COLLEGE OF ENGINEERING THESIS/DISSERTATION GUIDE

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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Correct format allows readers to focus on your research and writing. It reflects not only on you, but your (Co)Major Professor(s), your committee, the Department, College, and the University.

Look at and use the sample pages in this Guide, whether you are using LaTeX or MS Word.

Your manuscript should look like the sample pages re: capitalization, line-spacing, indentation, headings, table/figure title alignment, etc.

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Format Requirements

Copyright Permissions: *Get copyright permissions early!* Consult the USF Copyright Office at https://guides.lib.usf.edu/copyright for any questions about using previously-published material (such as an image found online or an article you've published). Put written permissions in an Appendix section. Use text to describe what in your manuscript the permission is for; do *not* use figure titles. If the image is public domain/adapted, state that at the end of the table/figure caption, along with the citation to the original source.

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 *any* 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.

COLLEGE OF ENGINEERING THESIS/DISSERTATION GUIDE

Major Section Order: Major Sections are 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). Major Heading pages are the first pages of each Major Section.

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.

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.
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).

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 consistent, but must be at least double-spaced, except for table/figure titles, which should be single-spaced.

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

COLLEGE OF ENGINEERING THESIS/DISSERTATION GUIDE

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

Use of Automatic Tables to auto-generate or 'Insert' your Table of Contents (TOC), List of Tables (LOT), and/or List of Figures (LOF) is *discouraged* 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 should 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 Spring 2022 – *THESIS (MS)* Students

Semester *before* graduation		Supervisory Committee Form https://www.usf.edu/engineering/graduate/thesis-dissertation-info.aspx must be submitted to Department by end of 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: Feb 18, 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.) The full draft review takes Catherine at least 1-2 hours of focused work, so pay attention to *all* corrections and ask her if you have any questions.
DEFENSE (COLLEGE RECOMMENDS)*	THESIS: by March 8	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 back to her • 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	https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx Keep copy of the page showing the total percentage matching.
CERTIFICATE OF APPROVAL – COLLEGE SIGNATURE	When ready to submit to Graduate Studies	Email final PDF so 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	THESIS: Mar 18, 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/current-etd-deadlines.aspx (scroll down to appropriate deadline). 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 for more information.

ETD Process and Deadlines for Spring 2022 – *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 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: March 4, 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.) The full draft review takes Catherine at least 1-2 hours of focused work, so pay attention to *all* corrections and ask her if you have any questions.
DEFENSE (COLLEGE RECOMMENDS)*	DISSERTATION: by March 22	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 back to her • 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	https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx Keep 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	When ready to submit to Graduate Studies	Email final PDF so 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: April 1, 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/current-etd-deadlines.aspx (scroll down to appropriate deadline). 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 for more information.

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A thesis (dissertation) submitted in partial fulfillment
of the requirements for the degree of
Master of Science in Biomedical Engineering (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.
First Name Last Name, Ph.D.
First Name Last Name, M.S.M.E.
First Name Last Name, Ph.D.
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Date of Approval:
March 8, 2022
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Keywords: Choose Five Terms, Separated by Commas,
Do Not Choose, Words Already in, Your Title
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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]

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.

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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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Table of Contents

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List of Tables

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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.

SAMPLE MANUSCRIPT

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Chapter 1: Basics Every USF College of Engineering
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Thesis/Dissertation Writer Should Know
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Get copyright permissions early. Consult with the copyright experts at the USF Library.

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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.

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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. Table and figure titles should be single-spaced. The reason for this is it makes it easier for the reader to differentiate between table/figure titles and text. Always use at least double-spacing between tables/figures and text (in other words, do not let text get too close to tables and figures (including the table/figure titles).

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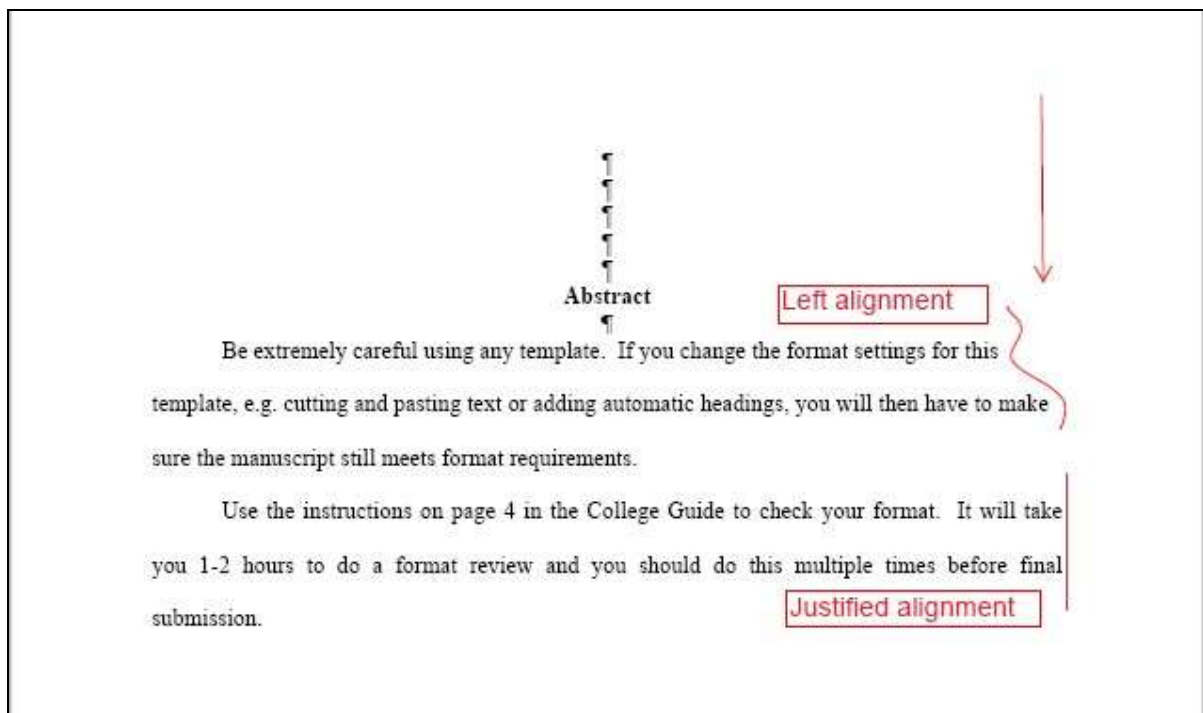
Figure 2.1 Paragraph alignment must be consistent for every paragraph in manuscript. This document is using justified alignment.

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. 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

- Represents an item that does not go in a specific order

- Represents an item that does not go in a specific order

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. 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

2. Represents an item that goes in a specific order

3. Represents an item that goes in a specific order

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

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3.3 This Is Another Second-Level Heading

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3.3.1 Use Heading-Style Capitalization (Also Called Title Case Capitalization) for All Lower-Level 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.

3.3.1.2 This Is Another Fourth-Level Heading

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3.3.1.3 This Is Yet Another Fourth-Level Heading

3.3.1.3.1 <u>This Is a Fifth-Level Heading</u>

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

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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 paragraph) 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 a different format 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*

SAMPLE MANUSCRIPT

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
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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.

Figure 4.1 The 2-page Certificate of Approval must be electronically filled out.

SAMPLE MANUSCRIPT

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 required changes made). For the Associate Dean signature, email both pages to Catherine Burton (do not send through Docusign).

SAMPLE MANUSCRIPT

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References

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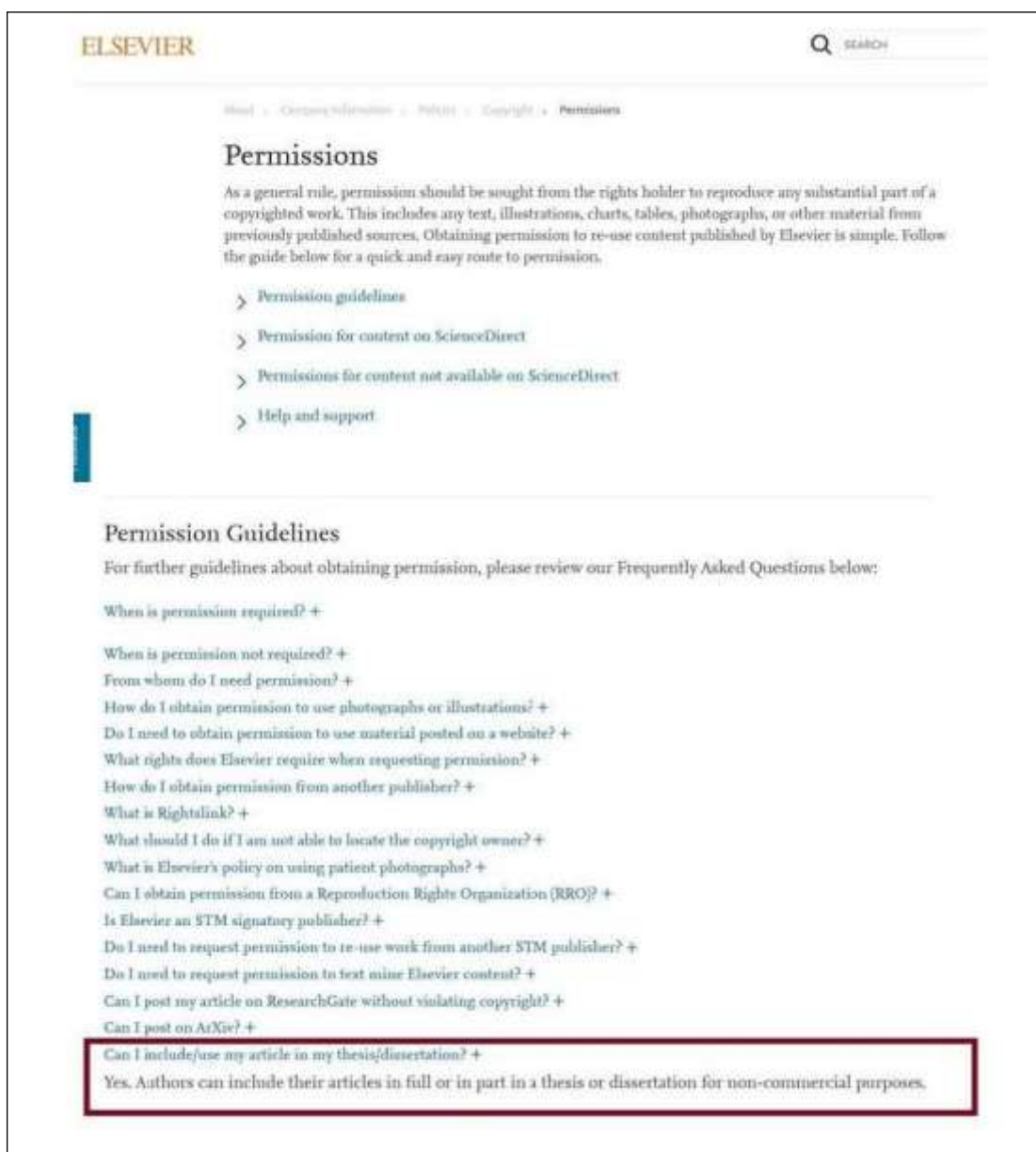
[1]   The Electronic Thesis and Dissertation (ETD), Presentation II: ETD Formatting Requirements. Graduate Studies, University of South Florida, Tampa, FL. June 1, 2011.

[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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Appendix A: Copyright Permissions

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The permission below is for the use of material in Chapter 3. Please note that any signatures, or sensitive/personal information (such as personal phone numbers/addresses) should be covered. Do not use figure titles for permissions.

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Appendix B: Figures to Help Students Using Microsoft Word

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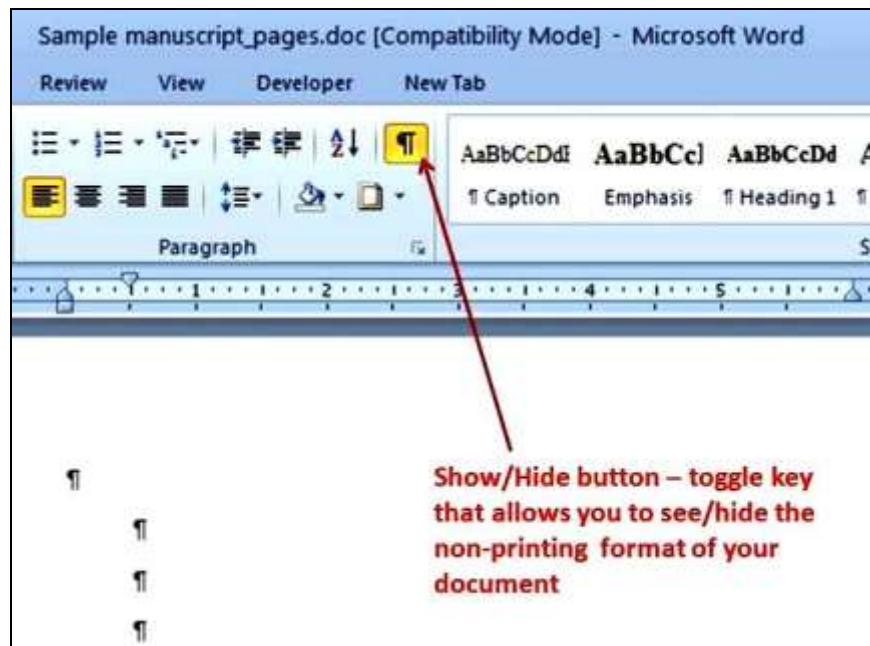
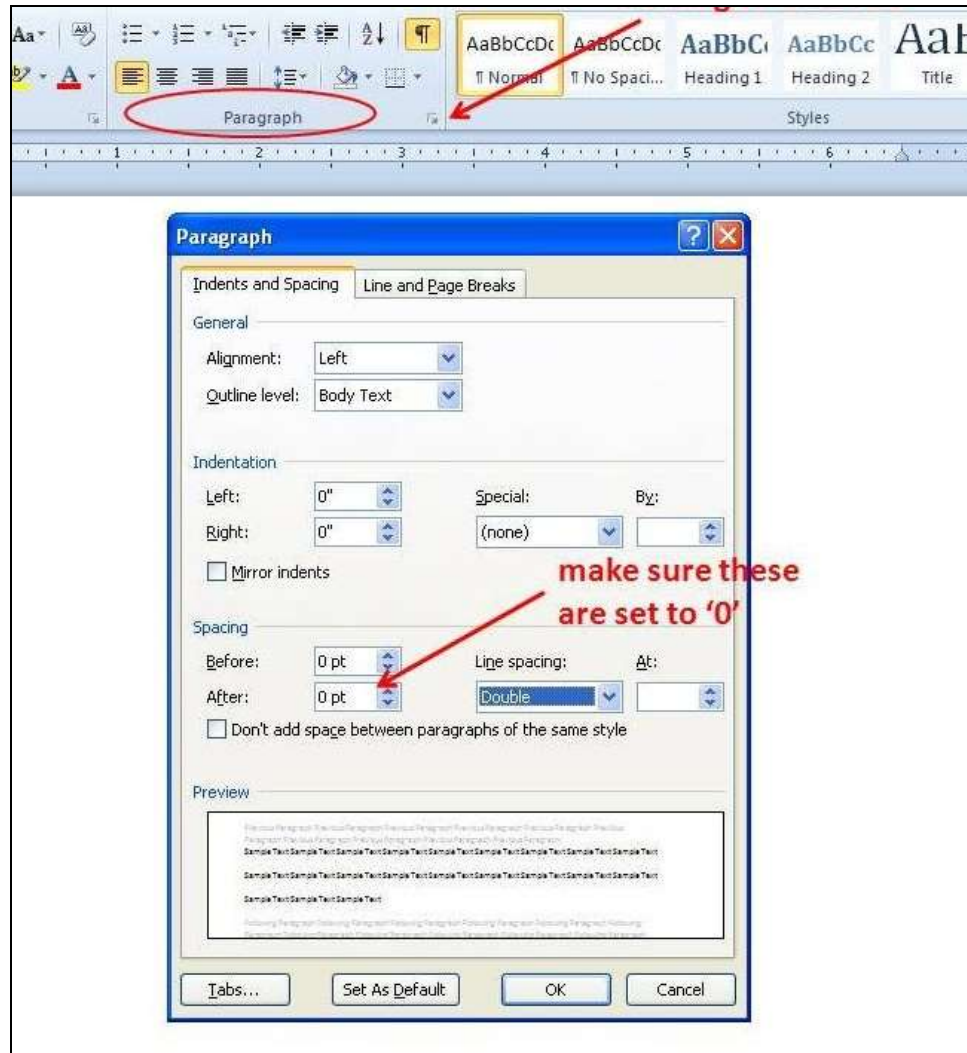Figure B.1 In MS Word, use the Show/Hide button to see the non-printing format in your document.

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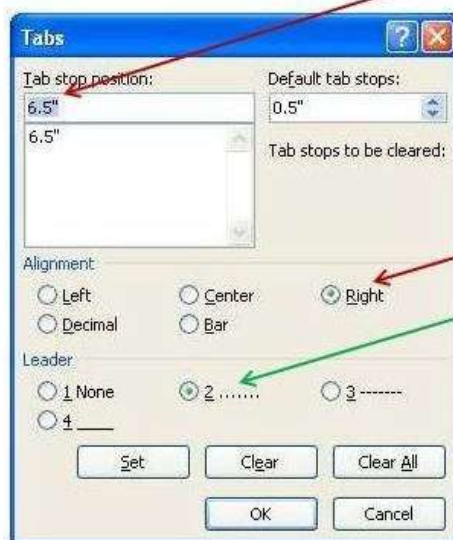
Figure B.3 In MS Word, use Paragraph/Tabs to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures. Do not use any other tabs on those lines.
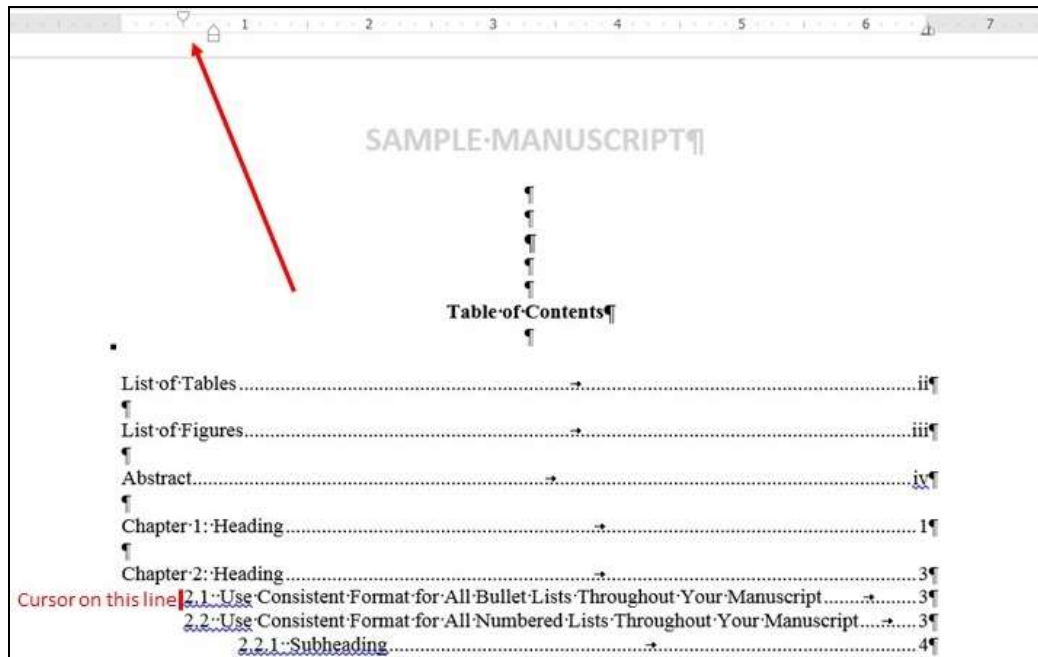

Figure B.4 In MS Word, use the View/Ruler tool to set indentation in the Table of Contents, List of Tables, and List of Figures. Only use the Tab key for the setting the right tab for the page number entries. The Ruler is also helpful in figuring out alignment issues.
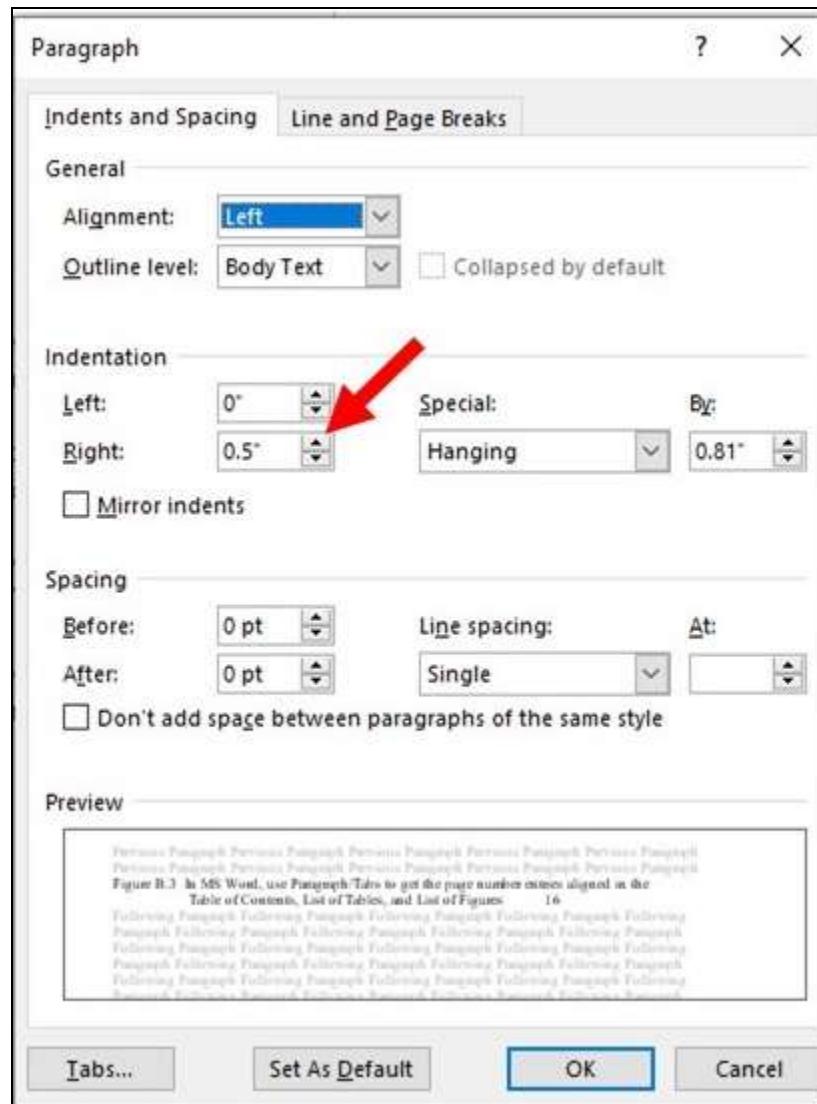
Figure B.5 In MS Word, you can also set right indents, to keep your entries from running into the page number 'column' in the TOC, LOT, and LOF.