

# 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 all other style guidelines as well as earlier versions of this guide. The requirements listed in this document supersede any discipline specific formatting requirements.** Software limitations are not a valid reason for 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 ***most recent version*** of the [FSU LaTeX template](#). All other LaTeX manuscripts must adhere to the specifications in this guide. Please see the section at the end of this document for more information about the LaTeX submissions.

### Arrangement of Content

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

<sup>1</sup> Must include List of Tables or List of Figures if there is more than one table or one figure, respectively.

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

<sup>3</sup> 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.

\* This section should **not** be included in your Table of Contents.

### 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 and figures must start at the top edge of the 1-inch margin (including entries in the Reference section).
- **Main Section Headings** – All Main Sections headings, which includes front matter, body of manuscript, and back matter, must be in all capital letters and centered at the top margin of a new page. All Main Section Headings must be formatted consistently. All Main Section Headings must be 14 pt. and boldface font.

- **Capitalization Scheme** – There are only two capitalization schemes allowed for subheadings, tables headings, and captions for figures and similar items: **Title Case or Sentence Case**. You may only select one scheme and be must consistent throughout your document.
  - **Title Case** - first letter of all main words are capitalized
  - **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. You must use the same font style and size throughout the entire manuscript including text within tables. The entire manuscript should be in either Times New Roman or Arial font.
- **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.* Each entry on the Committee Page must be 1.5-spaced.
- **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 left over on a landscape page (not the page before or after it);* 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 vertically and horizontally on the page)*
- **Personal Information and Signatures** – Redact, delete, or obscure student and staff personal contact information, and any signatures. If the student email address is an active link, deactivate it.

## Front Matter

- **Title and Committee Pages** – Exact formatting of the Title and Committee Pages is incorporated and illustrated in annotated examples on in The Graduate School’s website under [Formatting Guidelines](#). This section should not be included in your Table of Contents.
  - **All names on all manuscripts should match FSU records.**
- **Dedication** – No Main Section Heading; must be centered vertically and horizontally on the page. This section should be single-spaced.
- **Acknowledgments** – Must cover the entire manuscript; additional acknowledgments throughout the manuscript are not permitted.
- **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 exactly aligned to the right margin; use of leading dots is required.
  - Chapter headings and titles must be on the same line in the Table of Contents. Chapter headings and titles must be all capital letters.

- Appendix headings and titles also must be on the same line, and must be all capital letters.
- Chapter and appendix titles must exactly concur, *word-for-word*, with those in the body of the manuscript including punctuation.
- 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.
- If you choose to include subheadings in your Table of Contents, you should only include up to 2 levels of subheadings in the Table of Contents.
- If included, you must indent each level of subheading, and each level indented differently.
- **Lists**
  - Only the first sentence (i.e., all text up to the first period) is required in each the Lists and should be formatted consistently.
  - 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 aligned to the right margin; leading dots is required. (*There must be at least one word on the same line as the page number.*)
  - All lists must immediately be after the Table of Contents and prior to the abstract (for example, List of musical examples, terms, abbreviations, symbols, instruments, etc.)
  - List of Table and List of Figures, if any, should be included before any other list.
- **Abstract** – Must cover the entire manuscript; additional sections/subheadings using the word “abstract” are not permitted. If an “abstract” is included in any chapters, please change subheading to something else (e.g., Chapter Summary, Chapter Overview, etc.).

## Main Body

- **Chapters**
  - All chapter headings and titles should be bold, all capital letters, and size 14 pt. font
  - All chapter heading and titles 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 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, the first and last chapters in the manuscript must be “Introduction” and “Conclusion” to make it a cohesive work.
    - These are considered chapters and must be included in your chapter numbers.
    - *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. **No capital letters and small caps are permitted.**
    - It is recommended that, all first level subheadings be centered, bold, and title case, and all second level subheadings be flush left, bold, and title case.
  - Subheadings must have at least two lines of body text at the bottom of a page; otherwise, the subheading should be moved to the top margin of a next page
  - 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 1<sup>st</sup> to 3<sup>rd</sup> level).
  - Numbering is not required. If numbered, a subheading must be numbered using the chapter number (or appendix letter) followed by an **Arabic numeral** indicating its order within the chapter or appendix; 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 2<sup>nd</sup> level. Second level subheadings are designated with the chapter number or appendix letter followed by **only two Arabic numerals**, each separated by a period. (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).
- **Tables, Figures, and Similar Items (e.g., Musical Examples, Schemes, Symbols)**
  - All tables, figures, etc. must have a single-spaced heading or caption with 12 pt. size font. Table Headings and captions go **above** the table; captions for figures and similar items go **below** the figure.
  - Data or other information in tabular format (i.e., rows and columns) must be labeled as a table, even when inserted as an image.
  - 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.).
  - For tables that span more than one page, place the entire heading above the table on the first page, and state “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 caption underneath the figure on the first page, and state “Figure # - continued” (minus the quotes) underneath the figure on subsequent pages. For captions that span more than one page, place at least the first line underneath the figure on the first page; on the next page, “Figure x – continued” is inserted **above** the continued portion of the caption.

## Back Matter

- **Appendices**

- Appendix headings are lettered – APPENDIX A, APPENDIX B, etc.
- Titles are required. Headings and titles must be formatted exactly the same as chapter headings and titles with all capital letters, boldface, and 14 pt. size font. Like chapters, content starts on the same page as the appendix heading and title.
- If an appendix contains a figure, table, example, etc. a heading and caption are required.

- **IRB**

- **IRB approval or exemption must be requested prior to research and manuscript submission. It is the student and committee chair(s) responsibility to ensure IRB compliance. It is not the Graduate School's responsibility to determine IRB eligibility.**
- **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, obscure, or delete student and staff personal contact information (phone number and email), and any signatures.
- If the memo is NOT in your name, please include the application page or RAMP screenshot in your appendices showing you listed as an associate investigator.
- If you have an email or determination memo from the FSU Office of Human Subjects Protection that shows they determined this project was "not considered human subjects research," a screenshot must be included in appendix.
- IRB memos should be clearly visible and in black and white.

- **ACUC**

- **ACUC approval or exemption must be requested prior to research and manuscript submission. It is the student and committee chair(s) responsibility to ensure ACUC compliance. It is not the Graduate School's responsibility to determine ACUC eligibility.**
- Students must include an *Assurance Letter* in the appendix; the *Assurance Letter* can be requested from FSU's ACUC. Redact or obscure any signatures included on the letter.
- Redact, obscure, or delete student and staff personal contact information (phone number and email), and any signatures.
- If you have an email or determination memo from ACUC that shows they determined this project was "not considered animal care and use research," a screenshot must be included in appendix.
- ACUC memos should be clearly visible and in black and white.

- **References**

- Should be titled References, Bibliography, Literature Cited, or Works Cited.
- Reference section heading should be consistent with other main heading, size 14 pt. font, all capitalized letter, and boldface.
- There is only one reference section, which is at the end of the manuscript and immediately precedes the 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.
- **Biographical Sketch**
  - This section is required for all manuscripts.
  - Section heading should be consistent with other main heading, 14 pt. size font, all capital letter, and boldface.
  - Provides a brief summary of the student's educational and professional experience in paragraph form (same line spacing as body text) or in vita/résumé format.
  - Do not include personal contact information or pictures.

### **Important Links and Resources**

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

- [Manuscript Clearance Overview](#)
- [Formatting Guidelines](#)
- [Manuscript Clearance Deadlines](#)
- [Templates and Formatting Assistance](#)
- [Manuscript Clearance Portal](#)
- [Manuscript Submission Instructions](#)
- [Manuscript Clearance Workshops](#)
- [ProQuest ETD Administrator](#)

If you have additional questions after reviewing this information, please contact the Manuscript Clearance Advisor at [clearance@fsu.edu](mailto:clearance@fsu.edu).