

COLLEGE OF ENGINEERING THESIS / DISSERTATION FORMAT GUIDE

ETD Process and Deadlines for Spring 2018

ETD Workshop	By end of Fall 2017	Graduate Studies ETD Workshop
Supervisory Committee	By end of Fall 2017	Contact your Department for Supervisory Committee form and Changes to Supervisory Committee form
Graduation Application	Fall 2017	Contact your Department
ETD Registration	<i>Early</i> Spring 2018	Graduate Studies ETD Registration
Credit Hour Registration	Spring 2018	Register for at least 2 thesis/dissertation hours
CoE Full Draft Format Review	Thesis: Feb 14 Diss: Feb 28	Email PDF to Catherine Burton at sburton@usf.edu by 9am. Use the format requirements and sample pages in this Guide. Include some content in all major sections that will be in your final manuscript.
Format Help	Before Mar 12	See Catherine Burton, ENB 207, sburton@usf.edu for any questions/issues with formatting.
Defense	Thesis: Mar 12 Diss: Mar 19	See your Department about your defense announcement. At your defense, have Certificate of Approval ready. Fill it in electronically - no handwriting. After members sign, you hold onto your CoA.
Plagiarism Check	Before College Final Appt	You and your Major Professor do the required Plagiarism check . Print out page showing similarity index (total percentage matching)
CoE Final Deadline	Thesis: Mar 14 Diss: Mar 28	Email PDF to Catherine Burton at sburton@usf.edu by 9am.
CoE Final Approval Appointment	Thesis: Mar 14- Mar 21 Diss: Mar 28 - Apr 4	Catherine Burton will email you to set up your final College approval appointment. At your appointment, the following is required: <ul style="list-style-type: none"> • final PDF (all writing and proofreading done, you have checked your PDF for correct format using the instructions in this Guide), • 2-page Certificate of Approval fully signed by committee, • plagiarism check page showing similarity index (percentage matching).

Format Requirements

Title Page: all lines centered on page.

Margins: 1" margin for left side, bottom, and right side of page, 1" top margin for regular pages, and 2" 'margin' for top of page for Title Page and major heading pages (in MS Word, set top to 1" and hit 'enter' to get 2" margin).

Major Section order: Title Page, Dedication (optional), Acknowledgements (optional), Table of Contents, List of Tables, List of Figures, Abstract, All Chapters, References, Appendix sections, About the Author (optional).

Page numbers: centered, at bottom of page. No page number for Title Page, Dedication, Acknowledgements, About the Author pages; Roman numerals for Table of Contents through Abstract pages; Arabic numerals for all Chapters, References, Appendix section pages.

Table of Contents (TOC): ALL CAPS for major headings and heading style capitalization for lower-level headings. Dedication, Acknowledgements, Table of Contents headings are *not* listed in the TOC.

The other major headings start at left margin and indent each level of lower-level headings ½".

All headings must be listed in the TOC (note that an incomplete sentence or words such as 'Step 1' followed by a colon are considered headings!).

Keep entries in the TOC at least ½" away from page number 'column' on the right.

TOC entries must match the capitalization and wording of the headings in the text *exactly*.

List of Tables (LOT) and List of Figures (LOF): capitalization for table/figure titles can be sentence-style or heading style, but must be consistent for all table/figure titles.

Do not let the titles run into the table/figure number 'column' on the left and keep at least ½" away from page number 'column' on the right.

LOT/LOF entries must match capitalization and wording of first sentence of table/figure titles in text *exactly* (note: a sentence ends with a period (full stop); not a colon or comma). The only exception is citation information in parentheses at end of the first sentence; those can be left out of the LOT/LOF entries).

Font type/size: must be same for all text, including all headings, page numbers, equation numbers, table/figure titles, and within tables (use either 10pt, 11pt, or 12pt). Footnotes must be the same font type as your regular text, but should be a smaller font size. Within figures and equations, use any font needed, as long as it converts well to PDF.

Centered on page: page numbers, all lines of Title Page, all major headings, tables, figures.

Line-spacing: in TOC, single-space chapter and appendix section entries; double-space between major sections.

In LOT, LOF, and References, single-space each entry and double-space in-between. Do not split entries between pages.

Double-space within all paragraphs.

All other line-spacing should be consistent, but it is *highly* suggested that except for table/figure titles, double-space everywhere else (between sections/subsections, between paragraphs, within numbered and bulleted lists, and under all lower-level headings).

Bold and underlining: only bold headings and if desired, table/figure titles. Only underline URL addresses.

No widows/orphans: one line of a paragraph at the top of a page is a widow and one line of a paragraph at bottom of page is an orphan. A lone heading at the bottom of a page, or a heading and one line of text at the bottom of a page, are considered orphans. Remove any widows or orphans.

Consistency: for all like elements: indentation and paragraph alignment of paragraphs, ordered (numbered) lists, bulleted lists, equations, etc.

References: any standard citation/reference format. Do not split entries between pages.

Appendix sections: tables and figures in appendix sections must be labeled and listed in the LOT/LOF. Use a different labeling system for these (such as letters instead of numbers).

Copyright permissions: if you are using any previously-published material, such as a web image, or an article you've published, you must put the written permission in an Appendix section. Use a subheading or text to describe what in your manuscript the permission is for; do not use figure titles. See the [Copyright Office staff](#) at USF Library for any questions about obtaining copyright permission.

MS Word Tips

Start from a clean Word document.

Manually create your Table of Contents, List of Tables, and List of Figures instead of using automatic 'styles/headings'. Do not link TOC, LOT, or LOF entries to corresponding items in the text.

Use *page* breaks between every major section.

Only use section breaks to change page number format or to change page orientation.

Proofreading Your Manuscript

Once you submit your PDF to the College for final approval, you cannot make *any* changes except format changes required by the College, so proofread your manuscript carefully before submitting!

Checking Your PDF

Before final submission, you are required to check your PDF for correct format ('View'/'Page Display'/'Single Page View' in Adobe Acrobat). It should take you 1-2 hours to review your manuscript this way and you will likely have to do it more than once. This way you catch all format errors and fix them before submitting your final manuscript to the College.

1	Start the check	Title Page, Table of Contents, List of Tables, List of Figures, References	Check for required format and consistency
2	Go back to first page and scroll through every page	Bottom margin	Check page numbers (correct and centered?) and for orphan lines
3	Go back to first page and scroll through every page	Right margin	Check paragraph alignment and any other right margin element (such as equation numbers)
4	Go back to first page and scroll through every page	Top margin	Check 2" top margin for Title Page and major heading pages, and 1" top margin for all other pages
5	Go back to first page and scroll through every page	Left margin	Check indentation, numbered lists, bulleted lists, lower-level headings
6	Go back to first page and scroll through every page	Centered elements	Check centering for Title Page lines, major headings, equations (if centering), tables, and figures
7	Print out Table of Contents pages <i>from the PDF</i>	Scroll through every page in text	Check each entry of TOC against heading in text
8	Print out List of Tables and List of Figures pages <i>from the PDF</i>	Scroll through every page in text	Check each entry of LOT and LOF against first sentence of table/figure title in the text

ETD Process and Tentative Deadlines for Summer 2018

ETD Workshop	By end of Spring 2018	Graduate Studies ETD Workshop
Supervisory Committee	By end of Spring 2018	Contact your Department for Supervisory Committee form and Changes to Supervisory Committee form
Graduation Application	Spring 2018	Contact your Department
ETD Registration	<i>Early</i> Summer 2018	Graduate Studies ETD Registration
Credit Hour Registration	Summer 2018	Register for at least 2 thesis/dissertation hours
CoE Full Draft Format Review	Thesis: May 23 Diss: May 30	Email PDF to Catherine Burton at sburton@usf.edu by 9am. Use the format requirements and sample pages in this Guide. Include some content in <i>all</i> major sections that will be in your final manuscript.
Format Help	Before June 18	See Catherine Burton, ENB 207, sburton@usf.edu for any questions/issues with formatting.
Defense	Thesis: June 18 Diss: June 18	See your Department about your defense announcement. At your defense, have Certificate of Approval ready. Fill it in electronically - no handwriting. After members sign, you hold onto your CoA.
Plagiarism Check	Before College Final Appt	You and your Major Professor do the required Plagiarism check . Print out page showing similarity index (total percentage matching)
CoE Final Deadline	Thesis: June 20 Diss: June 27	Email PDF to Catherine Burton at sburton@usf.edu by 9am.
CoE Final Approval Appointment	Thesis: June 20-June 27 Diss: June 27-July 3	Catherine Burton will email you to set up your final College approval appointment. At your appointment, the following is required: <ul style="list-style-type: none"> • final PDF (all writing and proofreading done, you have checked your PDF for correct format using the instructions in this Guide), • 2-page Certificate of Approval fully signed by committee, • plagiarism check page showing similarity index (percentage matching).

ETD Process and Tentative Deadlines for Fall 2018

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ETD Registration	<i>Early</i> Fall 2018	Graduate Studies ETD Registration
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CoE Full Draft Format Review	Thesis: Sept 26 Diss: Oct 10	Email PDF to Catherine Burton at sburton@usf.edu by 9am. Use the format requirements and sample pages in this Guide. Include some content in <i>all</i> major sections that will be in your final manuscript.
Format Help	Before Oct 22	See Catherine Burton, ENB 207, sburton@usf.edu for any questions/issues with formatting.
Defense	Thesis: Oct 22 Diss: Oct 29	See your Department about your defense announcement. At your defense, have Certificate of Approval ready. Fill it in electronically - no handwriting. After members sign, hold onto your CoA.
Plagiarism Check	Before College Final Appt	You and your Major Professor do the required Plagiarism check . Print out page showing similarity index (total percentage matching)
CoE Final Deadline	Thesis: Oct 24 Diss: Nov 7	Email PDF to Catherine Burton at sburton@usf.edu by 9am.
CoE Final Approval Appointment	Thesis: Oct 24-Oct 31 Diss: Nov 7-Nov 14	Catherine Burton will email you to set up your final College approval appointment. At your appointment, the following is required: <ul style="list-style-type: none"> • final PDF (all writing and proofreading done, you have checked your PDF for correct format using the instructions in this Guide), • 2-page Certificate of Approval fully signed by committee, • plagiarism check page showing similarity index (percentage matching).

SAMPLE MANUSCRIPT

Title of Thesis or Dissertation Goes Here and

Double-Space If More Than One Line

by

Author Name

A thesis (dissertation) submitted in partial fulfillment
of the requirements for the degree of
Master of Science in Environmental Engineering (Doctor of Philosophy)
Department of Civil and Environmental Engineering
College of Engineering
University of South Florida

Co-Major Professor: First Last, Ph.D.

Co-Major Professor: First Last, Ph.D.

First Last, Ph.D.

First Last, M.S.M.E.

First Last, Ph.D.

Date of Approval:

March 12, 2018

Keywords: Choose Five Terms, Separated by Commas,
Do Not Choose, Words Already in, Your Title

Copyright © 2018, Author Name

SAMPLE MANUSCRIPT

DEDICATION

According to USF Graduate Studies, “the dedication honors those who inspired or encouraged the initiation and completion of the master’s or doctoral degree. This includes but is not limited to, spouses, parents, significant others, siblings, professors, other students, etc.” [1]

If the text on this page is one line only, you can center it. If it is more than one line, format the same as you do your other paragraphs in the manuscript.

SAMPLE MANUSCRIPT

ACKNOWLEDGMENTS

According to USF Graduate Studies, the Acknowledgments section expresses “recognition and appreciation for special professional assistance extended to you by academic personnel, agencies and institutions.

It may be up to one page.” [1]

Format text on this page the same as text in the rest of your manuscript.

SAMPLE MANUSCRIPT

TABLE OF CONTENTS

LIST OF TABLES.....	ii
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ABSTRACT.....	iv
CHAPTER 1: HEADING	1
CHAPTER 2: HEADING	3
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CHAPTER 3: HEADING	4
3.1 Subheading	4
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SAMPLE MANUSCRIPT

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SAMPLE MANUSCRIPT

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SAMPLE MANUSCRIPT

ABSTRACT

Filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler filler filler filler filler filler. Filler filler filler filler filler filler. Filler filler filler filler filler filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler. Filler filler filler filler filler filler filler filler filler filler filler filler.

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SAMPLE MANUSCRIPT

Table 3.1 Sample landscaped table

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						

SAMPLE MANUSCRIPT

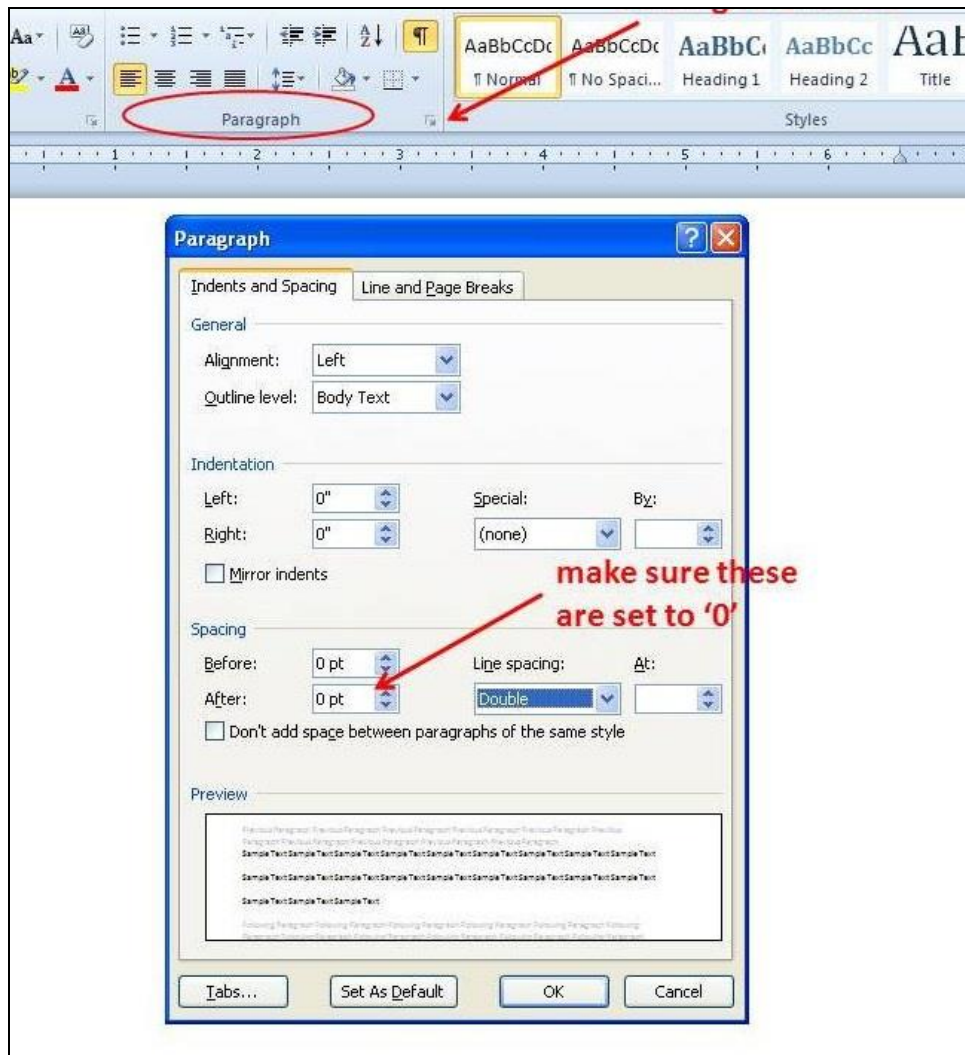


Figure 3.1 If you are having line-spacing issues in MS Word, check your spacing 'Before' and 'After' your paragraphs.

SAMPLE MANUSCRIPT

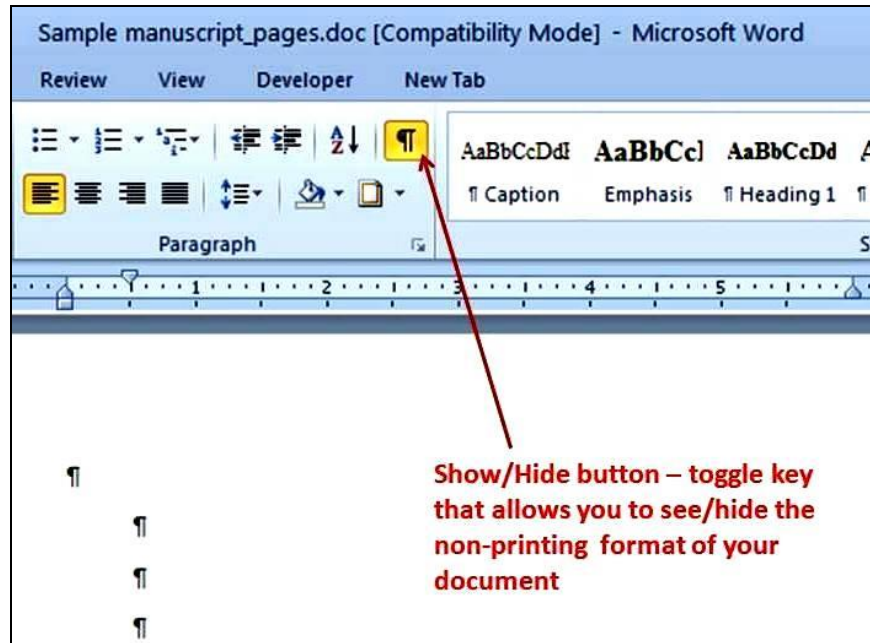


Figure 3.2 In MS Word, the Show/Hide button will allow you to see the non-printing format in your document.

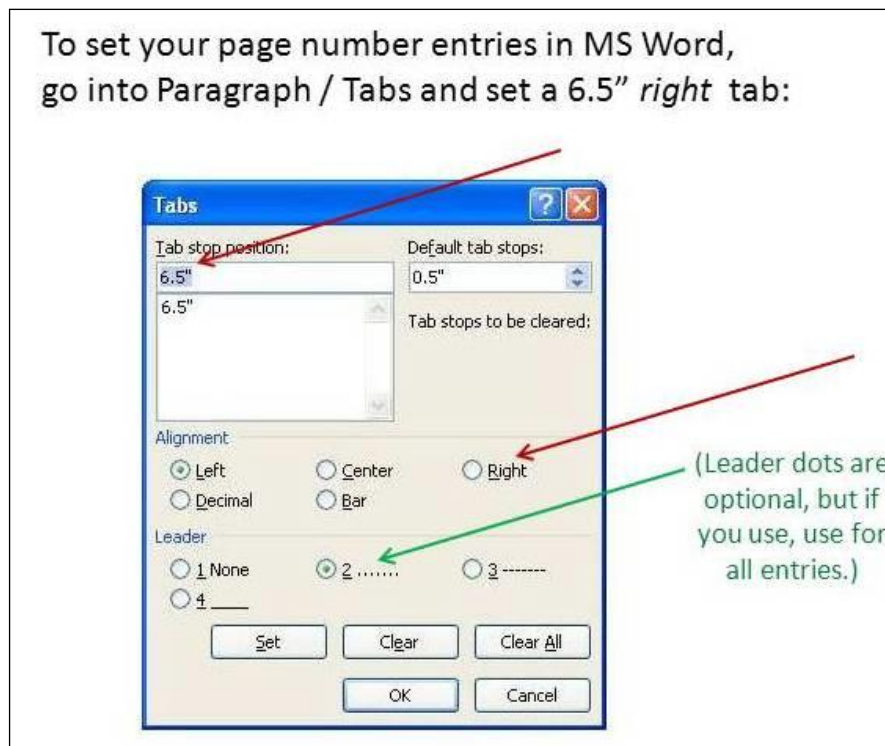
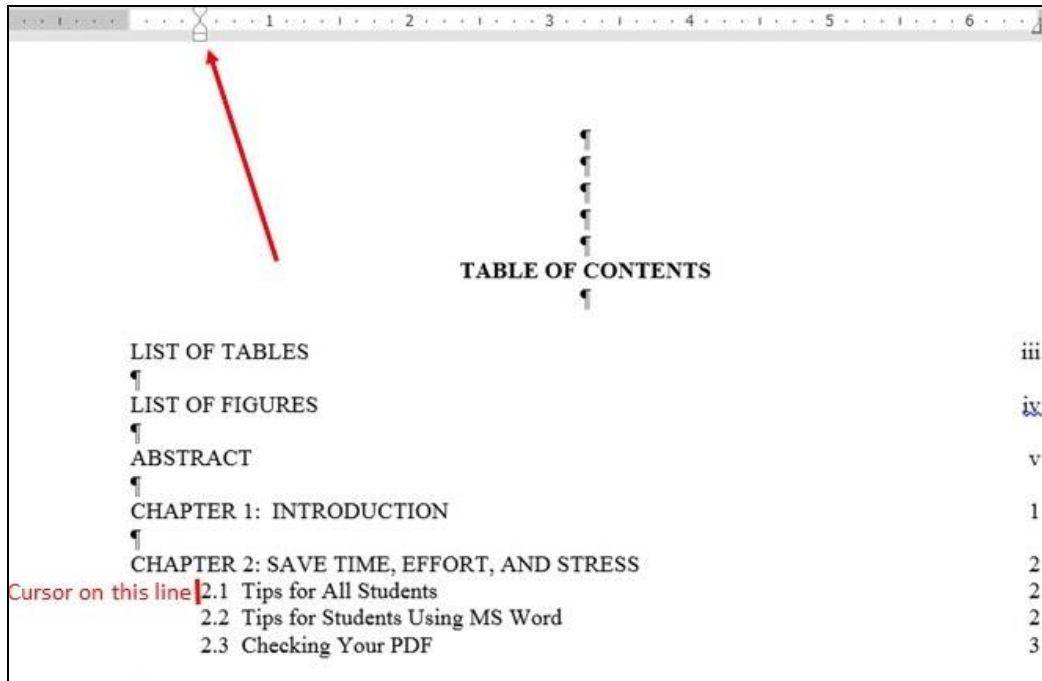


Figure 3.3 In MS Word, use Paragraph/Tabs to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures. Do not use any other tabs on those lines.

SAMPLE MANUSCRIPT



LIST OF TABLES	iii
LIST OF FIGURES	ix
ABSTRACT	v
CHAPTER 1: INTRODUCTION	1
CHAPTER 2: SAVE TIME, EFFORT, AND STRESS	2
2.1 Tips for All Students	2
2.2 Tips for Students Using MS Word	2
2.3 Checking Your PDF	3

Figure 3.4 In MS Word, use the View/Ruler tool to set indentation in the Table of Contents, List of Tables, and List of Figures. Only use the Tab key for the setting the right tab for the page number entries. The Ruler is also helpful in figuring out alignment issues.

SAMPLE MANUSCRIPT

REFERENCES

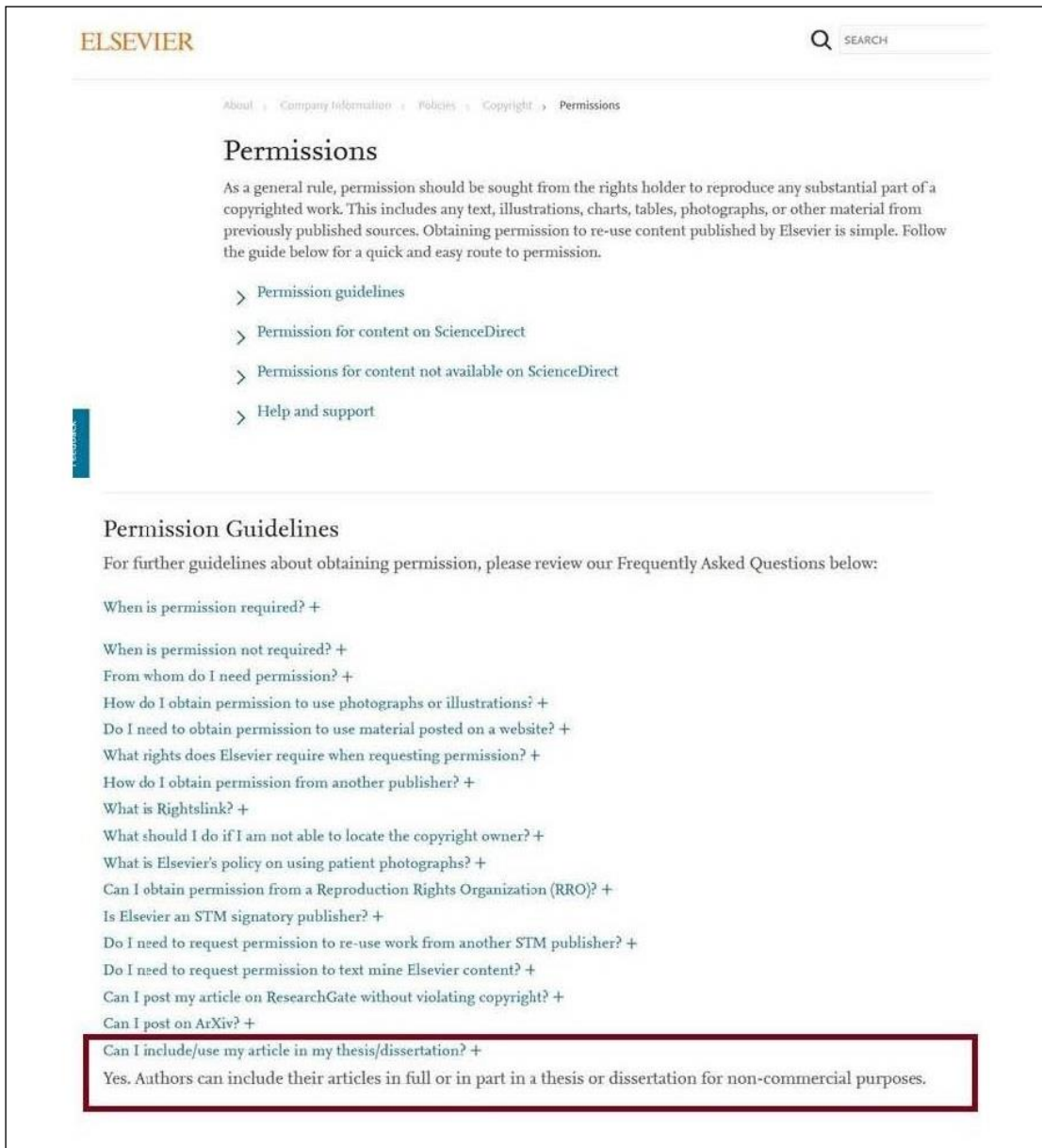
- [1] The Electronic Thesis and Dissertation (ETD), Presentation II: ETD Formatting Requirements. Graduate Studies, University of South Florida, Tampa, FL. June 1, 2011.
- [2] Use same format for all like references: same word order, punctuation, abbreviation, italics, capitalization style, etc.
- [3] Include as much information in web address references as possible, since URL addresses often become disabled. Most websites include contact information for the source.
- [4] References (cited sources) are required for your manuscript. A Bibliography (sources used for general or background information, but not cited), is not required.
- [5] https://commons.wikimedia.org/wiki/File:Birds_Point-New_Madrid_Flow.jpg, The Mississippi River & Tributaries (MR&T) project Birds Point-New Madrid Floodway, United States Army Corps of Engineers, 2011.
- [6] Do not split reference entries between pages.

SAMPLE MANUSCRIPT

APPENDIX A: COPYRIGHT PERMISSIONS

A.1 Sample of Copyright Permission Page

The permission below is for the use of material in Chapter 3.



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Permission Guidelines

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When is permission not required? +

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What rights does Elsevier require when requesting permission? +

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Can I post on ArXiv? +

Can I include/use my article in my thesis/dissertation? +

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