

Guidelines for the Preparation of Electronic Field Studies,  
Theses and Dissertations (ETD)

University of Louisiana at Monroe Graduate School  
Updated March 2017

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## INTRODUCTION

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Active participation in original research is a significant component of your graduate education at the University of Louisiana at Monroe (ULM). The preparation of a field study, thesis, or dissertation will require you to do more than observe research- you will also conduct research. In preparing your electronic field study, thesis or dissertation (ETD) you will acquire the literary skills to articulate that research to other scholars. The preparation of an ETD is more meaningful than merely satisfying a degree requirement; you will prepare a work in which you can take great pride and which will advance your discipline. The preparation of an ETD is an important learning experience that will prepare you to actively participate in your profession.

Scholars in all fields of scientific and creative enterprise write articles and books, generate research proposals, or engage in artistic endeavors. Whether you are composing an effective novel or writing about an experiment in human genetics, you will rely on comprehensive and focused research. Once the research is completed, the next step is the preparation of an acceptable ETD or work of art that must conform to a set of rules and guidelines specific to your field of study. Conformity to these guidelines is necessary for the review and analysis that leads to publication or public display.

Enterprises which deal in the publication of documents produced from creative endeavor- be they art, music, or basic research- each have their own stylistic requirements for ETD review and possible publication. Usually, ETDs which do not meet these stylistic guidelines are automatically rejected and returned to the author. The rigidity regarding style is a necessary reality of life for an author. Peer reviewers who read and comment on the quality of journal article submissions should not have to endure misspelled words and misplaced clauses. A field study, thesis, or dissertation may be your first encounter with such strict compositional rules. It is the desire of the Graduate School and your Graduate Advisory Committee that you learn that consistency, accuracy, and compliance to these rules are requirements for any publishable ETD or other intellectual product that will be on public display.

As a graduate student, realize that your accepted ETD is a published document for which ULM is the publisher. To a great extent, the quality of this institution is measured by the scholarship of its students and faculty. Such scholarship includes the field studies, theses, and dissertations written by our students and are supervised by our faculty. We have prepared the Guidelines for the Preparation of Electronic Field Studies, Theses, and Dissertations (ETD) to assist you. In preparing an ETD for submission to the Graduate School, keep in mind that neatness and correctness of form are second in importance to accuracy and soundness of research. This guide assists you and your Graduate Advisory Committee in ETD completion and contains important information regarding the writing and publication of your ETD. Although this is not an exhaustive manual, it can assist you in preparing a professional document.

For questions regarding style, purchase and consult the most recent edition of the style manual chosen by you and your Graduate Advisory Committee. A listing of these manuals can be found in Appendix B. It should be understood that these guidelines, with the academic unit-approved style manual, must be used as sources of information from which your ETD is prepared. **However, if and when conflicts occur, regulations in this guide take precedence over those in the style manuals.** Close attention to this manual will increase the probability that your ETD will be acceptable when you submit it to the Graduate School. Paying attention to the details now will save you time and money at a critical point in your academic career.

Graduate School staff is available to discuss any matters related to completing your ETD. You are welcome to call, email or visit the Graduate School if you have questions concerning these guidelines or if they fail to address an issue specific to your project. **Please do not use another field study, thesis, or dissertation as a model for your work since that style may not meet current guideline requirements.** You may use the samples provided in this guideline.

## PART ONE: GENERAL INFORMATION

### SUBMISSION PROCEDURES

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These are the procedures which you are to follow when submitting an electronic field study, thesis, or dissertation (ETD) to the Graduate School:

1. You must defend your field study, thesis, or dissertation prior to submitting your ETD to Graduate School.
2. Submit your official ETD to the Graduate School through ProQuest by the deadline published in the university calendar. An official ETD is the complete work formally reviewed and approved by your Graduate Advisory Committee. The names of all your committee members must be typed on the title page on the electronic version. A copy of your title page must be printed on 8 ½ by 11 inch copy paper and submitted to Graduate School with signatures of your committee. Signatures must be in black ink. All fees will be paid by credit card when you submit your ETD to the ProQuest link.
3. Graduate School staff will review your candidacy status. Following the guidelines of the style manual which you have chosen, the ETD will be checked for margins, type style, and format. Besides the official copy of your ETD, your comprehensive examination report must be on file in the Graduate School.
4. Graduate School staff will perform comprehensive review of your ETD.
5. After review, your ETD will be returned to you for you to make final corrections. After the corrections have been made, the ETD must be returned to the Graduate School through ProQuest link before the deadline published in the university calendar.

6. Graduate School staff will review the ETD. If the document contains excessive errors, it may be rejected. It is your responsibility as the author to insure the accuracy of your ETD.

#### BINDING FEES

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Graduate School does not require bound copies. The department will determine the requirements for bound copies. All fees associated with ETDs will be paid with a credit card when the pre-approval thesis or dissertation is submitted to ProQuest.

#### COPYRIGHT PROCEDURES

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You have the option to register your field study, thesis, or dissertation for copyright. If you are unsure about registering for copyright when you submit your ETD to the Graduate School, you may include a copyright page indicating your intent to register at a later date. Putting a copyright page in your ETD notifies the public to your claim for copyright. However, a copyright page itself does not protect your rights in cases of litigation or infringement. To secure these rights, you must legally register your copyright.

If you would like to have University Microfilm International (UMI) act as your agent and perform this registration for you, you must sign the UMI Thesis Agreement Form (Form D) and pay the appropriate fee. UMI will then apply for copyright on your behalf. For more information, a copy of *Publishing Your Dissertation: How to Prepare Your ETD for Publication*, produced by UMI, can be obtained from the Graduate School.

ETD copyrighting and fees will be handled through our ProQuest website.

If you wish to copyright your field study, thesis, or dissertation, you must include a copyright page following the title page. A sample copyright page can be found in Appendix A. The following information should be centered on the bottom half of the copyright page:

© Year  
Full Legal Name  
ALL RIGHTS RESERVED

## USING COPYRIGHTED MATERIALS IN YOUR ETD

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As the author of your ETD, you must use the UMI Agreement Form to certify that any previously copyrighted materials used in your work, other than brief excerpts, were used with the written permission of the owner of the copyright and that you will save and hold UMI harmless from any damages which may arise from copyright violations. If your field study, thesis, or dissertation includes previously copyrighted material (beyond limited excerpts), you must secure written permission letters from the owner of the copyright, pay any permission fees, and file copies of all permission letters with the Graduate School upon submission of your ETD. Instructions for the permission letter and a sample letter can be seen in Appendix D.

Your letter to the owner of the copyright should clarify that you are requesting permission to microfilm and publish your field study, thesis, or dissertation through UMI and that UMI may sell single copies of your dissertation, on demand and for scholarly purposes, which includes the material of the copyright owner.

D i s c u s s any issues relative to securing copyright owner's permission with your major professor during the formulation of your research question. In some circumstances, acquisition of permission can be difficult or impossible. This issue should be addressed early on so adjustments can be made in your strategy.

The Graduate School regards receiving your approved field study, thesis, or dissertation as tantamount to publishing it. It will be available for use through UMI, University Library, or interlibrary loan. The Graduate School keeps copies of *Copyright Law and the Doctoral Dissertation*, the manual produced by UMI, on file. This document explains your legal rights and responsibilities and is available for your review. The contents of this publication apply to all who wish to copyright their research, not just students.

If you have questions regarding copyright procedures not covered in this publication, you may contact University Microfilm International Dissertation Services: by mail at PO Box 58, 300 North Zeeb Road, Ann Arbor, MI 48106-1346, by email at [disspub@bellhowell.infolearning.com](mailto:disspub@bellhowell.infolearning.com), or by calling toll free at 1-800-521-0600, extension 2144.

## USE OF PREVIOUSLY PUBLISHED MATERIALS

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Some departments within the University allow you to include articles or other materials in your ETD that you have previously published, that have been accepted for publication, or that have been presented to the public. In all such instances the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text. Photocopying material with a different typeface and/or format is unacceptable. The text must appear in a single column on each page.

2. If the material is co-authored, your Graduate Advisory Committee must approve its inclusion in your field study, thesis, or dissertation.

3. If the material is copyrighted (i.e. if you are the sole author, but the copyright is held by the publisher), you must fulfill the copyright conditions to receive permission to include the material in your work.

## PART TWO: FORMATTING

### STYLE

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As an author, you have full responsibility for ensuring that your ETD is correct in content and form. Before you submit your ETD to the Graduate School, you must make sure that all pages are present and in the following order:

One blank sheet of paper

Title Page

Copyright\*

Dedication\*

Acknowledgment or Preface Foreword

Abstract\*\*

Table of Contents^

List of Tables (with titles and page references)\*

List of Figures (with titles or abbreviated captions and page references)\*

List of Illustrations (with titles and page references)\*

List of Abbreviations\*

List of Symbols\*

Text of ETD Appendices\*

Bibliography or References

Vita

One blank page

Artwork, maps, or other material for pockets\*

\* May not be relevant in all cases and may be omitted.

\*\* Students submitting a creative thesis for the Masters of Arts in English must submit a preface instead of an abstract.

^ You should list and identify in the Table of Contents any appendices which cannot be bound within the text, such as artwork, maps, disks, or other materials placed in pockets inside the cover.

Request the Graduate School staff review selected pages of your work before you submit the final version of your ETD. A representative sample might include a table, pages with footnotes, the title page, the first page of a chapter, a page from the bibliography, a page from an appendix, and a page with one or more subheadings (if any). Review of sample pages should aid in the preparation of the final product and does not imply pre-approval of the final document.

## TYPEFACE

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Typefaces comparable to those used in scholarly journals are acceptable, such as Courier, Times New Roman, Helvetica, and Arial. The same font size and face should be used throughout the ETD.

The font size for the body of your text is 12 points (equivalent to elite type), and superscripts and subscripts must not be over two points smaller than the font size used for the body of the text. Fonts two or more points larger than 12 are not acceptable for headings or emphasis. At the discretion of the author, bolding may be used sparingly and for emphasis. Use italics in place of underlining.

## PHOTOGRAPHY AND ILLUSTRATION

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Photographs and colored illustrations used in the ETD must be of professional quality. Care should be taken to align photographs between margins. Colored photographs and illustrations are acceptable, but when reproduced on microfilm at UMI they will be in black and white format only. If you want to ensure that a bound copy containing the colored photographs and illustrations will be returned to you, please include your instructions when you submit your ETD through ProQuest.

## MARGINS

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All copies of the ETD must have uniform margins as indicated below:

**Left:** All left-hand margins throughout the ETD must be at least one and one-half inches. This margin ensures sufficient room for binding the work.

**Right:** All right-hand margins must be at least one inch throughout.

**Bottom:** The bottom margin must be at least one inch throughout (except for page numbers).

**Top:** The top margin must be at least one inch throughout (except for page numbers). The only exceptions to the one inch top margin are the Title Page, Abstract, Dedication, first page of the Acknowledgement or Preface (if applicable), first page of the Table of Contents, the first page of each chapter (including the Introduction), and all pages which begin over two inches from the top of the page.

## PRINTING, SPACING, AND INDENTATION

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The text of the ETD must appear in a single column on each page. It must be double-spaced except for blocked quotations, notes, captions, legends, and long headings, which are to be single-spaced with a space between items. All headings should conform to specifications given by the style manual selected for typing your document. Spacing your text two lines apart is especially important if you use superscript and subscript characters. The spacing of your ETD must be uniform throughout.

Paragraphs should be indented five spaces consistently throughout the ETD. Blocked quotations should be indented five spaces from the left and right margins and should be single-spaced. Indent the first line of a blocked paragraph another five spaces.

## PAGINATION

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Each page that is a part of the ETD must be counted. The number may not always appear on the sheet itself. Small Roman numerals (i, ii, iii, iv, etc.) are used to number the table of contents, list of figures, etc. These should appear at the acknowledgment or preface page, although the counting or numbering of the ETD begins with the title page. No page number should appear on the title page, copyright, dedication, or vita although all should be included in the counting of pages.

Arabic numerals (1, 2, 3, 4, etc.) are used to number the remainder of ETD. The count of Arabic numeral 1 begins with the introduction if your ETD includes this section or chapter one if it does not. All text, illustrations, appendices, notes, reference lists, or bibliography materials should be counted.

Pages of visual materials used in the ETD must be assigned a number but the number need not appear. Page numbers should not appear on the first page of the body of your text or on the first page of each new chapter. These pages should be counted when you paginate the ETD, but the page numbers should be omitted. Page numbers that use letters, hyphens, periods, or parentheses such as 1a, 1-2, -1-, 1., and (1) should not be used. Position all page numbers in the same place on each page throughout the entire ETD, including introductory pages, text, appendices, and bibliography. You may position page numbers in one of three ways:

1. In the upper right-hand corner of the page, one-half inch (three lines) from the top of the page and one inch from the right edge; or
2. Centered at the bottom of the page, one-half inch (three lines) from the bottom edge of the page; or
3. As close to the positions described above as your word processor allows (if your software automatically positions page numbers and you cannot adjust them).

If your ETD contains landscape-oriented pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers appear in the same place as they do on other sheets (on the short side). Ignore the landscape orientation of your text when positioning page numbers.

Widowed and orphaned lines are unacceptable in your ETD. A widowed line is a single line of text at the bottom of a page with the rest of a paragraph continuing on the next page. An orphaned line is a single line of text at the top of a page with the rest of the paragraph left behind on the previous page. This situation can be corrected in most word processing programs by activating the widow/orphan setting that controls page breaks before you print out the final copy of your ETD.

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**FOOTNOTES, ENDNOTES, AND IN-TEXT REFERENCES**

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Depending on the style manual or journal standard you adopt for your ETD, you may use footnotes (at bottom of the text page), endnotes (at end of each chapter or at the end of text), or in-text parenthetical references (corresponding to a reference list at the back of your ETD).

If your style manual or journal standard requires footnotes for citing published or unpublished materials, place the footnote at the bottom of the page. Footnotes should be separated from the text by a solid line one or two inches long, beginning at the left-hand margin on the first line below the text. If the footnote is more than one line long, it should be single-spaced, with the first line indented the same number of spaces as the paragraph indentation used in the text (five spaces). A double-space should separate each footnote when more than one footnote appears on a page. Footnote format must be consistent throughout the ETD. Dividing a footnote may be necessary if it is long and cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page (if there are any). Do not indicate the continuation of a footnote by a statement such as “continued on the next page.”

Some disciplines have accepted the practice of placing footnotes at the end of each chapter, referred to as endnotes. Using endnotes is acceptable to the Graduate School; however, true footnotes placed at the bottom of the page are preferred because they allow a reader to follow the text continuously without having to move back and forth from the text to notes in a bound or microfilmed work.

You must number all footnotes or endnotes consecutively using Arabic numerals. You may number notes continuously, repeating no numbers, through the entire ETD. Alternatively, you may repeat note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note.

In-text referencing is accomplished by placing the referenced author’s name (or names), followed by a comma and the year of publication, in parentheses directly following the location where the reference is being discussed, used, or compared. The full reference is to be placed in the reference section in alphabetical order by author’s name. This referencing technique, used extensively in psychology and education, is simple to use and allows the reader ready access to the full citation at the end of the document. End-of-chapter references should not be used when following the in-text reference procedure.

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**REFERENCES**

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**All ETDs will contain references and you must list all of them in the references section of the ETD.** You must follow the chosen style manual or journal standard for this purpose. Suggested headings for this section include: List of References, Literature Cited, Works Cited, or References Cited. Entries must be listed alphabetically by author, editor, agency, or institution. Hanging indentation is required, and

a single space should be used within entries followed by a double space between. References must be listed in the same font type and size as the body text.

## BIBLIOGRAPHY

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A listing of all materials consulted to prepare your ETD is a bibliography. **A bibliography is optional but can be included in any ETD.** If used, the references must be arranged in alphabetical order by the author's last name. Depending on the style manual chosen for your ETD, bibliographic entries may differ from discipline to discipline. You must consult your chosen style manual for proper form.

Using abbreviations in the bibliography and footnotes is acceptable if the form is consistent throughout. Your use of abbreviations must conform with your chosen style manual. When listing works in a bibliography, you must provide complete titles for articles, books, and other sources. Suggested headings for this section include:

Bibliography, Selected Bibliography, References, or Sources Consulted. Your major professor can advise you regarding terminology.

## APPENDICES

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Appendices comprise supplementary, informational, or illustrative material too lengthy to include in the text. Appendices must be labeled on the top margin, either at left-hand side or centered, and should be listed sequentially using capital letters, Roman, or Arabic numerals. Consult your chosen style manual for appendices.

Appendices always appear near the end of the ETD and are placed before the bibliography and reference sections. When there is more than one appendix, you must assign each appendix a number or a letter heading (for example: Appendix A, Appendix 1, or Appendix I) and a descriptive title. The heading and title for each appendix should be centered on the page and typed in all caps. All headings and titles must appear in the table of contents. Subsequent pages of multi-paged appendices are titled: Appendix A (continued). Number all tables and figures consecutively from the text, or separately as A-1, A-2, etc. The appendices must conform to the same margin regulations as the rest of the ETD. All appendix pages should be numbered with Arabic numerals using the same guidelines described in the pagination section.

Computer printouts used in the appendices must meet margin requirements. Computer printouts used in an appendix do not have to be in the same typeface as the body of the ETD, although they must be clean, clear, and legible. Computer printouts with small and indistinct print or narrow margins are unacceptable because they will be illegible on microfilm. The print quality of the printout must meet the standards of the Graduate School to be included in the ETD.

## OVERSIZE MATERIALS

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Oversized tables, figures, or other illustrative material should be electronically reduced or scaled to fit on one page or continued to the next page with the notation: Table 1 (continued). Oversized maps, musical scores, graphs, etc. should be folded right to left only. The fold must meet the standard page size and margin guidelines. Do not fold the page(s) beyond the one and one half inch left-hand margin required for

binding your ETD. Ideally, the piece should be at least one half inch smaller than text pages to avoid being cut in the binding process.

If you wish to use pockets for holding large maps, CDs, plates, tapes, drawings, etc., they are available from the bindery. Additional charges will be assessed by the bindery for this service and should be indicated on your La Capitol receipt.

## PART THREE: CONTENT

### TITLE PAGE

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The title page of the ETD should contain the following information:

1. The title of the field study, thesis, or dissertation, centered two inches below the top of the page and typed in the inverted pyramid form;
2. Your full name, centered one inch below the title;
3. The following statement, within the full margins, one inch below your name and in inverted pyramid form as exhibited below:

A dissertation [or field study/thesis] submitted to the graduate faculty of the  
College of [insert name of college] at the University of Louisiana  
at Monroe in partial fulfillment of the requirements for  
the degree of [insert degree] [insert area]

4. On the lower half of the page, centered, the month and year in which your degree will be conferred, separated by a comma;
5. On the right-hand side of the page, the words "Approved by:" followed by signature lines for your major professor and all other members of your Graduate Advisory Committee. Committee member's names must be typed above the line on the ETD submitted through ProQuest. A paper copy must be signed by the committee in black ink to be submitted to Graduate School.

If you are uncertain about the format or wording of your title page, please bring the page to the Graduate School before you defend your field study, thesis, or dissertation. It is much simpler to correct any errors before your Graduate Advisory Committee members have signed it.

### ABSTRACT OR PREFACE

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All ETDs must include an abstract except for the creative thesis, which must include a preface. The abstract or preface should follow the acknowledgment but should not be listed in the table of contents. A sample abstract and sample preface can be seen in Appendix A. The abstract or preface page should include the below information in inverted pyramid form. **I n c l u d e** the terminal degree citation for

ABSTRACT (OR PREFACE)

Your Name

The Title Should be Centered Below Your  
Name in Inverted Pyramid  
(Major Professor: John Deere, Ph.D.)

Skip one line and begin the content of the abstract or preface. An abstract or preface should not exceed 150 words; abstracts for doctoral dissertations may not exceed 350 words. All dissertation abstracts are published in *Dissertation Abstracts International* and should include the following information: a short statement of the problem or area of investigation, a brief discussion of methods and procedures used in gathering the data, a condensed summary of the findings, conclusions reached in the study, and a short statement regarding the significance of the work.

A preface is an author's comment regarding the thesis, dissertation, or field study and describes its purpose, sources, and extent. The preface for the creative thesis may address, in expository prose, a range of possible elements. It may consider, but is not limited to: matters of subject, theme, method, theory, or influence. If the preface is written for the creative thesis, please refer to the absolute preface length information provided above. Prefaces which exceed this length will not be accepted. Only one extra copy of the preface is required for the final ETD submission.

Make sure that the title given at the top of the abstract or preface has the same wording as the title on your title page. Avoid mathematical formulae, diagrams, or other illustrative materials in this section. Your abstract or preface should offer the briefest possible description of your field study, thesis, or dissertation and a concise summary of its conclusions.

TABLE OF CONTENTS

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The table of contents must follow the abstract or preface. Acceptable headings include "Contents" or "Table of Contents." Whichever heading you select, type it in all caps and center it two inches below the top of the page. The table of contents should list all parts of your ETD except for all preliminary pages (title page, abstract or preface, acknowledgments, copyright page, and dedication page). Include the bibliography and all appendices in the table of contents. If chapters in your ETD contain subheadings of one or more levels, consult your style manual to determine the number of subheadings to include in the table of contents. The subheading(s) must be indented three to five spaces (consistently) to the right of the margin for chapter titles. Information in a table of contents must match exactly the capitalization and wording of titles for the parts, chapters, and subheadings used in the ETD.

Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the remainder on a second line indenting the second line three spaces with a single space between the lines. Double-space between entries. A sample table of contents can be viewed in Appendix A.

Assign each table in your ETD an Arabic numeral consistent with your chosen style guide. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part numeral with the first number designating the chapter in which it appears, a period, then a second number to indicate its consecutive placement in the chapter. Table 3.2, would be the second table in chapter three. The heading for the list of tables should appear one inch from the top of the page, centered and in all caps. Double-space between the heading and the first entry. The table number and title in your list of tables should match exactly the number and title appearing in the ETD.

The number of each table and its title should be on the left-hand side of the page with two spaces separating the table number and the title. Page numbers (in Arabic) should be listed on the right-hand side of the page with leaders (a line of dots) filling the space between the table number and title and its corresponding page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest on a second line indenting the second line three spaces with a single space between the lines. Double-space between entries. Examples of tables and lists of tables can be found in Appendix A.

#### LIST OF FIGURES OR LIST OF ILLUSTRATIONS

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The heading for the list of figures should appear one inch below the top of the page, centered and in all caps: “List of Figures” or “List of Illustrations.” The instructions given above for the list of tables also apply to the list of figures or illustrations. An abbreviated version of figure captions may be accepted. Examples of figures and lists of figures can be found in Appendix A.

#### LIST OF ABBREVIATIONS

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If you use abbreviations extensively in your ETD, provide a list of abbreviations and their corresponding definitions. The heading for the list of abbreviations should appear one inch below the top of the page, centered and in all caps: “List of Abbreviations.” Arrange your abbreviations alphabetically at the left margin, single space within each entry and double space between entries. An example list of abbreviations is given in Appendix A.

#### LIST OF SYMBOLS

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If you use symbols in your ETD, provide a list of symbols and their meanings. The heading for the list of symbols should appear one inch from the top of the page, centered and in all caps: “List of Symbols.” Arrange your list of symbols at the left margin, single space within each entry and double space between entries. If you use symbols in your ETD, you may choose combine them with your abbreviations and title the section “List of Abbreviations and Symbols.” An example list of symbols is given in Appendix A.

## PART FOUR: SUBMISSION

### PROCESSING PROCEDURES

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*Binding Personal Copies:* Graduate School does not require bound copies of ETDs. If you wish to have additional copies of your ETD you must order and pay for the copies when you submit your ETD to ProQuest. Fee amounts are outlined on ProQuest link. The binding process will be handled by ProQuest. Make arrangements for binding and delivery of bound copies through ProQuest. Please give them information where you can be contacted following graduation.

All fees pertaining to binding and copyrighting dissertations will be handled through ProQuest at the time of submission of electronic dissertation.

*Distribution of ETDs:* Distribution of ETDs will be handled through ProQuest and all arrangements must be made through the ProQuest link when you submit your ETD.

APPENDICES:

Appendix A: SAMPLE PAGES

THIS IS WHERE YOU PUT THE TITLE OF YOUR DISSERTATION  
SINGLED-SPACED IN ALL CAPS AND MUST  
BE IN INVERTED PYRAMID

Your Full Name

A dissertation submitted to the graduate faculty of the College of [ ] at the  
University of Louisiana at Monroe in partial fulfillment of the  
requirements for the degree of [ ]  
[ ]

August, 20XX

Approved by:

Wxxxxxx Sxxxxx, Ph.D.

\_\_\_\_\_  
Major Professor

Sxxxx Bxxxx, Ph.D

\_\_\_\_\_  
Committee Member

Nxxxx Wxxxxxxxx, Ph.D

\_\_\_\_\_  
Committee Member

Dxxxx Nxxxxx, Ph.D.

\_\_\_\_\_  
Committee Member

Appendix A: SAMPLE PAGES (continued)

Appendix A: SAMPLE PAGES (continued)

PREFACE

JXXXXX AXXX SXXXX

This is Where you put the Title of your Dissertation Singled-spaced  
but only first Letter of Main Words Capitalized  
and must be in Inverted Pyramid  
(Major Professor: HXXXXX X. FXXXXX, Ph.D.)

Growing up in Baton Rouge, Louisiana in the 1960s, I heard many stories about life in Louisiana and became fascinated with tales of my ancestry. I loved stories about my great-grandfather, Ixxx Z. Jxxxxx, who was born on a plantation near Baton Rouge. Hearing these stories time after time inspired me to learn more about the history of Louisiana and the characters I had grown to love. During my research, I came to realize these stories were a part of my heritage, and that the characters were real and should not be forgotten. These writings are an attempt to recount the stories passed down from earlier generations of the experiences of my great-grandfather and those who came before him.

Appendix A: SAMPLE PAGES (continued)

ABSTRACT

VXXXXX AXXX MXXXXXX

Evaluation of Field-Generated Accumulation Factors (AF) Predicting  
the Bioaccumulation Potential of Sediment-Associated  
PAH Compounds

(Major Professor: Pxxx W. Fxxxxx, Ph.D.)

Equilibrium partitioning of neutral organic chemicals between the organic carbon fraction of bedded sediments and the lipids of resident organisms provided the theoretical basis for one of the most popular approaches to the development of sediment quality (SQC) by the USEPA. Proposed equilibrium partitioning-based SQC seek to relate estimated doses of sediment-associated chemicals to toxicity in exposed biota. Criteria documents for several polynuclear aromatic hydrocarbon (PAS) compounds, endrin, and dieldrin have been related by the USEPA for public review, and may soon be promulgated. A procedure recommended in the Implementation Manual (the "Green Book") for Public law regulating ocean disposal of dredged sediments, (Section 103 of PL 92-532, MPR&SA, the "Ocean Dumping Act") has used equilibrium partitioning-based estimations to screen sediments for bioaccumulation potential for several years.

The screening test, termed "theoretical bioaccumulation potential," (TBP), is also included in the draft manual for inland waters to implement dredged material testing requirements of the Clean Water Act. TBP employs an accumulation factor (AF), defined as the ratio at equilibrium of the organic carbon-normalized concentration of a neutral organic chemical in sediment and the lipid-normalized concentration of the chemical in a

sediment and lipid-normalized concentration of the chemical in an exposed organism. The Green Book using a universal AF = 4 for all neutral chemicals; the rationale being that this value is suitably protective and, based on field data, reasonably representative of all neutral chemicals provided certain caveats are recognized. This dissertation compared the predictive capability of PAH AFs derived from field data with that of the universal AF = 4 in making TBP estimations. Predicted bioaccumulation using the two methods was compared with PAH tissue concentrations measured in laboratory exposures of clams, *Macoma nasut*, and mussels, *Mytilus edulis*.

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Appendix A: SAMPLE PAGES (continued)

LIST OF ABBREVIATIONS

ABA	Applied Behavioral Analysis
AB	Adaptive Behavior
BM	Behavior Modification
CB	Continuous Baseline
CRS	Continuous Reinforcement Schedule
Diseq.	Disequilibrium
Dishab	Dishabituation
EC	Ecological Congruence
Eq	Equilibration
FR1	Fixed Ratio - One
Hab	Habituation
O.P. Cond.	Operant Conditioning
N.Ref.	Negative Reinforcement
P.R	Positive Reinforcement
Ret Str	Retentive Strategy
RM	Reinforcement Menu
RTM	Responsive Teaching Method
SC	Stimulus Control
Sci Df.	Scientific Definition
Stim.RD.	Stimulus Reduction

## Appendix A: SAMPLE PAGES (continued)

Table 3

Factor Loadings for Exploratory Factor Analysis

Scale	Introversion	Emotional Dysregulation	Peculiarity
SPQ No Friends	.84	.19	.13
DAPP Anxiousness	.42	.38	.18
DAPP Suspiciousness	.93	.63	.32

Note.

Appendix A: SAMPLE PAGES (continued)

REFERENCE LIST

American Chemical Society. *Handbook for Author's Paper in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Council of Biology Editors, Committee on Form and Style. *CBE Style Manual*. Washington, DC: American Institute of Biological Sciences.

Modern Language Association of America (MLA). *MLA Handbook for Writers of Research Papers*.

Scientific Style and Format (CSE). *Manual for Authors, Editors, and Publishers*.

*The Chicago Manual of Style*. Chicago. The University of Chicago Press.

## Appendix B: Style Manuals

The latest editions of the following style manuals are required:

American Chemical Society. *Handbook for Author's of Papers in the Journals of the American Chemical Society*. Washington, DC: American Chemical Society.

American Psychological Association. *Publication Manual*. Washington, DC: American Psychological Association.

Modern Language Association of America (MLA). *MLA Handbook for Writers of Research Papers*.

Scientific Style and Format (CSE). *Manual for Authors, Editors, and Publishers*.

*The Chicago Manual of Style*. Chicago: The University of Chicago Press.

Appendix C

VITA

The Vita must be typed in paragraph format (not as a resume'). The margins must be 1.5 inches on left; 1 inch on top, bottom and right side. The paragraphs must be indented 5 spaces consistently.

The ETD author should give general information about themselves. The information could include where the author was born; what degrees they earned and where. It could also include what their other accomplishments are, what their plans for the future are; what organizations they belong to.

The Vita must not have a visible page number although it is counted. A blank page must follow the Vita.

## UNIVERSITY OF LOUISIANA AT MONROE

### Thesis and Dissertation (ETD) Checklist

Use this form to review your Field Study, Thesis, or Dissertation (ETD) as you prepare it for submission to the Graduate School through ProQuest. **It must be completed and returned to the Graduate School with the initial submission of your electronic manuscript and the signed paper copy of your title page.**

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Style Manual used: \_\_\_\_\_  
**(REQUIRED)**

**A. FEES AND FORMS:**

- \_\_\_ 1. Have you paid the binding fee for each copy required by the department and, if applicable, the copyrighting fee through the ProQuest website? {ULM Guidelines page 5 & 15 & PowerPoint screen 42}
- \_\_\_ 2. If a doctoral candidate, have you completed the Doctoral Dissertation Agreement Form and the Survey of Earned Doctorates listed on ProQuest website? **{REQUIRED and must be submitted when ETD is submitted}**
- \_\_\_ 3. Have you submitted your signed title page to Graduate School when you submitted your ETD to ProQuest?

**B. TITLE PAGE: (required) {ULM Guidelines page 12 & 13, Appendix page 16; PowerPoint screen 18}**

- \_\_\_ 1. Does the format of the title page match the example on PowerPoint screen 18?
- \_\_\_ 2. Does the title page show a **2-inch** top margin; 1.5 inch left margin; 1 inch right and bottom margin? {page 8 Guidelines}
- \_\_\_ 3. Is the title worded exactly as it is on the abstract/preface?
- \_\_\_ 4. Is the title in inverted pyramid format?
- \_\_\_ 5. Does your name appear exactly as it does on the copyright, abstract, vita pages?
- \_\_\_ 6. Is the month and year correct with a comma after the month? **{Month, year of degree}**
- \_\_\_ 7. Does the statement specify correctly the department, curriculum, or school granting your degree?
- \_\_\_ 8. Is the statement in inverted pyramid format?
- \_\_\_ 9. Is the paper copy of the Title page signed by the committee in **black** ink?
- \_\_\_ 10. Are committee names typed on the lines on the copy submitted through ProQuest? {PowerPoint screen 18}

**C. COPYRIGHT PAGE: (copyrighting is optional) {Guidelines page 5 & Appendix page 17; PowerPoint screen 20}**

- \_\_\_ 1. Does the format of your copyright match the example on the PowerPoint screen 20?

**D. ACKNOWLEDGEMENT/PREFACE: (Required) {PowerPoint screen 22}**

- \_\_\_ 1. Does the first page show at least a **1.5 inch left** margin; a **2 inch top** margin; and **1 inch** margin at the bottom and right side? {See page 8 ULM Guidelines}
- \_\_\_ 2. Do the second and subsequent pages return to a **1 inch top** margin?

**E. ABSTRACT: (required) {ULM Guidelines pages 12 & 13 & appendix page 19; PowerPoint screen 24}**

- \_\_\_ 1. Is the title worded exactly as it is on the title page?
- \_\_\_ 2. Is the title in inverted pyramid format?

- \_\_\_ 3. Does the format match the sample on PowerPoint screen 24?
- \_\_\_ 4. Does the first page show a **2-inch** margin at the top? {ULM Guidelines page 8}
- \_\_\_ 5. Does every page show at least a **1.5** left margin; and **1-inch** margins at the bottom and right side? {ULM Guidelines page 8 & PowerPoint screen 24}

F. TABLE OF CONTENTS: (Required) {ULM Guidelines page 13 & Appendix page 21; PowerPoint screen 26}

- \_\_\_ 1. Does the first page show a **2-inch top** margin; 1.5 left margin; and 1-inch margins at the bottom and right side? {ULM Guidelines page 8}
- \_\_\_ 2. Does the second and subsequent pages of the Table of Contents return to the **1-inch top** margin?
- \_\_\_ 3. Does the format of your Table of Contents match one of the samples on PowerPoint screen 26?
- \_\_\_ 4. Do the wording, capitalization, and punctuation of all entries match those used in the text of your ETD?
- \_\_\_ 5. Is each entry single-spaced, with a double space **between** entries? {PowerPoint screen 26}
- \_\_\_ 6. Are the page numbers accurate? {ULM Guidelines page 9; PowerPoint screen 12}
- \_\_\_ 7. Does the Table of Contents appear after the Abstract?
- \_\_\_ 8. Have you used **leaders** (not periods/dots) that are even and consistent to fill the space between each entry with a **space between** the **leader** and its corresponding **page number** as shown in Appendix D?
- \_\_\_ 9. Did you break up the entry  $\frac{3}{4}$  of the way across and place remaining words on a second line (**single**- spaced, **hanging indent**) so that the words do not exceed the leaders?
- \_\_\_ 10. Do all the headings and subheadings appear in the Table of Contents **except** preliminary pages?

G. LIST OF TABLES, FIGURES, ILLUSTRATIONS: {ULM Guidelines page 14 & 15 & appendix page 23; PowerPoint screen 29}

- \_\_\_ 1. Does the format of your lists match the samples in Appendix A; pages 22 - 24?
- \_\_\_ 2. Does every page show at least a **1.5 inch left** margin, and at least a **1-inch** margin at the bottom and right? {ULM Guidelines page 8}
- \_\_\_ 3. Does each list have a heading in **all caps**? {LIST OF TABLES}; {LIST OF FIGURES}?
- \_\_\_ 4. Are all lists of tables, etc. properly numbered, given a title, and listed consecutively?
- \_\_\_ 5. Is each entry in the list single-spaced, with a double space **between** entries?
- \_\_\_ 6. Do the wording, capitalization, and punctuation of all entries match those used in the text of your field study, thesis, or dissertation?
- \_\_\_ 7. Have you used **leaders** (not periods/dots) that are even and consistent to fill the space between each entry with a **space between** the **leader** and its corresponding **page number**? {as shown in Appendix A pages 22-24 and PowerPoint screen 29}
- \_\_\_ 8. Did you break up the entry  $\frac{3}{4}$  of the way across and place remaining words on a second line (**single**- spaced, **hanging indent**) so that the words do not exceed the leaders? {PowerPoint screen 29}
- \_\_\_ 9. Have you placed these pages immediately after the Table of Contents?

H. LIST OF ABBREVIATIONS: {see Appendix A page 24} {ULM Guidelines page 14; PowerPoint screen 31}

- \_\_\_ 1. Is the List of Abbreviations in alphabetical order?
- \_\_\_ 2. Is each entry in the list single-spaced, with a double space **between** entries?

I. CHAPTERS: {PowerPoint screen 33}

- \_\_\_ 1. Does the first page of each new chapter show a **2-inch top** margin? {ULM Guidelines page 8}
- \_\_\_ 2. Have you left the page number **off** the first page of each new chapter? {ULM Guidelines page 9 & PowerPoint screen 12}
- \_\_\_ 3. Does every page show at least a **1.5 inch left** margin, and at least a **1-inch** margin at the bottom and right? {ULM Guidelines page 8 & PowerPoint screen 10}

## Chapters (cont.)

- \_\_\_ 4. Are all chapters in the **same font** {12-point; Times New Roman, Helvetica, or Arial) and in a single column of text? {Guidelines page 8; PowerPoint screen 9}
- \_\_\_ 5. Is the text double spaced {**EXCEPT** for blocked quotations, notes, captions, legends, and long headings)? {ULM Guidelines page 9 & PowerPoint screens 11 & 35}
- \_\_\_ 6. Are blocked quotations indented five spaces from the left and right, *single*-spaced? {ULM Guidelines page 9; PowerPoint screen 11 & 35}
- \_\_\_ 7. Do page numbers appear in the same place (centered at bottom; or top right)? Have you left the page number off the Title page and the first page of each chapter? {ULM Guidelines page 9; PowerPoint screen 13}
- \_\_\_ 8. Have you made sure there are no widows (*single lines at the bottom of a page*) or orphans (*single lines at the top of the page*)? {PowerPoint screen 14}
- \_\_\_ 9. Have you made sure there are no headings at the bottom of a page without at least two lines of text?
- \_\_\_ 10. Are paragraphs indented consistently throughout? (5 spaces consistently) {ULM Guidelines page 9 & PowerPoint screen 11}
- \_\_\_ 11. Is spacing between words and paragraphs correct?
- \_\_\_ 12. Is punctuation/capitalization correct?
- \_\_\_ 13. Are tables and figures placed as close to where they are first mentioned in the text?
- \_\_\_ 14. Did you use past tense in abstract, introduction, method, and citations?
- \_\_\_ 15. Are page numbers for the preliminary pages in lower case Roman numerals?
- \_\_\_ 16. Are page numbers for the rest of the text in Arabic numerals without any additional punctuation?
- \_\_\_ 17. (If applicable) Are lists in parallel construction?
- \_\_\_ 18. Is document free of spelling/typo errors?
- \_\_\_ 19. (If applicable) Are calculations in tables correct?
- \_\_\_ 20. Did you write with precision and clarity without fragments? Did you avoid expletive construction, empty words, faulty predications, and redundancies?

## J. IN-TEXT CITATIONS: {Guidelines page 11}

- \_\_\_ 1. Are citations consistent with the style manual?
- \_\_\_ 2. Have you checked in-text citations against the reference list to ensure that name(s) are spelled correctly and that titles, journal citations, publisher, years, numbers, volumes, and inclusive page numbers match?
- \_\_\_ 3. Are all citations listed in References and all entries in References cited in the text?

## K. APPENDICES (if applicable) {Guidelines page 11 &amp; 12}

- \_\_\_ 1. Does every page show at least a **1.5 inch left** margin, and at least a **1-inch** margin at the bottom and right? {Guidelines page 8}
- \_\_\_ 2. Have you assigned each appendix a number or letter and title?
- \_\_\_ 3. Have you placed all appendices after the last chapter and before the bibliography/references?

L. REFERENCES (**Required**) /BIBLIOGRAPHY (*optional*) {Guidelines page 10 & Appendix page 26; PowerPoint screen 15}

- \_\_\_ 1. Does every page show at least a **1.5 inch left** margin, and at least a **1-inch** margin at the bottom and right? {Guidelines page 8}
- \_\_\_ 2. Are all entries listed in alphabetical order?
- \_\_\_ 3. Are all entries single-spaced, with a double space between entries?
- \_\_\_ 4. Is the first line of each entry flush left, with subsequent lines indented (hanging indent)?
- \_\_\_ 5. Are references formatted consistently with style manual specifications?

M. VITA: (**Required**) {Guideline Appendix page 28}

- \_\_\_ 1. Have you included a Vita after the References without a page number? The Vita must be in narrative format (not formatted like a resume').

- \_\_\_ 2. Does every page show at least a **1.5 inch left** margin, and at least a **1-inch** margin at the bottom and right? {ULM Guidelines page 8 & 9}
- \_\_\_ 3. Have you indented paragraphs 5 spaces consistently and double-spaced?

N. OTHER: (REQUIRED)

- \_\_\_ 1. Have you submitted your signed Major Professor Review Form to Graduate School?
- \_\_\_ 2. Have you created and verified the PDF file; embed all fonts; and made sure that the file is not encrypted?
- \_\_\_ 3. Are all the pages listed in the correct order as in the University of Louisiana at Monroe Guidelines? {See page 7 ULM Guidelines & screen 7 of PowerPoint}

O. FOOTNOTES (if applicable): {ULM Guidelines page 10}

- \_\_\_ 1. Have you numbered footnotes (endnotes) consecutively either within each chapter or throughout the work?
- \_\_\_ 2. Are note numbers properly formatted as superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
- \_\_\_ 3. Are abbreviations used in notes consistent with those used in the bibliography?
- \_\_\_ 4. Is each note single spaced within an entry, and double spaced between notes?

**NOTE: If an error is indicated, it is your responsibility as the author to locate and make appropriate corrections throughout the ETD rather specifically identified each time.**

## Appendix E: Permission Letter Instructions and Samples

### **Instructions for Permission Letters**

1. Include your return address, telephone number, and the date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State the name of your university and your ETD title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or ETD collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. Document all efforts to obtain permission. This is especially important if your efforts are unsuccessful.
6. The sample signature form at the bottom of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature form.

Appendix D: Permission Letter Instructions and Samples (continued)

**Sample Permission Form from Company or Publisher:** to be used when requesting use of copyrighted material for which the copyright is held by a company or publisher. You may omit the first sentence if you have not contacted the addressee by telephone. Items in brackets indicate fields you must edit.

[Your Name]  
[Your Street Address] [Your City, State and Zip]

[Date]

[Addressee's Name] [Addressee's Street Address] [Addressee's City, State and Zip]

Dear [Addressee]:

This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation at The University of Louisiana at Monroe titled [Enter the Name of Your Dissertation Here]. I would like your permission to reprint excerpts from the following work(s) in my dissertation:

[Insert full citation to the original work.]

The excerpts to be reprinted are: [insert detailed explanation or attach copy]. The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by University Microfilms, Inc. These rights will in no way restrict republication for the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it in the enclosed return envelope. Thank you much.

Sincerely, [Your signature]  
[Your printed name]

PERMISSION GRANTED FOR THE USE REQUEST ABOVE:  
[Name of Company or Publisher]

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ From

Appendix D: Permission Letter Instructions and Samples (continued)

**Sample Permission Form from an Individual:** to be used when requesting use of copyrighted material for which the copyright is held by the individual author. You may omit the first sentence if you have not contacted the addressee by telephone. Items in brackets indicate fields you must edit.

[Your Name]  
[Your Street Address] [Your City, State and Zip]

[Date]

[Addressee's Name] [Addressee's Street Address] [Addressee's City, State and Zip]

Dear [Addressee]:

This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation at The University of Louisiana at Monroe titled [*Enter the Name of Your Dissertation Here*]. I would like your permission to reprint excerpts from the following work(s) in my dissertation:

[Insert full citation to the original work.]

The excerpts to be reprinted are: [insert detailed explanation or attach copy]. The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by University Microfilms, Inc. These rights will in no way restrict republication for the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it in the enclosed return envelope. Thank you much.

Sincerely, [Your signature]  
[Your printed name]

PERMISSION GRANTED FOR THE USE REQUEST ABOVE:  
[Addressee's Name]

By: \_\_\_\_\_

Date: \_\_\_\_\_

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