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
- Manuscript Submission
- Clearance Forms
- Submission Deadlines

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
- Copyright Permission Letter(s)
  - Must upload to your ProQuest ETD account
  - Do not place in appendix unless requested by owner.
In most cases, student owns copyright once manuscript is "fixed in a tangible medium"

Recommended, but optional:
- Copyright registration (www.copyright.gov)
- Add © symbol with name & year 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 questions to FSU’s Office of Digital Research & Scholarship
  - Located on lower level of Strozier
  - Camille Thomas, Scholarly Communications Librarian, (cthomas@fsu.edu; 850-645-2163)
  - Contact Form: https://www.lib.fsu.edu/DRS/form/contact-us

- Copyright Canvas course being developed
  - Link will be posted on Grad School web site when available this fall
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 projects qualify as "exempt" or "not human subjects research"

- **Approvals must cover entire period of research**
  - Obtain approval prior to beginning data collection
  - Obtain re-approval(s) as required and include copies of all in appendix
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 consent form if primary research

- Students must delete/redact/obscure their personal contact info on memos, applications, and consent letters
  - If obscuring, deactivate any hyperlinked email addresses

Contact the Office for Human Subjects Protection with questions or concerns:
(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.

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

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

- Must have valid committee in Grad. Student Tracking (GST) database *prior* to defense
  - *Doctoral Committee*
    - Minimum 4 members with Grad. 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
- If more than 1 committee chair, both are co-chairs
- Both co-chairs listed as: Professor Co-Directing [Thesis, Dissertation, or Treatise]
- Members/roles must exactly concur with GST
- No signatures included
Understand the Process

- Clearance Steps
- Manuscript Submission
- Clearance Forms
- Submission Deadlines
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!

Florida State University - The Graduate School
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 (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
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 set-up process*)
  - Manuscripts received by our office (*not ProQuest*)
  - Students emailed confirmation after initial submission, but *not* for revisions
  - *Final version* delivered to ProQuest by our office after graduation is verified by FSU Registrar

- Uploading **PDF** (*not Word doc*) is highly **recommended**
  - Check for formatting errors caused by conversion before submitting (e.g., blank pages, displaced subheadings)
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** ($75; less $ if done by student)
- **Ordering Copies** ($31-$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; 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.
- 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
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
View after first log in: *Manuscript Clearance Information*

- This page is **not comprehensive**

- Students are **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.
- 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.

**Forms Summary**

The **Forms Summary** is where students can track the completion of their defense forms. Some forms will be completed by the student while others are completed by their committee members. Students should return frequently to check their progress and then communicate with committee members who still need to complete a form. Committee members will receive automatic reminder emails when they have an approval to provide in the Portal, but students should still be proactive in their communication. **Ultimately, it is the student's responsibility to ensure their committee completes the required forms.**

**Please Note:** Each form on the **Forms Summary** becomes available for completion by committee members and The Graduate School at different stages of the manuscript clearance process.

**Degree:** English - MA/Thesis - Master's Degree - Dept of English

**Defense Announcement Form**

Defense Announcements should be submitted to The Graduate School at least two weeks prior to the scheduled defense. Students must have the date, time and location of the defense scheduled with their department prior to submitting the announcement to The Graduate School.

[Complete Defense Announcement Form]

**Manuscript Access Agreement Form**

As a condition of undertaking a thesis-track master's or doctoral program at FSU, the student agrees that the completed manuscript will be archived in the University Libraries system and ProQuest. The student will make the electronic manuscript available for review by other scholars and the general public by selecting an access condition provided by The Graduate School in this agreement.

[Complete Manuscript Access Agreement Form]
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
- **Degree:** [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

**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.**
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 **24 months** with up to 2 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.
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.*
# Semester Deadlines

<table>
<thead>
<tr>
<th>Semester Deadline</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
</tr>
</thead>
<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>Oct. 26</td>
<td>Mar. 8</td>
<td>Jun. 14</td>
</tr>
<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>Nov. 9</td>
<td>Mar. 22</td>
<td>Jun. 28</td>
</tr>
<tr>
<td>Last day to submit the following <em>(by 11:59 pm ET)</em></td>
<td>Nov. 23</td>
<td>Apr. 5</td>
<td>Jul. 12</td>
</tr>
<tr>
<td>• Post-defense manuscript on ProQuest ETD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MC Portal forms through Final Content Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for all students to receive <strong>Official Final Clearance</strong> in the MC Portal <em>(Receive clearance email by 5:00 pm ET)</em></td>
<td>Dec. 11</td>
<td>Apr. 23</td>
<td>Jul. 30</td>
</tr>
</tbody>
</table>

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

- **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

- **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 completed
  - *Official Final Clearance* achieved in the MC Portal

*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.
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 × 11.69 inches)
  - Check page size after conversion to PDF prior to submission

- **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 (i, ii, iii, etc.)
  - Title Page = Page i, but not numbered

- **Body of Manuscript**
  - Arabic numerals (1, 2, 3, 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 for font/font size:** Footnotes, text within 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:
  - *Committee Page*

- **Must** be single-spaced with blank line between each entry:
  - *References & List of Figures/Tables*

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

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

- Lists may be required 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 across manuscript: Figure/Table 1, 2, 3, etc.
  - By order in each chapter/appendix: *Chapters* – Fig./Table 1.1, 1.2, 2.1, etc.; *Appendices* – Fig./Table A.1, A.2, B.1, etc.

- **Choose how to include figures and tables**
  - Embed them in text (*Follow white space rules; discussed later*)
  - 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 the same font 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.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col 3.</th>
<th>Col. 4</th>
<th>Col.5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 font size as body text.

- Figure and caption must be **clearly separated** from text or other tables and figures.

![Bar chart with captions](image)
## 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.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

---

**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.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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


White space NOT permitted
Table 2. This is the heading for the table.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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

White space allowed

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

• Place more than 1 table, figure, etc. on page when possible
At this point, the Manuscript Clearance Advisors will demonstrate tips for proper formatting in WORD.
**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**
  - Part-time: *Monday, Tuesday AM, & Thursday only*
  - (850) 645-7322
  - (850) 491-0910 (when working remotely)
  - jnorcini@fsu.edu