

Electronic Theses, Dissertations and Research Projects

Formatting and Submission Guidelines

Please format theses, dissertations or research projects according to the following guidelines before submitting your work to Digital Commons. If you have any questions regarding the guidelines, please contact digitalcommons@lmu.edu.

SUBMISSION:

Submit **ONE FILE** to digitalcommons@lmu.edu that contains the cover page, abstract, introduction, table of contents, faculty committee signatures, main text of your work, bibliography and so on. Please submit your file in Word (.doc/.docx) or open source format (.rtf), not as a PDF. Submit any supplementary files such as Power Point presentations, audio-video, image or other files as separate attachments. If your file is too large to attach in an email, please upload it to a cloud-based service such as Google Drive or Dropbox and share it with digitalcommons@lmu.edu.

You should submit your permission form at the same time you submit your file to Digital Commons. Please indicate in your email that you have completed and turned in the permission form. If this form is not complete, there will be a delay in your work being uploaded to Digital Commons.

FILE NAMING CONVENTION:

Name the file that you submit using the convention specified below:

FirstnameLastname_Department_TypeOfWork_Year

Examples:

JaneDoe_English_Thesis_2012

JaneDoe_English_Dissertation_2012

JaneDoe_English_ResearchProject_2012

COVER PAGE FORMATTING:

Format cover page of the text document as seen in example below. Name of the author must match the same

Title of Thesis/Dissertation/Research Project

by

Author [First Name Last Name]

A thesis/dissertation/research paper presented to the

Faculty of the Department of
[Department name]
Loyola Marymount University

In partial fulfillment of the
Requirements for the Degree
Master of Arts/Science/Doctorate in _____

Month Date, Year [May 1, 2012]