

FLORIDA STATE UNIVERSITY



Requirements for Electronic Theses, Treatises and Dissertations

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Prepared by:

The Graduate School
314 Westcott Building
Tallahassee, Florida 32306-1410
GradSchool.fsu.edu

Formatting requirements for all theses, dissertations, and treatises are provided in this manual. Specifications in this manual take precedence over other style manual guidelines as well as earlier versions of this manual. Software limitations are not valid reasons for granting exceptions to the criteria in this manual.

Arrangement of Content

	Main Section	Required Or Optional	Page Numbering
Front Matter	Title Page	Required	Lower case Roman numerals (ii, iii, iv, etc. – the Title Page is page i but it is not numbered)
	Committee Page	Required	
	Dedication	Optional (No Heading)	
	Acknowledgments	Optional	
	Table of Contents	Required	
	List of Tables	Required ¹	
	List of Figures	Required ¹	
	Abstract	Required	
Main Body	Chapters	Required	Arabic numerals (1, 2, 3...)
Back Matter	Appendices	Optional ²	
	References	Required ³	
	Biographical Sketch	Required	

¹ Include a List of Tables or List of Figures only if there is more than one table or one figure, respectively.

² Must include if approval was required for use of human or animal subjects. **All pertinent approvals must be included.** For primary data collection involving human subjects, a sample of the consent form must be included.

³ Not required for manuscripts that are creative works, like a collection of poems or short stories, or a manuscript comprised entirely of a musical score.

- Acknowledgments and all subsequent main sections, which includes chapters, must have a heading that is all capital letters and centered at the top margin of a new page, and may be bold-faced if desired.
- All main section headings must be formatted consistently. Font size of the main section headings may be up to 2 points larger than the body text but not larger than 14 pt.

General Formatting Requirements

- **Page Size** – 8.5" x 11"
- **Page Margins** – Exactly 1 inch on left, right, top, and bottom. No content may extend into any margin.
- **Headings and Text** – All main section headings and text (including all text in the Reference section) must start at the top edge of the 1-inch margin.
 - **WORD Tip 1:** To go to the top edge of the margin of a new page, insert a Page Break at the bottom of the page; **DO NOT** repeatedly press the **Enter** key. See [WORD Formatting Tips](#).
 - **WORD Tip 2:** In the Paragraph menu under **Spacing**, “*Before*” and “*After*” must be 0.
- **Capitalization Scheme** – There are two capitalization schemes that may be used for subheadings, tables headings, and captions for figures, musical examples, schemes, etc.: **Title Case** (first letters of all main words are capitalized), or **Sentence Case** (only the first letter of the first word is capitalized as well as the first letter of any proper noun or word/phrase that is normally capitalized).
- **Page Numbering** – Page numbers must be bottom-center, 0.75 inches from the bottom edge of the page.

- **Fonts** – In the Front Matter, body text, table headings, captions for figures, musical examples, schemes, etc., References, and Biographical Sketch (if in paragraph form), all font and font size must be the same, and all font must be black, including hyperlinks. Use a TrueType font (e.g., Times New Roman, Arial, and Courier). In WORD, the font must be embedded for the entire document.
- **Line Spacing** – Text in the Abstract, body of the manuscript, and Biographical Sketch (if in paragraph form) must be all double-spaced OR all 1.5 spaced. *Block quotes are single-spaced or the same line spacing as the body text.*
 - **WORD Tip 3:** In the WORD Paragraph menu under *Spacing*, “Before” and “After” **MUST** be 0 to ensure that text line spacing is double, 1.5 or single.
- **White Space** – Fill pages with text, tables, and/or figures so that there is no more than a 1-inch block of continuous vertical white space on a page. *Exceptions:* Last page of a chapter or appendix; where orphans/widows are avoided; table (plus heading) or figure (plus caption) that occupies at least 2/3 of the page (in such cases, center the table or figure on the page).
- **Personal Information** – There must not be any personal contact information or signatures within the manuscript. Personal contact information and signatures must be deleted, obscured or redacted; signatures must be deleted, obscured or redacted.

Front Matter

- **Title and Committee Pages** – Exact formatting of the title and committee pages are illustrated in annotated examples in the list of formatting assistance documents on the Graduate School web site under “Thesis, Treatise, and Dissertation” in the *Formatting Guidelines and Templates* section.
- **Acknowledgments** – Covers any acknowledgments for the entire manuscript.
- **Table of Contents**
 - Entries start with Lists, and must include all other main section headings. **The Graduate School only requires that main section headings be listed.**
 - Entries must have a page number that is right-justified at the right margin; use of leading dots is strongly suggested.
 - Chapter numbers and titles must be on the same line; titles must be all capital letters OR title case. Appendix letters and titles must be on the same line using the same capitalization scheme as chapter titles.
 - Chapter and appendix titles must exactly concur, word-for-word, with those in the body of the manuscript.
 - Each level of subheading, if included, must be indented, and each level indented differently.
 - Levels of subheading listed must be consistent for all chapters; **please do not list more than 3 levels of subheadings.**
 - Subheadings must exactly concur, word-for-word as well as capitalization and punctuation, with those in the body of the manuscript.
- **Lists** (*except for List of Terms or Abbreviations*)
 - Entries must exactly concur, word-for-word as well as capitalization and punctuation, with those in the body of the manuscript.
 - Entries must be single-spaced, with a single blank line between each entry.
 - Entries must have a page number that is right-justified at the right margin; use of leading dots is strongly suggested.
- **Abstract** – Must cover the entire manuscript; additional abstracts are not permitted.

Main Body

- **Chapters**
 - Must be formatted consistently.
 - Chapter numbering: 1, 2, 3, etc., or ONE, TWO, THREE, etc. Roman numerals are not permitted.
 - Chapter titles are all capitalized, the same font size and font face as chapter headings, centered below chapter headings, and are separated from the chapter headings by a single blank line.
 - Chapters that have been published must include the citation information.
 - If each chapter or section is complete within itself, for instance, a manuscript composed of separate articles, a general introduction to the entire manuscript must be placed at the beginning of the document as well as a final chapter stating total results and conclusions.
- **Subheadings**
 - Each subheading level should be formatted distinctly from all other levels, but must be formatted consistently across every chapter for a given level of subheading.
 - For example, all first level subheadings could be centered, bold, and title case, and all second level subheadings could be flush left, bold, and title case.
 - All must be the same font and font size as the body text.
 - May not be all capital letters or numbered with Roman numerals.
 - In chapters with subheadings, a level of subheading *may not* be skipped.
- **Tables and Figures (and Other Similar Items)**
 - Must be single-spaced.
 - Table headings go **above** the table; captions for figures and other similar items go **below** the figures.
 - All captions and headings must be *unique* and *formatted consistently*, including capitalization scheme and punctuation.
 - Tables and figures must be *clearly separated* from any body text or other tables or figures with space above and below the table/heading or figure/caption.
 - Tables and figures must be numbered throughout the entire manuscript, either all consecutively (e.g., 1, 2, 3, etc.) OR all linked with the chapters/appendices based on where tables and figures physically appear in the manuscript (e.g., 1.1, 1.2, 2.1, 2.2, A.1, A.2, etc.).
 - Tables and figures linked to chapters and appendices must be designated by the chapter number or appendix letter and a single Arabic numeral designating the specific table or figure, with those two designations separated by a period as illustrated in the previous bullet point; additional alphanumeric designations to the right of that period (for example, 1.1.1 or A.1.1) are not permitted.
 - For tables that span more than one page, place the entire heading above the table on the first page, and just “Table # - continued” (minus the quotes) at the top of each page on which that table is continued. Also, column and row headings must be repeated for each portion of a continued table.
 - For figures that span more than page, place the entire caption underneath the figure on the first page, and just “Figure # - continued” (minus the quotes) underneath the figure on subsequent pages. If just the caption is continued, then “Figure x – continued” is above the continued portion of the caption.

Back Matter

- **Appendix/Appendices**
 - Appendix headings are lettered – APPENDIX A, APPENDIX B, etc.
 - Must have titles. Headings and titles must be formatted exactly the same as chapter headings and titles, and like chapters, content starts on the same page as the appendix heading and title.
- **References**
 - There is only one reference section, and it must cover the entire manuscript.
 - Entries must start at the left margin, and be single-spaced with a single blank line between each entry.
- **Biographical Sketch**
 - Provides a brief summary of your educational and professional experience.
 - May be in paragraph form (same line spacing as body text) or in vita/résumé format.

Formatting Assistance

For assistance with formatting, please see the *Formatting Guidelines and Templates* section on the Graduate School web site under “Thesis, Treatise, and Dissertation”. Included are templates for WORD and LaTeX, annotated examples of the Title and Committee Page, and several formatting assistance documents for those using WORD. A LaTeX User Guide is included in the zipped file containing the LaTeX template. The formatting assistance documents, which are optimized for WORD 2013 and 2016, provide step-by-step instructions for the formatting issues listed below.

General	WORD Formatting Tips
Page Numbering	Numbering Each Page Page Numbering in the Table of Contents
Fonts	Selecting and Embedding Fonts
Endnotes	Inserting Endnotes and Removing the Endnotes Separator Line
Tables and Figures	Landscape Orienting Auto Resizing to Fit Within Margins Preventing Small Tables from Breaking Across Two Pages Inserting a Multi-Page Excel Worksheet
PDFs	Inserting PDF Files into a WORD Document

Manuscript Submission

- Students must electronically submit their manuscript through the FSU ETD Administration site (www.etsadmin.com/fsu) in accordance with the deadlines; see *Manuscript Clearance Deadlines* on the Graduate School web site under “Thesis, Treatise, and Dissertation.”
- While it is understood that content will likely change after the defense, it is expected that manuscripts submitted for the initial format review are at least **90% complete*** and have been formatted in full accordance with the criteria in the most recent version of this manual.
 - ***90% complete:** MUST include the title page, committee page, table of contents, lists (if needed), abstract, references, and a majority of tables and figures.
 - **Those manuscripts that do not meet this standard will NOT be reviewed and will NOT count as an initial submission to meet any deadline.**

- All manuscripts in ProQuest are PDF documents. **Students are encouraged to convert the WORD version of their manuscript to a PDF and upload the PDF rather than having ProQuest convert their WORD document to a PDF.**
- LaTeX manuscripts must be uploaded in PDF format.
- Total size of the PDF version of the manuscript plus Supplementary Files may not exceed 1 GB.
- **Copyright Permission Letter(s)** – When signing the FSU's Manuscript Access Agreement Form, you are stating that you have obtained any necessary permission letters to distribute the manuscript according to the terms of that form. Permission letters must be uploaded to ProQuest, which is done after you have uploaded your manuscript. For more information, please go to <https://www.lib.fsu.edu/copyright-faq>.
- **No changes can be made to manuscripts after being approved by The Graduate School.**

