Manuscript Clearance

The Graduate School

Laura Minor
Manuscript Clearance Advisor

Jeff Norcini
Assistant Manuscript Clearance Advisor
Workshop Overview

Part 1
Resolve Potential Issues
✓ Copyright Essentials
✓ Research Approvals
✓ Valid Committee Rules

Part 2
Understand the Process
✓ Clearance Steps
✓ Submission Deadlines
✓ Manuscript Submission
✓ Clearance Forms

Part 3
Review Proper Formatting
✓ Review Our Guidelines
✓ WORD Formatting Tips & Tricks

Thesis, Treatise, and Dissertation website:

Workshop presentation:
https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-workshops
Resolve Potential Issues

- Copyright Essentials
- Research Approvals
- Valid Committee Rules
Use of Copyrighted Material

- Obtaining permission to use copyrighted material is *student’s responsibility* and must be a priority.

- Some material may be covered by “Fair Use”; if in doubt, request permission from copyright owner.

- “Fair Use” Determination Tools & Copyright Resources: [http://guides.lib.fsu.edu/copyright](http://guides.lib.fsu.edu/copyright)

- Copyright Permission Letter(s)
  - Must upload to your ProQuest ETD account
  - Do not place in appendix unless requested by owner
Student’s Copyright

- In most cases, student owns copyright once manuscript is "fixed in a tangible medium"

- Recommended, but optional:
  - Copyright registration ([www.copyright.gov](http://www.copyright.gov))
  - Adding © symbol to the title page

- If any part of the manuscript has been published:
  - Copyright may have been assigned to the publisher
  - Publisher must be recognized according to their terms
Copyright Questions?

- Direct all copyright questions to FSU’s Office of Digital Research & Scholarship

  - **Camille Thomas**
    Scholarly Communications Librarian
    - Phone: (850) 644-2163
    - Email: cthomas5@fsu.edu
    - Located on lower level of Strozier
Human Subjects Research Approval (IRB)

- **Examples of research that may need IRB Approval**
  - Primary research using human subjects (including surveys/questionnaires)
  - Secondary research using data linked to human subjects
  - Research using human cell lines

- **Only the IRB** has the authority to determine if a project qualifies as “exempt” or “not human subjects research”

- **Approvals must cover entire period of research**
  - Obtain approval prior to beginning data collection
  - Maintain approval until all analyses are complete
  - Obtain re-approval(s) if needed
Human Subjects Research Approval (IRB)

- Student must be listed on project as one of the following:
  - **Principal Investigator** on IRB Approval
  - **Associate (or Co-) Investigator** on IRB application
    - Include page of application that lists student’s name & role

- Include **ALL** IRB Approval/Re-Approval memos in an appendix, plus sample informed consent for primary research

- Students must delete/redact/obscure their personal contact info on memos, applications, and consent letter

Contact the FSU Human Subjects Office with questions or concerns at (850) 644-7900 or humansubjects@fsu.edu
Animal Care and Use Committee (ACUC)

- Approval from the ACUC is typically needed when research involves *vertebrate* animals
- Approval must cover entire period of research and data analyses
- **Letter of Assurance** must be requested from FSU’s ACUC Office to include in appendix
- Students must obscure the signature at the bottom of the letter

*If you have questions or need to request a letter, please contact FSU’s ACUC Office at 850-644-4262 or ACUCSecretary@mailer.fsu.edu*
Committees

- Must have valid committee in GST *prior* to defense
  - *Doctoral Committee*
    - Minimum 4 members with GFS
    - University Rep: Tenured at FSU; from outside department
  - *Master’s Committee*
    - Minimum 3 members with GFS

- Members that need “temporary status”
  - Must hold this status *prior* to the defense
  - May only serve as Co-Chair or Member *in addition* to required GFS members

- Committee in GST = Committee in manuscript
  - Contact program coordinator for committee revisions in GST
Understand the Process

✔ Clearance Steps
✔ Submission Deadlines
✔ Manuscript Submission
✔ Clearance Forms
1-2. Complete in any order:

- Submit pre-defense manuscript to our office through ProQuest ETD.
- Submit Defense Announcement in Manuscript Clearance (MC) Portal.

3. Receive initial formatting feedback from our office.

4. Successfully complete defense.

5. Revise manuscript: Content changes from committee AND required formatting revisions from our office.

6. Get revisions approved by committee; make sure all forms through Final Content Approval Form are complete in the MC Portal.

7. Submit post-defense, revised manuscript through ProQuest ETD.

8. Receive additional formatting feedback, revise, and resubmit (as many times as needed).

9. Manuscript is officially cleared!
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<tr>
<th>Semester Deadline</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
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<tr>
<td>Last day to submit <strong>doctoral</strong> dissertation or treatise for <strong>pre-defense format review</strong> <em>(Submit on ProQuest ETD by 11:59 pm ET)</em></td>
<td>Oct. 21</td>
<td>Mar. 9</td>
<td>Jun. 15</td>
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<tr>
<td>Last day to submit <strong>master’s</strong> thesis for <strong>pre-defense format review</strong> <em>(Submit on ProQuest ETD by 11:59 pm ET)</em></td>
<td>Nov. 4</td>
<td>Mar. 30</td>
<td>Jun. 29</td>
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<tr>
<td>Last day to submit the following <em>(by 11:59 pm ET)</em>:</td>
<td>Nov. 18</td>
<td>Apr. 13</td>
<td>Jul. 13</td>
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<tr>
<td>• <strong>Post-defense manuscript</strong> on ProQuest ETD</td>
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<td>• <strong>Portal forms</strong> through <strong>Final Content Approval</strong></td>
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<td>Last day for all students to receive <strong>Official Final Clearance</strong> in the Portal <em>(Receive clearance email by 5:00 pm ET)</em></td>
<td>Dec. 13</td>
<td>May 1</td>
<td>Jul. 31</td>
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Plan Ahead to Meet Deadlines

- Students who miss a semester deadline are **ineligible** to graduate in current semester

- Strongly recommend defending at least **1 week before** post-defense deadline

- **Even if defense is near/on post-defense deadline**
  - **ALL** content changes AND **Final Content Approval Form** must be complete by 11:59 pm ET of deadline
  - Extensions **not** granted

- **After post-defense deadline**
  - Formatting corrections *usually* required
  - Content corrections **not** permitted
60-Day Deadline

- **60-Day deadline applies to students who**
  - Defend *early* in semester of expected graduation
  - Defend in a semester *prior* to expected graduation
  - Missed a semester deadline after defending (which delays graduation)

- **No later than 60 days after a successful defense**
  - Post-defense, final content-approved manuscript submitted
  - Required forms (through *Final Content Approval*) completed

- **No later than 1 week after the 60-Day Deadline**
  - Requested formatting corrections complete
  - *Official Final Clearance* achieved in the Portal

*Please note:* University Holidays are not excluded when calculating the 60 days, but deadlines may be adjusted if they occur during University closure or on weekends.
Pre-defense format review is **required**.

**To be “reviewable,” the manuscript MUST:**

- Be at least 90% complete
  - *Include all required sections:* Title/Committee pages, Table of Contents *(with page #s)*, Lists *(if needed; with page #s)*, Abstract, Chapters, References, Bio. Sketch, and most tables/figures
- Be consistently formatted per most recent version of *Guidelines and Requirements for ETDs*

**If not properly formatted or not 90% complete:**

- Will NOT be reviewed
- Will NOT be considered as meeting any deadline
Manuscript Submission

- Submit pre-defense manuscript and revisions via **ProQuest ETD Admin.** ([www.etdadmin.com/fsu](http://www.etdadmin.com/fsu))

- Must set up ProQuest account to submit pre-defense manuscript (*last step in the process*)
  - Students emailed confirmation after initial submission, but *not* for revisions

- Manuscripts received by our office (*not ProQuest*)
  - *Final version* delivered to ProQuest after graduation is verified by FSU Registrar
ProQuest Account Setup

- Options selected during account setup refer to final version, not pre-defense version of manuscript
- All paid services offered by ProQuest are optional
- **Publishing Agreement**
  - Traditional (free) vs. Open Access Publishing ($95)
  - FSU’s digital repository includes [free open access](#) publishing
- **Copyright Registration** ($55; less $ if done by student)
- **Ordering Copies** ($38-$62 per copy)
  - May take 6 months after graduation to receive copies

After setup, paid options can only be changed by contacting ProQuest ([disspub@proquest.com](mailto:disspub@proquest.com); 800-521-0600 ext. 77020)
All Manuscript Clearance forms are completed through the **Manuscript Clearance Portal**: clearance.fsu.edu

- Same web address for everyone; log in with FSUID and password
- Non-FSU committee members with temporary status must activate FSUID prior to defense to access Portal
- Committee members are sent reminder emails about forms on the day of defense and every week after defense until complete
View after first log in: Manuscript Clearance Information

This page is not comprehensive

Students responsible for reviewing all information on the Thesis, Treatise, and Dissertation website

Tip: The garnet “i” icons contain extra information, which is displayed when cursor is moved over icon.
Forms Summary Tab

- Student must complete two forms on this tab
- MC Office and grad coordinators cannot “see” student until a form is submitted
- Reminder emails are sent to students after a form is submitted
Post-Defense Forms Summary

- Deadlines display after Defense Announcement is completed.
- Forms appear on the **Forms Summary** when available for completion by appropriate parties.
- **Form status** and **outstanding signatures** can be tracked by logging in after defense.
Defense Announcement

- Should submit when scheduled, but **2 weeks** before defense at latest
- **Confirm accuracy** of committee (*If incorrect, contact Graduate Coordinator immediately*)
- Edits can be made until **2 days before** defense
- If date/time changes, students **must revise** form immediately to avoid complications
Manuscript Access Agreement

- Manuscripts are archived in FSU Libraries and ProQuest as condition of undertaking graduate study at FSU
- Provides details about agreement and access options
- Completing **before** defense is encouraged, but can be done any time before final deadline

**Manuscript Access Agreement Form**

Name: Minor, Laura Ashley  
EMPLID: 000061995  
FSUID: lam05c  

**FSU Access Agreement**

I hereby grant to Florida State University and its agents the non-exclusive license to archive and distribute, under the conditions specified below, my thesis, treatise or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, treatise or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, treatise or dissertation. I also hereby certify that:

- if appropriate, I have obtained a written permission statement from the owner(s) of each third party copyrighted matter included in my thesis, treatise or dissertation (ETD) allowing distribution as specified below, or claim Fair Use of the materials; and
- the version of the thesis, treatise or dissertation (ETD) I submitted is the same as that approved by my advisory committee.

The manuscript must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

☐ I agree to the FSU Access Agreement conditions outlined above.
After completing initial agreement, students must select access option

- **World Wide**
  - Does not require additional information
  - Only needs approval by committee chair(s)

- **Embargo Access**
  - Must complete *Embargo Request* section
  - Needs approval by comm. chair(s), MC Advisor, and Grad. School Dean

*Tip: Click “Expand Definition” for description of each option.*
**Embargo Information**

- **Embargo access** means viewers can see metadata (title, abstract, etc.), but cannot access the full text.

- **Reasons to request embargo:** Publishing book, journal preprint policy, submitting patent, etc.

- Initial embargoes are for **24 months** with up to two renewals, if warranted (*New request must be approved each time*).

- Embargo access in *Manuscript Access Agreement* must concur with selection on ProQuest (*referred to as “delaying release of your work”*).

- Requests **not** accepted after manuscript is cleared.
Embargo Request Section

- Select reason for embargo request and provide *detailed justification* where indicated.

- Must also select option for after embargo expires and provide permanent email for reminders (*not shown*).
# Post-Defense Forms Overview

<table>
<thead>
<tr>
<th>Form Name</th>
<th>When Can Form Be Submitted?</th>
<th>Who Will Submit?</th>
<th>Who Must Approve?</th>
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<tbody>
<tr>
<td>Manuscript Signature</td>
<td>After defense</td>
<td>All committee members</td>
<td>n/a</td>
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<tr>
<td>Final Content Approval</td>
<td>After previous forms are complete</td>
<td>Committee chair(s)</td>
<td>n/a</td>
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<td>Official Final Manuscript</td>
<td>After all forms are complete</td>
<td>Manuscript Clearance Advisor</td>
<td>n/a</td>
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<td>Clearance</td>
<td>and manuscript formatting is approved</td>
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*Ultimately, it is the student’s responsibility to ensure that all forms are completed in the Portal by the deadline.*
Review Proper Formatting

✓ Review Our Guidelines
✓ Formatting Tips & Tricks in Word
Page Size and Margins

- **Page Size**
  - 8.5 x 11 inches; no exceptions
    (Make sure **not** A4, 8.27 \times 11.69 inches)

- **Margins**
  - 1 inch – top, bottom, left, right
  - No text, tables, or figures can extend into margins (only page numbers)
Pagination

- **Page Numbers**
  - All located bottom-center of page
  - ~0.75 inches from bottom edge

- **Preliminary Pages (i.e., front matter)**
  - Lower case Roman numerals (i, ii, iii, iv, etc.)
  - Title Page = Page i, but not numbered

- **Body of Manuscript**
  - Arabic numerals (1, 2, 3, 4, etc.)
  - First page after Abstract = Page 1
Fonts

- **Use same font for entire manuscript**
  - For WORD, use “TrueType” font
    (e.g., *Times New Roman, Arial, Courier, Calibri*)

- **Font size**
  - 12 pt, including subheadings, table headings, figure captions, etc.
  - Main section headings may be up to 14 pt

- *Exceptions*: Footnotes, text within tables, figures, etc., appendices

- Use **black font** for all text outside of tables and figures
Line Spacing

- All **1.5 OR all double** spaced for abstract, body of text, and biographical sketch (*if in paragraph form*)

**Exceptions**

- **May** be single-spaced, if consistent:
  - *Block quotes & footnotes*

- **Must** be single-spaced throughout manuscript:
  - *Table headings & figure captions*

- **Must** be single-spaced with 1 blank line inserted between entries:
  - *References & List of Figures/Tables*

- **Must** use 1.5 line spacing:
  - *Committee Page*
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.
Subheadings

- Same font and font size as text (12 pt)

- Each level of subheading:
  - Must be formatted *differently* from other levels, but *consistently* across all chapters
  - Use any variation of *capitalization* (title or sentence case, **NOT** all CAPS); *alignment* (centered, left, indented); *font face* (normal, bold, italics); *underlined*

- If using numbers, at least 1\textsuperscript{st} and 2\textsuperscript{nd} levels must be numbered (**no Roman numerals or letters**)

- At least 2 **lines of text** needed under subheadings at bottom of page

- Cannot skip a level of subheading
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.

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.
Tables and Figures

- Must be included in front matter
  - **List of Tables**, if there is more than 1 table
  - **List of Figures**, if there is more than 1 figure
  - Applies even if all figures/tables are in appendices

- **Choose how to number figures/tables**
  - Consecutively: Figure/Table 1, 2, 3, etc.
  - Tied to location within chapter: Figure/Table 1.1, 1.2, A.1, etc.

- **Choose how to include figures and tables**
  - Embed them in text (must adhere to white space rule)
  - Group at end of each chapter
  - Group in one or more appendices

- *All table headings and figure captions must be unique*
Tables

- **ALL** tables must have a **heading** which is above the table, single-spaced, and same size as body text
- Table and heading must be *clearly separated* from text or other tables and figures

Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque

**Table 2. This is the heading for Table 2.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.

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

Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique
Figures

- **ALL** figures must have a **caption** that is below the figure, single-spaced, and same size as body text
- Figure and caption must be **clearly separated** from text or other tables and figures

---

**Figure 1. Bratus non folis, arbor em bracteis.** Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. *Donec ut est in lectus consequat.*

*Figures are placeholders for content.*
Multi-Page Tables

- Entire heading is only above the first part of the table
- *List of Tables:* Only include page number where table begins
- *On all pages where the table is continued:*
  - “Table x – continued” (minus quotes) must appear above each continued part of table
  - Must repeat column/row headings

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Multi-Page Figures

- Entire caption is only under the first part of the figure
- *List of Figures:* Only include page number where figure begins
- “Figure x - continued” (minus quotes) must appear:
  - Under each continued part of the figure **OR**
  - Above the continued portion of a caption

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**Figure 1.** Flower colors vary widely a) mum cultivars b) tulip cultivars.

Figure 1 - continued.
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.
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.


White Space Exceptions

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

White space allowed

Figure 1. Flower colors vary widely by mum cultivar

Figure 2. Flower colors vary widely by tulip cultivar
White Space Exceptions

- Table, figure, etc. that fills at least 2/3 of page (should be centered as shown)

- White space allowed

- Place more than one table/figure on a page if they fit
Supplementary Files

- ProQuest ETD provides a place to upload supplementary files
- May include videos, sound files, large images, large data files, etc.
- Provide short description of each file in the abstract (both in manuscript and ProQuest)
- Contact our office for alternate instructions if large files are not uploading
At this point, the Manuscript Clearance Advisors will provide tips for proper formatting in WORD.

Students may follow along in their own documents.
Manuscript Clearance Office

- Located in The Graduate School
  - 314 Westcott Building
  - (850) 644-3501
  - clearance@fsu.edu

- Laura Minor, Manuscript Clearance Advisor
  - 850-644-0045
  - laminor@fsu.edu

- Jeff Norcini, Assistant Manuscript Clearance Advisor
  - 850-645-7322 (Monday, Tuesday AM, & Thursday only)
  - jnorcini@fsu.edu