

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

*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.*

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

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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 " x " .

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'. For footnotes, the font size can be smaller, but must be the same font type as the rest of text.

Margins: " margin for left side, bottom, and right side of page, " top margin for regular pages, and " top

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 " .

All headings must be listed in the TOC

followed by a colon are considered headings!).

Keep entries in the TOC at least " 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 " 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 L

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

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Before final submissio

<p>Early in final semester</p>	<p>1) Register for at least 2 thesis hours / 2) Apply for graduation and submit checklist to Department staff / 3) Complete Graduate Studies ETD Registration</p>
	<p>THESIS: Oct. 1, 9am</p> <p>Email PDF (formatted according to the College format requirements in this Guide) to sburton@usf.edu. Include <i>some</i> content in <i>all</i> Major Sections. Include some tables and figures. (Because of this College draft review, Engineering students are exempt from the Graduate Studies draft review.)</p> <p>The full draft review takes Catherine at least 1-2 hours of focused work, so pay attention to <i>all</i> corrections and ask her if you have any questions.</p>
	<p>THESIS: by Oct. 19</p> <p>Announce defense at least 2 days before (contact Department staff for defense announcement template and they will help you announce)</p> <p>Have forms ready at your defense:</p> <ul style="list-style-type: none"> x Successful Defense Form - contact Catherine Burton for form sburton@usf.edu. Email completed form back to her x Certificate of Approval - https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx
<p>After manuscript is finished</p>	<p>https://www.usf.edu/graduate-studies/students/59.57.124.81.T0.1.553.181.07.57.124</p>

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Dedication



According to USF Graduate Studies ³WKH GHGLFDWLRQ KRQRUV WKF
HQFRXUDJHG WKH LQLWLDWLRQ DQG FRPSOHWLRQ RI WKH
not limited to, spouses, parents, significant others, siblings, professors, etc.

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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Figure 2.2) R U F R P P L W W H H P H R U E d r u b l a c k i n k l o d i Q i D s i g n i n g w i t h E pen; DocuSign is fine.....6

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FigureB.1 In MS Word, use the Show/Hide button to see the printing format in your document.....15

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FigureB.2 If you are having line spacing issues in MS Word, check your spacing
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FigureB.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.....17

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Figure B.5 In MS Word, you can also set right indents, to keep your entries from
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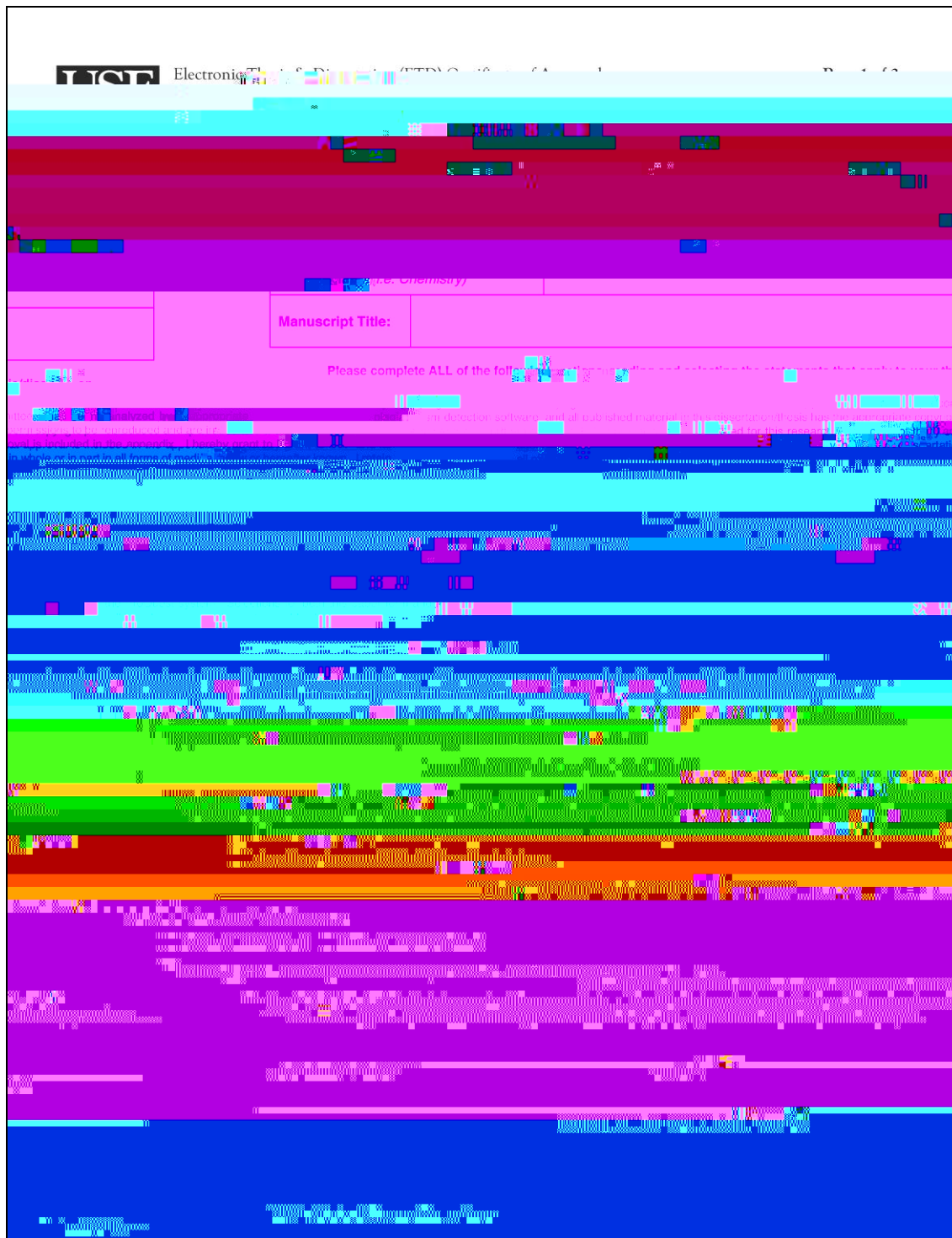


Figure 2.1 The page Certificate of Approval must be electronically filled out.

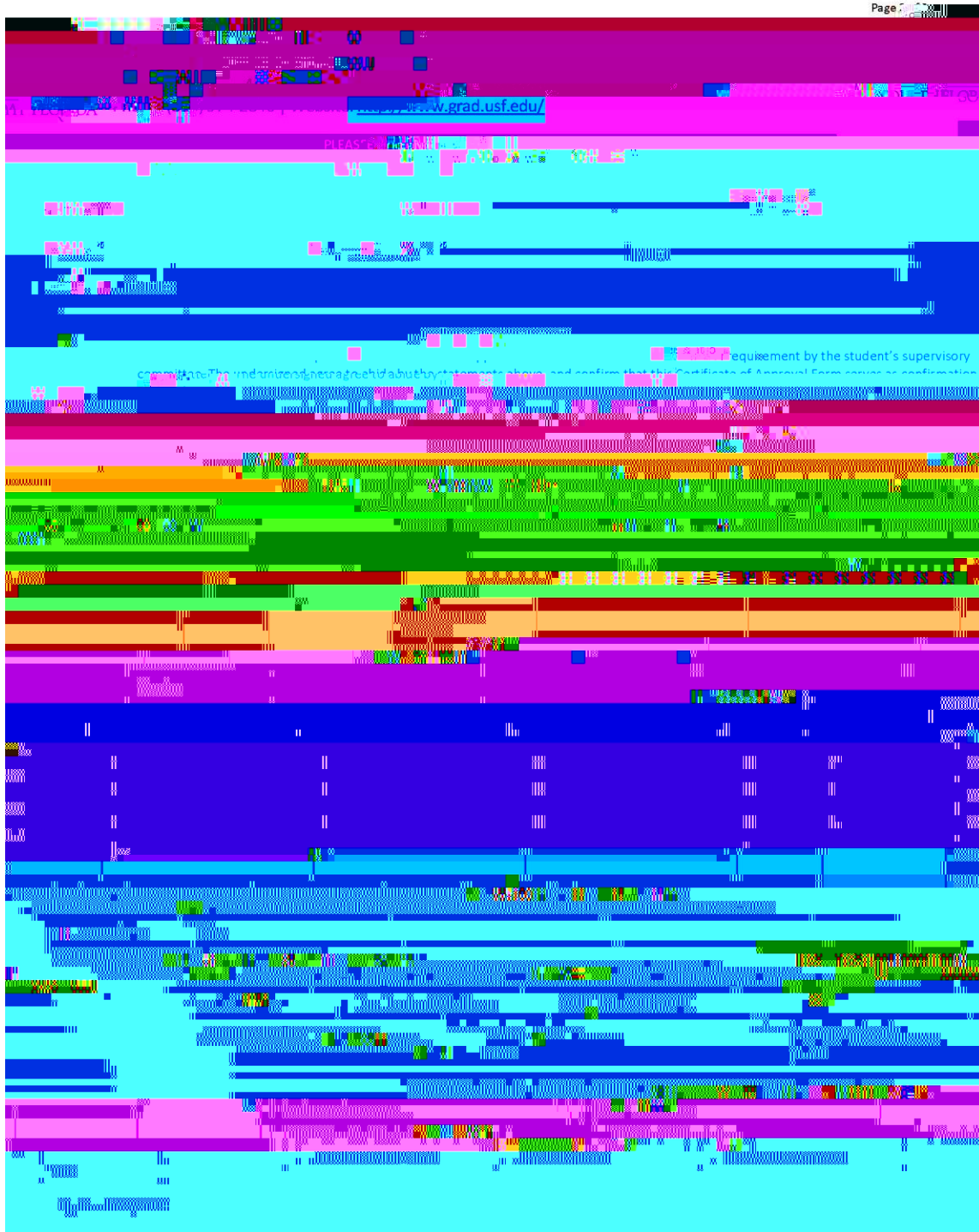


Figure 22 For FRPPLWWHH PHP Editor of PlakLink Only W signing with pen; Docusign is fine. For Associate Dean signature mail both pages to Catherine Burton (do not send through Docusign).

Table 3.2 Sample landscaped table

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Table 32 (Continued)

	A	B	C	D	E	F
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16						



References



- [1] The Electronic Thesis and Dissertation (ETD), Presentation: 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, capitalization, 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 required.
- [5]



Appendix A: Copyright Permissions

The permission below is for the use Table 3.1. Please note that any signatures, or sensitive personal information (such as personal phone numbers/addresses) should be covered





Appendix B: Figures to Help Students Using Microsoft Word



FigureB.1 In MS Word, use the Show/Hide button to see the printing format in your document.



FigureB.2 If you are having linespDFLQJ LVVXHV LQ 06 :RUG FKHFN \RXU
μ\$IWHU↑ \RXU SDUDJUDSKV

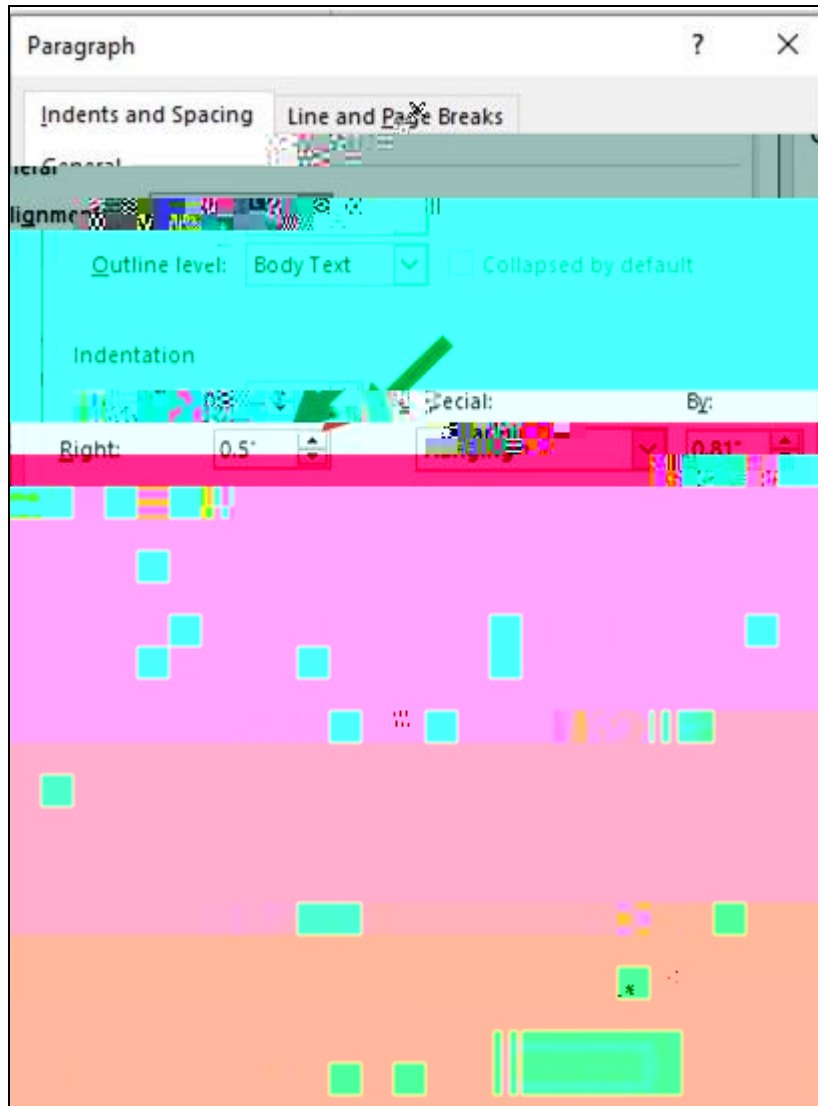


Figure B.5 In MS Word, you can also set right indents, to keep your entries from running into
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