COLLEGE OF ENGINEERING THESIS/DISSERTATION GUIDE – SUMMER 2023

This College Guide provides concise information for Engineering thesis/dissertation students for formatting your manuscript. However, final format *approval* of your final manuscript will be given by Graduate Studies.

If you have any questions after reading this College Guide, just email me and I'll be happy to help!

~Catherine Burton, sburton@usf.edu

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If you use a template, you will still need to make adjustments / corrections in order to meet the format requirements.

If you are using *any* previously-published items, such as:

- **an image or text from a book, journal, or an online source,**
- **an image or text from a published thesis or dissertation, or**
- **images or text from an article you published in a journal or conference,**

you *must* consult the USF Copyright Office at https://guides.lib.usf.edu/copyright about how to cite and how to include the permissions in your thesis/dissertation.
Do this *early* in the final semester!

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Format Requirements

Cover/remove any signatures and sensitive/personal information in your manuscript.

Except for page numbers, do not let any text, figures, or any other items run into margins.

Page Size: Page size must be standard letter 8 ½" x 11".

Font: Choose *one* font type and size for your manuscript and use it throughout for all text, including headings, page numbers, and table/figure titles. Character-spacing for all should be 'normal' (100%). For footnotes, the font size can be smaller, but must be the same font type as the rest of text.

Margins: 1" margin for left side, bottom, and right side of page, 1" top margin for regular pages, and 2" top 'margin' for Title Page and Major Heading pages.
In MS Word, do *not* use Section Breaks to set a different top margin for Major Heading pages. Set top margin to 1" for *all* pages and hit 'enter' to get 2" 'margin' for the Title Page (see sample Title Page). Copy the non-printing paragraph marks at the top of the Title Page and paste in front of each Major Heading.

Major Section Order: Major Sections are Title Page, Dedication (optional), Acknowledgments (optional), Table of Contents, List of Tables, List of Figures, List of Acronyms, Abstract, All Chapters, References, Appendix sections, About the Author (optional). Major Heading pages are the first pages of each Major Section.

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Title Page: All lines must be centered on page. See Sample Title Page for what should be on your Title Page and how it should be formatted (adjusting the information according to your situation). Date of Approval should be the last date signed by (Co-)Major Professor or committee member.

Page Numbers: At right margin at bottom of page; should stay in exact same position on every numbered page of the same orientation. No page number for Title Page, Dedication, Acknowledgments, About the Author pages; lower-case Roman numerals for Table of Contents through Abstract pages; Arabic numerals for all Chapters, References, and Appendix section pages. No page number for About the Author page (and page number entry in TOC should be 'End Page').

Table of Contents (TOC): Use Heading Style Capitalization for All Headings, Like This. Do not use ALL CAPS capitalization, SMALL CAPS, or sentence-style capitalization for any headings.

Dedication, Acknowledgments, Table of Contents headings are *not* listed in the TOC.

The other Major Heading entries in TOC 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 'Experiment 1' followed by a colon are considered headings!).*

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

Use a numbered format for all headings (see sample pages).

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 (captions) can be sentence-style or heading style, but must be consistent for all table titles and consistent for all figure titles.

The LOT and LOF title of the entry must be aligned exactly 1" from the left margin, and keep the titles at least ½" away from page number 'column' on the right (so that basically, the Table/Figure number 'column', title 'column', and page number 'column' are aligned consistently throughout all LOT/LOF pages).

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).

Headings: Use Heading Style Capitalization for All Headings, Like This. Do not use ALL CAPS capitalization, SMALL CAPS, or sentence-style capitalization for any headings. Do not use punctuation at the end of any headings. Use a maximum of 6 levels of headings. See the table in the sample pages for how to format each level of heading in the text.

Tables/Figures: Table titles go above tables. Figure titles go below figures. Single-space multi-line titles. Choose one alignment for all table titles and all figure titles (in other words, do not left-align multi-line titles and center single-line titles).

Line-spacing: In TOC, single-space within chapter and appendix section entries; double-space between Major Section entries.

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

Double-space within all paragraphs. All other line-spacing should be double-spaced, except in 2 instances: use single-spacing for table titles and figure titles; use 3 line spaces between single-line table titles and text on the same page; and use 3 line spaces between text and single-line figure titles on the same page (so readers can visually distinguish between the text and table/figure titles).

Indentation/Paragraph Alignment: Indent the first line of every paragraph ½ inch. Use consistent alignment for every paragraph.

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Centered on Page: All lines of Title Page, all Major Headings, tables, and figures, should be centered.

Bullet and Numbered Lists: Use consistent format for all bullet lists. Use consistent format for all numbered lists.

Bold and Underlining: Only bold major headings, second-order headings, and if desired, table/figure titles. Only underline fifth- and sixth-order headings, and URL addresses. Other than these elements, do not use bold or underlining!

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. Fix all widows and orphans.

References: Use any standard citation/reference format. Again, do not split entries between pages.

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

Limit White Space at Bottom of Pages in Chapters: Per Graduate Studies, "If you push a table/figure to a new page, be sure you fill in excess space on the previous page with text from after the table/figure." Other options are to split tables/figures, or to place all tables and figures at the end of chapters.

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If You Are Using MS Word

Do not use Automatic Tables to auto-generate or 'Insert' your Table of Contents (TOC), List of Tables (LOT), and/or List of Figures (LOF) because it can create challenging formatting issues for you. It is easier to type headings and table/figure titles in regular text and also type TOC/LOT/LOF entries. You may need to turn off MS Word auto-formatting options to do this, but it's worth it.

Format as one document and start from a clean MS Word document. Using someone else's document as a template or converting a PDF to Word can create problems.

Use *Page* Breaks between every Major Section (Title Page, Dedication (optional), Acknowledgments (optional), Table of Contents, List of Tables, List of Figures, Abstract, All Chapters, References, Appendix sections, About the Author (optional)).

Do *not* use *Section* Breaks except to change page number format or to change page orientation. For those situations, use Next Page Section Breaks. To change page number format, toggle off 'Link to Previous'.

PROOFREAD AND CHECK YOUR PDF BEFORE FINAL SUBMISSION TO PROQUEST!
ONCE PUBLISHED, YOUR MANUSCRIPT CANNOT BE CHANGED!

Before final submission, you must check your PDF for correct format ('View'/'Page Display'/'Single Page View' in Adobe Acrobat). Check your PDF page-by-page, scrolling through at least 7 times to check all the items. See the table below for how to do your own format check. It should take you 1-2 hours to review your manuscript once and you'll probably have to do it more than once.

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 aligned to right margin?) 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; check for widow lines
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
***After* you have done the above checks and are sure all of those elements are correct, you can then check your TOC, LOT, and LOF entries.**			
7	**Print out** Table of Contents pages *from the PDF*	Scroll through every page in text	Check each entry of TOC against heading in text and check page number entry
8	**Print out** List of Tables and List of Figures pages *from the PDF*	Scroll through every page in text	Check each entry of LOT and LOF against *first sentence* of table/figure title in the text and check page number entry

All signatures/personal information should be removed/covered. No text or items should run into margins!

ETD Process and Deadlines for Summer 2023 – ***THESIS (MS)*** Students

Semester *before* graduation		Supervisory Committee Form https://www.usf.edu/engineering/graduate/thesis-dissertation-info.aspx must be submitted to and processed by Department by semester *before* graduation
Early in final semester		1) Register for at least 2 thesis hours / 2) Apply for graduation ***and*** submit checklist to Department staff / 3) Complete Graduate Studies ETD Registration
COLLEGE OF ENGINEERING FULL DRAFT FORMAT REVIEW	THESIS: May 26, 9am	Email PDF (formatted according to the College format requirements in this Guide) to sburton@usf.edu. Include *some* content in *all* Major Sections. Include some tables and figures. Because of this College draft review, Engineering students are exempt from the Graduate Studies draft review.)
DEFENSE (COLLEGE RECOMMENDS)	THESIS: by June 13	Announce defense at least 2 days before (contact Department staff for defense announcement template and they will help you announce) Have forms ready at your defense: • Successful Defense Form - https://www.usf.edu/engineering/graduate/thesis-dissertation-info.aspx. Email completed form to Catherine Burton at sburton@usf.edu • Certificate of Approval - https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx
PLAGIARISM CHECK	After manuscript is finished	Major Professor reviews plagiarism report before signing Certificate of Approval. https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx Student keeps copy of the page showing the total percentage matching.
CERTIFICATE OF APPROVAL – COLLEGE SIGNATURE	At least 1-2 days *before* Grad Studies deadline	Email final PDF to Catherine for a College final format review (PDF must be formatted correctly at this point and all proofreading done). Email your 2-page Certificate of Approval to Catherine (do *not* send through DocuSign!) and she will handle the College line signature (see Figure 4.2 in the College Guide sample pages for what goes at the bottom of the form).
FINAL GRADUATE STUDIES DEADLINE	THESIS: June 23, 5pm	1) Submit ETD packet (2-page Certificate of Approval and plag check page) at https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx 2) Upload final PDF to ProQuest by 5pm. For the link to ProQuest, see Graduate Studies ETD page at https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/proquest.aspx Final manuscript format review/approval will be done by Graduate Studies.
FORWARD APPROVAL EMAIL!!	After Graduate Studies approves!	Forward the approval email from Graduate Studies to sburton@usf.edu, for graduation certification purposes. The email will say, "*Congratulations. Your submission has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing*."
PAY ETD FEE	At end of the semester	Check student account for the Graduate Studies ETD fee. See https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx under Costs/Fees.

ETD Process and Deadlines for Summer 2023 – ***Dissertation (PhD)*** Students

Semester *before* graduation		Any Change to Supervisory Committee Form https://www.usf.edu/engineering/graduate/thesis-dissertation-info.aspx must be submitted to and processed by Department by end of semester *before* graduation
Early in final semester		1) Register for at least 2 dissertation hours / 2) Apply for graduation ***and*** submit checklist to Department staff / 3) Complete Graduate Studies ETD Registration
COLLEGE OF ENGINEERING FULL DRAFT FORMAT REVIEW	DISSERTATION: June 2, 9am	Email PDF (formatted according to the College format requirements in this Guide) to sburton@usf.edu. Include *some* content in *all* Major Sections. Include some tables and figures. (Because of this College draft review, Engineering students are exempt from the Graduate Studies draft review.)
DEFENSE (COLLEGE RECOMMENDS)	DISSERTATION: by June 20	Announce defense at least 2 weeks before (contact Department staff for defense announcement template and they will help you announce) Have forms ready at your defense: • Successful Defense Form - https://www.usf.edu/engineering/graduate/thesis-dissertation-info.aspx. Email completed form to Catherine Burton at sburton@usf.edu • Certificate of Approval - https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx
PLAGIARISM CHECK	After manuscript is finished	Major Professor reviews plagiarism report before signing Certificate of Approval. https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx Student keeps copy of the page showing the total percentage matching.
SED SURVEY (PHD ONLY)	After manuscript is finished	https://sed-ncses.org/login.aspx?redirect=true Keep copy of the last page certificate
CERTIFICATE OF APPROVAL – COLLEGE SIGNATURE	At least 1-2 days *before* Grad Studies deadline	Email final PDF to Catherine for a College final format review (PDF should be formatted correctly at this point and all proofreading done). Email your 2-page Certificate of Approval to Catherine (do *not* send through DocuSign!) and she will handle the College line signature (see Figure 4.2 in the College Guide sample pages for what goes at the bottom of the form).
FINAL GRADUATE STUDIES DEADLINE	DISSERTATION: June 30, 5pm	1) Submit ETD packet (2-page Certificate of Approval, plag check page, and SED certificate) at https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx 2) Upload final PDF to ProQuest by 5pm. For the link to ProQuest, see Graduate Studies ETD page at https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/proquest.aspx Final manuscript format review/approval will be done by Graduate Studies.
FORWARD APPROVAL EMAIL!!	After Graduate Studies approves!	Forward the approval email from Graduate Studies to sburton@usf.edu, for graduation certification purposes. The email will say, "*Congratulations. Your submission has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing.*"
PAY ETD FEE	At end of the semester	Check student account for the Graduate Studies ETD fee. See https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx under Costs/Fees.

SAMPLE MANUSCRIPT

Note: Paragraph marks on this page are made visible in the sample pages in order to show the line-spacing only!

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Title of Thesis or Dissertation Goes Here and
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Double-Space If More Than One Line

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Author Name¶

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

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Co-Major Professor: First Name Last Name, Ph.D.
Co-Major Professor: First Name Last Name, Ph.D.
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First Name Last Name, M.S.M.E.
First Name Last Name, Ph.D.

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Date of Approval:
June 8, 2023

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

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Copyright © 2023, Author Name

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Dedication

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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]

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Acknowledgments

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If your graduate program / research has been funded by an institution, government, etc., this is where you acknowledge them (some students are required to do this).

Format text on this page the same as text in the rest of your manuscript, and use the American spelling of Acknowledgments for the heading.

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List of Acronyms

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Acronym	Definition
ADH	Antidiuretic Hormone
AMU	Atomic Mass Unit
BASIC	Beginner's All Purpose Symbolic Instruction Code
CRO	Cathode-Ray Oscilloscope

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Abstract

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Be extremely careful using any template. If you change the format settings for this template, e.g. cutting and pasting text or adding automatic headings, you will then have to make sure the manuscript still meets format requirements.

Use the instructions on page 4 in the College Guide to check your format. It will take you 1-2 hours to do a format review and you should do this multiple times before final submission.

As stated by Janet Giles in a USF Graduate Studies ETD Workshop, "The best format is invisible." It allows the reader to focus on the content of the manuscript, with as few distracting elements as possible. Therefore, be creative with your research and your writing, not with format. Format should be consistent throughout the entire document.

Use these sample pages from the time you begin writing until when you finish submitting. They use the easiest format that also meets College and University format requirements. Using a fancier format will make it more difficult to be consistent.

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Chapter 1: Basics Every USF College of Engineering ¶ Thesis/Dissertation Writer Should Know

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Get copyright permissions early. Consult with the copyright experts at the USF Library. Get copyright permissions early. Consult with the copyright experts at the USF Library Get copyright permissions early. Consult with the copyright experts at the USF Library. Get copyright permissions early. Consult with the copyright experts at the USF Library. Get copyright permissions early. Consult with the copyright experts at the USF Library. Get copyright permissions early. Consult with the copyright experts at the USF Library.

Except for page numbers, do not let any text, figures, or any other items run into *any* margins. Except for page numbers, do not let any text, figures, or any other items run into *any* margins. Except for page numbers, do not let any text, figures, or any other items run into *any* margins. Except for page numbers, do not let any text, figures, or any other items run into *any* margins. Except for page numbers, do not let any text, figures, or any other items run into *any* margins. Except for page numbers, do not let any text, figures, or any other items run into *any* margins.

Choose *one* font type and size for your manuscript and use it throughout for all text, including headings, page numbers, and table/figure titles. Character-spacing for all should be 'normal' (100%). For footnotes, the font size can be smaller, but must be the same font type as the rest of text. Choose *one* font type and size for your manuscript and use it throughout for all text, including headings, page numbers, and table/figure titles. Character-spacing for all should be 'normal' (100%). For footnotes, the font size can be smaller, but must be the same font type

as the rest of text. Choose *one* font type and size for your manuscript and use it throughout for all text, including headings, page numbers, and table/figure titles. Character-spacing for all should be 'normal' (100%). For footnotes, the font size can be smaller, but must be the same font type as the rest of text.

Indent the first line of every paragraph. A half-inch indentation is best. This means that it is easiest for the reader to tell when a new paragraph is starting if you use a half-inch indentation for every paragraph. Indent the first line of every paragraph. A half-inch indentation is best. This means that it is easiest for the reader to tell when a new paragraph is starting if you use a half-inch indentation for every paragraph. Indent the first line of every paragraph. A half-inch indentation is best. This means that it is easiest for the reader to tell when a new paragraph is starting if you use a half-inch indentation for every paragraph.

Page size must be standard letter 8 ½" by 11". Page size must be standard letter 8 ½" by 11". Page size must be standard letter 8 ½" by 11".

All tables and figures must be centered on the page. Table and figure *titles* must be aligned consistently, and to the left margin is the easiest alignment to use. All tables and figures must be centered on the page. Table and figure *titles* must be aligned consistently, and to the left margin is the easiest alignment to use. All tables and figures must be centered on the page. Table and figure *titles* must be aligned consistently, and to the left margin is the easiest alignment to use. All tables and figures must be centered on the page. Table and figure *titles* must be aligned consistently, and to the left margin is the easiest alignment to use.

Limit white space at the bottom of pages within chapters. Per Graduate Studies, "If you push a table/figure to a new page, be sure you fill in excess space on the previous page with text

from after the table/figure." Other options are to split tables/figures, or to place all tables and figures at the end of chapters.

Double-space within all paragraphs. It is easiest to double-space all other text throughout the manuscript, including between paragraphs, under headings, and between sections. This is the easiest line-spacing to use and be consistent with. The only exceptions are table and figure titles, which should be single-spaced.

Table 3.1 This is how you should format the headings in your text, using a different format for each level of heading 10

Table 3.2 Sample landscaped table 11

Figure 1.1 Examples of line-spacing. The List of Tables entry for Table 3.1 above is single-spaced, while the line-spacing between Table 3.1 and Table 3.2 entries above is double-spaced. If you are using MS Word, it is best to set the line-spacing to Single (with 0 Before and After the paragraph) and hitting 'enter' one time when double-spacing is needed in the Table of Contents, List of Tables, and List of Figures. Also see Figures B.1 and B.2 at the end of this College Guide, if you are having line-spacing issues in MS Word.

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Chapter 2: Consistency and Organizing Information

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Use consistent alignment for every paragraph. For example, this document uses justified alignment. You can choose justified or left alignment, but whichever you choose, you must be consistent for every paragraph. Use consistent alignment for every paragraph. For example, this document uses justified alignment. You can choose justified or left alignment, but whichever you choose, you must be consistent for every paragraph.

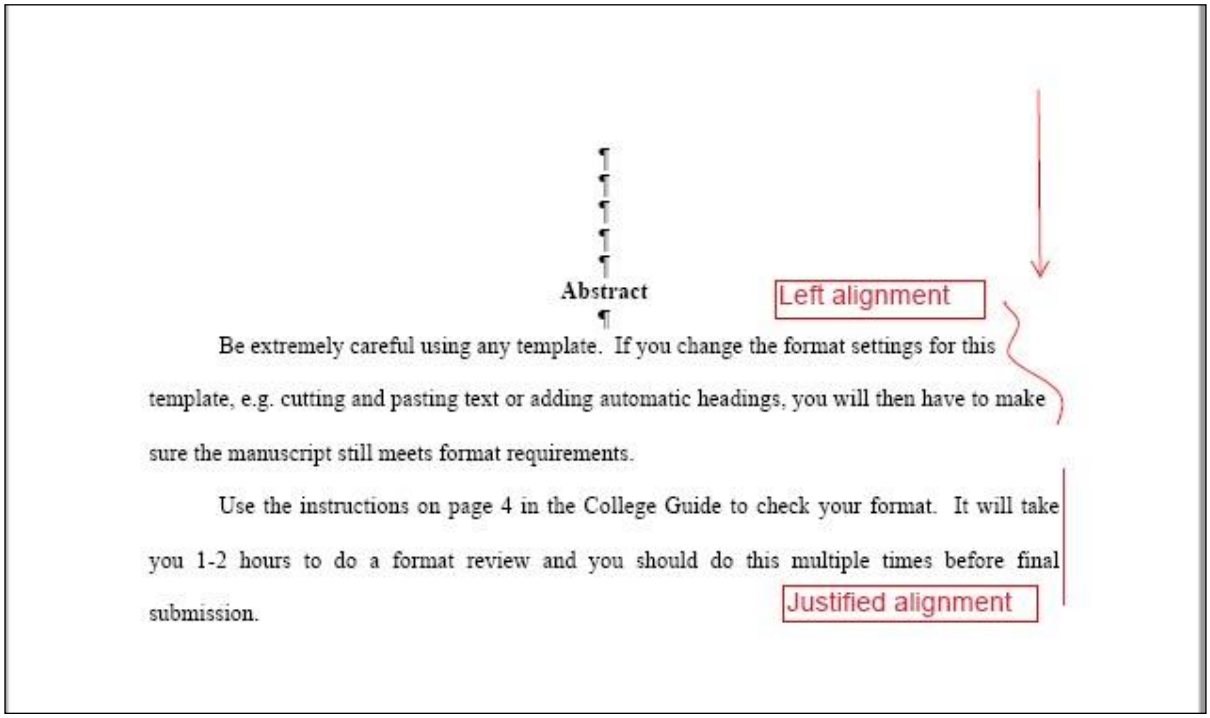

Figure 2.1 Paragraph alignment must be consistent for every paragraph in manuscript. This document is using justified alignment.

Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your

manuscript. Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your manuscript. Use consistent format for all bullet lists throughout your manuscript.

2.1 Use Consistent Format for All Bullet Lists Throughout Your Manuscript

- Represents an item that does not go in a specific order
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Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript. Use consistent format for all numbered lists throughout your manuscript.

2.2 Use Consistent Format for All Numbered Lists Throughout Your Manuscript

1. Represents an item that goes in a specific order
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4. Represents an item that goes in a specific order
5. Represents an item that goes in a specific order
6. Represents an item that goes in a specific order

2.2.1 Equations

Center equations on the page. This is the easiest format for readers to differentiate equations from text above and below. Use consistent line-spacing above and below equations throughout the manuscript. Use consistent format for all equation numbers. Use consistent format for equation variables. There are many ways to format variables. You can align them to the left margin in a list, indent them in a list, use a bullet list, or put them in a paragraph. Choose one format and stick with it.

The simplest format is the easiest one for you to be consistent with. In other words, the fancier you get with format (no matter how pretty it is on the page), is more difficult to be consistent with, especially as deadlines near and you are writing and editing quickly. It is best to start with a simple format and then you do not have to remember when editing Chapter 4 what format you were using in Chapter 1, for example.

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Chapter 3: Samples of Heading Formats and More on Organizing Information

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3.1 The Heading at the Top of This Page Is a Major Heading

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

3.2 This Is a Second-Level Heading

3.2.1 This Is a Third-Level Heading

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 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.

3.3 This Is Another Second-Level Heading

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.

3.3.1 Use Heading-Style Capitalization (Also Called Title Case Capitalization) for All Headings

Heading-Style capitalization is also called Title Case capitalization. The first letter of the first word and all other major words (nouns, verbs, adverbs, etc.) are upper-case. The first letter of articles like 'the, a, an'; conjunctions like 'but, and'; and prepositions like 'for, to, from' are not upper-case *unless* the word comes at the beginning of the heading. Small Caps capitalization and All Caps capitalization are not allowed.

3.3.1.1 This Is a Fourth-Level Heading

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.

3.3.1.2 This Is Another Fourth-Level Heading

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.

3.3.1.3 This Is Yet Another Fourth-Level Heading

3.3.1.3.1 This Is a Fifth-Level Heading

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 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.

3.3.1.3.2 This Is Another Fifth-Level Heading

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

3.3.1.3.2.1 This Is a Sixth-Level Heading

Do not use more than six levels of headings. If you have more information that needs to be organized in a structured manner and you do not want to write out in paragraphs, you can use lists (bullet lists or numbered lists) and you can also create tables.

Whatever you do, do not just plop a word or a few words on a page, such as 'Step 1:' or 'Experiment 1:'. These are called unnumbered headings. They are basically incomplete sentences that look like headings and must be reformatted. There are many easy ways to format information in a structured way.

Write out in a full sentence/paragraph, such as: *Step 1* is as follows.
Indent the paragraph (even if it's just one line) and you can italicize whatever words you want to emphasize. Do not use bold or underlining.

****

Use your chosen bullet list format, such as:

- Step 1 is…
- Step 2 is…

etc.
Again, do not use bold or underlining.

****

Use your chosen numbered list format, such as:

1. Step 1 is…
2. Step 2 is…

etc.
Again, do not use bold or underlining.

****

Create a table. Remember, a table has both columns and rows.

****

Number and format appropriately as headings and list in the Table of Contents.

Figure 3.1 Suggestions to avoid unnumbered headings or incomplete sentences

Table 3.1 This is how you should format the headings in your text, using different formatting for each level of heading

Heading	Format
First-order headings (major headings)	**Chapter 1: Centered and Bolded**
Second-order headings	**1.1 Aligned to Left Margin and Bolded**
Third-order headings	1.1.1 Aligned to Left Margin and Not Bolded
Fourth-order headings	*1.1.1.1 Aligned to Left Margin, Italicized, and Not Bolded*
Fifth-order headings	1.1.1.1.1 Aligned to Left Margin, Underlined, Not Italicized, and Not Bolded
Sixth-order headings	*1.1.1.1.1.1 Aligned to Left Margin, Italicized, Underlined, and Not Bolded*

Table 3.2 Sample landscaped table

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Table 3.2 (Continued)

	A	**B**	**C**	**D**	**E**	**F**
15						
16						

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Chapter 4: The Certificate of Approval Is a Legal Document and ¶ It Is Important to Read It Carefully

¶

4.1 The Certificate of Approval

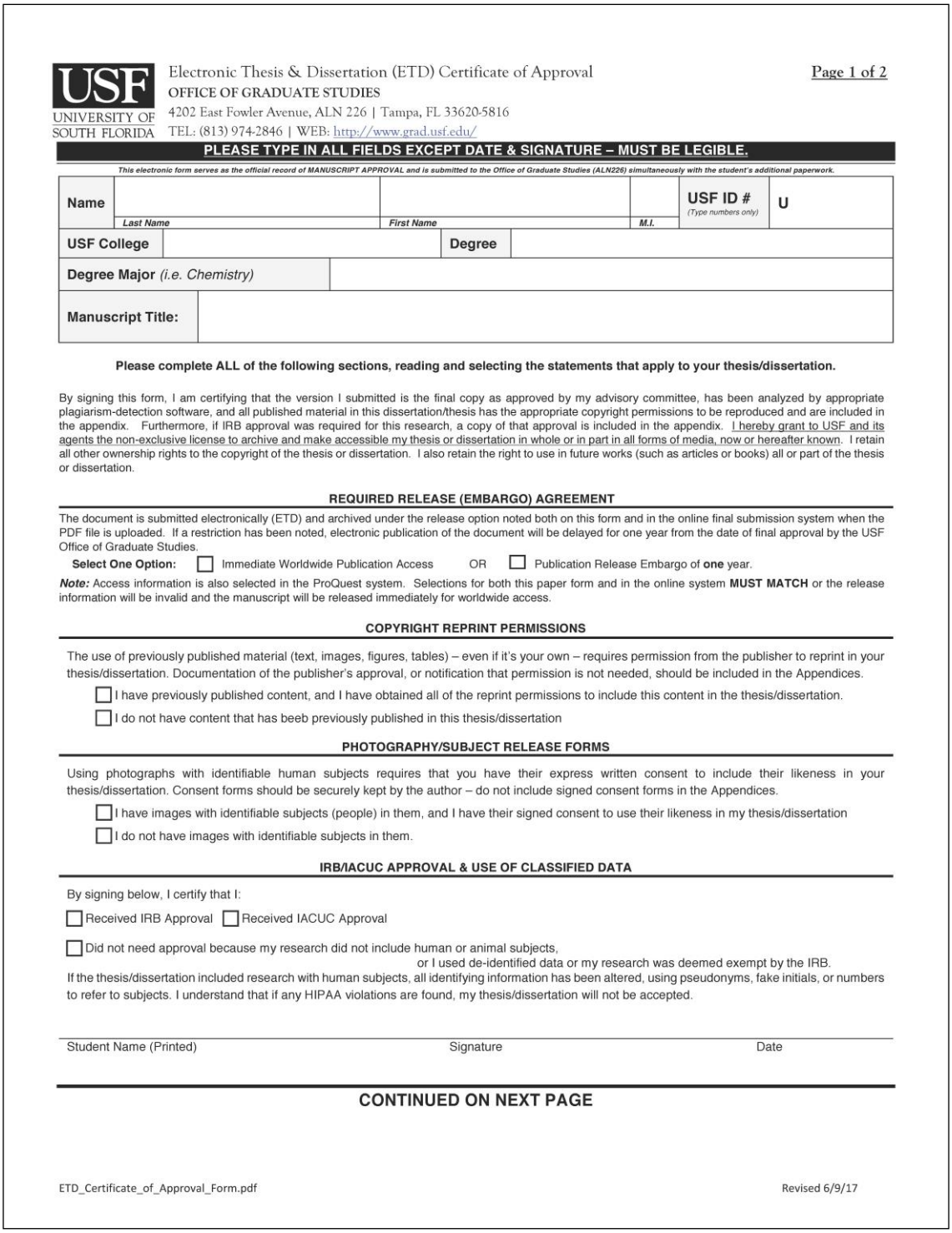
The Certificate of Approval is the document that is signed by both the student and the supervisory committee. All individuals involved should read it carefully before signing. The Major Professor or the two Co-Major Professors are signing that they have done the plagiarism check and confirming that there is no plagiarism in the document. They and the committee members are also stating that they approve the final document. If changes are required by the committee, the changes should be made by the student and confirmed by the committee *before* signing.

In the College of Engineering, after the committee has signed and when the student is ready to submit to Graduate Studies, the student emails the Certificate of Approval to the College staff (Catherine Burton) for handling of the College signature. See Figures 4.1 and 4.2 for further information on the Certificate of Approval.

4.2 No Changes Can Be Made After Graduate Studies Approves the Document and Sends to ProQuest

4.2.1 Again, No Changes Can Be Made After Graduate Studies Approves the Document and Sends to ProQuest

The content of the manuscript must be proofread carefully before submission to Graduate Studies. Once Graduate Studies approves and sends to ProQuest, no changes can be made.



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Page 1 of 2

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Degree Major *(i.e. Chemistry)*			
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CONTINUED ON NEXT PAGE

ETD_Certificate_of_Approval_Form.pdf Revised 6/9/17

Figure 4.1 The 2-page Certificate of Approval must be electronically filled out. This is the first page.

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College	Degree Type	Major
Manuscript Title:		

MANUSCRIPT APPROVAL

The aforementioned manuscript has been reviewed and approved to meet the thesis or dissertation requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis/dissertation defense has been successfully completed and that the thesis or dissertation, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.

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Major/Co-Major Professor				
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Member				
Member				
Member				
Member				
Member				
Member				
Member				
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Program Director	N/A			
COMMITTEE VERIFICATION - ALL OTHER COLLEGES **(BUSINESS, EDUCATION, ENGINEERING, GLOBAL SUSTAINABILITY, MARINE SCIENCE, MEDICINE, NURSING, PHARMACY, PUBLIC HEALTH, THE ARTS)** *The Associate Dean of the College attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature*				
Associate Dean	**Dr. Rasim Guldiken**	**guldiken@usf.edu**		
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See Catherine Burton

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Updated 9/14/2018

Figure 4.2 For committee members' signatures, blue or black ink only if signing with pen; Docusign is fine. (Co-)Major Professors should not sign until manuscript is completely finished as far as content (all committee-required changes made) and plagiarism check has been done. For the Associate Dean signature, email both pages to Catherine Burton (do not send through Docusign).

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References

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[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] URL addresses can become disabled, so include as much information in web address references as possible. 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.

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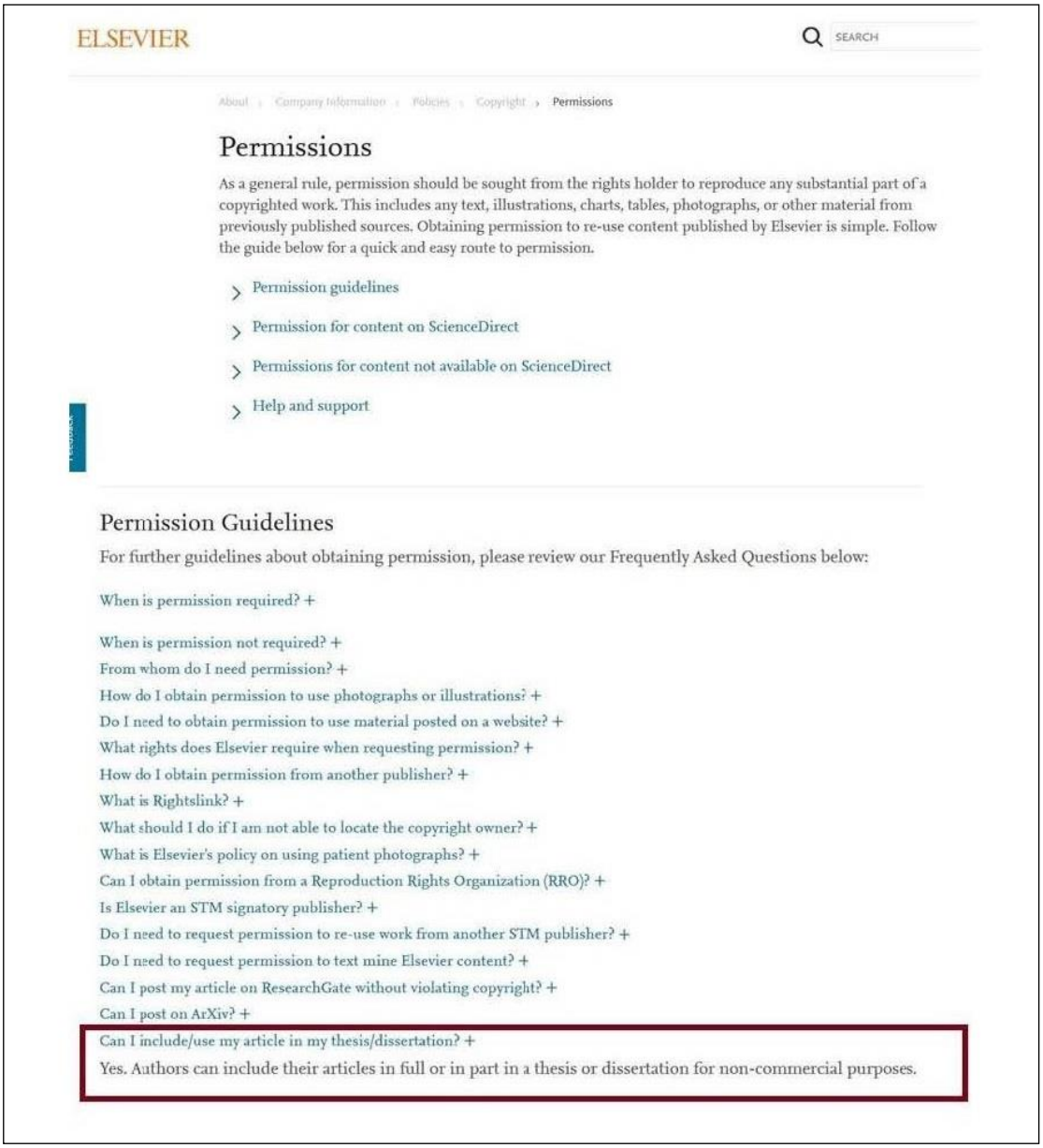

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Can I post on ArXiv? +
Can I include/use my article in my thesis/dissertation? +
Yes. Authors can include their articles in full or in part in a thesis or dissertation for non-commercial purposes.

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Appendix B: Figures to Help Students Using Microsoft Word

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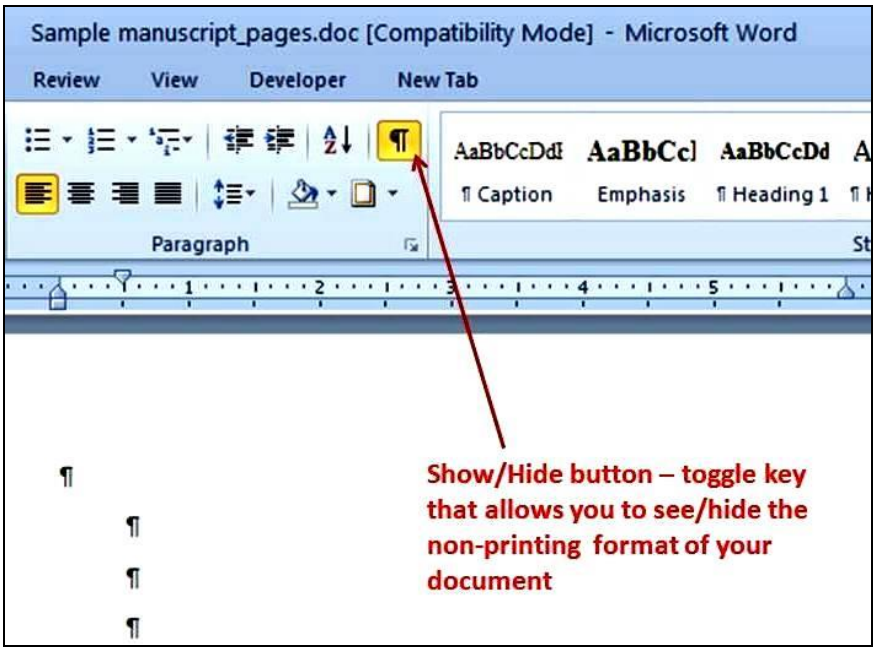

Figure B.1 In MS Word, use the Show/Hide button to see the non-printing format in your document.

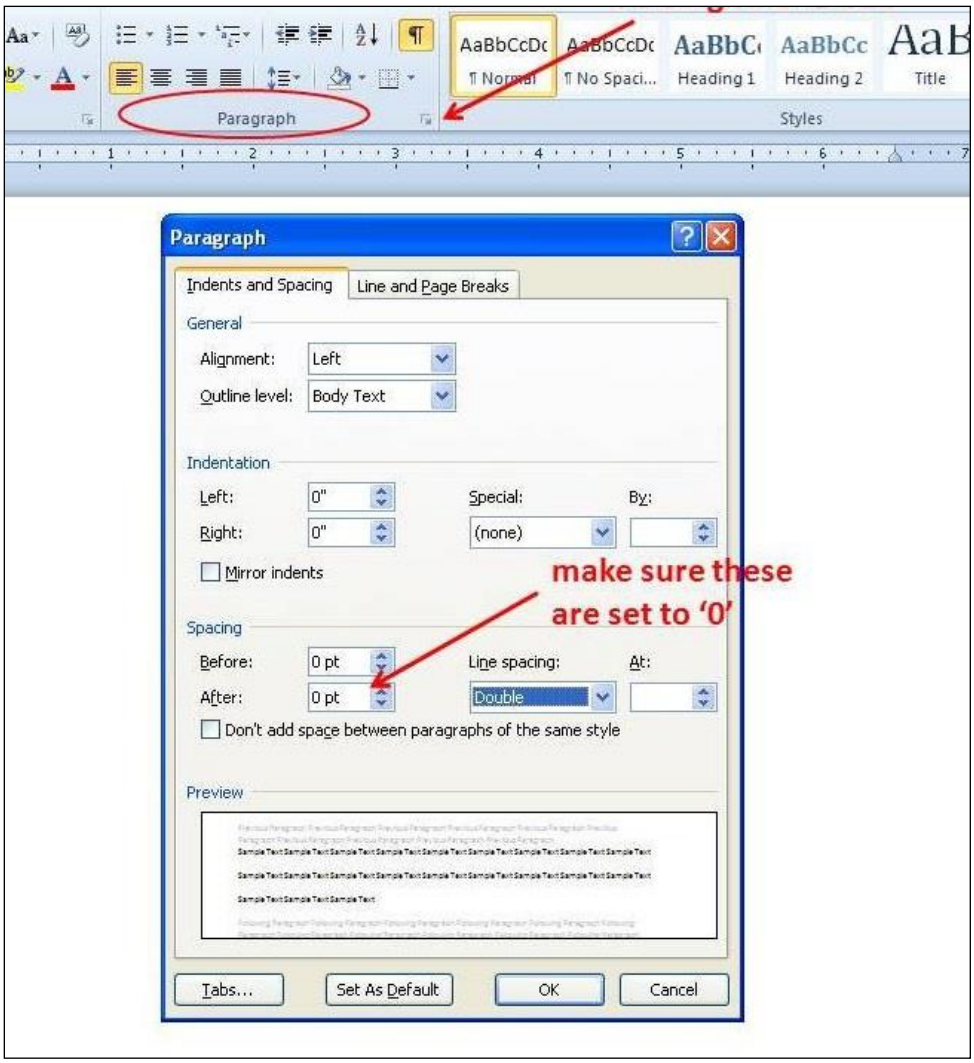

Figure B.2 If you are having line-spacing issues in MS Word, check your spacing Before and After your paragraphs. For a few students, setting 0 for Single or Double line-spacing may not work and these students can try setting Exactly: At 14 pt to get single line-spacing and Exactly: At 26 pt to get double line-spacing.

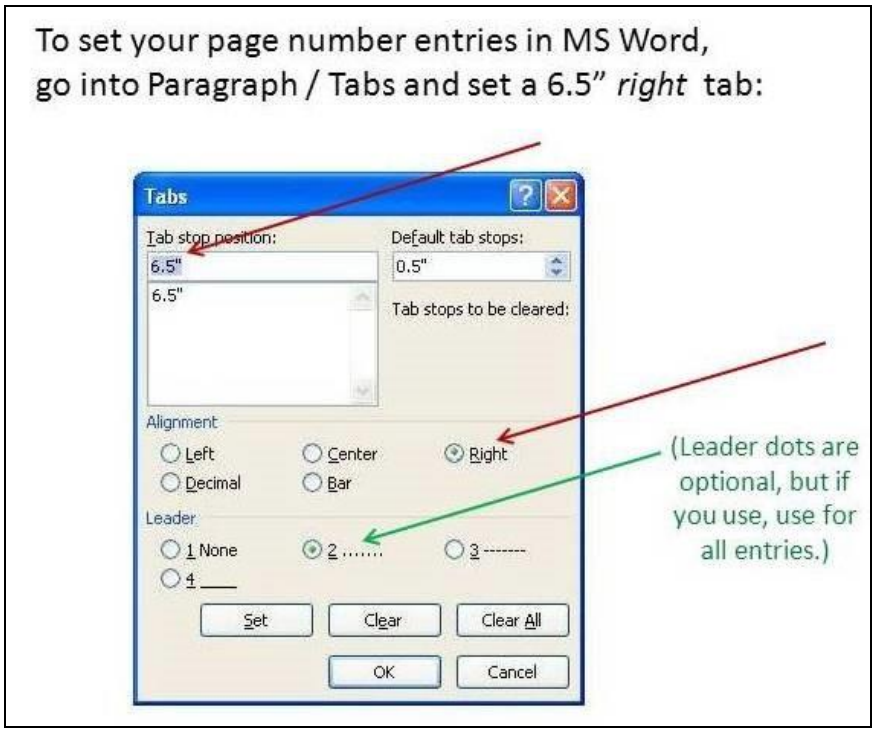

Figure B.3 In MS Word, use Paragraph/Tabs to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures. Do not use any other tabs on those lines.

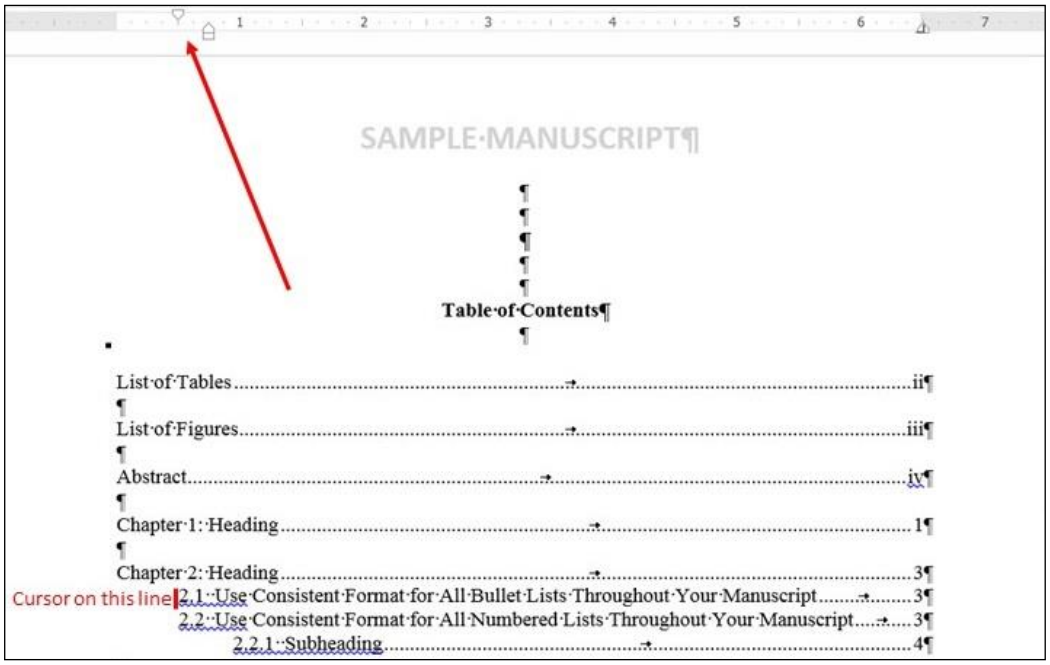

Figure B.4 In MS Word, use the View/Ruler tool to set indentation in the Table of Contents, List of Tables, and List of Figures. The Ruler is also helpful in figuring out alignment issues.

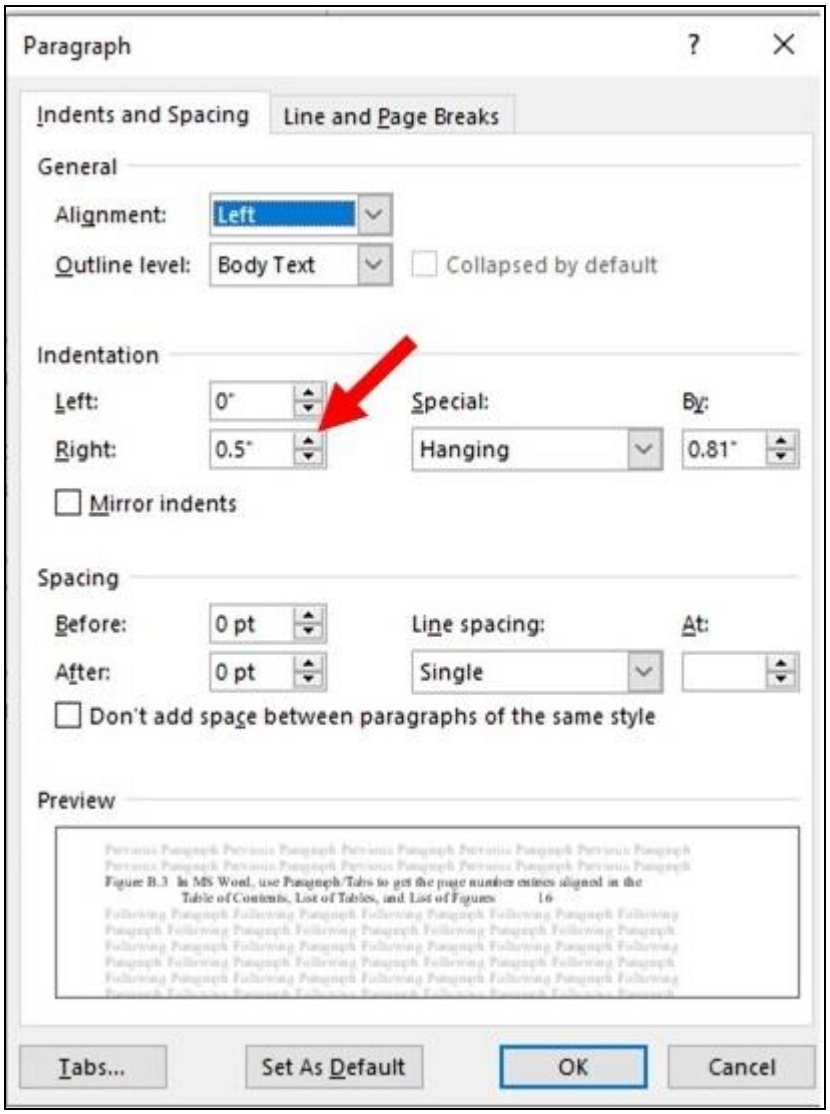

Figure B.5 In MS Word, you can also set right indents, to keep your entries from running into the page number 'column' in the TOC, LOT, and LOF.