
**Tables and Figures**  
*cont.*

Captions are placed below the table and figure. A caption is additional text that describes the information in the table and figure. Multi-line captions should be single spaced.

Tables or figures not critical to the understanding of the body of the text may be placed in an appendix.

The use of frames around tables and figures is optional, but their use must be consistent, i.e., frame all or frame none.

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. Two or more small tables or figures may be grouped together on one page.

All tables and figures must be within the margins of the document.

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**

The term “table” is used to designate tabulated data including computer printout sheets.

The table number and title should be placed at the top of each table. Any additional caption and legend information is entered at the bottom of the table.

**Figures**

The term “figure” is used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, and other mainly nonverbal material.

Figures may be presented in the form of photographs or prints or as electronically generated images printed on paper.

Images should be scanned and printed at high resolution (=300dpi).

The figure number, title and caption must appear below the figures. If the caption is too long to be placed below the figure, place the caption on the preceding page slightly above center.
DIVISIONS OF THE THESIS AND DISSERTATION

The elements of a thesis or dissertation may contain some, or all, of the elements listed below. Those elements that are in your document must appear in the order listed and must be formatted as described.

| Title Page | The title of the thesis or dissertation should be as brief and concise as possible and should be used consistently in every respect. Word substitutes should be used for Greek letters and symbols that appear in the title. Abbreviated terms should be spelled out. |
| Required | Only the official designation of the degree (i.e. Doctor of Philosophy, Master of Science) must be used on the title page. No other titles previously earned should be mentioned on this page. The name on the title page must match exactly the name under which the student is registered at UMMC. The date used on the title page must be the month and year of the defense. |
| Copyright Page | Contents centered up and down, left and right. The Copyright Page is counted but not numbered (page ii). |
| Required | Signature Page | The student must submit at least one Signature Page with original signatures from the Advisory Committee and Dean. The signature page is numbered iii |
| Required | Abstract | The abstract page is numbered iv. Every thesis or dissertation must include an abstract as well as a signed abstract packet. The abstract’s purpose is to present the most important findings and methods of the research, thus providing a basis for readers to determine their interest in reading the full text. Abstracts usually consist of the following: statement of the problem, procedures or methods, results, and conclusions. The abstract may not contain graphs, tables or illustrations. |
Abstract
Cont.

Abstract Heading Example:

TITLE OF DISSERTATION/THESIS
First MI Last, Ph.D.
School of Graduate Studies in the Health Sciences
University of Mississippi Medical Center
Month of Defense Year of Defense

The Abstract to be bound with the thesis or dissertation will not contain signatures and is numbered iv.

The signed abstract packet is to be signed by the Program Director of the candidate’s major program and by the Dean, School of Graduate Studies in the Health Sciences. To prepare a signed abstract packet, the student must use the abstract from the body of the document and add signature lines at the end. The signed abstract must not be numbered.

The signed abstract will be submitted to University Microfilms, Inc., along with microfilm and copyright form (obtained from the Office of the Graduate Studies).

Dedication
Optional

If included, the dedication page should be brief.

The remaining preliminary pages should continue to be numbered consecutively.

Acknowledgements
Optional

The Acknowledgment Page, if included, must be written in complete sentences. Avoid direct and informal address (e.g., Thanks Doc!). On this page a student might thank those who have helped in the process of obtaining the graduate degree.

The remaining preliminary pages should continue to be numbered consecutively.

Table of Contents
Required

The TABLE OF CONTENTS should provide the reader with an analytical view of the materials covered by the study, together with the order of discussion.

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

Use single spacing for headings that are longer than one line.

The Table of Contents may vary in style and amount of information included. The preliminary pages that show a number are included in the Table of Contents. However, the Table of Contents itself is not listed. The preliminary pages are then followed by the text of the thesis or dissertation.
<table>
<thead>
<tr>
<th>Table of Contents cont.</th>
<th>A page number should be supplied for each item listed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At a minimum, the Table of Contents must include the preliminary pages and major sections of the body of the text:</td>
</tr>
<tr>
<td></td>
<td>• Signature Page</td>
</tr>
<tr>
<td></td>
<td>• Abstract</td>
</tr>
<tr>
<td></td>
<td>• List of Tables</td>
</tr>
<tr>
<td></td>
<td>• List of Figures</td>
</tr>
<tr>
<td></td>
<td>• List of Abbreviations</td>
</tr>
<tr>
<td></td>
<td>• Introduction and Review of Literature</td>
</tr>
<tr>
<td></td>
<td>Literature Cited</td>
</tr>
<tr>
<td></td>
<td>• Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Title Page</td>
</tr>
<tr>
<td></td>
<td>Statement of Permission and Contributions</td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>Materials and Methods</td>
</tr>
<tr>
<td></td>
<td>Results</td>
</tr>
<tr>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td></td>
<td>Acknowledgements</td>
</tr>
<tr>
<td></td>
<td>Literature Cited</td>
</tr>
<tr>
<td></td>
<td>Tables</td>
</tr>
<tr>
<td></td>
<td>Figure Legends</td>
</tr>
<tr>
<td></td>
<td>Figures</td>
</tr>
<tr>
<td></td>
<td>• Chapter 2</td>
</tr>
<tr>
<td></td>
<td>Title Page</td>
</tr>
<tr>
<td></td>
<td>Statement of Permission and Contributions</td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>Materials and Methods</td>
</tr>
<tr>
<td></td>
<td>Results</td>
</tr>
<tr>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td></td>
<td>Acknowledgements</td>
</tr>
<tr>
<td></td>
<td>Literature Cited</td>
</tr>
<tr>
<td></td>
<td>Tables</td>
</tr>
<tr>
<td></td>
<td>Figure Legends</td>
</tr>
<tr>
<td></td>
<td>Figures</td>
</tr>
<tr>
<td></td>
<td>• Chapter 3, 4, etc…</td>
</tr>
<tr>
<td></td>
<td>• Summary and Discussion</td>
</tr>
<tr>
<td></td>
<td>Literature Cited</td>
</tr>
<tr>
<td></td>
<td>• Appendix</td>
</tr>
<tr>
<td><strong>Table of Contents</strong> &lt;br&gt; <em>cont.</em></td>
<td>Each page of the Table of Contents in the Preliminary Section is numbered by a Roman numeral, sequentially from the previous page. The remaining preliminary pages should continue to be numbered consecutively.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **List of Tables** <br> *Required if tables are used* | The LIST OF TABLES is on a separate page. The title of each table should be unique and all titles must be entered in the list exactly as they appear in the manuscript.  

**A page number should be supplied for each table listed.**  

The tables are numbered consecutively with Arabic numerals. The initial letters of the important words of the title are capitalized.  

The remaining preliminary pages should continue to be numbered consecutively. |
| **List of Figures** <br> *Required if figures are used* | If any illustrative or graphic materials are used, a LIST OF FIGURES of these should immediately follow the LIST OF TABLES and appear in the same form.  

**A page number should be supplied for each figure listed.**  

The title of each figure should be unique and all titles must be entered in the list exactly as they appear in the manuscript.  

The figures are numbered consecutively with Arabic numerals. No terminal punctuation is used for the heading or after any title. The initial letters of the important words of the title are capitalized.  

The remaining preliminary pages should continue to be numbered consecutively. |
| **List of Abbreviations** <br> *Required if abbreviations are used* | A LIST OF ABBREVIATIONS is included in the preliminary pages immediately following the LIST OF FIGURES and appears in the same form. If included, the entries should be alphabetized.  

The remaining preliminary pages should continue to be numbered consecutively. |
| **Body of Text** <br> *Required* | From this point to the end of the document, all pages are numbered with Arabic numerals centered at the bottom of the page. Begin with page number 1 and continue numbering the pages consecutively throughout the remainder of the document. |
A numbered half title page must be used preceding the text of each major section, in **all caps and centered vertically and horizontally** i.e. INTRODUCTION, REVIEW OF LITERATURE, etc.

Headings must be identical in typeface, size, placement, and style of capitalization. **The font size for main headings may be larger than that used in the text, and boldfaced type may be used.** However, its use must be consistent throughout the document. Do not place a subheading on a new page if there is room to place it on the previous page without creating a widow or orphan.

Be certain that subheadings in each chapter are formatted identically, from first level subheading to succeeding levels. Do not start a subheading on a new page, unless it naturally falls there. We do not recommend using more than three levels of subheadings. **The font size for subheadings may be boldfaced type.**

It is not necessary to include all subheading levels in the Table of Contents.

This section of the manuscript should include:

- **Chapter 1**
  - Introduction and Review of Literature
  - Literature Cited
    
    *(This section will describe 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.)*

- **Chapter 2**
  - Title Page
  - Statement of Permission and Contributions
    
    *(See example following guidelines)*
  - Abstract
  - Introduction
  - Materials and Methods
  - Results
| **Body of Text cont.** | Discussion  
Acknowledgements  
Literature Cited  
Tables  
Figure Legends  
Figures  
- Chapter 3  
  Title Page  
  Statement of Permission and Contributions  
  Abstract  
  Introduction  
  Materials and Methods  
  Results  
  Discussion  
  Acknowledgements  
  Literature Cited  
  Tables  
  Figure Legends  
  Figures  
- Chapter 4  
  Summary and Discussion  
  Literature Cited  
  *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.*  
  Appendix |

| **Statement of Permission and Contributions** | The student must document if required permissions have been received for any submitted and/or published manuscripts.  
Also, if the dissertation/thesis contains any collaborative work, clear and appropriate acknowledgement must be stated as to the relative contributions of all parties. |

| **Literature Cited or Bibliography Required** | All citations will be formatted identically throughout the dissertation, including Introduction and Literature Review, all chapters, and Summary and Discussion.  
This section can be labeled as Literature Cited or Bibliography. Usage must be consistent for all entries. |
| **Literature Cited or Bibliography cont.** | This section is a vital part of every dissertation or thesis. Every source should be properly documented. 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.

Each reference should include the complete title of the reference and all the data necessary to locate the reference in the library.

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 Required** | The appendix will contain 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. ([http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf))

The appendix should contain online supplements for published manuscript, surveys, questionnaires, extra relevant material such as tables, figures, computer data, etc. if applicable.

The Appendix may include materials that are not critical for inclusion in the body of the main text (for example: preliminary data for new or incomplete studies).

Any and all material in appendices must be numbered consecutively within the document, with proper margins observed, consistent with the remainder of the document. |
Plagiarism - What is Plagiarism?

Plagiarism is using someone else’s work and presenting it as your own without giving credit to the original author or creator of the work.

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.

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

Use of Copyrighted Material

Students are required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the student’s responsibility. Permission for the use of all such materials must be obtained before the thesis or dissertation is submitted to the Graduate School office.

If the copyright owner grants permission to use the material, a letter of release must be obtained and included in the Appendix of your manuscript. Likewise, the copyright owner should be given credit in the acknowledgments of your manuscript.

ProQuest provides a more detailed copyright guide, which includes a sample permission letter for use of previously copyrighted material online at:

THESIS AND DISSERTATION CHECKLIST

— Thesis/Dissertation title and your name are identical on the Title page, Copyright page, and Abstract

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

— Consistent spacing and font is used throughout the entire document

— The required preliminary pages and body of text sections are in the correct order

— The headings for all major chapter titles and section headings are formatted identically throughout the manuscript

— 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

— Margins are 1 ½ inch left margin and 1 inch all other margins

— Document has been checked for spelling errors. (Please do not rely on spell check)

— 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
Blank Fly Page
“Title of Dissertation with all Important Words Capitalized”

by

First MI Last, 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 Program Name

University of Mississippi Medical Center
Jackson, MS
Month of Defense, Year of Defense
©

First M. Last, Ph.D.
Month and Year of Defense
I certify that I have read this dissertation and that in my opinion it is fully adequate as a dissertation for the degree of Doctor of Philosophy.

The Advisory Committee:

First MI Last, Ph.D., Chairperson
Title, Program

First MI Last, Ph.D.
Title, Program

First MI Last, Ph.D.
Title, Program

First MI Last, Ph.D.
Title, Program

Approved:

Joey P Granger, Ph.D.
Dean, School of Graduate Studies in the
Health Sciences
TITLE OF DISSERTATION/THESIS

First MI Last, Ph.D.
School of Graduate Studies in the Health Sciences
University of Mississippi Medical Center
Month of Defense Year of Defense

Begin abstract.
DEDICATION

Begin dedication.
# TABLE OF CONTENTS

**SIGNATURE PAGE** ........................................................................................................... iii  
**ABSTRACT** .......................................................................................................................... iv  
**DEDICATION (optional)** ....................................................................................................... v  
**ACKNOWLEDGEMENTS (optional)** ..................................................................................... vi  
**LIST OF TABLES (required of tables are used)** ............................................................... viii  
**LIST OF FIGURES (required if figures are used)** ............................................................. ix  
**LIST OF ABBREVIATIONS (required if abbreviations are used)** ...................................... x

**CHAPTER 1** .......................................................................................................................... 1  
INTRODUCTION AND REVIEW OF LITERATURE .................................................................. 2  
Literature Cited ......................................................................................................................... 5  
Tables ........................................................................................................................................ 30  
Figure Legends ......................................................................................................................... 33  
Figures ........................................................................................................................................ 30  

**CHAPTER 2** ........................................................................................................................ 26  
Title Page ................................................................................................................................ 27  
Statement of Permission and Contributions ............................................................................ 28  
Abstract ................................................................................................................................... 30  
Introduction .............................................................................................................................. 33  
Materials and Methods ............................................................................................................ 27  
Results ..................................................................................................................................... 28  
Discussion ................................................................................................................................. 30  
Acknowledgements ................................................................................................................... 33  
Literature Cited ......................................................................................................................... 30  
Tables ........................................................................................................................................ 30  
Figure Legends ......................................................................................................................... 33  
Figures ........................................................................................................................................ 30
CHAPTER 3 .......................................................................................................................... 26
Title Page ............................................................................................................................. 27
Statement of Permission and Contributions ........................................................................ 28
Abstract ............................................................................................................................... 30
Introduction ......................................................................................................................... 33
Materials and Methods ....................................................................................................... 27
Results ................................................................................................................................. 28
Discussion ........................................................................................................................... 30
Acknowledgements ............................................................................................................. 33
Literature Cited .................................................................................................................... 30
Tables .................................................................................................................................. 30
Figure Legends .................................................................................................................... 33
Figures ................................................................................................................................. 30

CHAPTER 4 ..........................................................................................................................
SUMMARY AND DISCUSSION ............................................................................................... 88
Literature Cited .................................................................................................................... 107
Tables .................................................................................................................................. 30
Figure Legends .................................................................................................................... 33
Figures ................................................................................................................................. 30

APPENDIX (required – includes journal permissions) ............................................................ 111
# LIST OF TABLES

Table 1.1 Name..................................................................................................................42
Table 2.1 Name..................................................................................................................50
Table 2.2 Name..................................................................................................................51
Table 2.3 Name..................................................................................................................52
Table 2.4 Name..................................................................................................................53
Table 3.1 Name..................................................................................................................75
Table 3.2 Name..................................................................................................................76
Table 3.3 Name..................................................................................................................75
LIST OF FIGURES

Figure 1.1 Name..................................................................................................................10
Figure 2.1 Name..................................................................................................................31
Figure 2.2 Name..................................................................................................................32
Figure 2.3 Name..................................................................................................................33
Figure 3.1 Name..................................................................................................................34
Figure 3.2 Name..................................................................................................................35
Figure 3.3 Name..................................................................................................................36
LIST OF ABBREVIATIONS

CB, Cajal body
ChIP, chromatin immunoprecipitation
CPSF, cleavage and polyadenylation specificity factor
DC, Dyskeratosis congenita
dsDNA, double-stranded DNA
hTR, human telomerase RNA
qPCR, quantitative real-time PCR
qRT-PCR, quantitative real-time reverse transcriptase PCR
mRNA, messenger RNA
RNA-IP, RNA immunoprecipitation
RNP, ribonucleoprotein
rRNA, ribosomal RNA
scaRNA, small Cajal body specific RNA
SMA, Spinal Muscular Atrophy
SMN, Survival of motor neuron protein
snoRNP, small nucleolar ribonucleoprotein
snRNA, small nuclear ribonucleic acid
snRNP, small nuclear ribonucleoprotein
ssDNA, single-stranded DNA
ssRNA, single-stranded RNA
TERC, telomerase RNA component
TERT, telomerase reverse transcriptase
WRAP53, WD40 encoding RNA antisense to p53
INTRODUCTION AND LITERATURE REVIEW
Begin introduction and literature review.
LITERATURE CITED


CHAPTER 2
STATEMENT OF PERMISSION

Title of Manuscript
Author(s) Name(s)

You will use the most appropriate statement below when creating this page:

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

— This manuscript has been submitted to a peer-reviewed journal for publication. The journal has been made aware that this manuscript is part of a required dissertation for PhD from the University of Mississippi Medical Center. A request has been made to retain the ability to include this work in the compiled dissertation.

— This manuscript has been accepted for publication by a peer-reviewed journal. Permission for use of this manuscript from the journal has been obtained and is included in the appendix.

— This manuscript has been published by a peer-reviewed journal. Permission for use of this manuscript from the journal has been obtained and is included in the appendix.

CONTRIBUTIONS OF AUTHORS AND CO-AUTHORS

If the dissertation/thesis contains any collaborative work, clear and appropriate acknowledgement must be stated as to the relative contributions of all parties.
Abstract

Introduction, etc…
CHAPTER 3, 4, etc..
SUMMARY AND DISCUSSION
Begin summary and discussion
LITERATURE CITED


APPENDIX
Blank Fly Page