

COLLEGE OF ENGINEERING
THESIS/DISSERTATION FORMAT GUIDE

All USF College of Engineering M.S. thesis and Ph.D. students must read this guide¹ in its entirety. The best time to read it is when you are starting to write the manuscript, and then use it as a reference up to the time of successful submission. It is updated every semester. It includes:

- current and tentative future format deadlines,
- format requirements, and
- information on the format process.

It also serves as a sample of a consistently-formatted thesis/dissertation, starting with the next page (Title Page).

Please note that on some of the pages, the ¶ symbol is used only to show correct line-spacing in MS Word, and will not be visible on your final PDF.

¹ Updated 7/16/15

2" top margin

Title of Thesis or Dissertation Goes Here and
Double-Space If More Than One Line

3 line spaces

by

3 line spaces

Duffy B. McLeod

5 line spaces

A thesis (dissertation) submitted in partial fulfillment
of the requirements for the degree of
Master of Science in Environmental Engineering (Doctor of Philosophy)
Department of Civil and Environmental Engineering
College of Engineering
University of South Florida

3 line spaces

Co-Major Professor: Jordan M. Wells, Ph.D.
Co-Major Professor: Molly McHolmes, Ph.D.
Nina M. Gulla, Ph.D.
Budwin Alexander Verploegh, M.S.M.E.
Majorette Mikelson, Ph.D.

2 line spaces

Date of Approval:
November 4, 2015

3 line spaces

Keywords: Choose Five Terms, Separated by Commas,
Do Not Choose, Words Already in, Your Title

1 line space

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DEDICATION
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According to USF Graduate Studies, “the dedication honors those who inspired or encouraged the initiation and completion of the master’s or doctoral degree. This includes but is not limited to, spouses, parents, significant others, siblings, professors, other students, etc.” [1]

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ACKNOWLEDGMENTS
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According to USF Graduate Studies, the Acknowledgments section expresses “recognition and appreciation for special professional assistance extended to you by academic personnel, agencies and institutions.

It may be up to one page.” [1]

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ABSTRACT
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All USF College of Engineering M.S. thesis and Ph.D. students must read this guide in its entirety. The best time to read it is when you are starting to write the manuscript, and then use it as a reference up to the time of successful submission. It is updated every semester. It includes:

- current and tentative future format deadlines,
- format requirements, and
- information on the format process.

It also serves as a sample of a consistently-formatted thesis/dissertation.

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CHAPTER 1: INTRODUCTION
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This document has information on the format process, deadlines, and requirements for all Engineering thesis and dissertation students. You must read the entire guide. If you have questions after reading this, contact Catherine Burton in person, on the phone, or through email.



Figure 1 Catherine Burton. ENB 207, sburton@usf.edu, 813-974-9888.

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CHAPTER 2: SAVE TIME, EFFORT, AND STRESS
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Follow these directives to save time, effort, and stress:

- Format your manuscript in one document.
- Do not use automatic ‘styles/headings’ to auto-generate your Table of Contents and List of Tables/Figures, unless you are an expert or willing to become an expert.*
- Do not use ‘links’ for your Table of Contents and List of Tables/Figures entries.
- Set every margin to 1” and use the enter key to set the 2” top ‘margin’ for your major heading pages.*
- Use *page* breaks between each major section.*
- Only use *section* breaks to change the page number format, to remove page numbers entirely, or to change a page orientation from portrait to landscape and back again.*
- Use a numbering system for your headings. Then in the body of the manuscript, format every lower-level heading the same.
- Double-space all text in the body of the manuscript, including within paragraphs, between paragraphs, under all lower-level headings, and between all sections.
- Indent the first line of all new paragraphs ½”.
- For Table of Contents, List of Tables, and List of Figures, make sure your paragraph setting is ‘0’ before and after paragraph.*
- If not sure how a section should look, use this document as a sample (indentation,

*May not apply to LaTeX users

line-spacing, headings, table/figure titles, etc.)

- Ask questions early; do not wait until it is final submission time.

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CHAPTER 3: COLLEGE OF ENGINEERING FORMAT PROCESS

3.1 Semester Before Graduation

At least by the end of the semester before you graduate, attend the Graduate Studies ETD Workshop. Information about this workshop can be found on the Graduate Studies website at http://www.grad.usf.edu/ETD_Req_01_WorkshopsAndSessions.php . If you have missed the on-campus workshop, follow the instructions for the online workshop.

Table 1 Current semester ETD deadlines

	Fall 2015
<input type="checkbox"/> Required ETD Workshop	Complete by end of Summer 2015
<input type="checkbox"/> Supervisory Committee form / Change to Supervisory Committee form (if needed)	Due by end of Summer 2015
<input type="checkbox"/> Apply to graduate	Early Fall 2015 - check with Department
<input type="checkbox"/> Register for at least 2 thesis/dissertation hours	Fall 2015
<input type="checkbox"/> COLLEGE FULL DRAFT FORMAT REVIEW Due 9am!	Thesis: September 30 Dissertation: October 13
<input type="checkbox"/> Defense	Thesis: October 26 Dissertation: October 28
<input type="checkbox"/> COLLEGE FINAL MANUSCRIPT Due 9am!	Thesis: October 28 Dissertation: November 10
<input type="checkbox"/> Grad School Final Submission	Thesis: November 6 Dissertation: November 20

Your supervisory committee must be approved and final by the end of the semester before graduation. Your Department can help you with the Graduate Student Supervisory Committee form and, if needed, with the Change(s) to the Graduate Student Supervisory Committee form.

3.2 Semester of Graduation

3.2.1 Graduation Application

Your Department can help you with the graduation application. You must be registered for at least 2 thesis or dissertation hours the semester you submit your manuscript to Graduate Studies, which is usually the semester of graduation.

3.2.2 College of Engineering Full Draft Format Review

For the College of Engineering Full Draft Format Review, email your PDF document to sburton@usf.edu. No hard copy is needed. Catherine Burton will review your full draft and give you format feedback through email within 2 weeks.

Your full draft is likely not the final document, but you need to include every single section you plan on having in your final document. For example, if you will have a Dedication in your final manuscript, but have not written it yet, include some text like, “This section is still in progress.”

The following list includes sections in the full draft in the correct order:

- Title Page
- Dedication – optional
- Acknowledgments - optional
- Table of Contents
- List of Tables

- List of Figures
- Abstract
- Chapters
- List of References
- Bibliography - optional
- Appendices – required if you are using any previously-published material
- About the Author - optional

3.2.3 Defense and the Certificate of Approval

Your Department can help you with your defense announcement.

At the defense, have the Certificate of Approval form filled out electronically and ready for committee signatures (although they may decide not to sign at that time). Download the CoA form from http://www.grad.usf.edu/ETD_Req_03_SubmissionRequirements.php. All signatures must be in blue or black ink. Once signed, you hold onto the form.

3.2.4 College of Engineering Final Manuscript Format Deadline

For the College of Engineering Final Manuscript Format Deadline, email your committee-approved PDF to sburton@usf.edu. On or after this date (or before, if you are ready), you will meet with Catherine Burton for the College final format review appointment.

If your format is correct at your appointment, then Catherine can approve your Certificate of Approval and guide you on to Graduate Studies. If your format is incorrect, another review appointment may have to be scheduled.

You cannot make *any* changes to your document after your appointment *except* those format changes required by the College of Engineering or Graduate Studies.

3.2.5 Graduate Studies Final Submission

After approving your final PDF, Catherine Burton will guide you through the Graduate Studies steps, but to prepare, you can go to the Graduate Studies ETD webpage at <http://www.grad.usf.edu/ETD-res-main.php> under Process Checklist/Thesis or Process Checklist/Dissertation for information on ETD registration and ProQuest information.

 Electronic Thesis & Dissertation (ETD) Certificate of Approval OFFICE OF GRADUATE STUDIES UNIVERSITY OF SOUTH FLORIDA 4202 East Fowler Avenue, ALN 226 Tampa, FL 33620-5816 TEL: (813) 974-2846 WEB: http://www.grad.usf.edu/				
<i>This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies (ALN226) simultaneously with the student's additional paperwork.</i>				
Name	_____ <i>(last name, first name, middle initial)</i>			USF ID# <i>(type numbers only)</i> U _____
USF College	Choose Your College	Degree	Choose Your Degree	Degree Program <i>(i.e., Chemistry)</i>
Manuscript Title	_____			
<p>By signing this form, I am certifying that the version I submitted is the final copy as approved by my advisory committee, has been analyzed by appropriate plagiarism-detection software, and all published material in this dissertation/thesis has the appropriate copyright permissions to be reproduced and are included in the appendix. Furthermore, if IRB approval was required for this research, a copy of that approval is included in the appendix. I hereby grant to USF and its agents the non-exclusive license to archive and make accessible my thesis 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 or dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.</p>				
REQUIRED RELEASE AGREEMENT				
The document is submitted electronically (ETD) and archived under the release option noted both on this form and in the online final submission system when the PDF file is uploaded. If a restriction has been noted, electronic publication of the document will be delayed for one year from the date of final approval by the USF Office of Graduate Studies.				
Select One Option: <input type="checkbox"/> Immediate Worldwide Publication Access OR <input type="checkbox"/> Publication Release Embargo of one year.				
Note: Access information is also selected in the ProQuest system. Selections for both this paper form and in the online system MUST MATCH or the release information will be invalid and the manuscript will be released immediately for worldwide access.				
MANUSCRIPT APPROVAL:				
The aforementioned manuscript has been reviewed and approved to meet the thesis or dissertation requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis/dissertation defense has been successfully completed and that the thesis or dissertation, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.				
COMMITTEE (CO-) MAJOR PROFESSOR(S) CONTENT ANALYSIS				
By signing below, the (Co-)Major Professor(s) confirms the analysis of the report generated from running the student-uploaded dissertation/thesis through a plagiarism-detection software				
(Check appropriate: <input type="checkbox"/> TurnItIn.com; <input type="checkbox"/> SafeAssignment; <input type="checkbox"/> eThenticate; <input type="checkbox"/> Other: _____)				
and believes, based on that analysis as well as the limitations inherent in such detection software, that this dissertation/thesis is not plagiarized. <u>The first page of the generated report must be attached;</u> check here: <input type="checkbox"/> if parts of the document have previously been published.				
	Full Name and Degree	Email Address (please type)	Signature	Date Signed
STUDENT				
Major / Co-Major Professor				
Co-Major Professor / Member				
Member				

Figure 2 The Certificate of Approval (found on the Graduate Studies website at http://www.grad.usf.edu/ETD_Req_03_SubmissionRequirements.php). Shown is the top of the form.

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CHAPTER 4: FORMAT REQUIREMENTS

4.1 Title Page

Two points to mention about the Title Page are 1) the Date of Approval should be the last date signed by your (Co)Major Professor(s) or committee members on your Certificate of Approval, and 2) do not use any term for your keywords that is already in your title.

4.2 Page Numbering

The page number must be in the same position on every numbered page, centered horizontally, approximately $\frac{3}{4}$ " from the bottom edge of the page. The Title Page, Dedication, Acknowledgments, and the About the Author page do not have any page number. The Table of Contents, List of Tables, List of Figures and Abstract pages are numbered with lower-case roman numerals, followed by arabic numerals on the pages following.

4.3 Margins

The margin for all regular pages must be 1" on all sides. The top 'margin' for the Title Page and all major heading pages must be 2", but it is better to do this manually in MS Word (by hitting 'enter'), than to set the margin to 2" in page layout.

Major heading pages are *the first pages* of the Dedication, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, all chapters, References, Bibliography, all Appendix sections, and About the Author.

4.4 Table of Contents

The Title Page, Dedication, Acknowledgments, and Table of Contents are not listed in the Table of Contents (TOC). All other headings must be listed (note: an incomplete sentence is considered a heading). In the TOC, major headings are aligned to the left margin and each level heading after that is indented ½”. Keep headings at least ½” away from the page number ‘column.’

Major headings can be in all caps (LIKE THIS) or initial caps (Like This). For all lower-level headings, use initial capitalization (Like This). Do not use small caps (LIKE THIS) or sentence-style capitalization (Like this). The capitalization style and wording of all TOC entries must match the capitalization style and wording of the corresponding headings in the text.

4.5 List of Tables and List of Figures

In the List of Tables (LOT) and List of Figures (LOF), do not let the title run into the table/figure number ‘column’ on the right or page number ‘column’ on the left. Use the first sentence only of the table/figure title in the text as the entry (note that a sentence ends with a period (full stop)). Do not use the same entry for more than one table in the List of Tables or more than one figure in the List of Figures. If you have two similar tables, for example, discern what differentiates each table and put that in the first sentence of each title.

The capitalization and the wording of the entries must match the capitalization and wording of the first sentence of the corresponding table/figure titles in the text, except for citation information in parentheses (leave those out of the LOT/LOF entries).

4.6 Use of Bold and Underlining

Bold should only be used for headings and (if desired) for table/figure titles. Underlining should only be used for URL addresses.

4.7 Fonts, Paragraph Indentation and Alignment, and Line-Spacing

4.7.1 Font Type and Size

Use the same font type and size for all text (use either 10pt, 11pt or 12pt). This includes all headings, page numbers, equation numbers, and table/figure *titles*. The only exceptions are inside tables/figures, and footnotes; these should be in the same font type as manuscript text, but can be as small as 8pt. Within equations, you can use any font needed.

4.7.2 Paragraph Indentation and Alignment

Indentation and paragraph alignment must be the same for every paragraph throughout the manuscript, including in the Dedication, Acknowledgments, Appendices, and About the Author sections.

4.7.3 Line-Spacing

4.7.3.1 Line-Spacing in Table of Contents

In the Table of Contents, line-spacing must be single-spaced within the chapter and Appendices entries, and double-spaced in-between all the major sections.

4.7.3.2 Line-Spacing in List of Tables, List of Figures, and References

In the List of Tables, List of Figures, and References, line-spacing must be single-spaced for each entry and double-spaced between each entry (note: do not split entries between pages).

4.7.3.3 Line-Spacing for Text

Double-space within all paragraphs. Line-spacing between paragraphs, between sections/subsections, within numbered or bulleted lists, and under all lower-level headings must be consistent, although it is highly suggested to use double-spacing with these, also.

4.8 Ordered and Non-Ordered (Bulleted) List Items

Use the same format for all ordered lists and the same format for all non-ordered (bullet) lists throughout your manuscript.

4.9 Equations

Equations must be centered, with equation numbers at the right margin.

4.10 Orphans and Widows

You cannot have one line of a paragraph at the top (widow) or bottom (orphan) of a page. A lone heading, or a heading and a line of text, at the bottom of a page are considered orphans.

4.11 White (or Blank) Space at the Bottom of Pages

The most common reason Engineering manuscripts get sent back by Graduate Studies in recent semesters is too much ‘white space’ at the bottom of a page. Graduate Studies does not want more than 1 ½” white space at the bottom of a page, unless it comes at the end of a chapter. Some suggestions to help with this issue:

- put all tables and figures at the end of chapters,
- use indentation for all paragraphs
- use double-spacing for all text - between paragraphs, between sections, under headings, etc. Do not use more line-spacing than that.

Table 2 Format requirements for tables and figures

	Position	Font
Tables	Centered on page.	Within tables, you should use the same font type as manuscript text, but can be smaller size (not less than 8pt, though).
Table Titles (Captions)	Go above the tables. If one line, centered on page; if more than one line, single-space and align to left margin.	Use same font type/size as your manuscript text.

Table 2 (Continued)

	Position	Font
Figures	Centered on page.	Within figures, you should use the same font type as manuscript text, but can be smaller size (not less than 8pt, though).
Figure Titles (Captions)	Go below the figures. If one line, centered on page; if more than one line, single-space and align to left margin.	Use same font type/size as your manuscript text.

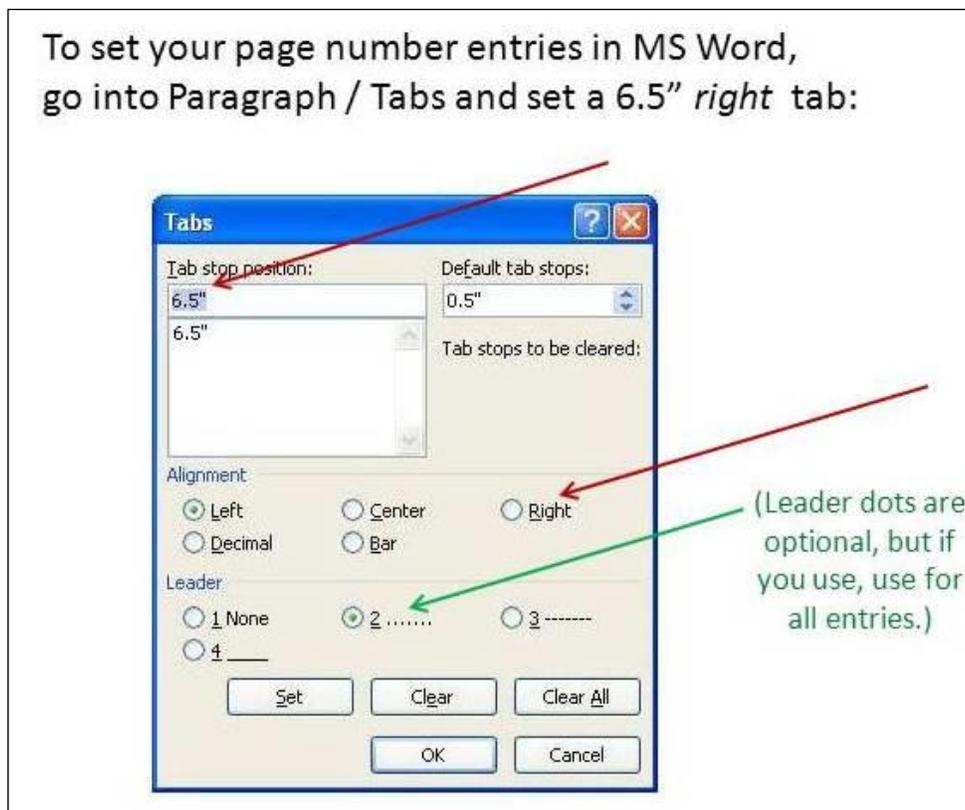


Figure 3 How to set right tabs in MS Word to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures

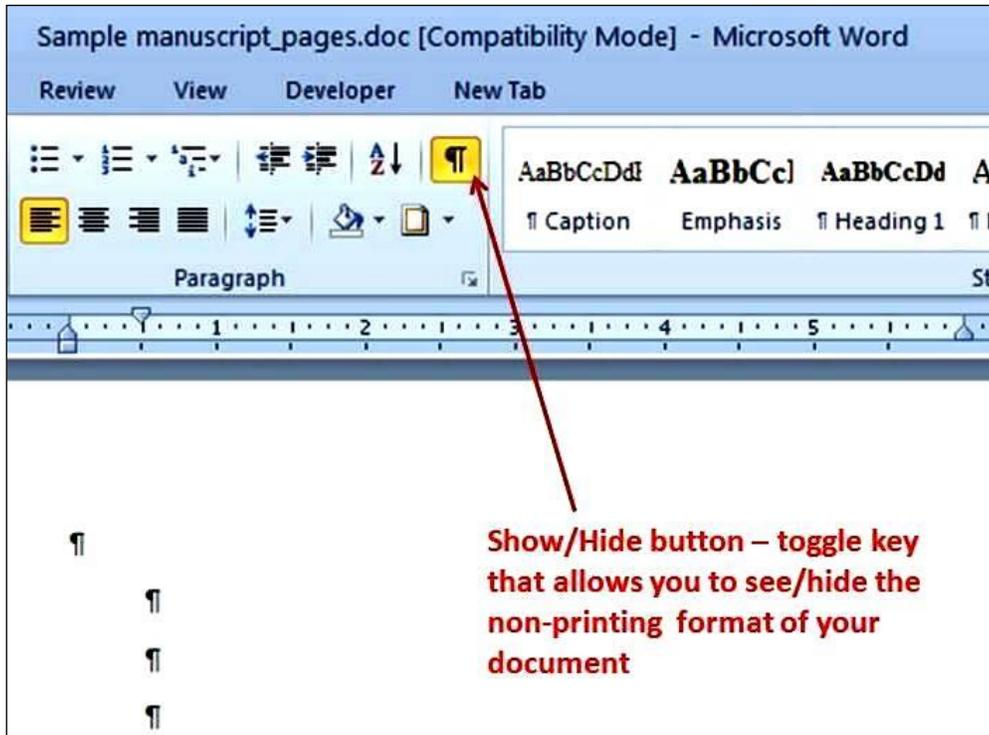


Figure 4 In MS Word, the Show/Hide button will allow you to see the non-printing format in your document

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REFERENCES
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- [1] The Electronic Thesis and Dissertation (ETD), Presentation II: ETD Formatting Requirements. Graduate Studies, University of South Florida, Tampa, FL. June 1, 2011.
- [2] Use same format for all like references: same word order, punctuation, abbreviation, italics, capitalization style, etc.
- [3] Include as much information in web address references as possible, since URL addresses often become disabled. Most websites include contact information for the source.
- [4] References (cited sources) are required for your manuscript. A Bibliography (sources used for general or background information, but not cited), is not required.



APPENDIX A: GENERAL INFORMATION ABOUT APPENDICES

Appendices are for supplemental information (e.g. List of Nomenclature, List of Acronyms, copyright permissions) and/or for information that does not fit easily and smoothly in the body of the manuscript (e.g. computer code, questionnaire).

A.1 Tables and Figures in the Appendices

All tables and figures in the Appendices must be labeled and listed in the List of Tables / List of Figures. Use a different labeling system for these (such as letters instead of numbers).

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APPENDIX B: TENTATIVE DEADLINES FOR FUTURE SEMESTERS

Table B.1 Tentative deadlines for future semesters

	Spring 2016 - tentative!	Summer 2016 – tentative!	Fall 2016 - tentative!
<input type="checkbox"/> Required ETD Workshop	Complete by end of Fall 2015	Complete by end of Spring 2016	Complete by end of Summer 2016
<input type="checkbox"/> Supervisory Committee form / Change to Supervisory Committee form (if needed)	Due by end of Fall 2015	Due by end of Spring 2016	Due by end of Summer 2016
<input type="checkbox"/> Apply to graduate	Early Spring 2016 - check with Department	Early Summer 2016 - check with Department	Early Fall 2016 - check with Department
<input type="checkbox"/> Register for at least 2 thesis/dissertation hours	Spring 2016	Summer 2016	Fall 2016
<input type="checkbox"/> COLLEGE FULL DRAFT FORMAT REVIEW Due 9am!	Thesis: Feb. 17 Dissertation: March 2	Thesis & Dissertation: June 1	Thesis: Sept. 28 Dissertation: Oct. 12
<input type="checkbox"/> Defense	Thesis: March 14 Dissertation: March 21	Thesis: June 23 Dissertation: June 17	Thesis: Oct. 24 Dissertation: Oct. 31
<input type="checkbox"/> COLLEGE FINAL MANUSCRIPT Due 9am!	Thesis: March 16 Dissertation: March 30	Thesis & Dissertation: June 27	Thesis: Oct. 26 Dissertation: Nov. 9
<input type="checkbox"/> Grad School Final Submission	Thesis: March 25 Dissertation: April 8	Thesis & Dissertation: July 8	Thesis: Nov. 4 Dissertation: Nov. 18

Note: These deadlines will be updated every semester.

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APPENDIX C: COPYRIGHT PERMISSIONS

C.1 Previously-Published Material

If you have used any previously-published items (even your own previously-published work) in your thesis/dissertation, you must receive written permission (the only time this is not required is if you are using items in the public domain). Permission must be obtained from whomever holds the copyright, so note that the author/creator of an item may have signed over the copyright to a publisher, such as a journal.

If any of your chapters have been previously published, use a ‘Note to Reader’ for the first chapter section or a footnote on the first page of each chapter to explain. Sample verbiage for Note to Reader or footnote: “This chapter was published in IEEE... (citation number or full reference information). Permission is included in Appendix A.”

C.2 Material in the Public Domain

Public domain items are those in which there are no copyright restrictions (many items of government offices (such as NASA, US Navy, US Fish and Wildlife Service, etc.) are considered in the public domain, for example) or in which the copyright has expired. If you use such images, make sure to note in your figure caption that the item is in the Public Domain. There are many websites that are specifically for public domain images, and also other online sources for images in general, including Wikimedia Commons, which lists the copyright status of all images.

C.3 USF Tampa Library Copyright Staff

All thesis and dissertation students using previously published items are encouraged to contact the experts at the USF Library Copyright office (complete webform at <http://www.lib.usf.edu/services/forms/copyright-problems/> to ask a question or to request a consultation).

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ABOUT THE AUTHOR
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Catherine Burton graduated from the University of Florida with a Bachelor of Arts degree in History. During her undergraduate studies, she spent a year at the University of Utrecht in the Netherlands. She previously worked for the Carolina Children's Communicative Disorders Program at the University of North Carolina at Chapel Hill. After moving back to Florida, she became Graduate Program Assistant for the Department of Computer Science and Engineering in 2002 and transferred to the College of Engineering Dean's Office in 2007.

In addition to being a USF employee, Catherine does volunteer work for a dog rescue group based in Iowa. She currently lives in Florida with her pomeranian Timbit (Catherine's fiancé is from Canada) and yorkshire terrier Duffy.