

FLORIDA STATE UNIVERSITY



Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations (ETDs)

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Formatting requirements for all theses, dissertations, and treatises are provided in this guide. Specifications in this guide take precedence over other style guidelines as well as earlier versions of this guide. Software limitations are not a valid reason to be granted an exception from the criteria in this guide. **No changes are permitted after the manuscript has been approved by The Graduate School.**

LaTeX Manuscripts: The Manuscript Clearance Office will accept manuscripts formatted exclusively with the [FSU LaTeX template](#). All other LaTeX manuscripts must adhere to the specifications in this guide.

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 Must include List of Tables or List of Figures if there is more than one table or one figure, respectively.

² Must include if *FSU Office of Research* approval was required for use of human or animal subjects.

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.

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. All text must start at the top edge of the 1-inch margin (including entries in the Reference section).
 - **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.
- **Main Section Headings** – 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. See *Word Tips*. All Main Section Headings must be formatted consistently. Font size of the Main Section Headings may be up to 14 pt and/or boldface, if desired.
- **Capitalization Scheme** – There are two capitalization schemes that may be used for subheadings, tables headings, and captions for figures and similar items: **Title Case** (first letter 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** – All font must be **black** (including hyperlinks) and **12 pt** aside from Main Section Headings and text *within* tables/figures. The same font style must be used throughout the manuscript. 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 and footnotes may be single-spaced or the same line spacing as the body text.* Entries on the Committee Page must be 1.5-spaced.
 - **WORD Tip 3:** In the WORD Paragraph menu under **Spacing**, *Before* and *After* **MUST be 0** to ensure that line spacing is double, 1.5, or single.
- **White Space Rule** – Pages must be filled with text, tables, and/or figures so that there is no more than one inch of continuous vertical white space.
 - **Exceptions:** 1) *The last page of a chapter or appendix;* 2) *Where orphans/widows are avoided;* 3) *Where a subheading is moved to the next page because two lines of text do not fit under it;* 4) *Space leftover on a landscape page (not before or after that page);* 5) *Tables/figures grouped at the end of a chapter or in an appendix;* 6) *Table/figure (plus heading/caption) that occupies at least 2/3s of the page (in such cases, center the table/figure on the page vertically and horizontally).*
- **Personal Information and Signatures** – Remove or obscure any personal contact information and signatures. If your personal email address is an active hyperlink, please deactivate it before obscuring.

Front Matter

- **Title and Committee Pages** – Exact formatting of the Title and Committee Pages is illustrated in annotated examples on The Graduate School’s web site in the *Thesis, Treatise, and Dissertation* section under [Formatting Guidelines](#).
- **Dedication** – No Main Section Heading; must be centered vertically and horizontally on the page.
- **Acknowledgments** – Covers any acknowledgments for the entire manuscript.
- **Table of Contents**
 - Entries start with Lists (if any) and must include all other Main Section Headings. **The Graduate School only requires that Main Section Headings be included.**
 - Entries must have a page number that is exactly aligned to the right margin; use of leading dots is strongly encouraged. *(Please use the leading dots option in the Tabs submenu of the Paragraph menu rather than manually inserting periods. See [Page Numbering in the Table of Contents/Lists](#).)*
 - Chapter numbers and titles must be on the same line in the Table of Contents. Chapter headings and titles must be all capital letters OR use title case. Appendix letters and titles must also be on the same line and use 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.
 - Subheadings must exactly concur, *word-for-word as well as capitalization and punctuation*, with those in the body of the manuscript.
 - Levels of subheadings listed must be consistent for all chapters; **please do not include more than 2 levels of subheadings in the Table of Contents.**
 - If included, each level of subheading must be indented, and each level indented differently.
- **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. Only the first sentence (i.e., up to the first period) is required in the Lists, if done consistently.
 - Entries must be single-spaced, with a single blank line between each entry.
 - Entries must have a page number that is exactly aligned to the right margin; use of leading dots is strongly encouraged. *(Please keep at least one word on the same line as the page number.)*
- **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 headings (e.g., CHAPTER 1) and chapter titles use all capital letters and the same font size and font face as other Main Section Headings. They must be centered at the top edge of the margin of a new page, and separated from each other by a single blank line.
 - Chapters that have been published must include citation information.
 - When a manuscript includes chapters consisting of separate topics/projects, an introduction and conclusion must be added as the first and last chapters in the manuscript to make it a cohesive work. *If including any published journal articles as chapters, the formatting must be altered to comply with the criteria in this guide.*
- **Subheadings**
 - All subheadings must use **12 pt** font.
 - Each subheading level should be formatted distinctly from all other levels (by alignment, capitalization scheme, font face, and/or underscore), but must be formatted consistently across every chapter for a given level of subheading. *Do not use all capital letters.*
 - 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.
 - White space above and below subheadings should not be excessive and must be consistent throughout the manuscript.
 - A level of subheading *may not* be skipped (e.g., jumping from 1st to 3rd level).
 - Numbering is not required. A subheading must be numbered using the chapter number (or appendix letter) and an Arabic numeral indicating its order within the chapter; a period should be placed between the two numbers (e.g., 1.1, 1.2, 2.1, A.1). For multiple levels of numbered subheadings, number through at least the 2nd level (e.g., 1.1.1, 1.1.2, 2.1.1, A.1.1, etc.). Do not use Roman numerals or letters (other than the appendix letter).
 - At least two lines of body text must fit under any subheading at the bottom of a page; otherwise, the subheading should be moved to the top margin of a new page.
- **Tables, Figures, and Similar Items (e.g., Musical Examples, Schemes)**
 - Data in tabular format (i.e., rows and columns) must be labeled as a table, even when inserted as an image.
 - All tables, figures, etc. must have a single-spaced heading or caption. Table headings go **above** the table; captions for figures and similar items go **below** the figure.
 - Headings and captions must be unique. Within a category (heading or caption), *formatting must be consistent*, including capitalization scheme and punctuation.
 - Tables and figures must have space above and below the table/heading or figure/caption to *clearly separate* it from any body text or other tables or figures.
 - Tables and figures must be numbered throughout the entire manuscript, 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, and separated by a period. 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) above the table on subsequent pages. *Column and row headings must be repeated for each portion of a continued table.*
- For figures that span more than one 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 inserted above the continued portion of the caption.

Back Matter

• Appendix/Appendices

- Appendix headings are lettered – APPENDIX A, APPENDIX B, etc.
- Titles are required. Headings and titles must be formatted like chapter headings and titles. Like chapters, content starts on the same page as the appendix heading and title.
- If an appendix contains a *single* figure or table and the appendix title sufficiently describes that figure or table, a table/figure number and heading/caption are not required.
- **IRB** – All pertinent approvals AND re-approvals must be included in one or more appendices. For primary data collection involving human subjects, a sample of the consent form must be included. Redact personal contact information and signatures.
- **ACUC** – Students must include an *Assurance Letter* in the appendix which can be requested from FSU’s ACUC. Redact any signatures included on the letter.

• References

- May be titled References, Bibliography, Literature Cited, Works Cited, or something similar.
- There is only one reference section which is at the end of the manuscript (before Biographical Sketch). This section must include references for the entire manuscript but may be sorted/labeled by chapter within this section, if needed.
- Entries must start at the left margin and be single-spaced with a single blank line between each entry. A hanging indent can be used, if preferred.

• Biographical Sketch

- Provides a brief summary of your educational and professional experience in paragraph form (same line spacing as body text) or in vita/résumé format.
- Do not include contact information or pictures.

Important Links and Resources

Students are responsible for reviewing all information included on the following web sites:

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| • Manuscript Clearance Overview | • Manuscript Clearance Portal |
| • Formatting Guidelines | • Manuscript Submission Instructions |
| • Manuscript Clearance Deadlines | • Manuscript Clearance Workshops |
| • Templates and Formatting Assistance | • ProQuest ETD Administrator |

If you have additional questions after reviewing this information, please contact the Manuscript Clearance Advisor at clearance@fsu.edu.