Manuscript Clearance
The Graduate School

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Maryellen Shannon
Workshop Overview

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

Part 2
Understand the Process
- Submission Deadlines
- Clearance Steps
- 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

- Students are responsible for obtaining permission to use copyrighted material
  - Citation is not always sufficient
  - Some content covered by “Fair Use”
  - If in doubt, ask copyright owner

- If any part of your manuscript has been published...
  - Copyright may have been assigned to the publisher
  - Publisher must be recognized according to their terms
Additional Copyright Info

- **Copyright permission documents**
  - May upload separately during manuscript submission or include in appendix
  - Always redact/obscure any personal contact info

- **Recommended, but optional**
  - Add © symbol with name & year at bottom of title page
  - Copyright registration (www.copyright.gov)
Copyright Questions?

- **Direct questions to FSU’s Office of Digital Research & Scholarship**
  - Camille Thomas, Scholarly Communications Librarian: cthomas5@fsu.edu; 850-645-2163

- **Fair Use Guides & Other Copyright Resources**
  - [http://guides.lib.fsu.edu/copyright](http://guides.lib.fsu.edu/copyright)

- **Coming Soon: Canvas Commons module**
  - Copyright for Theses & Dissertations @ FSU
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 “exempt” or “not human subjects research” status
  - Students may be asked for documentation

- **Approvals must cover entire period of research**
  - Obtain approval prior to beginning data collection
  - Obtain re-approval(s) as required
Human Subjects Research Approval (IRB)

- Include **ALL** IRB approval/re-approval memos (and sample consent form for primary research) in appendix
- Student should be listed on project as one of the following:
  - **Principal Investigator** on IRB approval
  - **Associate Investigator** on IRB application
    - Include page of application or RAMP screenshot that lists student’s name & role
- Students must redact or obscure personal contact info
  - Deactivate hyperlinked email addresses if obscuring
- If PI, be sure to close project prior to graduation

Contact the Office for Human Subjects Protection with questions or concerns:
(850) 644-7900 or humansubjects@fsu.edu.

Website: [https://www.research.fsu.edu/research-offices/ohsp](https://www.research.fsu.edu/research-offices/ohsp)
Approval from the ACUC is typically needed when research involves *vertebrate* animals.

- Include **Letter of Assurance** in appendix
  - Request from FSU’s ACUC Office
  - Students should obscure the signature at the bottom of the letter

Contact ACUC Office with questions or concerns at (850) 644-4262 or ACUCSecretary@fsu.edu
Committees

- Must have valid committee in Graduate Student Tracking (GST) database *prior* to defense
  - *Doctoral Committee*
    - Minimum 4 members with Graduate Faculty Status (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 Members

- Committee members (and roles) are **not official** until entered in GST
- Contact *Graduate Program Coordinator* for committee changes in GST

**Committee Page in manuscript**
- Committee page **must concur** with GST
- Name only; no titles (Dr. or Ph.D.) or signatures
- *Roles:* Professor Directing [Thesis, Treatise, or Dissertation (*select 1*)], University Representative, or Committee Member
- For 2 committee chairs, **both** are *co-chairs* (i.e., Professor Co-Directing...)
Understand the Process

- Submission Deadlines
- Clearance Steps
- 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!
# Semester Deadlines

<table>
<thead>
<tr>
<th>Semester Deadline</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Spring 2023</th>
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<tbody>
<tr>
<td>Last day to submit doctoral dissertation or treatise for <strong>pre-defense format review</strong> <em>(Submit on ProQuest ETD by 11:59 pm ET)</em></td>
<td>Jun. 13</td>
<td>Oct. 24</td>
<td>Mar. 20</td>
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<tr>
<td>Last day to submit master’s thesis for <strong>pre-defense format review</strong> <em>(Submit on ProQuest ETD by 11:59 pm ET)</em></td>
<td>Jun. 27</td>
<td>Nov. 7</td>
<td>Apr. 3</td>
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<td>Last day to submit the following <em>(by 11:59 pm ET)</em></td>
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<td>- <strong>Post-defense manuscript</strong> on ProQuest ETD</td>
<td>Jul. 11</td>
<td>Nov. 21</td>
<td>Apr. 17</td>
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<td>- <strong>MC Portal forms</strong> through Final Content Approval</td>
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<tr>
<td>Last day for all students to receive <strong>Official Final Clearance</strong> in the MC Portal</td>
<td>Jul. 29</td>
<td>Dec. 9</td>
<td>May 5</td>
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Deadlines are updated each semester: [https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-deadlines](https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-deadlines)
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
  - Be aware of any additional departmental deadlines
- **Even if defense is near/on post-defense deadline**
  - By 11:59 pm ET of deadline – Revision **with ALL content changes/formatting corrections** uploaded to ProQuest **AND** Final Content Approval Form **must** be complete
- **After post-defense deadline**
  - Additional 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**
  - Properly formatted manuscript submitted and approved
  - *Official Final Clearance* achieved in MC Portal by 11:59 pm ET

*Please note:* University closures and weekends are not excluded when calculating the 60 days, but deadline may be adjusted if it occurs during closure or on a weekend.
Pre-defense format review is required (See deadlines)

To be “reviewable,” the manuscript MUST:

• Be at least 90% complete
  ◦ Include all required sections: Title/committee pages, Table of Contents, Lists (if needed), Abstract, Chapters, References, Biographical 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))
- Set-up of initial submission takes ~15-20 minutes, but only needs to be completed once
  - Submit post-defense by replacing PDF; may replace multiple times
  - Most meta-data can be edited after initial submission
- Manuscripts only received by our office (not ProQuest)
  - Final version not delivered to ProQuest until degree conferral is verified by FSU Registrar (~1 month after graduation)
- Uploading PDF (not Word doc) is highly recommended
  - Check for formatting errors caused by conversion before submitting (e.g., blank pages, displaced subheadings)
Options selected during initial submission setup refer to **final version** of manuscript

All paid services offered by ProQuest are **optional**

1. **Publishing Agreement**
   - Traditional (*free*) vs. Open Access Publishing ($95)
   - FSU’s digital repository includes **free open access** publishing

2. **Copyright Registration** ($75; less $ if done by student)

3. **Ordering Copies** ($31-$62 per copy)
   - May take up to 6 months after graduation to receive copies

Cannot opt-in after initial submission; if needed, new submission must be completed prior to final clearance

**Contact ProQuest for changes to paid options after publication:**

disspub@proquest.com; 800-521-0600
Supplementary Files

- ProQuest ETD provides a place to upload supplementary files
- May include videos, sound files, large images, large data files, etc.
- Contact our office for alternate instructions if large files are not uploading
All Manuscript Clearance forms are completed through the **Manuscript Clearance Portal**: clearance.fsu.edu

- Same web address used for students, faculty, & staff
  - Log in with FSUID and password

- Non-FSU committee members with temporary status must activate FSUID **prior to defense** to access Portal

- Committee members *(as listed in GST)* are sent automatic notification emails about forms:
  - Day of defense (1 am EST), then once per week until completed
This page is not comprehensive

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

View after first log in: Manuscript Clearance Information

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.
- Student profile is not visible to MC Office & Grad. Coordinators until either form is submitted.
- Reminder emails sent to students after a form is submitted.
Defense Announcement

- **Confirm accuracy** of committee/roles (*If incorrect, contact Grad. Program Coordinator immediately*)

- Submit once scheduled, but **2 weeks** before defense at latest per FSU policy

- Edits can be made until **48 hours before** defense

- If date/time changes, students **must revise** form immediately to avoid issues
Manuscript Access Agreement

- Manuscripts **archived in FSU Libraries and ProQuest** as condition of undertaking graduate study at FSU
- Provides details about agreement and access options
- Completion **before** defense is encouraged, but must be complete before final deadline

**Manuscript Access Agreement Form**

Name: Minor, Laura Ashley  
EMPLID: 000061995  
FSUID: lam03c  

**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.

**Students must agree to these conditions.**
Manuscript Access Agreement

- 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 The 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 or journal article, submitting patent, etc.

- Initial embargoes are **24 months**; up to 2 renewals, if warranted (*Renewal requests require approval*).

- Select delayed release on ProQuest only if "Embargo Access" selected on *Manuscript Access Agreement Form*.

- Requests **not** accepted after manuscript is cleared.
Post-Defense Forms Summary

- Deadlines display after Defense Announcement is completed.
- Form availability and status can be tracked on the **Forms Summary** tab before and after defense.
- Any **outstanding signatures** can be viewed after defense.
# Post-Defense Forms Overview

<table>
<thead>
<tr>
<th>Form Name</th>
<th>When Is Form Submitted?</th>
<th>Who Will Submit?</th>
<th>Who Must Approve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript Signature</td>
<td>After defense</td>
<td>All committee members</td>
<td>n/a</td>
</tr>
<tr>
<td>Final Content Approval</td>
<td>After previous forms are complete (incl. Access Agreement)</td>
<td>Committee Chair(s)</td>
<td>n/a</td>
</tr>
<tr>
<td>Official Final Manuscript Clearance</td>
<td>After all forms are complete and manuscript formatting is approved</td>
<td>Manuscript Clearance Advisor</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*Ultimately, it is the student’s responsibility to ensure that all forms are completed in the MC 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 x 11.69 inches)
  - After conversion to PDF, check page size **PRIOR** to uploading to ProQuest

- **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
  - All 0.75 inches from bottom edge

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

- **Body of Manuscript**
  - Arabic numerals (1, 2, 3, etc.) continuous across remaining pages
  - 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

- **Font/font size exceptions**: Footnotes, text within or notes below tables/figures, and appendices

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

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

**Exceptions**

- **Must** use 1.5 line spacing for each entry:
  - *Committee Page*

- **Must** be single-spaced with blank line between each entry:
  - *Lists & References*

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

- **May** be single-spaced, if consistent:
  - *Block quotes, table/figure notes, & footnotes*
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.
Subheadings

- Same font and font size as text (12 pt)
- Each level of subheading
  - Must be formatted \textit{differently} from other levels, but \textit{consistently} across all chapters
  - Use any combination of:
    - Capitalization
      - Title Case
      - Sentence case
      - Not ALL CAPS or \texttt{SMALL CAPS}
    - Text alignment (centered, left, indented)
    - Font face (normal, \textbf{bold}, \textit{italics}, \underline{underlined})
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.
Subheadings

- Numbering is not required

- If numbered – include for at least 1\textsuperscript{st} & 2\textsuperscript{nd} levels
  
  - 1\textsuperscript{st} level: 1.1, 1.2, 2.1, 2.2, A.1, A.2, B.1, B.2, etc.
  
  - 2\textsuperscript{nd} level: 1.1.1, 1.1.2, 1.2.1, 2.1.1, 2.1.2, A.1.1, A.1.2, etc.

  - No Roman numerals or letters (except in appendices)

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

- Cannot skip a level of subheading
• Each table heading and figure/example caption must be unique

• Lists may be required in front matter (each on own page)
  • 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 a numbering scheme for tables/figures
  • Consecutively (incl. Appendices): Table/Figure 1, 2, 3, etc.
  • Related to each chapter/appendix: Chapters – 1.1, 1.2, 2.1, etc.; Appendices – A.1, A.2, B.1, etc.
  • Each list numbered independently, but must use consistent scheme

• Choose where to include figures and tables
  • Embed in text (Follow white space rules; discussed later)
  • Group at end of each chapter
  • Group in one or more appendices
- **ALL** tables must have a **heading**
  - Located above table, single-spaced, 12 pt. *(same as body text)*
- Table and heading must be **clearly separated** from text or other tables and figures

Table 2. **This is the heading for Table 2.**

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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
  - Located below figure, single-spaced, 12 pt *(same as body text)*
- Figure & caption must be **clearly separated** from text or other tables/figures
- Follow this formatting for schemes, musical examples, etc. *(but with separate list & #s)*

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

Suspendisse duis purus, scelerisque at, vulputate vitae, pretium mattis, nunc. *Mauris eget neque at sem venenatis eleifend. Ut nonummy, Fusce aliquet pede non pede. Suspendisse*
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" (without quotes) must appear above each continued part of table
  - Must repeat column/row headings

<table>
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Multi-Page Figures

- Caption (at least 1st line) must be under the first part of figure
- *List of Figures*: Only include page number where figure begins
- “Figure x - continued” (without quotes) must appear:
  - Under each continued part of the figure *and/or*
  - Above the continued portion of a caption, if any

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

Florida State University - The Graduate School
Table 2. This is the heading for the table.

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Florida State University - The Graduate School
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

White space OK if:

- Table, figure, etc. fills at least 2/3 of page
  
  OR

- Tables, figures, etc. grouped at end of chapter or in appendix

Must center figure, table, etc. vertically & horizontally on page

Place more than 1 table, figure, etc. on page when possible

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At this point, the Manuscript Clearance Advisor will demonstrate tips for proper formatting in WORD.
● Located in The Graduate School
  • 314 Westcott Building
  • Main: (850) 644-3501

● Laura Minor, Manuscript Clearance Advisor
  • Direct Line: (850) 644-0045
  • laminor@fsu.edu OR clearance@fsu.edu
  • Available for individual Zoom appointments