MANUSCRIPT CLEARANCE
The Graduate School

Pamela Brown
Manuscript Clearance Advisor

Jeff Norcini
Assistant Manuscript Clearance Advisor
Policies

- ALL email from the Manuscript Clearance Office will be sent ONLY to a student’s fsu.edu email listed in the Graduate Student Tracking (GST) database.
- Name on manuscript and all forms must match name listed in the GST database.
Issues of Copyright

- Office of Digital Research & Scholarship, FSU Libraries
  - (850) 645-2600
  - https://lib.fsu.edu/drs/publishing
Use of Copyrighted Material

- Citation/attribution is only half the process
- Obtaining permissions/licenses to use copyrighted material is your first priority
- Permission usually required to reproduce:
  - Maps, drawings, tables, graphs, images, sound files, video clips, scales, measures, etc.
- If in doubt, request permission
  - Contact the owner of the copyright (author, publisher, etc.)
Use of Copyrighted Material

PLEASE BE AWARE

- Ultimately it’s the student’s responsibility to obtain written permission statement from owner(s) of each third party copyrighted matter included in manuscript, if necessary
- Copyright letter(s) – Must upload in ProQuest ETD Administrator; do not include in appendix

When signing the Access Agreement Form, you are stating that you have included any necessary permission letters to distribute the manuscript according to the terms of that form.
“Fair Use” of Copyrighted Material

- Protects certain uses, to certain extents, of copyrighted materials without obtaining permission
- Nebulous, vague and complex
- Responsibility for determining fair use is with the author of the manuscript
- Fair Use Evaluator and Research Guide
  http://guides.lib.fsu.edu/copyright?hs=a
Your Copyrights

- Immediately upon creating your work in a “fixed, tangible medium”, you own full and final copyrights of the work
- Copyright registration is optional
- Adding the © symbol is recommended
- Copyrights can only be transferred in writing

READ WHAT YOU SIGN!
If you have already published your manuscript, in part or in whole:

- You may have assigned your copyright to the publisher
- You must recognize the publisher at the beginning of the chapter/article that uses the published materials
Manuscript Clearance Overview

Manuscript meets FSU format criteria

Forms received and approved

Manuscript cleared

Must have valid committee prior to defense

Find information for Manuscript Clearance on Graduate School website
- Format Guidelines/Templates
- Forms/Checklists
Valid Committee Rules

Doctoral committee

- Minimum of 4 members with Graduate Faculty Status
- Any members with temporary status must be in addition to the 4 required members
- Must include a University Representative from outside the student’s department, and must be a fully tenured member of faculty
Valid Committee Rules

Master’s committee

- Minimum of 3 members with Graduate Faculty Status
- Any members with temporary status must be in addition to the 3 required members
Valid Committee Rules

General

- Cannot have a chair and co-chair; both professors are co-chairs
- All records (GST, signature page form and committee page) must concur
- Contact your graduate coordinator with any questions
Before Defense

- Defense announcement **to Graduate School**
  [https://netprod.its.fsu.edu/CS_Defense_Announcement](https://netprod.its.fsu.edu/CS_Defense_Announcement)
  - At least 2 weeks in advance
  - Must have valid committee

- Submit manuscript (via ProQuest ETD Administrator) for initial format check, but no later than the semester deadline for initial format submission
After Successful Defense

- Submit all forms to Clearance Advisor, 314 Westcott
  - Mailing not suggested (may miss deadline)
- Revise manuscript
  - Committee comments and formatting
- Upload to ETD account on website using revise/upload option – must be final content-approved
- **Final format checks conducted**
  - Formatting may require several reviews and revisions before approval
Forms

- Required forms vary by degree type; please see forms checklist
- All forms must have appropriate signatures and dates, and appropriate boxes checked
- Some forms cannot be delivered by student
  *However, it is the student’s responsibility to ensure that all forms are received by the Clearance Advisor by the forms submission deadline*
Embargo

- Viewer has no access to full text of manuscript
  - Viewer only sees title, abstract, and some other metadata

- Reasons to embargo a manuscript
  - Publishing a book
  - Journal preprint policy
  - Patent

- May not be requested after manuscript has been cleared
Embargo Request

Only One Form to Submit

- Embargo Request Form
- **Justification required** – be specific
- Embargo option on form must concur with access option on ProQuest
- Embargo requests, including renewals, must be approved by the Dean of the Graduate School
Embargo – Justification

- Publishing a book?
  - Timeline
  - Name(s) of publisher(s)

- Publishing in a journal?
  - Timeline
  - Name of journal(s) to which you intend to submit

- Applying for a patent?
  - Brief summary of patent submission
**Semester Deadlines**

<table>
<thead>
<tr>
<th>Semester Deadline</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
<th>Fall 2018 (tentative)</th>
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<tr>
<td>Last day to submit doctoral dissertation or treatise for initial format review</td>
<td>March 26</td>
<td>June 25</td>
<td>October 22</td>
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<td>Last day to submit master’s thesis for initial format review</td>
<td>April 9</td>
<td>July 9</td>
<td>November 5</td>
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<td>Last day to submit final defended thesis, dissertation or treatise and required forms*</td>
<td>April 23</td>
<td>July 23</td>
<td>November 19</td>
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<td>Last day for thesis, dissertation and treatise students to receive an email from Manuscript Clearance confirming final clearance</td>
<td>May 4</td>
<td>August 3</td>
<td>December 14</td>
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*All manuscript clearance forms, with all required signatures, must be received in the Graduate School Office by 5:00 pm of the forms deadline date. Online submissions of manuscripts must be received by 11:59 p.m. of the deadline date. Please note that while students are allowed to defend up until the final submission deadline for the semester, this is with the understanding that all content changes must be completed and approved by the committee prior to the submission of the final defended manuscript. No exceptions will be granted for students who defended and were unable to complete the changes in time to submit their final manuscript and forms by the final submission deadline.
60-Day Deadline

- The final, defended, content-approved manuscript and all required forms must be submitted to Manuscript Clearance within 60 calendar days after a defense defense.
- Students under the 60-day deadline must receive an email from Manuscript Clearance confirming final clearance no later than 1 week after the 60-day deadline.
- The deadline that applies (Semester vs. 60-day) is the one that occurs earliest.
Human Subjects Approval

If research requires Human Subjects Committee Approval

- Appendix must include FSU Human Subjects Committee Approval Letter (and pertinent re-approvals) and a sample of the Informed Consent Letter
- IRB Approval(s) must be in your name
- IRB Approval(s) must be approved before you begin research and cover the entire period of research and data analysis
- Delete or obscure personal contact information
If research requires Animal Subjects Approval (IACUC) (animals w/backbone)

- Appendix must include the Florida State Animal Subjects Committee Assurance Letter
- IACUC Approval must cover the period of your research and data analysis
- Delete or obscure personal contact info
Before You Submit…

PLEASE NOTE!
Manuscripts that are inconsistently or poorly formatted, missing major sections or page numbers, “sloppy”, etc.

- Cannot be reviewed for university formatting
- Will not be considered as an initial submission to meet Semester Deadline
Manuscript Formatting

- Templates on Graduate School website
  - WORD (2010/2013/2016)
  - LaTeX

- WORD issues
  - Contact our office early in the semester if you need assistance

- LaTeX issues
  - User Guide included with template
Page Size and Margins

- **Page Size**
  - 8.5 x 11 inches; no exceptions
    (Make sure **Not** A4, 8.27 × 11.69 inches)

- **Margins**
  - 1 inch – top, bottom, left, right
  - No text, tables, or figures can extend into margins
Fonts

- Same font for entire manuscript
  - Exceptions – tables, figures, appendices

- WORD – use True Type font
  - Example – Times New Roman and Arial
  - Font size – 10 to 12 pt

- Font size within tables may be smaller to make tables fit, but the table headings (and figure captions) must remain a consistent font size throughout
Line Spacing

**All 1.5 OR all Double Space**

- Abstract
- Body of the text
  - Exception: block quotes may be single-spaced
- Biographical Sketch (if in paragraph form)
Pagination

- Page numbers
  - All bottom-center
  - 0.75 inches from bottom edge

- Preliminary pages (front matter)
  - Lower case Roman numerals
  - Title Page – not numbered
  - Committee Page – page ii

- Body of manuscript
  - Arabic numerals
  - First page after Abstract is page 1
CHAPTER 1
INTRODUCTION
Apples of the World

There are several different types of apples. Some of these are Granny Smith, Golden Delicious, Red Delicious, Gala, and McIntosh. Apples can be used to make many delicious recipes.
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Yellow and Green Apples
Golden Delicious and Granny Smith are examples of yellow or green apples.

Apples for cooking. Apples can be used to make many delicious recipes.
CHAPTER 1
INTRODUCTION

1.1 Apples of the World

There are several different types of apples. Some of these are Granny Smith, Golden Delicious, Red Delicious, Gala, and McIntosh. Apples can be used to make many delicious recipes.

1.1.1 Yellow and Green Apples

Golden Delicious and Granny Smith are examples of yellow or green apples.

1.1.1.1 Apples for cooking. Apples can be used to make many delicious recipes.
All tables must have heading (incl. appendices)
- Must be located above table
- Must be single-spaced
- Must be unique

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Tables

☐ Table and heading must clearly be separated from text or other tables and figures by at least 2 blank lines

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habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas; proin phareta.

Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique
Multi-Page Tables

- The entire table heading only appears on the first page of the table
- List of Tables – page number is the first page on which the table occurs
On all pages where table is continued

- “Table x – continued” (minus quotes) must appear at the top of each page
- Must repeat column/row headings

Table 1 – continued

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Figures

- All must have captions (including appendices)
  - Must be located below figure
  - Must be single-spaced
  - Must be unique

Figure 1. *Bratus* non *foliis arborem bractea*. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. bDonec ut est in lectus consequat
Figure and caption must clearly be separated from text or other tables and figures by at least 2 blank lines.
Multi-Page Figures

- Entire caption only on first page of figure
- On all pages where figure is continued
  - “Figure x – continued” (minus quotes) must appear under the figure on each subsequent page
  - If just the caption is continued, then “Figure x – continued” is above the continued portion of the caption


![Number of Mum Cultivars](image1.png)

![Number of Tulip Cultivars](image2.png)

Figure 1. Flower colors vary widely: a) mum cultivars; b) tulip cultivars.
Tables and Figures

- Must include a List of Tables in front matter if there is more than 1 table, even if all tables are in an appendix.
- Must include a List of Figures in front matter if there is more than 1 figure, even if all figures are in an appendix.
Tables and Figures

- First, choose how to number figures/tables (1, 2, 3, etc. or 1.1, 1.2, 2.1, A.1, A.2 etc.)
- Then, choose whether to integrate figures and tables into text, group them at end of each chapter, or group them in appendices
- If integrated in text
  - MUST adhere to the white space rule, leaving no more than 1 inch of vertical white space on a page (except at end of chapter)
Avoid White Space

Table 2. This is the heading for the table.

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Figure 1. Flower colors vary widely:  
a) This is an orange mum.  
b) Yellow tulips, and one with a streak of red.


Quisque auctor ac, ac, non nisus id, felis. Pellentesque cursus sagittis felis. Pellentesque.

White space not permitted
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Figure 1. Flower colors vary widely: a) This is an orange mum. b) Yellow tulips, and one with a streak of red.


White Space – Exceptions

Figure, tables, etc. grouped at end of chapter or in appendix

Figure 1: Flower colors vary widely by mum cultivar

Figure 2: Flower colors vary widely by tulip cultivar.

White space allowed
Supplementary Files

- Submit supplementary files (videos, sound files, large images, large data files, etc.) as part of the ETD submission process
- Suppl. files + main document ≤ 1 GB
- Provide description of each supplementary file in abstract (manuscript and online)
At this point, the Manuscript Clearance Advisors provide tips for proper formatting in WORD. Students may follow along in their own documents.
Uploading Process

- Must submit via www.etdadmin.com/fsu
- Select Publishing Options and Optional Paid Services upon initial submission
  - Traditional Publishing/Open Access Publishing
  - Copyright registration
  - Ordering copies

Here's the workflow:

1. Submit
   You
2. Review
   Your institutional administrator
3. Revise & Approve
   You and your administrator
4. Deliver
   Your administrator to ProQuest
5. Done
   Your work is now on ProQuest!
Use Resources Wisely

- **Graduate Writing Center**
  - Available by appointment in Johnston Bldg

- **Proofreader**
  - Students may opt to hire independently; The Graduate School does not provide recommendations

- **Statistician**
  - Assistance available through Statistics Dept

- Must adhere to Graduate Bulletin policies for “Editing Services and Statistical Assistance”
Use Resources Wisely

Manuscript Clearance

- 314 Westcott; (850) 644-3501
- **Pamela Brown**, Manuscript Clearance Advisor, pdbrown2@fsu.edu
- **Jeff Norcini**, Assistant Manuscript Clearance Advisor, jnorcini@fsu.edu