

FLORIDA STATE UNIVERSITY



Requirements for Electronic Theses, Treatises and Dissertations

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Formatting requirements for all theses, dissertations, and treatises are provided in this manual. Specifications in this manual take precedence over other style manual guidelines as well as earlier versions of this manual. Software limitations are not valid reasons for granting exceptions to the criteria in this manual.

For assistance with formatting, please see the Formatting Guidelines folder under Manuscript Clearance in GradSpace. Included in that folder are templates for WORD and LaTeX, annotated examples of the Title and Committee Page, and several help documents for those using WORD; a LaTeX User Guide is included in the zipped file containing the LaTeX template. The help documents, which are optimized for WORD 2010, 2013, and 2016, provide step-by-step instructions for the formatting issues listed below.

Endnotes	How to Insert Endnotes and Remove the Endnotes Separator Line
Excel Worksheet	How to Insert a Multi-Page Worksheet
Fonts	How to Select and Embed Fonts
Page Numbers	How to Insert Page Numbers How to Right Justify Page Numbers in the Table of Contents and Lists
PDFs	How to Insert
Tables and Figures	How to Orient Tables or Figures as a Landscape Page How to Prevent Small Tables from Breaking Across Two Pages How to Auto-Resize a Table So That It Fits Within the Margins
WORD	Manuscript Tips When Using WORD

Arrangement of Content

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

¹ Include a List of Tables or List of Figures only if there is more than one table or one figure, respectively.

² Must include if human or animal subjects approval was required. See Manuscript Clearance in GradSpace for more information.

³ 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.

- Acknowledgments and all subsequent main sections, which includes chapters, must have a heading that is centered at the top margin of a new page, all capital letters, and may be bold-faced if desired.
- All main section headings must be formatted consistently. Font size of the main section headings may be up to 2 points larger than the body text but not larger than 14 pt.

General Formatting Requirements

- **Page Size** – 8.5" x 11" (Make sure size is not A4, 8.27" x 11.69")
- **Page Margins** – 1 inch on left, right, top, and bottom. No content may extend into any margin.
- **Page Numbering** – Page numbers must be bottom-center, 0.75 inches from the bottom edge of the page.
- **Fonts** – In the Front Matter, body text, References, and Biographical Sketch (if in paragraph form), all font and font size must be the same, and all font must be black. In WORD, use a TrueType font (e.g., Times New Roman, Arial, and Courier), and the font must be embedded for the entire document.
- **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 are single-spaced or the same line spacing as the body text.*
- **White Space** – Fill pages with text, tables, and/or figures so that there is no more than a 1-inch block of continuous vertical white space on a page. *Exceptions: last page of a chapter or appendix, or where orphans/widows are avoided.*
- **Personal Information** – There must not be any personal contact information or signatures within the manuscript. Delete, obscure, or redact any personal contact information.

Front Matter

- **Title and Committee Pages:** Exact formatting of the title and committee pages are illustrated in annotated examples under Manuscript Clearance in GradSpace.
- **Acknowledgments** covers any acknowledgments for the entire manuscript.
- **Table of Contents**
 - Entries start with Lists, and must include all other main section headings. The Graduate School only requires that main section headings be listed.
 - Entries must have a page number that is right-justified at the right margin; use of leading dots is strongly suggested.
 - Chapter numbers and titles must be on the same line.
 - Chapter titles must exactly concur, word-for-word, with those in the body of the manuscript.
 - Each level of subheading, if included, must be indented, and each level indented differently.
 - Subheadings must exactly concur, word-for-word as well as capitalization and punctuation, with those in the body of the manuscript.
- **Lists** (except for List of Terms or List of Abbreviations, which are always the last Lists in the front matter, and therefore immediately precede the Abstract)
 - 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 that is right-justified at the right margin; use of leading dots is strongly suggested.
- The **Abstract** must cover the entire manuscript; additional abstracts are not permitted.

Main Body

Chapters

- Must be formatted consistently.
- Chapter numbering – May only use numerical designations starting with 1: 1, 2, 3, etc., or ONE, TWO, THREE, etc. Roman numerals are not permitted.
- Chapter titles are all capitalized, the same font size and font face as chapter headings, centered below chapter headings, and are separated from the chapter headings by a single blank line.
- Chapters that have been published must include the citation information.
- If each chapter or section is complete within itself, for instance, a manuscript composed of separate articles, a general introduction to the entire manuscript must be placed at the beginning of the document as well as a final chapter stating total results and conclusions.

Subheadings

- Must be formatted consistently in every chapter.
- Each level of subheading must be distinctly formatted. Use of different font sizes is not permitted to distinguish levels.
- In chapters with subheadings, a level of subheading may not be skipped.
- May not be all capital letters.
- Numbered subheadings can only include numeric designations and must not include 0 (e.g., 0.0, 0.1, 1.0, 1.0.1, 1.1.0, etc.) or Roman numerals.

Tables and Figures (and Other Similar Items)

- Table headings and figure captions should not be included as part of an image because the font type and size for table headings and figure captions must remain consistent throughout the manuscript.
- Table headings go above the table; captions for figures and other similar items go beneath the figures. All captions and headings must be unique and formatted consistently.
- Tables and figures must be separated from any body text or other tables or figures by 2 blank lines of space above and below the table or figure.
- Tables and figures must be numbered throughout the entire manuscript, either all consecutively (1, 2, 3, etc.) or all linked with the chapters and appendices (1.1, 1.2, 2.1, 2.2, A.1, A.2, etc.); numbering is based on where they physically appear in the manuscript, not where they are referenced.
- Tables and figures linked to chapters and appendices must be designated by the chapter number or appendix letter and a single Arabic numeral designating the specific table or figure, with those two designations separated by a period as illustrated in the previous bullet point; additional alphanumeric designations to the right of that period (for example, 1.1.1 or A.1.1) are not permitted.
- For tables that span more than one page, place the entire heading above the table on the first page, and just “Table # - continued” (minus the quotes) at the top of each page on which that table is continued. Also, column and row headings must be repeated for each portion of a continued table.
- For figures that span more than page, place the entire caption underneath the figure on the first page, and just “Figure # - continued” (minus the quotes) underneath the figure on subsequent pages. If just the caption is continued, then “Figure x – continued” is above the continued portion of the caption.

Back Matter

Appendix/Appendices

- Appendix headings are lettered – APPENDIX A, APPENDIX B, etc.
- Headings and titles must be formatted exactly the same as chapter headings and titles, and like chapters, content starts on the same page as the appendix heading and title.

References

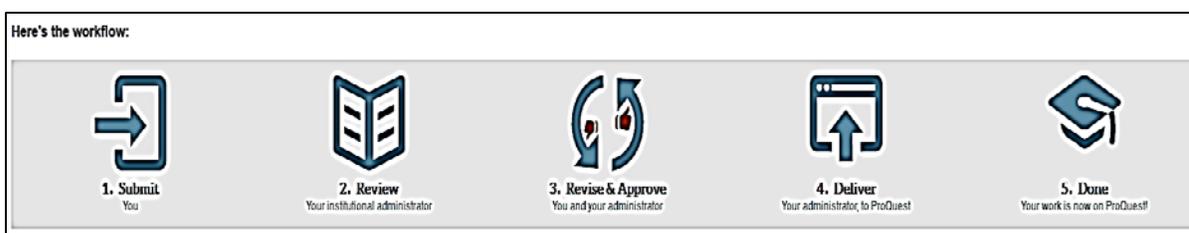
- There is only one reference section, and it must cover the entire manuscript.
- Entries must start at the left margin, and be single-spaced with a single blank line between each entry.

Biographical Sketch

- Provides a brief summary of your educational and professional experience.
- May be in paragraph form (same line spacing as body text) or in vita/résumé format.

Manuscript Submission

- Students must electronically submit their manuscript through the FSU ETD Administration site (www.etsadmin.com/fsu) in accordance with the deadlines; see Dates and Deadlines under Manuscript Clearance in GradSpace.



- While it is understood that content will likely change after the defense, it is expected that manuscripts are complete and have been formatted in full accordance with the criteria in the most recent version of this manual – manuscripts that do not meet that standard will NOT be reviewed and will NOT count as an initial submission to meet any deadline.
- All manuscripts in ProQuest are PDF documents. Students are encouraged to convert the WORD version of their manuscript to a PDF and upload the PDF.
- LaTeX manuscripts must be uploaded in PDF format.
- Total size of the PDF version of the manuscript plus Supplementary Files may not exceed 1 GB.
- Copyright Permission Letter(s) – When signing FSU’s Manuscript Access Agreement Form, you are stating that you have obtained any necessary permission letters to distribute the manuscript according to the terms of that form. Permission letters must be uploaded to ProQuest, which is done after you have uploaded your manuscript. For more information, please go to <https://www.lib.fsu.edu/copyright-faq>.
- *** No changes can be made to manuscripts after being approved by The Graduate School. ***