

# COLLEGE OF ENGINEERING THESIS/DISSERTATION FORMAT GUIDE

This College Guide provides concise information for Engineering thesis/dissertation students for formatting your manuscript. However, final format *approval* of your final manuscript will be given by Graduate Studies.

If you have any questions after reading this College Guide, just email me and I'll be happy to help!

~Catherine Burton, [sburton@usf.edu](mailto:sburton@usf.edu)

\*\*\*\*\*

*Correct format allows readers to focus on your research and writing.  
It reflects not only on you, but your (Co)Major Professor(s), your  
committee, the Department, College, and the University.*

***Look at and use the sample pages in this Guide,  
whether you are using LaTeX or MS Word.***

Your manuscript should look like the sample pages re: capitalization, line-spacing, indentation, headings, table/figure title alignment, etc.

\*\*\*\*\*

## **Format Requirements**

Copyright Permissions: *Get copyright permissions early!* Consult the USF Copyright Office at <https://lib.usf.edu/services/forms/copyright/> for any questions about using previously-published material (such as an image found online or an article you've published). Put written permissions in an Appendix section. Use text to describe what in your manuscript the permission is for; do *not* use figure titles. If the image is public domain/adapted, state that at the end of the table/figure caption, along with the citation to the original source.

Cover/remove any signatures and sensitive/personal information in your manuscript.

Except for page numbers, do not let any text, figures, or any other items run into *any* margins.

Page Size: Page size must be standard letter 8 ½" x 11".

Font: Choose *one* font type and size for your manuscript and use it throughout for all text, including headings, page numbers, and table/figure titles. Character-spacing for all should be 'normal' (100%). For footnotes, the font size can be smaller, but must be the same font type as the rest of text.

Margins: 1" margin for left side, bottom, and right side of page, 1" top margin for regular pages, and 2" top 'margin' for Title Page and Major Heading pages.

In MS Word, do *not* use Section Breaks to set a different top margin for Major Heading pages. Set top margin to 1" for *all* pages and hit 'enter' to get 2" 'margin' for the Title Page (see sample Title Page). Copy the non-printing paragraph marks at the top of the Title Page and paste in front of each Major Heading.

# COLLEGE OF ENGINEERING THESIS/DISSERTATION FORMAT GUIDE

Major Section Order: Major Sections are Title Page, Dedication (optional), Acknowledgments (optional), Table of Contents, List of Tables, List of Figures, Abstract, All Chapters, References, Appendix sections, About the Author (optional). Major Heading pages are the first pages of each Major Section.

Title Page: All lines must be centered on page. See Sample Title Page for what should be on your Title Page and how it should be formatted (adjusting the information according to your situation). Date of Approval should be the last date signed by (Co-)Major Professor or committee member.

Page Numbers: At right margin at bottom of page; should stay in exact same position on every numbered page of the same orientation. No page number for Title Page, Dedication, Acknowledgments, About the Author pages; lower-case Roman numerals for Table of Contents through Abstract pages; Arabic numerals for all Chapters, References, and Appendix section pages.

Table of Contents (TOC): Use Heading Style Capitalization for All Headings, Like This. Do not use ALL CAPS capitalization, SMALL CAPS, or sentence-style capitalization for any headings.

Dedication, Acknowledgments, Table of Contents headings are *not* listed in the TOC.

The other Major Heading entries in TOC start at left margin and indent each level of lower-level headings ½”.

All headings must be listed in the TOC (*note that an incomplete sentence or words such as ‘Experiment 1’ followed by a colon are considered headings!*).

Keep entries in the TOC at least ½” away from page number ‘column’ on the right.

Use a numbered format for all headings (see sample pages).

TOC entries must match the capitalization and wording of the headings in the text *exactly*.

List of Tables (LOT) and List of Figures (LOF): Capitalization for table/figure titles (captions) can be sentence-style or heading style, but must be consistent for all table titles and consistent for all figure titles.

Do not let the titles run into the table/figure number ‘column’ on the left and keep at least ½” away from page number ‘column’ on the right.

LOT/LOF entries must match capitalization and wording *of first sentence* of table/figure titles in text *exactly* (note: a sentence ends with a *period* (full stop); not a colon or comma). The only exception is citation information in parentheses at end of the first sentence; those can be left out of the LOT/LOF entries).

Headings: Use Heading Style Capitalization for All Headings, Like This. Do not use ALL CAPS capitalization, SMALL CAPS, or sentence-style capitalization for any headings. Do not use punctuation at the end of any headings.

Use a maximum of 6 levels of headings. See the table in the sample pages for how to format each level of heading in the text.

Tables/Figures: Table titles go above tables. Figure titles go below figures. Single-space multi-line titles. Choose one alignment for all table titles and all figure titles (in other words, do not left-align multi-line titles and center single-line titles).

Line-spacing: In TOC, single-space within chapter and appendix section entries; double-space between Major Section entries.

In LOT, LOF, and References, single-space each entry, double-space in-between. Do not split entries between pages.

Double-space within all paragraphs. All other line-spacing should be consistent, but must be at least double-spaced, except for table/figure titles, which should be single-spaced.

Indentation/Paragraph Alignment: Indent the first line of every paragraph ½ inch. Use consistent alignment for every paragraph.

# COLLEGE OF ENGINEERING THESIS/DISSERTATION FORMAT GUIDE

Centered on Page: All lines of Title Page, all Major Headings, tables, and figures, should be centered.

Bullet and Numbered Lists: Use consistent format for all bullet lists. Use consistent format for all numbered lists.

Bold and Underlining: Only bold major headings, second-order headings, and if desired, table/figure titles. Only underline fifth- and sixth-order headings, and URL addresses. Other than these elements, do not use bold or underlining!

No Widows/Orphans: One *line* of a paragraph at the top of a page is a widow and one *line* of a paragraph at bottom of page is an orphan. A lone heading at the bottom of a page, or a heading and one line of text at the bottom of a page, are considered orphans. Fix all widows and orphans.

References: Use any standard citation/reference format. Again, do not split entries between pages.

Appendix Sections: Tables and figures in appendix sections must be captioned and listed in the LOT/LOF. Use a different labeling system for these (such as letters instead of numbers).

Limit White Space at Bottom of Pages in Chapters: Per Graduate Studies, “If you push a table/figure to a new page, be sure you fill in excess space on the previous page with text from after the table/figure.” Other options are to split tables/figures, or to place all tables and figures at the end of chapters.

\*\*\*\*\*

## If You Are Using MS Word

Use of Automatic Tables to auto-generate or ‘Insert’ your Table of Contents (TOC), List of Tables (LOT), and/or List of Figures (LOF) is *discouraged* because it can create challenging formatting issues for you. It is easier to type headings and table/figure titles in regular text and also type TOC/LOT/LOF entries. You may need to turn off MS Word auto-formatting options to do this, but it’s worth it.

Format as one document and start from a clean MS Word document. Using someone else’s document as a template or converting a PDF to Word can create problems.

Use *Page Breaks* between every Major Section (Title Page, Dedication (optional), Acknowledgments (optional), Table of Contents, List of Tables, List of Figures, Abstract, All Chapters, References, Appendix sections, About the Author (optional)).

Do *not* use *Section Breaks* except to change page number format or to change page orientation. For those situations, use Next Page Section Breaks. To change page number format, toggle off ‘Link to Previous’.

# PROOFREAD AND CHECK YOUR PDF BEFORE FINAL SUBMISSION TO PROQUEST!

## ONCE PUBLISHED, YOUR MANUSCRIPT CANNOT BE CHANGED!

Before final submission, you should check your PDF for correct format ('View'/'Page Display'/'Single Page View' in Adobe Acrobat). Check your PDF page-by-page, scrolling through at least 7 times to check all the items. See the table below for how to do your own format check. It should take you 1-2 hours to review your manuscript once and you'll probably have to do it more than once.

<b>1</b>	Start the check	Title Page, Table of Contents, List of Tables, List of Figures, References	Check for required format and consistency
<b>2</b>	Go back to first page and scroll through every page	Bottom margin	Check page numbers (correct and aligned to right margin?) and for orphan lines.
<b>3</b>	Go back to first page and scroll through every page	Right margin	Check paragraph alignment and any other right margin element (such as equation numbers)
<b>4</b>	Go back to first page and scroll through every page	Top margin	Check 2" top 'margin' for Title Page and Major Heading pages, and 1" top margin for all other pages; check for widow lines
<b>5</b>	Go back to first page and scroll through every page	Left margin	Check indentation, numbered lists, bulleted lists, lower-level headings
<b>6</b>	Go back to first page and scroll through every page	Centered elements	Check centering for Title Page lines, Major Headings, equations (if centering), tables, and figures
<b>After you have done the above checks and are sure all of those elements are correct, you can then check your TOC, LOT, and LOF entries.</b>			
<b>7</b>	<b>Print out</b> Table of Contents pages <i>from the PDF</i>	Scroll through every page in text	Check each entry of TOC against heading in text and check page number entry
<b>8</b>	<b>Print out</b> List of Tables and List of Figures pages <i>from the PDF</i>	Scroll through every page in text	Check each entry of LOT and LOF against <i>first sentence</i> of table/figure title in the text and check page number entry

All signatures/personal information should be removed/covered. No text or items should run into margins!

## ETD Process and Deadlines for Fall 2021 – **THESIS (MS)** Students

Early in final semester		1) Register for at least 2 thesis hours / 2) Apply for <a href="#">graduation</a> and submit checklist to Department staff / 3) Complete <a href="#">Graduate Studies ETD Registration</a>
<b>COLLEGE OF ENGINEERING FULL DRAFT FORMAT REVIEW</b>	THESIS: Oct. 1, 9am	<p>Email PDF (formatted according to the College format requirements in this Guide) to <a href="mailto:sburton@usf.edu">sburton@usf.edu</a>. Include <i>some</i> content in <i>all</i> Major Sections. Include some tables and figures. (Because of this College draft review, Engineering students are exempt from the Graduate Studies draft review.)</p> <p>The full draft review takes Catherine at least 1-2 hours of focused work, so pay attention to <i>all</i> corrections and ask her if you have any questions.</p>
<b>DEFENSE (COLLEGE RECOMMENDS)*</b>	THESIS: by Oct. 19	<p>Announce defense at least 2 days before (contact Department staff for defense announcement template and they will help you announce)</p> <p>Have forms ready at your defense:</p> <ul style="list-style-type: none"> <li>• Successful Defense Form - contact Catherine Burton for form <a href="mailto:sburton@usf.edu">sburton@usf.edu</a>. Email completed form back to her</li> <li>• Certificate of Approval - <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx</a></li> </ul>
<b>PLAGIARISM CHECK</b>	After manuscript is finished	<a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx</a> Keep copy of the page showing the total percentage matching.
<b>CERTIFICATE OF APPROVAL – COLLEGE SIGNATURE</b>	When ready to submit to Graduate Studies	<p>Email final PDF so Catherine for a College final format review (PDF should be formatted correctly at this point and all proofreading done).</p> <p>Email your 2-page Certificate of Approval to Catherine (do <i>not</i> send through DocuSign!) and she will handle the College line signature (see Figure 2.2 in the sample pages for what goes on the form).</p>
<b>FINAL GRADUATE STUDIES DEADLINE</b>	THESIS: Oct. 29, 5pm	<p>1) Submit ETD packet (2-page Certificate of Approval and plag check page) at <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx</a></p> <p>2) Upload final PDF to ProQuest by 5pm.</p> <p>For the link to ProQuest, see Graduate Studies ETD page at <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/current-etd-deadlines.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/current-etd-deadlines.aspx</a> (scroll down to appropriate deadline). Final manuscript format review/approval will be done by Graduate Studies.</p>
<b>FORWARD APPROVAL EMAIL!!</b>	After Graduate Studies approves!	Forward the approval email from Graduate Studies to <a href="mailto:sburton@usf.edu">sburton@usf.edu</a> , for graduation certification purposes. The email will say, "Congratulations. Your submission has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing."
<b>PAY ETD FEE</b>	At end of the semester	Check student account for the Graduate Studies ETD fee. See <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx</a> under Costs/Fees for more information.

## ETD Process and Deadlines for Fall 2021 – *Dissertation (PhD)* Students

Early in final semester		1) Register for at least 2 dissertation hours / 2) Apply for <a href="#">graduation</a> and submit checklist to Department staff / 3) Complete <a href="#">Graduate Studies ETD Registration</a>
<b>COLLEGE OF ENGINEERING FULL DRAFT FORMAT REVIEW</b>	DISSERTATION: Oct. 15, 9am	Email PDF (formatted according to the College format requirements in this Guide) to <a href="mailto:sburton@usf.edu">sburton@usf.edu</a> . Include <i>some</i> content in <i>all</i> Major Sections. Include some tables and figures. (Because of this College draft review, Engineering students are exempt from the Graduate Studies draft review.)  The full draft review takes Catherine at least 1-2 hours of focused work, so pay attention to <i>all</i> corrections and ask her if you have any questions.
<b>DEFENSE (COLLEGE RECOMMENDS)*</b>	DISSERTATION: by Nov. 2	Announce defense at least 2 weeks before (contact Department staff for defense announcement template and they will help you announce)  Have forms ready at your defense: <ul style="list-style-type: none"> <li>• Successful Defense Form - contact Catherine Burton for form <a href="mailto:sburton@usf.edu">sburton@usf.edu</a>. Email completed form back to her.</li> <li>• Certificate of Approval - <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/certificate-of-approval.aspx</a></li> </ul>
<b>PLAGIARISM CHECK</b>	After manuscript is finished	<a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-plagiarism-check.aspx</a> Keep copy of the page showing the total percentage matching.
<b>SED SURVEY (PHD ONLY)</b>	After manuscript is finished	<a href="https://sed-ncses.org/login.aspx?redirect=true">https://sed-ncses.org/login.aspx?redirect=true</a> Keep copy of the last page certificate
<b>CERTIFICATE OF APPROVAL – COLLEGE SIGNATURE</b>	When ready to submit to Graduate Studies	Email final PDF so Catherine for a College final format review (PDF should be formatted correctly at this point and all proofreading done).  Email your 2-page Certificate of Approval to Catherine (do <i>not</i> send through DocuSign!) and she will handle the College line signature (see Figure 2.2 in the sample pages for what goes on the form).
<b>FINAL GRADUATE STUDIES DEADLINE</b>	DISSERTATION: Nov. 12, 5pm	1) Submit ETD packet (2-page Certificate of Approval, plag check page, and SED certificate) at <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/certificate-of-approval-packet/index.aspx</a> 2) Upload final PDF to ProQuest by 5pm. For the link to ProQuest, see Graduate Studies ETD page at <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/current-etd-deadlines.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/current-etd-deadlines.aspx</a> (scroll down to appropriate deadline). Final manuscript format review/approval will be done by Graduate Studies.
<b>FORWARD APPROVAL EMAIL!!</b>	After Graduate Studies approves!	Forward the approval email from Graduate Studies to <a href="mailto:sburton@usf.edu">sburton@usf.edu</a> , for graduation certification purposes. The email will say, "Congratulations. Your submission has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing."
<b>PAY ETD FEE</b>	At end of the semester	Check student account for the Graduate Studies ETD fee. See <a href="https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx">https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/etd-process-requirements/etd-processing-fees.aspx</a> under Costs/Fees for more information.

Note: Paragraph marks are made visible in the sample pages in order to show the line-spacing only!

Title of Thesis or Dissertation Goes Here and

Double-Space If More Than One Line

by

Author Name

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

Co-Major Professor: First Name Last Name, Ph.D.  
Co-Major Professor: First Name Last Name, Ph.D.  
First Name Last Name, Ph.D.  
First Name Last Name, M.S.M.E.  
First Name Last Name, Ph.D.

Date of Approval:  
October 15, 2021

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

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## **Dedication**



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]

If the text on this page is one line only, you can center it. If it is more than one line, format the same as you do your other paragraphs in the manuscript.





## **Acknowledgments**



If your graduate program / research has been funded by an institution, government, etc., this is where you acknowledge them (some students are required to do this).

Format text on this page the same as text in the rest of your manuscript, and use the American spelling of Acknowledgments for the heading.

## Table of Contents

List of Tables .....	ii
List of Figures .....	iii
Abstract .....	iv
Chapter 1: Heading .....	1
Chapter 2: Heading .....	3
2.1 Use Consistent Format for All Bullet Lists Throughout Your Manuscript .....	3
2.2 Use Consistent Format for All Numbered Lists Throughout Your Manuscript .....	3
2.2.1 Subheading .....	4
Chapter 3: A Chapter Heading That Is Long and Goes On Forever and Ever and Ever .....	7
3.1 Subheading .....	7
3.2 Subheading .....	7
3.2.1 Use Heading-Style Capitalization (Also Called Initial Capitalization) for All Lower-Level Headings .....	7
3.3 Subheading .....	7
3.3.1 Subheading .....	8
3.3.1.1 Subheading .....	8
3.3.1.2 Subheading .....	8
3.3.1.3 Subheading .....	8
3.3.1.3.1 Subheading .....	8
3.3.1.3.2 Subheading .....	9
3.3.1.3.2.1 Subheading .....	9
References .....	13
Appendix A: Copyright Permissions .....	14
Appendix B: Figures to Help Students Using Microsoft Word .....	15

## List of Tables

Table 3.1	This is how you should format the headings in your text, using a different format for each level of heading .....	10
-----------	---	----

Table 3.2	Sample landscaped table .....	11
-----------	-------------------------------	----

## List of Figures

Figure 2.1 The 2-page Certificate of Approval must be electronically filled out.....	5
Figure 2.2 For committee members' signatures, blue or black ink only if signing with pen; DocuSign is fine. ....	6
Figure B.1 In MS Word, use the Show/Hide button to see the non-printing format in your document .....	15
Figure B.2 If you are having line-spacing issues in MS Word, check your spacing 'Before' and 'After' your paragraphs .....	16
Figure B.3 In MS Word, use Paragraph/Tabs to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures .....	17
Figure B.4 In MS Word, use the View/Ruler tool to set indentation in the Table of Contents, List of Tables, and List of Figures .....	17
Figure B.5 In MS Word, you can also set right indents, to keep your entries from running into the page number 'column' in the TOC, LOT, and LOF .....	18





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Electronic Thesis & Dissertation (ETD) Certificate of Approval  
OFFICE OF GRADUATE STUDIES  
4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816  
TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

Page 1 of 2

**PLEASE TYPE IN ALL FIELDS EXCEPT DATE & SIGNATURE – MUST BE LEGIBLE.**

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.

Name			USF ID # <small>(Type numbers only)</small>	U
	<small>Last Name</small>	<small>First Name</small>		
USF College			Degree	
Degree Major (i.e. Chemistry)				
Manuscript Title:				

Please complete ALL of the following sections, reading and selecting the statements that apply to your thesis/dissertation.

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.

#### REQUIRED RELEASE (EMBARGO) 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: ☐ Immediate Worldwide Publication Access OR ☐ 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.

#### COPYRIGHT REPRINT PERMISSIONS

The use of previously published material (text, images, figures, tables) – even if it's your own – requires permission from the publisher to reprint in your thesis/dissertation. Documentation of the publisher's approval, or notification that permission is not needed, should be included in the Appendices.

- ☐ I have previously published content, and I have obtained all of the reprint permissions to include this content in the thesis/dissertation.  
☐ I do not have content that has been previously published in this thesis/dissertation

#### PHOTOGRAPHY/SUBJECT RELEASE FORMS

Using photographs with identifiable human subjects requires that you have their express written consent to include their likeness in your thesis/dissertation. Consent forms should be securely kept by the author – do not include signed consent forms in the Appendices.

- ☐ I have images with identifiable subjects (people) in them, and I have their signed consent to use their likeness in my thesis/dissertation  
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#### IRB/IACUC APPROVAL & USE OF CLASSIFIED DATA

By signing below, I certify that I:

☐ Received IRB Approval ☐ Received IACUC Approval

☐ Did not need approval because my research did not include human or animal subjects.

or I used de-identified data or my research was deemed exempt by the IRB.

If the thesis/dissertation included research with human subjects, all identifying information has been altered, using pseudonyms, fake initials, or numbers to refer to subjects. I understand that if any HIPAA violations are found, my thesis/dissertation will not be accepted.

Student Name (Printed)

Signature

Date

**CONTINUED ON NEXT PAGE**

Figure 2.1 The 2-page Certificate of Approval must be electronically filled out.



# ELECTRONIC THESIS & DISSERTATION (ETD) CERTIFICATE OF APPROVAL

## OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

Phone: (813) 974-2846 | Website: <http://www.grad.usf.edu/>

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This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies (ALN 226) simultaneously with the student's additional paperwork.			
Last Name		First Name	
		USF ID#	
College		Degree Type	
		Major	
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Updated 9/14/2018

Figure 2.2 For committee members' signatures, blue or black ink only if signing with pen; Docusign is fine. For Associate Dean signature, email both pages to Catherine Burton (do not send through Docusign).

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Table 3.1 This is how you should format the headings in your text, using a different format for each level of heading.

<b>Heading</b>	<b>Format</b>
First-order headings (major headings)	<b>Chapter 1: Centered and Bolded</b>
Second-order headings	<b>1.1 Aligned to Left Margin and Bolded</b>
Third-order headings	1.1.1 Aligned to Left Margin and Not Bolded
Fourth-order headings	<i>1.1.1.1 Aligned to Left Margin, Italicized, and Not Bolded</i>
Fifth-order headings	<u>1.1.1.1.1 Aligned to Left Margin, Underlined, Not Italicized, and Not Bolded</u>
Sixth-order headings	<u><i>1.1.1.1.1.1 Aligned to Left Margin, Italicized, Underlined, and Not Bolded</i></u>

Table 3.2 Sample landscaped table

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
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<b>11</b>						
<b>12</b>						
<b>13</b>						
<b>14</b>						



Table 3.2 (Continued)

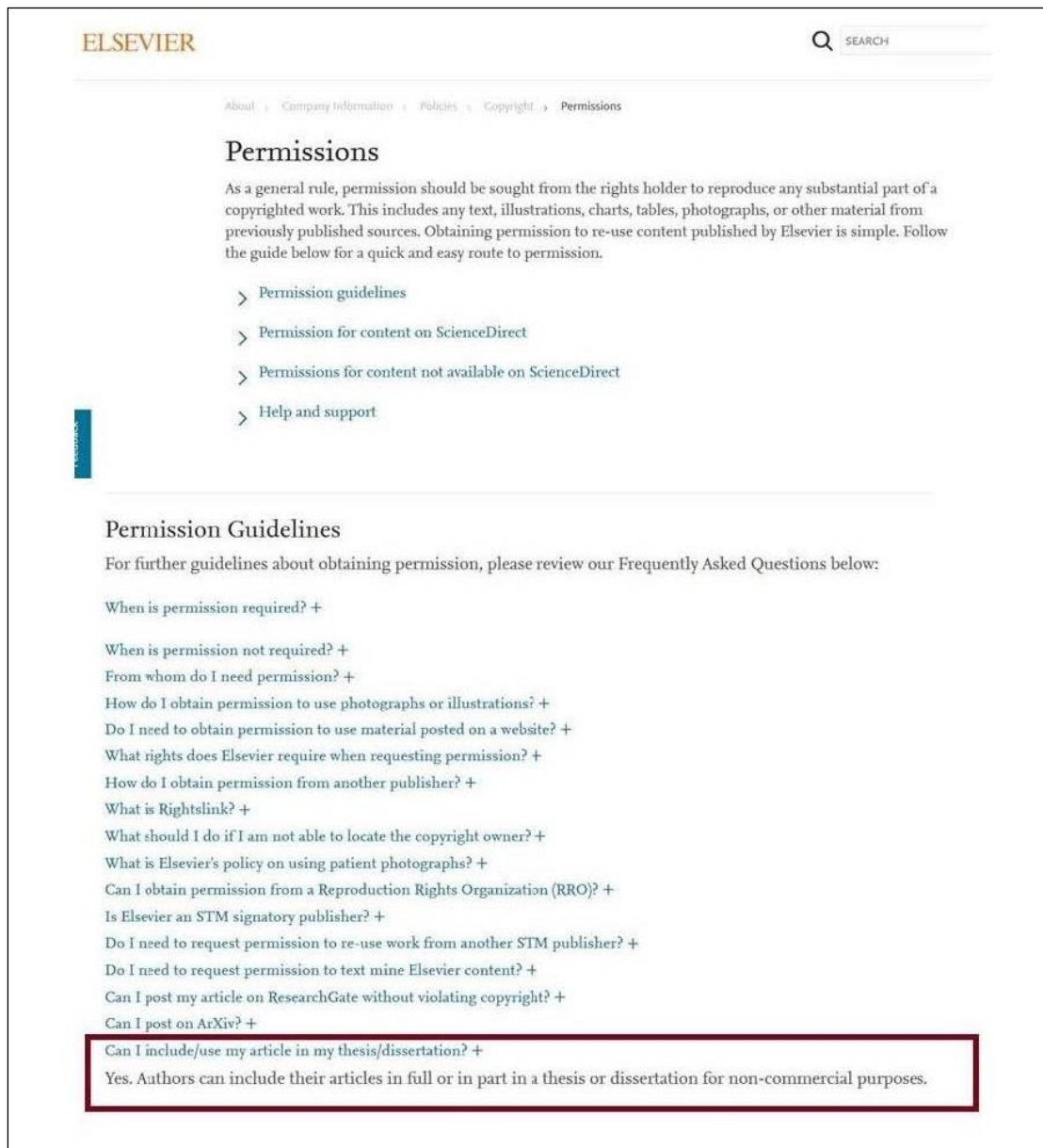
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>15</b>						
<b>16</b>						

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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.  
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- [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.  
¶
- [5] [https://commons.wikimedia.org/wiki/File:Birds\\_Point-New\\_Madrid\\_Flow.jpg](https://commons.wikimedia.org/wiki/File:Birds_Point-New_Madrid_Flow.jpg), The Mississippi River & Tributaries (MR&T) project Birds Point-New Madrid Floodway, United States Army Corps of Engineers, 2011.  
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- [6] Do not split reference entries between pages.  
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The permission below is for the use of Table 3.1. Please note that any signatures, or sensitive/personal information (such as personal phone numbers/addresses) should be covered.



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## Appendix B: Figures to Help Students Using Microsoft Word

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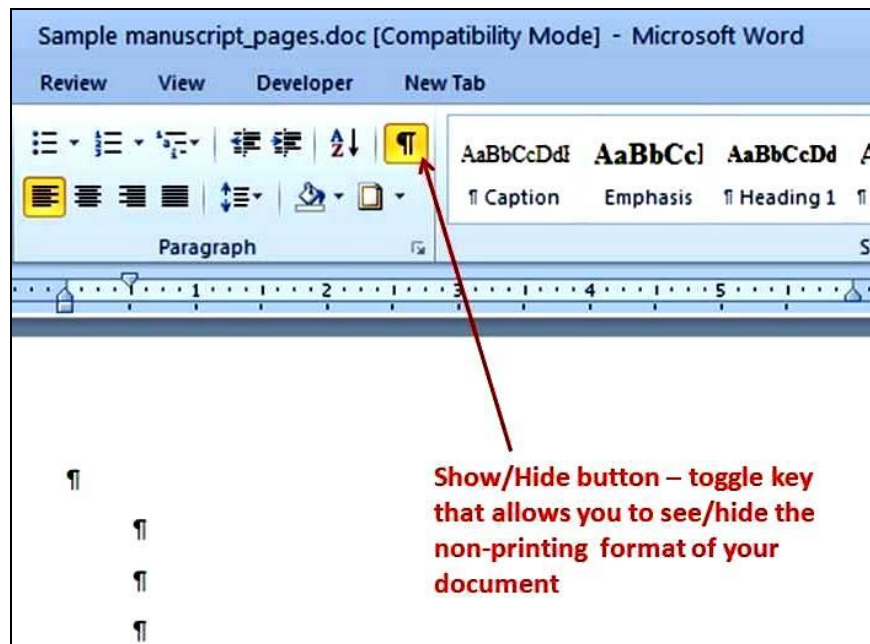


Figure B.1 In MS Word, use the Show/Hide button to see the non-printing format in your document.

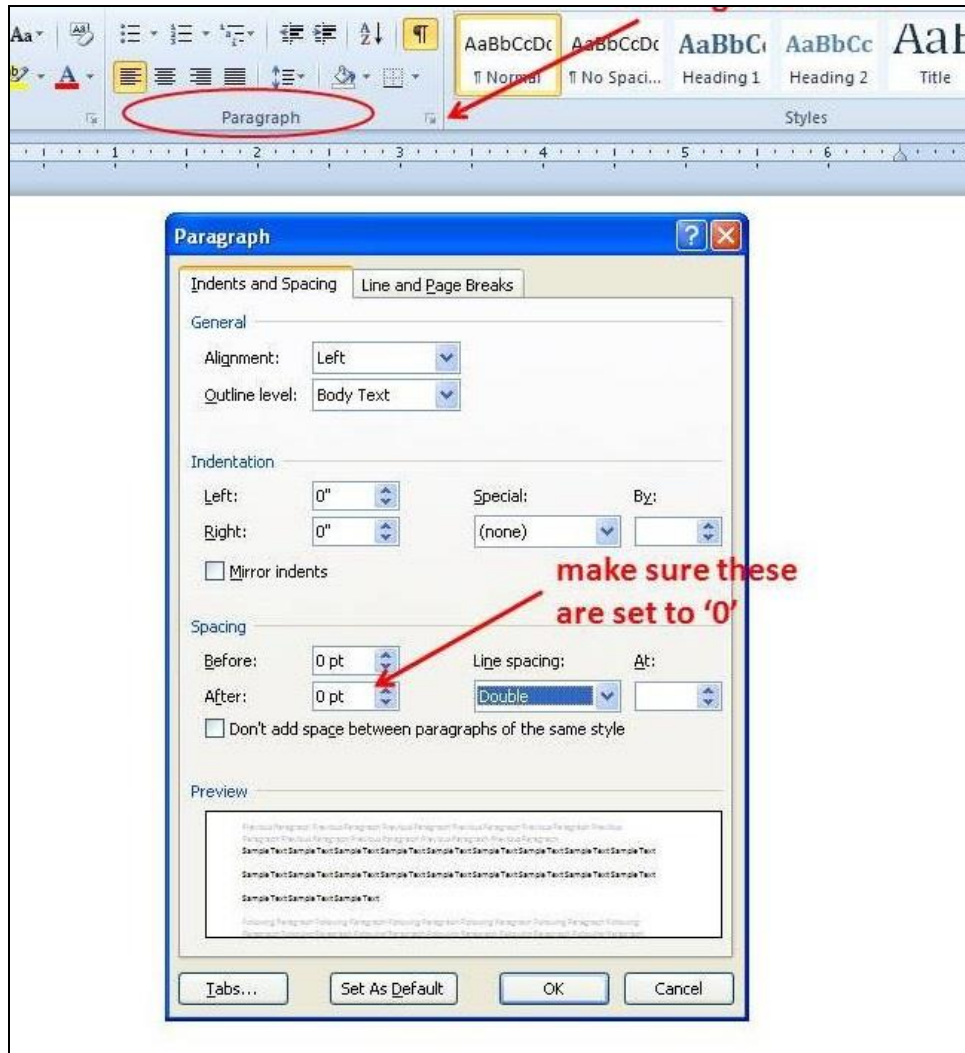
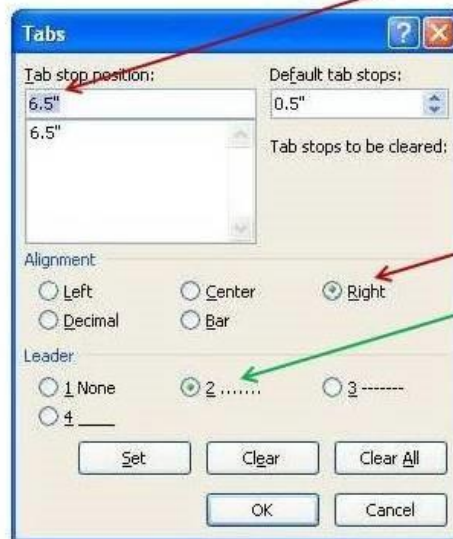


Figure B.2 If you are having line-spacing issues in MS Word, check your spacing 'Before' and 'After' your paragraphs.

To set your page number entries in MS Word, go into Paragraph / Tabs and set a 6.5" *right* tab:



(Leader dots are optional, but if you use, use for all entries.)

Figure B.3 In MS Word, use Paragraph/Tabs to get the page number entries aligned in the Table of Contents, List of Tables, and List of Figures. Do not use any other tabs on those lines.

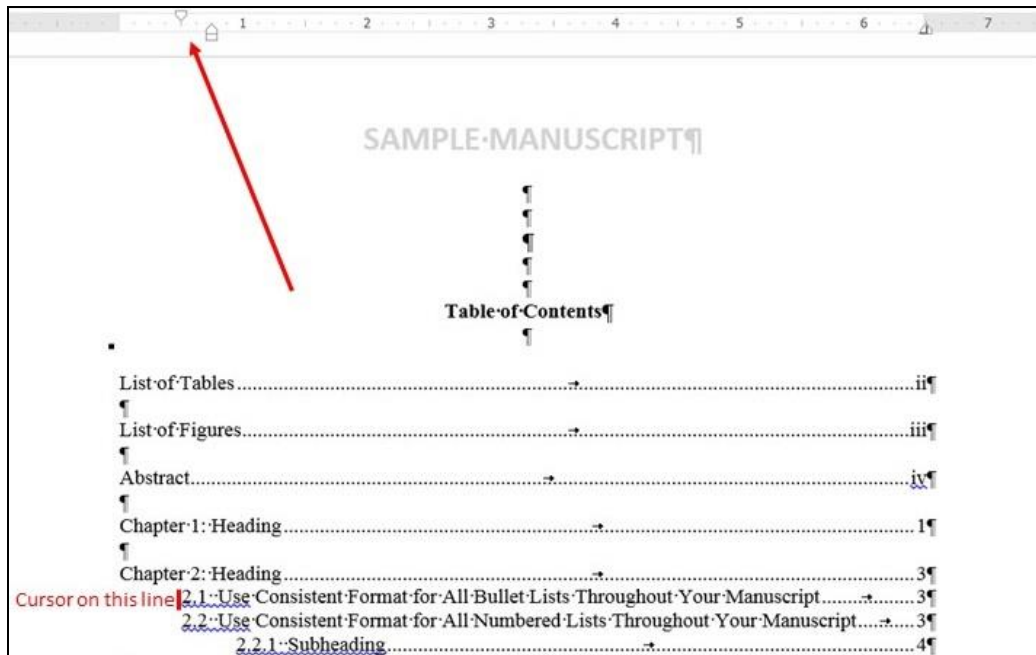


Figure B.4 In MS Word, use the View/Ruler tool to set indentation in the Table of Contents, List of Tables, and List of Figures. Only use the Tab key for the setting the right tab for the page number entries. The Ruler is also helpful in figuring out alignment issues.

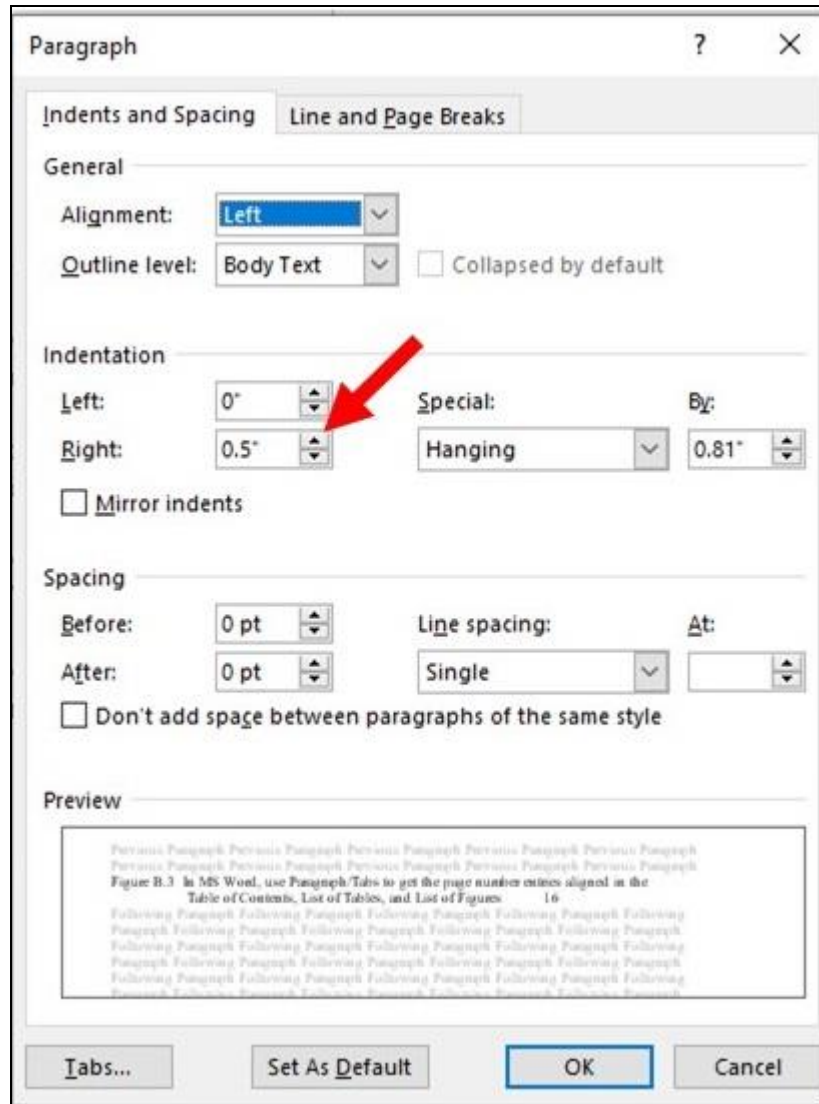


Figure B.5 In MS Word, you can also set right indents, to keep your entries from running into the page number 'column' in the TOC, LOT, and LOF.