

Format Guide

for

Electronic Theses and Dissertations

(ETDs)

*A Resource for Students Finalizing Their
Theses and Dissertations*



The Graduate School
UNIVERSITY OF SOUTH CAROLINA

Revised: September 2021

Electronic copy located at [this link](#)

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INTRODUCTION

Introduction to the Format Guide

Welcome to the University of South Carolina Graduate School format guide for electronic theses and dissertations (ETDs)!

This guide provides you with an overview of the format check process; information on embargos, deadlines, and manuscript style; and has meticulous information about how exactly to format your ETD, including formatting requirements, samples, and directions. There is also a section on tips for navigating Microsoft Word, complete with images and alt-text.

The purpose of this format guide is to ensure you have access to requirements mandated by the Graduate School. These requirements are not optional, so you do need to follow this guide as you format your ETD.

Please note that this guide does not encompass every formatting question possible. Additionally, you should consult your department's approved style manual for more discipline-specific formatting choices, such as whether to double space footnotes or how to format a bibliographic entry. However, in situations in which there is a conflict between what your style manual instructs and what the format guide states, you must always opt for the format guide's instructions. This is because your ETD must conform to the Graduate School's requirements for you to graduate.

Why Formatting is Important

Formatting may seem trivial, but it is in fact an integral part of your document's overall presentation. Your thesis or dissertation could contain some of the most important and innovative research in your field, but if it is presented in a sloppy manner—if your fonts don't match, your margins are skewed, your heading choices are inconsistent, your entries in the table of contents don't match what is in your document—then the brilliance and innovation of your research will be hidden behind a poor presentation. Instead, the poor formatting will obscure your research because the mistakes will appear far more readily apparent than what you actually have to say.

Moreover, as you progress in your post-graduate career, you will undoubtedly pursue publishing in academic journals or books, or you will apply for grants and research funding. All of these kinds of publications have formatting requirements—requirements that you will be expected to follow in order to be considered acceptable—so it is important to focus on formatting and adhering to requirements.

At the Graduate School, we have created formatting requirements that apply to all theses and dissertations equally to ensure your document is formatted properly and consistently. Meeting these requirements is essential not only to graduating, but to guaranteeing your document is able to be read by fellow scholars, meets publishing standards for journals and databases, and, above all, will be presentable and polished enough to ensure your work is taken seriously.

DEADLINES

You must meet three deadlines for your ETD in order to be eligible for graduation. These deadlines are **required**; if you miss a key deadline, you can jeopardize your graduation eligibility. You can find these specific dates on [the Graduate School's website](#).

Deadline	Description	Date(s)
Format Check Deadline	<p>First deadline you must meet. Make your initial submission to review your document. The content does not need to be finalized. You will have the opportunity to revise the content and formatting after this submission.</p> <p>You are encouraged to submit your work for a preliminary format approval (see page 6 of the format guide).</p>	Early in the semester
Defense Deadline	If your department requires a defense, this is the deadline by which you must defend your work.	Later in semester
Final Submission Deadline	The deadline by which you must submit your final, most perfect version. You cannot revise content after this date.	Near the end of the semester.

ETD COORDINATOR CONTACT INFORMATION

The Electronic Thesis and Dissertation (ETD) Coordinator will review your document for the format check. You can contact this person with any questions about your format check status, formatting concerns, or anything else related to the ETD submission process.

ETD Coordinator: Laura Kotti

Email: kotti@mailbox.sc.edu

Phone: 803-777-4244

Office: Close-Hipp Building, Suite 552

EMBARGO PROCESS AND EMBARGO RENEWALS

If you wish to publish any of your work or need to prevent other scholars from viewing or downloading your work, you can request an **embargo**. This option can keep your work from becoming accessible for an allotted amount of time. Note that work cannot be embargoed permanently. As a public institution, USC can only embargo work for a total of 10 years.

Embargo Process

To request an embargo, you will first need to choose the embargo option on your Dissertation Signature and Approval form ([G-DSF](#)) or Master's Thesis Signature Approval Form ([G-TSF](#)). You can choose an embargo length of 6 months, 1 year, or 2 years. In addition, you are required to submit a letter or memo addressed to the Graduate School that contains the following information:

- Name of student and your USC ID (9-digit alpha-numeric number)
- Title of electronic thesis or dissertation (ETD)
- Justification for embargo
- Length of embargo (6 months, 1 year, or 2 years)
- Signature of your major professor and/or head of department

Once the Graduate School has received this memo and your G-DSF or G-TSF, your embargo will be processed.

Please note that you must select the **Delayed Release** option in your ProQuest ETD account. If you do not do this, your work will become visible in ProQuest's databases.

Embargo Renewals

At the end of your embargo, you have the option to renew. You can renew in an increment of 6 months, 1 year, or 2 years. You are not required to use the same embargo length as before. Altogether, you can embargo your work for a total of 10 years cumulatively, renewing at one of the allotted intervals.

Each extension request must be accompanied by a letter from the major professor or department head (if the major professor is no longer at the institution) justifying the extension, and all extensions are subject to approval by the Graduate School.

Extension requests must be received by the Graduate School **at least thirty days before the expiration** of the previous embargo period.

It is also important to note that students have a separate agreement with ProQuest/UMI that is not affected by any embargo requests made to the University of South Carolina; likewise, any agreement students have with ProQuest/UMI does not affect their agreement with the University.

To renew your embargo with ProQuest, you will need to contact them directly at disssub@proquest.com or by chat at their website, <https://support.proquest.com/chat>.

HOW TO SUBMIT YOUR ETD TO THE GRADUATE SCHOOL

You will submit your work for the format check through a website called [ETD Administrator](#), which is a part of ProQuest/UMI. You can access this link also through the Graduate School's [website](#), clicking on the link that reads "Submit Your Thesis/Dissertation."

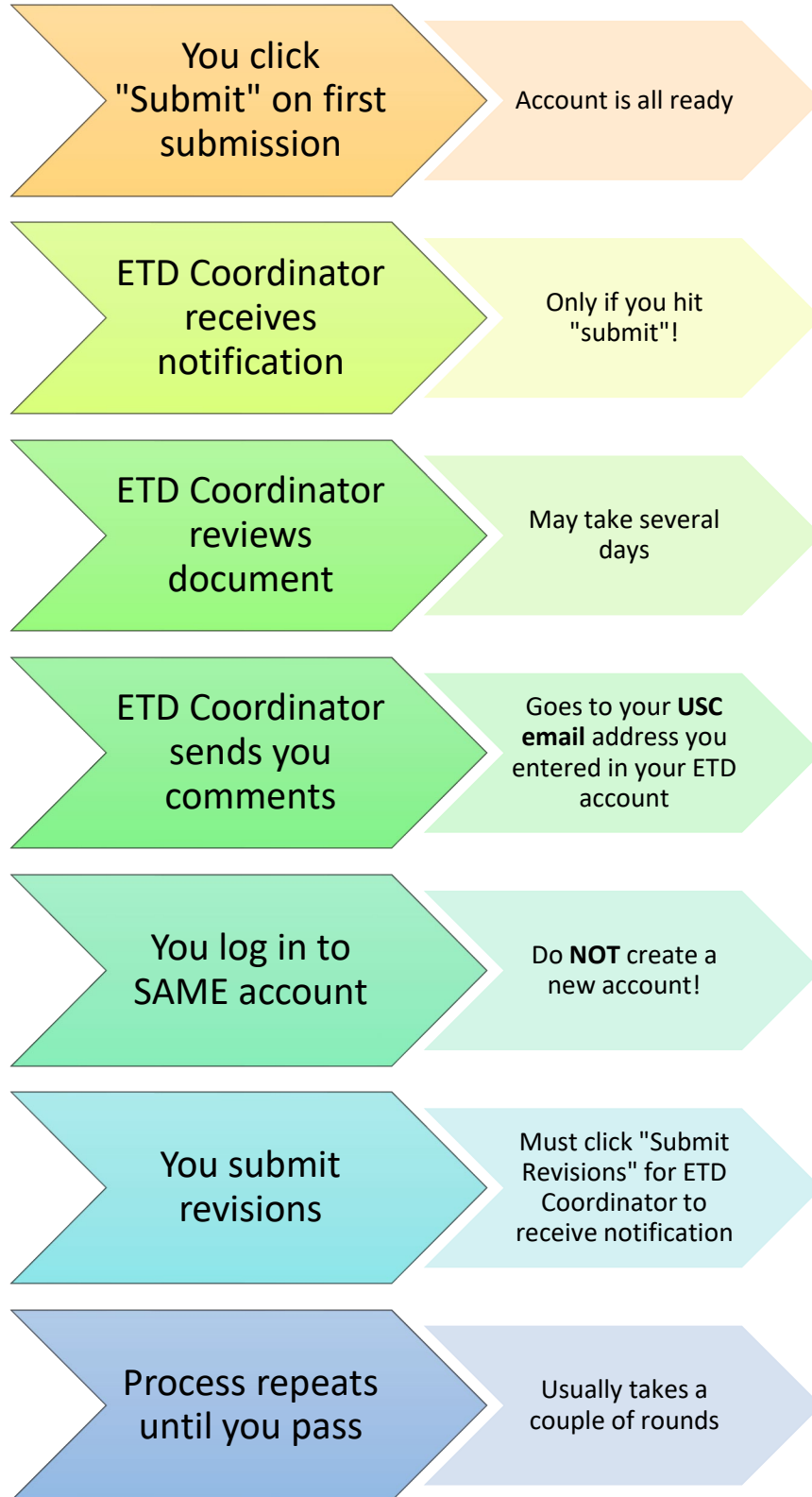
Please review and apply all formatting requirements before you submit. The more work your ETD needs, the longer the process will take for you to make revisions. Keep in mind these rules with submitting your ETD for the format check:

- No paper submissions are accepted. The entire format check process is electronic. You can only use the ETD Administrator system to submit your work.
- The Graduate School does **not** accept emailed submissions. All submissions must go through the ETD Administrator system.
- When resubmitting your work, continue to use your original account. Do **not** create a new account when you resubmit. You are only allowed to have one account in the ETD system.
- The first submission you make is **not** the version that will be published. The final, accepted version in your account is the one that you will receive as a hard copy and will be published in the appropriate databases.

Submitting for the First Time

Steps	Tips
1. Log in for first time	This is a new account Create password
2. Email addresses	Required to have USC email for all format check communication. Required to have personal email for post-graduation communication with ProQuest.
3. Order hard copies	Optional, but do this now because it is harder to order copies later.
4. Enter all ETD information	Must match what is in your G-DSF or G-TSF Name must match what is in university records Title must match what is on title page
5. Graduation information	Enter correct graduation month: <ul style="list-style-type: none"> ➤ May; or ➤ August; or ➤ December
6. Click "Submit"	Guarantees ETD Coordinator gains access to your submission

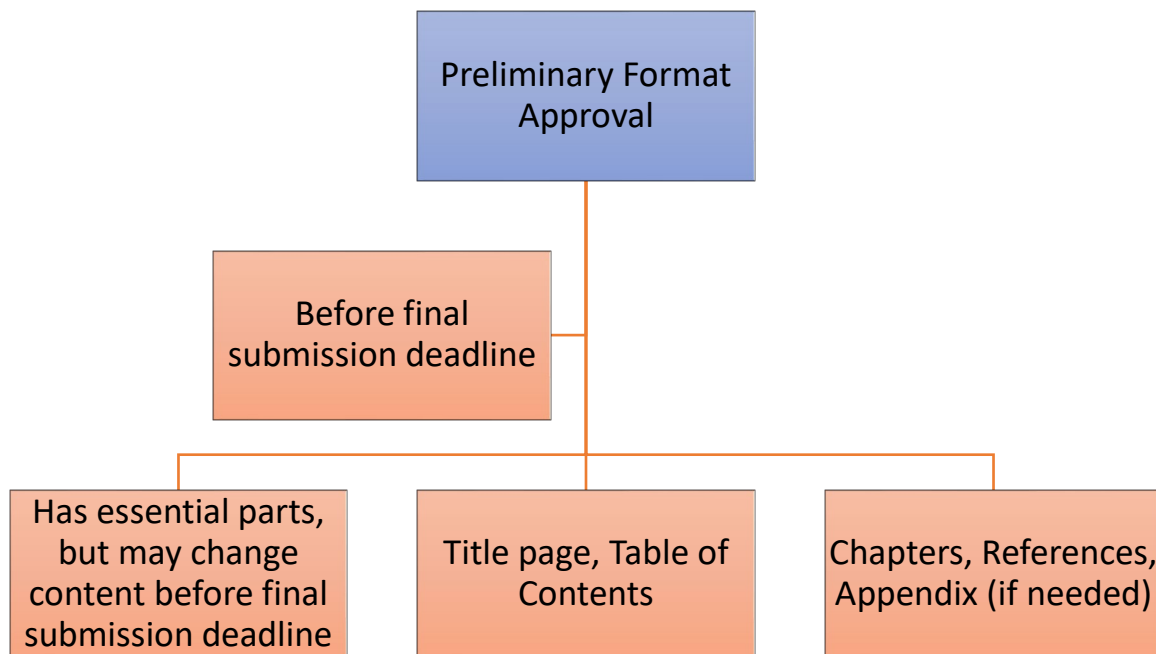
Format Check Process



After You Pass the Format Check

You will receive a notification email from me notifying you that you have passed the format check. Depending on where you are in your writing process and the point of the semester at which you pass, you will either receive a preliminary format approval or a final approval.

Preliminary Format Approval



To qualify for a preliminary format approval, your document must have at least a completed title page, table of contents, chapters, references, and (if needed) appendices. This approval status is for students who pass the format check prior to the final submission deadline.

If you receive preliminary format approval but anticipate making changes to the content, **you must let the ETD Coordinator know this**. Your document will not receive final submission approval until the content and the formatting are both finalized, complete, and free of errors.

A note will be added to your account stating which version has an acceptable format. Your coordinator at the Graduate School (whom you can look up at [this link](#)) will *not* be assigned to your account at this stage.

Please note that the preliminary format approval is not a required stage. Whether you receive preliminary format approval or final submission approval depends entirely on where you are in the writing and formatting process.

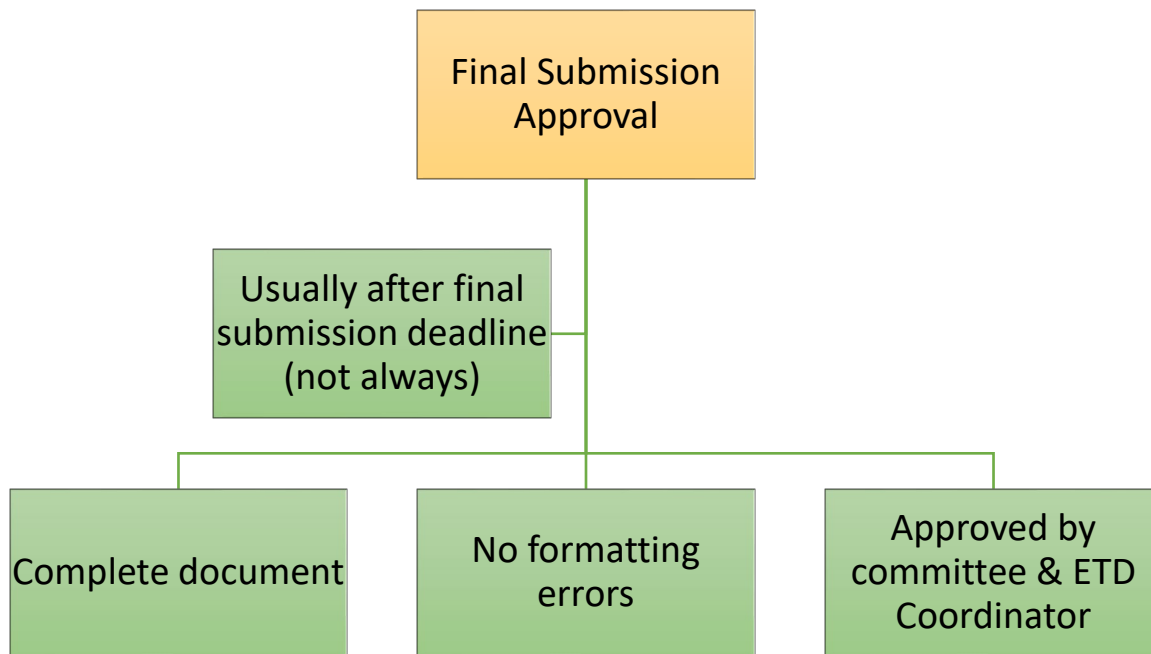
Final Submission Approval

Your document will receive final submission approval after you:

1. Pass the format check
2. Have all content finalized and approved by committee.

The document that receives final submission approval is the one that will be published. All documents must receive final submission approval for you to remain eligible to graduate.

Final submission approval requires content clearance from your committee and final format approval from the ETD Coordinator.



After Final Submission Approval

After you receive final submission approval, the ETD Coordinator will add a note to your account specifying which version of your document has passed the format check, and she will assign your coordinator at the Graduate School to your account.

Your coordinator will process your graduation paperwork in its entirety, which can take several weeks. Your ETD account may still say "in review," but that does not mean your ETD has not been approved. If you ever have questions about your graduation status after you have received final submission approval, you can [contact your coordinator](#).

ETD PROCESS FREQUENTLY ASKED QUESTIONS

Q: Do I have to wait until after I have defended to submit my document for the format check?

A: No, you do not have to wait until after you have defended. You may submit your document for the format check prior to your defense.

Q: How do I submit my document to have the format reviewed? May I email my Word file to the Graduate School?

A: The Graduate School does not accept submissions via email. To submit your document for the format check, you must use the ETD Administrator system. Please follow the submission instructions on the Graduate School's [Thesis & Dissertation page](#).

Q: After I upload my document, do I have to click the "Submit" button? Does that mean that I am submitting the final version?

A: After uploading your document, *you MUST click "Submit" in order to submit it for review*. Simply creating an account and uploading your file to the system is insufficient. To initiate the format review process, you must click "Submit".

Q: Can I make changes to my document after the format check deadline?

A: Yes. The initial version you submit will not be considered the final version, and you will have until the final submission deadline to resubmit.

Q: Can I make changes to my document after the final submission has been accepted?

A: No. No changes whatsoever may be made to the document after your final submission has been accepted. This rule applies to both content changes and format changes. If you must make a change after the final submission deadline, then you will be ineligible to graduate in the current semester, and the earliest you would be eligible to graduate is the following semester.

Q: Is there a separate submission system or process for the format check and the final version?

A: No, everything is submitted through the same ETD Administrator system. Simply submit your final, committee-approved version through the system, and after the final submission has been approved, it will be considered the version of record preserved by the university forever.

Q: Am I required to submit a bound copy?

A: No, you are only required to submit the electronic version as a PDF through the online ETD Administrator system. The university does not accept or preserve bound copies. If you would like to purchase bound copies, you may choose to do so, but that is an optional service and not required by the university. You can order copies either when creating your [ETD account](#) or from the [Russell House Print Shop](#).

Q: If I choose to order bound copies, will the version that I upload initially be bound?

A: No, the version that you upload initially will not be bound. Only the final version the university approves will be bound and shipped to you after graduation.

GENERAL FORMATTING

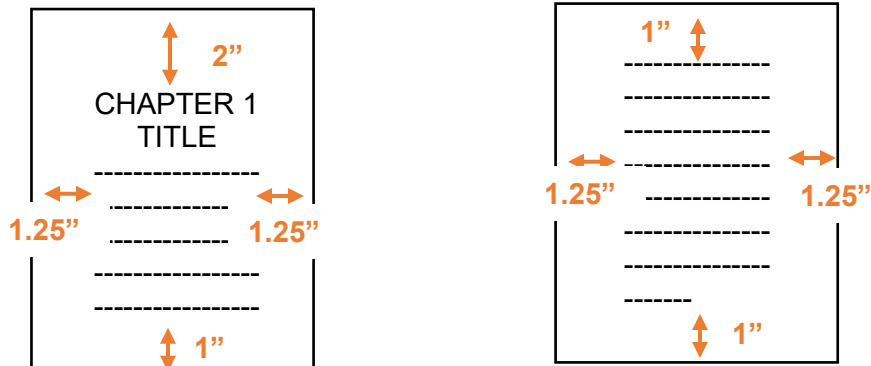
Margins

Every page of your ETD must be printable on standard 8.5" x 11" paper. Do **not** include borders on your document. Your final document must follow these requirements for margins:

Portrait Orientation

1. Left and right margins must be set at 1.25" on every page, including pages containing footnotes, appendices, charts, graphs, tables, figures, etc.
2. Top margins must be 2" for all pages with a major heading (see the list of major headings below) and for the first page of each chapter.
3. After the first page of a major section, all other pages must have 1" top margins.
4. Bottom margins must be set at 1" throughout.

All content on every page must fit within these margins, including tables, figures, footnotes, etc. For help formatting margins, see the "Useful Tips" section at the end of this guide.



Landscape Orientation

You can read more about landscape orientation later in this guide, but here are the margin requirements:

1. Top and bottom margins (long sides) must be 1.25".
2. Left and right margins (short sides) must be 1".
3. All content on the landscape page must fit within these margins.
4. For pages with a major heading on a landscape page, use these same margins. You do not need a 2" top margin on a *landscape* page with a major heading.

Page Numbers

Page numbers must be centered 0.5" from the bottom of the page (i.e., in the "footer" of the page). There will be two pagination sequences in your document:

1. A lowercase Roman numeral sequence; and
2. An Arabic numeral sequence.

You must follow these requirements when numbering your pages:

- a) The title page should **not** display a number, but it should be included in the pagination sequence.
- b) Use lowercase Roman numerals (i, ii, iii, iv, etc.) to number your front matter pages (Acknowledgements, Dedication, Abstract, etc.).
- c) Beginning with the foreword/introduction or the first page of your first chapter, use Arabic numerals (1, 2, 3, 4, etc.) to number all remaining pages of your document, including the bibliography and any appendices.
- d) This new sequence begins at "1"; do not continue the sequence from your front matter. You should not start a new numbering sequence for each chapter or section, but should continue the same sequence for the remainder of the thesis/dissertation.
- e) Page numbers on landscape-oriented pages must be in the same location as numbers on portrait-oriented pages. See the "Useful Tips" section at the end of this guide for help formatting landscape pages.
- f) Use the same font for the page numbers as you use for all other text in your document.

Line Spacing

Paragraphs in the front matter sections and in the chapters of your document must be **double-spaced**. Refer to your style manual (e.g., APA, MLA, Turabian, etc.) when determining how to space things such as block quotes, bibliographic entries, endnotes and footnotes, and so forth.

Fonts

Style

You may choose **one** of these fonts for all text in your document:

- Arial
- Calibri
- Courier New
- Palatino
- Tahoma
- Times New Roman

You can only use one of these fonts for all text in your entire document. This includes text/content, page numbers, footnotes, endnotes, figures, tables, entries in the table of contents and other front matter, table titles, figure captions—essentially every single piece of writing in your entire document can only be in your **one** chosen font. Do not switch back and forth between different fonts.

Do not use any color besides black. The use of color in illustrations, figures, graphs, etc. is permitted, but not for text. Hyperlinks are acceptable.

ProQuest/UMI requires that all fonts used in your document must be embedded in the final PDF you submit. For help embedding fonts, see the “Useful Tips” section at the end of this guide.

Size

For text in the body of your document, you must use size 12 font only. This requirement pertains to text on the title page, front matter, page numbers, chapters, appendices, figure captions, and table titles.

For headings, you have the option to use either 12- or 14-point font. Either choice is acceptable, but you must be consistent.

For writing and data within your tables, you have the option use sizes between 10- and 12-point font. Your tables will need to fit within the required margins, so keep this in mind as you format your tables. Your table *titles*, however, must be in size 12. Figure numbers and captions should also be in size 12.

Paragraphs

The first line of a new paragraph must be indented; however, you have the option not to indent the very first paragraph of a chapter or section.

Either left-justification or full-justification is acceptable for text in the body of your document; however, you should choose one method and use it consistently.

There should be no skipped lines or added space between paragraphs, above headings, or in between sections. The text must run continuously from paragraph to paragraph without large blank spaces on the pages.

Headings and Subheadings

The Graduate School does not set any specific standards for the format of chapter titles, major headings, or subheadings—except for font size, which must be 12- or 14-point. Students should refer to the standards set by their departments' choice of style manuals.

Regardless of which style you use, all heading and subheading formatting must be consistent throughout your document.

Example: if you decide to center some major headings in size 14 bold font, then all major headings must be centered in size 14 bold font.

Major Headings

Major headings are the “titles” at the top of the first page of a chapter or major section. Here is a list of major headings:

- Dedication
- Acknowledgements
- Abstract
- Preface
- Table of Contents
- List of Tables
- List of Figures
- List of Symbols
- List of Abbreviations
- Foreword or Introduction
- Chapter titles
- References (or bibliography, works cited, etc.)
- Appendix titles

Widows and Orphans

The first or last line of a paragraph, a heading, or a subheading must not be isolated by a page break. Such isolated lines are called “widows” or “orphans”, and most word processors can be set to prevent them.

Tables and Figures

Placement

You may **choose one** of the following options when inserting tables or figures into your document:

1. **Embed the table or figure in the text.** Do not use text wrapping around the sides of the item. Text should only appear above and/or below the item. OR
2. **Place the table or figure on a separate page immediately following the page where it is first cited.** Do not leave any extra space at the bottom of the preceding page. The text should run continuously. OR
3. **Insert all tables and figures at the end of each chapter.** All of the tables should be placed on consecutive pages, followed by figures. Place the items in the same order to which they are referred in the text. If your chapter is in manuscript style and has references, place the tables and figures after the references.

Table Requirements

- Titles should begin with the word “Table”, followed by the number of the chapter, a period, and the number of the table. E.g., Table 1.1, Table 1.2, Table 1.3, etc.
- Table numbering should restart for each chapter: Table 1.1, Table 2.1, Table 3.1, Table 3.2, Table 3.3, etc.
- If a table occurs in an appendix, the table number should include the letter assigned to the appendix as well as a number: Table A.1, Table B.1, Table C.1, Table C.2, etc.
- Every table must have a descriptive title. Titles of tables should appear **above** the table, and there should be 1 blank between the title and the top of the table.

Example:

Table 3.1 A List of Shakespeare Plays Assigned by Grade Level

Play	Grade Level
<i>Romeo and Juliet</i>	9 th grade
<i>King Lear</i>	10 th grade
<i>Julius Caesar</i>	11 th grade
<i>Hamlet</i>	12 th grade

- A table title may not consist of more than one sentence or phrase.
- Table titles should be flush left with the left side of the table and not extend beyond the width of the table.
- Table titles must be in size 12 font. For information within the tables, you can use sizes 10-12 font (in the same font as all other text in your document).
- Tables must fit within the required margins set out previously in this guide.
- Note: do not include typesetting notations in your document (such as “Insert Table 3.4 here”).

Figure Requirements

- Captions should begin with the word “Figure”, followed by the number of the chapter, a period, and the number of the figure. E.g., Figure 1.1, Figure 1.2, Figure 1.3, etc.
- Figure numbering should restart for each chapter: Figure 1.1, Figure 2.1, Figure 2.2, etc.
- If a figure occurs in an appendix to the document, the figure number should include the letter assigned to the appendix: Figure A.1, Figure B.1, Figure B.2, etc.
- Figure captions should appear **below** figures. There should be 1 blank line in between the figure and its caption.

Example:



Figure 1.1 University of South Carolina Graduate School Logo

- Captions should be flush left with the left side of the figure and not extend beyond the width of the figure.
- Figures must fit within the required margins stated earlier in this guide.
- Do not include typesetting notations in your document (such as “Insert Figure 1.2 here”).
- Figure titles and numbers must be in size 12 font (in the same font as all other text in your document).

Endnotes and Footnotes

You may use either endnotes or footnotes at throughout your document, but not both. If you decide to use endnotes or footnotes, you should use your word processing software's automatic function for doing so. Do not insert endnotes or footnotes manually.

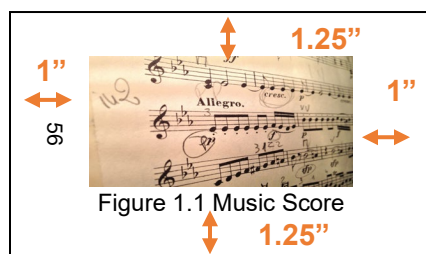
Endnotes	<ul style="list-style-type: none">• Placed at end of chapter or end of document• Must be consecutively numbered throughout the document
Footnotes	<ul style="list-style-type: none">• Placed at bottom or in footer of same page where reference is made• Footnote numbering may be <i>either</i> consecutive throughout the document or restart with each chapter. Either is acceptable.

Please refer to a style manual appropriate to your department or discipline for answers to specific style questions not addressed in this guide, such as whether to single-space or double-space your endnotes and footnotes.

Landscape-Oriented Pages

Landscape-oriented pages are limited to pages containing items (e.g. figures, tables, charts, or illustrations) which, due to their size and/or shape, must be formatted with the top and bottom of the item along the 11" sides of a page. These pages must be formatted such that, when viewing the page in portrait orientation, the bottom of the item is toward the right margin.

The item must also fit within the prescribed margins for a document; in landscape orientation, this means that the top and bottom margins (the long edges) of the page must be 1.25 inches, while the left and right margins (the short edges) of the page must be 1 inch. These margins also apply if a landscape page has a major heading.



The page number for the landscape-oriented page(s) must be in the same location and orientation as page numbers found on all other pages in the document (centered .5" from the bottom of the page in portrait orientation). When viewing the page in landscape orientation, this means that the page number will be centered half an inch from the left edge of the page, and rotated so that the bottom of the page number is toward the left edge of the page.

Only tables/figures should be placed on landscape pages; no paragraphs should be included on a landscape page. For help with landscape-oriented pages, see the "Useful Tips" section at the end of this Guide. You may also find an example of a correctly formatted landscape page in the Sample dissertation on the Graduate School's website.

DOCUMENT ORGANIZATION

Your document must be assembled in the order shown below. The sections designated as “required” must be included in your final ETD. You do not have to include sections labeled “optional.”

Order of Document Items

Portion	Item	Required vs. Optional	Page Number
Front Matter	Title page	Required	Roman Numeral (ii, iii, iv, etc.)
	Copyright page	Optional	
	Dedication	Optional	
	Acknowledgements	Optional	
	Abstract	Required	
	Preface	Optional	
	Table of Contents	Required	
	List of Tables	Required if there are 4 or more tables	
	List of Figures	Required if there are 4 or more figures	
	List of Symbols	Optional	
	List of Abbreviations	Optional	
Body of Document	Foreword or Introduction	Optional	Arabic Numeral (1, 2, 3, etc.)
	Chapters	Required	
	Bibliography (or References or Works Cited, etc.)	Required	
	Appendix or Appendices	Optional	

The title page through the list of abbreviations constitutes the front matter portion of your document. The Foreword/Introduction and chapters (and appendices) make up the main body of your document. Each of the items in this list has specific formatting instructions, detailed on the following pages. See [the Graduate School's website](#) for a sample of a correctly formatted ETD.

Title Page

Your ETD must have a title page. All the content on the title page must be centered on the page, both vertically and horizontally. Do not use any bold on the title page. Also, do not include a page number on the title page; however, you must “count” the title page in your pagination sequence. You must include the following information in this order:

Title

The title of your thesis/dissertation must be the first line of text. If your title is more than one line, single-space the entire title. The title on your title page must be exactly the same as the title in your ETD Administrator account online.

“By”

Directly below the title should be a blank line. On the next line, type the word “by” and insert another blank line below.

Your Name

Next, your name should be on a line by itself. Your name must match across several university platforms so that your document can be attributed to you. This means your name must appear exactly the same across these platforms:

1. Self-Service Carolina
2. University records
3. ETD Administrator account
4. Title page

Blank Line

Insert a blank line after your name.

Previous Degrees

Next, you will insert the degree(s) you have previously earned. Write the name of the degree on one line, then the university/institution and graduation year on the next line. The entire entry should be single spaced, but you must double space in between degrees. Example:

Bachelor of Arts
University of Georgia, 2008

Master of Arts
University of South Carolina, 2011

Include each bachelor and higher degree you have previously earned (double-space between degrees), listed in chronological order by date received. Do not include the major with the degree(s), and do not abbreviate the degree(s).

If one of your past degrees was a dual degree, list each degree separately; do not group them into one entry.

Solid Line

Next, insert a solid, horizontal, black line. The line distance should be about half the width of the title page centered. Example:

Current Degree Information

The next group of information should focus on the degree for which you are writing the thesis or dissertation. You must use the following language (double spaced):

Submitted in Partial Fulfillment of the Requirements

For the Degree of [insert degree here] in

[insert your major here]

[insert the name of your college (not department)]

University of South Carolina

[year of graduation]

Accepted by:

[your major professor's/thesis director's name], [either Major Professor OR Director of Thesis]

[committee member's/reader's name], [either Committee Member OR Reader]

[committee member's/reader's name], [Committee Member OR Reader]

[committee member's/reader's name], [Committee Member OR Reader]

Cheryl Addy, Interim Vice Provost and Dean of the Graduate School

See the Graduate School website's Programs Offered page for information on your degree, college, major, etc. You must use the official language for your degree, and you must spell out the full name of the degree—for example, "Doctor of Philosophy", not "Ph.D."

Do not include titles or degrees for your professors' names (such as "Dr.", "Prof.", or "Ph.D.") or any name on the title page, including your own.

Which Type of ETD	Terms to Use
Master's Thesis	Director of Thesis Reader
Doctoral Dissertation	Major Professor Committee Member



TITLE OF DISSERTATION

By

Jane Laura Smith

Bachelor of Arts
University of South Carolina, 2006

Master of Arts
University of South Carolina, 2011

Submitted in Partial Fulfillment of the Requirements

For the Degree of **Doctor of Education** in

Curriculum and Instruction

College of Education

University of South Carolina

2021

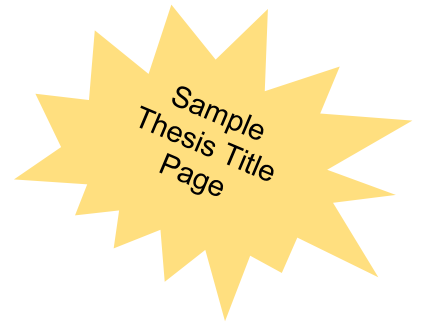
Accepted by:

John Doe, Major Professor

Sara P. Smith, Committee Member

Michael K. Jones, Committee Member

Cheryl Addy, Interim Vice Provost and Dean of the Graduate School



TITLE OF THESIS

By

Paul Douglas Smith

Bachelor of Arts
University of South Carolina, 2019

Submitted in Partial Fulfillment of the Requirements

For the Degree of **Master of Science** in

Mechanical Engineering

College of Engineering and Computing

University of South Carolina

2021

Accepted by:

John L. Doe, Director of Thesis

Sara P. Smith, Reader

Cheryl Addy, Interim Vice Provost and Dean of the Graduate School

Copyright Page

Although you are not required to do so, the Graduate School recommends that you include a copyright notice with your document. According to U.S. law, your work is protected from the moment it is created in a tangible fixed form (including in an electronic form); you do not have to publish the work, register the work, or pay any fee in order to have copyright protection. Therefore, you may include a copyright notice with your thesis/dissertation even if you have not registered it with the U.S. Copyright Office.

However, there are certain benefits to registration. For more information, visit the U.S. Copyright Office online at www.copyright.gov. If you decide to register, you may opt to have UMI file for copyright registration on your behalf (for a fee) during the electronic submission process, or you may personally register with the U.S. Copyright Office.

If you decide to include a copyright page, it must be in the following format:

1. Approximately 2" from the bottom of the page, include the following language:

© Copyright by [insert your name], [year of graduation]
All Rights Reserved.

This two-line statement should be single-spaced and horizontally centered on the page. There should be no text or content on the page besides this statement.

2. When inserting your name, type it exactly as it appears on the title page. This page should be immediately after the title page.
3. The copyright page should contain the lowercase Roman numeral "ii" in the center of the page, 0.5" from the bottom of the page.
4. If, instead of including an "All Rights Reserved" notice, you would like to release your thesis/dissertation under some less-restrictive type of license, such as a Creative Commons license, you should indicate as much on this page. The format of this page will remain the same, but the language will differ depending on the license you choose.

Dedication and Acknowledgements

You are not required to include either a dedication or any acknowledgements, but if you decide to include either, each must follow these guidelines:

1. For the dedication, make "Dedication" your major heading, placed at the top of the page with a 2" top margin. It should be followed by a blank line.
2. For the acknowledgements, make "Acknowledgements" your major heading, placed at the top of the page with a 2" top margin. It should be followed by a blank line.
3. Next, include the body of your dedication or acknowledgements, double spaced. It should be fully- or left-justified, depending on the alignment you choose for the body of your document.

4. If you included a copyright page, the page number on the dedication page should be lower-case Roman numeral “iii”, centered at 0.5” from the bottom of the page. If you did not include a copyright page, the page number should be “ii”. The acknowledgements page should follow the same sequence.

NOTE: You may not combine these two items into one page. The dedication and the acknowledgements are two separate items and must be on separate pages. They are grouped here only because the formatting requirements are identical for both pages.

Abstract

You are required to include an abstract and must follow these guidelines:

1. The word “Abstract” should be at the top of the page as a heading, followed by a blank line. Remember, all pages with headings must have a 2” top margin, while other pages have only a 1” top margin. Thus, if your abstract continues beyond a single page, the first page will have a 2” top margin, while the remaining pages will have a 1” top margin.
2. Next, include the body of your abstract, double-spaced. The body of your abstract may be left- or fully-justified, and should generally be no longer than 350 words.
3. Regarding pagination, the abstract page should follow in the same lowercase Roman numeral sequence as the other front matter. For example, if you included a copyright page, a dedication page, and an acknowledgements page, then “v” should be placed on your abstract page.

Preface

A preface is optional, but if you include one, you must follow these requirements:

1. “Preface” should be at the top of the page, followed by a blank line.
2. Double-space the body of the preface, either left- or fully-justified.
3. The pagination should follow the same lowercase Roman numeral sequence as the previous pages in your document.

Table of Contents

You are required to have a table of contents. Here are the guidelines you must follow:

1. The heading “Table of Contents” is to be placed at the top of the page, followed by a blank line. The first page of the table of contents should have a 2” top margin. If your table of contents is more than one page, only include the heading on the first page; the remaining pages should have 1” top margins, with no heading.
2. The following items must be listed in your table of contents (if included in your document):
 - Dedication
 - Acknowledgements
 - Abstract
 - Preface
 - List of Tables
 - List of Figures
 - List of Symbols
 - List of Abbreviations
 - Each chapter, including the chapter number and descriptive title
 - Bibliography/references
 - Each appendix, including the appendix letter and descriptive title
 - Endnotes (if applicable)
3. Do not include the title page, the copyright page, or the table of contents page(s) in your table of contents.
4. When listing chapter headings and subheadings, do not include more than one level of subdivision within a chapter; you may list chapter titles only, or chapter titles and the next level of headings, but none below that. The descriptive chapter headings and subheadings within the table of contents should match exactly the language used within the body of your thesis/dissertation itself. Here is an example:

Chapter 2: “The Sweetness of Dependence”: Gothic Domination in Edith Wharton’s <i>Summer</i>	9
2.1 Introduction	9
2.2 Intricacies of Power	17
2.3 Violence and Fantasy in Love	35

5. The title of each entry listed in the table of contents should be justified to the left of the page, along the left margin. However, subheadings below a chapter heading need to be indented.

6. Page numbers in the table of contents should be along the right margin of the page (remember, the side margins are 1.25” throughout the document). Include a leader (a line of dots) in the space between the entry name and the corresponding page number. See page 23 of this guide for information regarding how to format leaders in Microsoft Word. Do not simply insert a line of periods with the page number at the end, because that method will not result in all of the page numbers being properly aligned on the margin.
7. Double-space between each entry. If an entry takes up more than one line, split the entry about three-fourths of the way across the page, and place the remaining text on the next line, single-spaced. Only include a leader from the last line. Here is an example:

TABLE OF CONTENTS	
Dedication	iii
Abstract.....	iv
List of Tables.....	vi
List of Figures.....	vii
Chapter 1: Introduction	1
Chapter 2: “Nothing Will Come of Nothing”: Gender Politics in the Father-Daughter Relationship in Shakespeare’s <i>King Lear</i>	32
Chapter 3: Shakespearean Sonnets and the Legacy of <i>Romeo and Juliet</i>	65
Chapter 4: Conclusion	82
References.....	90
Appendix A: Images from the Globe Theater.....	97
Appendix B: First Folio Display Dates.....	101
v	

8. The table of contents page(s) should include a page number in lowercase Roman numerals, in the same sequence as the rest of the front matter.

List of Tables
List of Figures

If you have fewer than four tables or figures in your document, then you do not need to list them. If you have 4 or more, however, then you are required to have a list of tables and/or list of figures.

Note that the list of tables and the list of figures are two separate sections, and *they cannot be combined*. If you include a list of tables and list of figures, they must be on separate pages.

Here are the requirements, which apply to both the list of figures and list of tables:

1. The phrase “List of Tables” must be at the top of the page, followed by a blank line. Use “List of Figures” for the list of figures.
2. The number and title of each table/figure should be aligned on the left margin of the page. The descriptive title/caption must be included, not just the number.
3. Page numbers in the list should be right-justified. Include a leader between the title of the table/figure and the corresponding page number. If a title is more than one line, single- space the entry, and only include a leader from the last line of the title.
4. Double-space between each entry. If an entry takes up more than one line, split the entry about three-fourths of the way across the page, and place the remaining text on the next line, single-spaced. Only include a leader from the last line. Here is an example:

Table 1.1 Uses of Shakespeare’s First Folio in 12 th Grade AP English	12
Table 2.1 Reading Comprehension Scales Used in AP English Assessment	35

5. The descriptive titles of tables/figures in the list should match exactly the language used within the body of your thesis/dissertation itself.
6. The page(s) containing the list should include a page number in lowercase Roman numerals, in the same sequence as the rest of the front matter.

List of Symbols

A list of symbols is not required, but if you choose to include one, follow these guidelines:

1. Type “List of Symbols” at the top of the page, then insert a blank line.
2. All the symbols should be left-justified along the left margin.

After typing the symbol, tab over once, then type the definition or description of the symbol. The beginning of each definition/description should be aligned on the page.

3. Double-space between entries. If a definition/description takes up more than one line, single-space for that entry, and make sure that each line of text is consistently left-aligned.
4. Include the page number in the same lowercase Roman numeral sequence as the other front matter.

List of Abbreviations

Including a list of abbreviations is optional. The following format must be followed if you decide to include a list of abbreviations:

1. “List of Abbreviations” is to be placed at the top of the page, followed by a blank line.
2. List the abbreviations alphabetically.
3. The abbreviations should be left-justified along the left margin.
4. The definitions of the abbreviations should be right-justified along the right margin. Include a leader between the abbreviation and its definition. In rare instances, a definition may be more than one line; if this occurs, single-space the entry, and right-justify all lines of text.
5. Double-space between entries.
6. Number this page in the same sequence as the other front matter, in lowercase Roman numerals.

Foreword or Introduction

Your foreword or introduction begins the body of your document. The first page of this section should be “1”. From this point forward, all page numbers are in Arabic numerals and run consecutively.

However, a foreword or introduction is not required. You do have the option to make your introduction your first chapter (as in “Chapter 1: Introduction” or “Chapter 1: Foreword”). Either option is acceptable.

Note: if you want to include figures or tables in your introduction, then you must make it “Chapter 1: Introduction.” This is because you must have a number to use for your table and figure numbers (e.g., “Figure 1.1” or “Table 1.1”). You cannot include figures or tables in an “Introduction” or “Foreword” because you will not have a number to use for figures and tables. Moreover, you cannot use “Table I.1” or “Table F.1” because that will cause confusion with appendices, which are assigned letter designations. The bottom line is if you want to insert tables or figures into your introduction, then it must be a chapter.

Chapters

Here are requirements you must fulfill for your chapters:

1. From this point forward, number all remaining pages (including the bibliography and appendices) with Arabic numerals, starting at “1” on the first page of your introduction or first chapter.
2. Every chapter title must begin with the word “Chapter,” then have the number designation, then the descriptive title (e.g., “Chapter 1: Introduction” or “Chapter 2: Literature Review”).
3. All chapter numbers must either be spelled out or written in Arabic numerals, but you *must be consistent* (“Chapter One” or “Chapter 1”). You *cannot* use Roman numerals for chapter numbers. Choose one style and use it for all chapter titles.
4. Begin each new chapter with the chapter title at the top of a new page with a 2” top margin. The remaining pages of the chapter will have 1” top margins.
5. The text of the main body may be either left-justified or fully-justified. Whichever you choose, you must use it consistently throughout the entire document, including with front matter (Dedication, Abstract, etc.).
6. Each chapter title must be an entry in the table of contents.
7. Each new chapter must begin on a new page. Subsections within chapters should not start on a new page unless there is no room on the preceding page (remember to avoid widows/orphans).
8. A conclusion/concluding chapter is optional.

Bibliography / Works Cited / References

You are required to have a bibliography at the end of your document.

If you are using manuscript style and have references at the end of your chapters, you still need to include a full, complete bibliography at the end of your document. Do not insert references at the end of every single chapter. For manuscript style, only insert references at the end of manuscript chapters.

Here are the requirements for your bibliography:

1. Consult your approved style manual (e.g., APA, MLA, etc.) for specifics on how to structure your reference entries. Use the style manual's requirements consistently.
2. Margins must still adhere to requirements stated previously in this guide.
3. Page numbers will continue to be in order and in Arabic numerals, just like the preceding pages of the body of your document.
4. Select a major heading appropriate to your discipline and style manual (e.g., "Works Cited" for MLA, etc.). Place it at the top of the page, using a 2" top margin.
5. Refer to your style manual to determine whether to single or double space your entries.
6. Avoid widows/orphans even in the bibliography.

Appendix or Appendices

Appendices are optional. The purpose of an appendix is to include additional information that does not have an appropriate place in a chapter. Examples of appendix materials include surveys, computer programs, or formulas.

1. Include all appendices after the references section. No appendix should appear directly after a chapter, even if that appendix only pertains to that chapter.
2. Each appendix must have a letter designation and a descriptive title (e.g., "Appendix A: Supplementary Tables" or "Appendix B: Permission to Reprint"). Each appendix title is considered a major heading and must be formatted just like your other major headings.
3. The appendix title must be at the top of the first page with a 2" top margin. All subsequent pages of the appendix must have 1" top margins.
4. Each appendix must be listed in the table of contents, and all page numbers must be in Arabic numerals.
5. If you have figures or tables in an appendix, then the figure or table numbers must match the appendix's letter. Example: "Figure A.1" for a figure in Appendix A; "Figure B.1" for a figure in Appendix B.

Supplementary Files

If you have supporting files or documents to include with your dissertation, such as sound clips or data sets, that will not “fit” into the traditional PDF format of your dissertation, then you can submit this information as “supplementary files” in ProQuest.

These files are not subject to the Graduate School’s formatting requirements.

These files will accompany your ETD, but will not be in the PDF. If you order a hard copy, you will receive a copy of these files as a CD in the back pocket of your book.

You can read more about this option at [ProQuest’s website](#).

MANUSCRIPT STYLE: USING JOURNAL ARTICLES AS CHAPTERS

Some departments may allow you to include, as chapters, articles that have been or will be submitted to scholarly journals. This style is also referred to as “manuscript style,” and has been approved by the Graduate School for use by all departments. However, you must have the approval of your department to use the manuscript style for chapters in your document.

The format requirements explained previously also apply to manuscript chapters, regardless of how the manuscript was previously formatted for submission to a publisher. You are not required to change the content of your manuscripts that have been published or prepared for publication, but you are required to change the presentation of that content so that it meets the Graduate School’s format requirements. This section of the format guide details the requirements for using manuscript style. *These requirements apply only to manuscript chapters, in addition to the requirements described in the previous sections of this format guide.*

Authorship

You must be either the sole author or the first co-author of each manuscript submitted as a manuscript chapter.

Manuscript with Multiple Authors

It is acceptable to submit a manuscript that you co-authored with others, but you must be the first/primary author. If you are not listed as the first or primary author, then you advisor must submit a letter to the Graduate School confirming that you are the primary author of all manuscripts you have included in your dissertation. The letter must also state that your dissertation contains only your own original work.

Co-First Authors of Manuscript

If you and a fellow graduate student are *both co-first authors* on a manuscript and wish to use it in your dissertations, then you must seek approval from both of your committees and from the Graduate School. You will need to submit a memo signed by your major professors to the Graduate School confirming that you are both co-first authors of the manuscript and that these manuscripts are indeed your original work. All requests are subject to the Graduate School’s approval.

Copyright Release

You must include evidence that you have received permission to use articles which have been published or accepted for publication. It is your responsibility to secure copyright releases prior to submitting your document to the Graduate School. There is no specific form the evidence must take; as long as it is clear that you have permission to re-use the content, that will be sufficient.

Common types of permission include a letter or email from the publisher, a screenshot of the publisher’s website explaining your rights as an author, or a printout from the Copyright Clearance Center. *Your document will not be accepted as a final submission until all necessary copyright releases have been received by the Graduate School.* The evidence of permission should be included within the dissertation itself, not submitted separately. Typically, students have done this by inserting the evidence as an appendix to the document labeled “Permission to Reprint” or some similar title.

Overall Document Structure

The same requirements discussed previously for required vs. optional sections also apply to manuscript ETDs. However, there are some additional requirements for manuscript ETDs.

You must include:

- Abstract describing the dissertation as a whole
- Introduction or introductory chapter that details the structure of the document
- Literature review that defines the objectives of the research
- Conclusion or concluding chapter that ties together the major results.

Unavoidably, these requirements will duplicate some of the introductory and concluding material in each article/chapter.

With these elements, the dissertation will be presented as a unified product, rather than simply a collection of related but separate manuscripts.

Chapters

As stated, manuscript style is for material that is intended for publication. If you have multiple manuscripts in your document, *do not* combine all manuscripts into one chapter. Each manuscript or article must be in a separate chapter.

Tables and Figures

Tables and figures in manuscript chapters must also adhere to the Graduate School's formatting requirements. Do not use the same table/figure numbers that you used in preparation for submission to a publisher. Instead, follow the criteria stated earlier in this guide with regard to numbering and creating titles and captions.

Chapter Cover Page

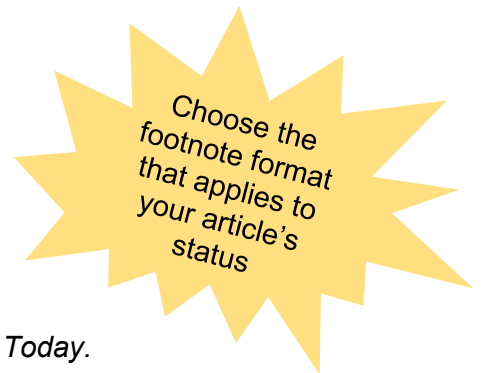
The names of all authors, in journal-submitted order, and the name of the journal – with volume, page numbers, date (if known), and article status (e.g., “to be submitted,” “submitted to,” etc.) – must be given as a footnote to the title on the first page of each manuscript chapter. This footnote will indicate the current status of each manuscript.

The text of the journal article may begin on either this first page or on the subsequent page. A sample chapter cover page appears on the next page of this guide.

Note that there are four footnotes on the sample page, showing you the language that you need to include based on whether your article has been published, accepted for publication, submitted, or to be submitted. Place an appropriate footnote on your cover page, and follow the citation format in your chosen style manual.

CHAPTER 2

THE TITLE OF YOUR CHAPTER BELONGS HERE, CENTERED
AND DOUBLE SPACED, USING THE SAME MAJOR HEADING FORMAT
YOU USED THROUGHOUT YOUR DOCUMENT¹



¹ Sample, I.G. and U.B. Goodwin. To be submitted to *Psychology Today*.

¹ Sample, I.G. and U.B. Goodwin. Submitted to *Psychology Today*, 12/10/2017.

¹ Sample, I.G. and U.B. Goodwin, 2017. *Psychology Today*. 1045:562-603.
Reprinted here with permission of the publisher, 12/10/2017.

¹ Sample, I.G. and U.B. Goodwin, 2017. *Psychology Today*. 1045:562-603.
Reprinted here with permission of the publisher.

USEFUL TIPS

Templates

Downloadable templates in MS Word format are available on the [Graduate School website](#). There is a full template that contains all sections in one document, and there are also templates for individual pages or sections. The templates have been pre-formatted, so that all you need to do is enter in your information wherever you find **red text** in the document (don't forget to change all the red text to **black** before submitting).

You are not required to use a template, but if you choose to use any, remember that you still need to be familiar with formatting requirements. The templates exist as an additional tool, and not as a replacement for the format guide.

Please note that some content or pages in the templates may or may not be in your document, such as the Preface or Dedication. If you decide not to include one or more of the optional sections in your document, then you must remove those pages from the template, and adjust your Table of Contents and page numbers accordingly.

Also note that if you use a template, the formatting may be altered as you edit your document. For example, the templates have been divided into multiple sections (see the information regarding section breaks, below); if you are not careful, you may end up deleting the section breaks and throwing off the formatting. Pay attention as you make changes, so that you are careful to keep everything where it needs to be.

One helpful way to keep track of formatting in MS Word is to show the paragraph and formatting indicators that are usually hidden. To do this, navigate to the "Home" tab, and click the paragraph symbol (¶) in the upper right corner of the "Paragraph" section. This is a useful tool because it shows you where invisible things like tabs and section breaks have been inserted.

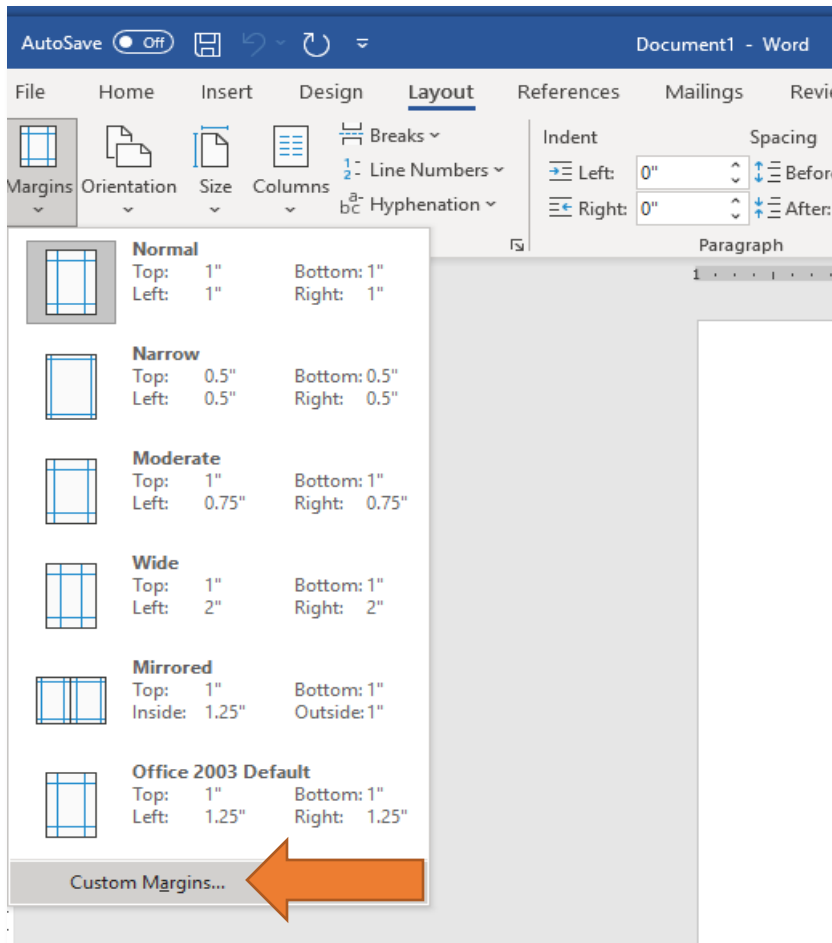
Finally, do not use the templates or samples when determining which style to apply in your document (such as APA, Chicago, MLA, etc.). As previously mentioned in this guide, you should refer to the style manual approved by your department as you write your thesis or dissertation. This is especially important for things like in-text citations, footnotes, endnotes, bibliography, etc.

Samples

The Graduate School website also contains [downloadable samples available as PDF files](#). Again, the samples should not be the only thing you consult when creating your document – they are provided only as examples of what properly formatted submissions look like. One sample contains **red text** to indicate information that needs to be changed in your document, and also contains instructions, reminders, and tips in **blue text** that are designed to help you along. Be aware that your final document must contain only black text; the red and blue text in the sample is only a different color to assist you in the preparation of your final document. A second sample contains no annotations and is indicative of what a final submission will resemble.

Formatting Margins

To change the margins in MS Word 2019 for Windows (your particular operating system or software version may have slightly different procedures, though the functionality and process will be similar), click the “Layout” tab at the top of the window, then click the “Margins” icon. At the bottom of the list, click “Custom Margins” to bring up a dialog box.

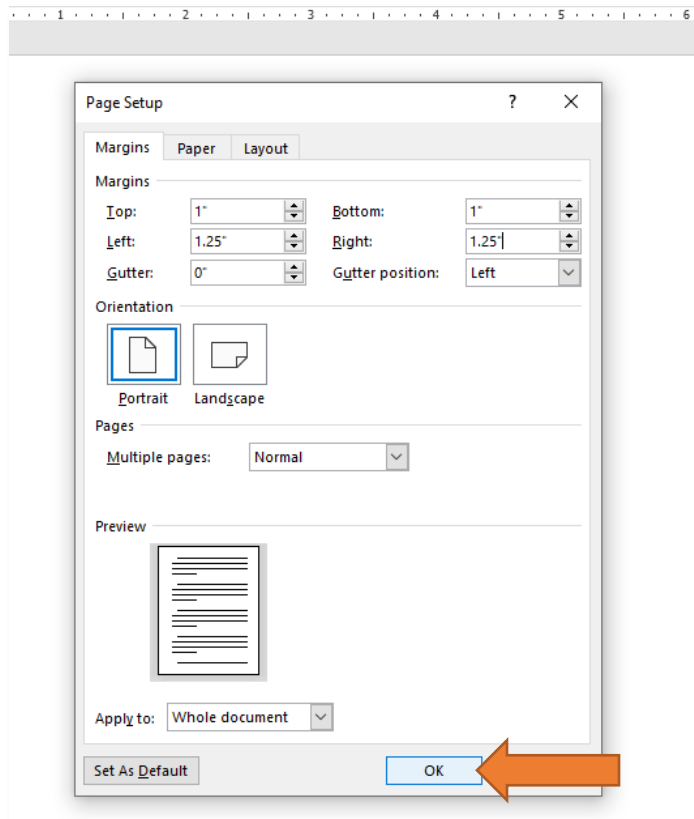


Now, set the margins for the top, bottom, left, and right of the page. The margins will vary, depending on whether your page is in portrait or landscape orientation. For landscape instructions, see the “Landscape Orientation” section of this guide.

Portrait Orientation

Your bottom margins will always be 1”, and your left and right margins will always be 1.25” throughout your document, but your top margins will be either 1” or 2”, depending on whether a given page has a heading (see the section on General Formatting, above, for specific requirements regarding margins).

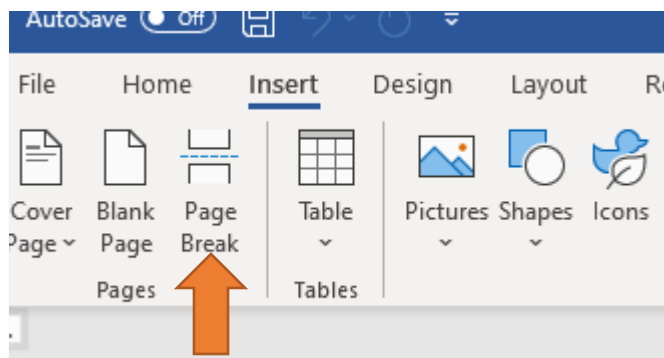
To format different top headings for pages within a single document, use section breaks (see the next section of this guide, below, if you need assistance creating sections). Once you have adjusted the settings, click “OK” to apply your selections and save your changes.



Page Breaks and Section Breaks

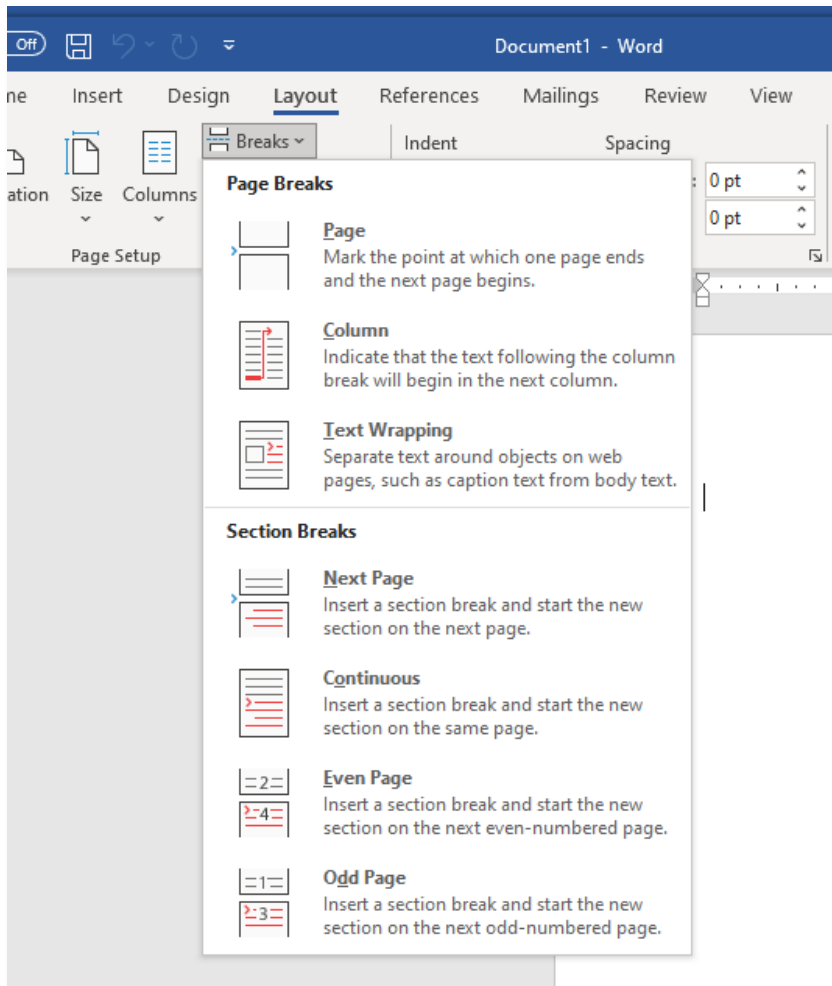
When you need to start a new page, do not repeatedly press “Enter” until you get to a new page. Instead, insert a page break. This method is preferable because no matter the changes that you make above the page break, the text after the page break will always appear on a new page.

To do this in MS Word, make sure that your cursor is at the location in your document where you want to insert the page break, then click on the “Insert” tab at the top of the window, and then click “Page Break.” You can also hold the “Ctrl” key on your keyboard and press “Enter.”



A section break divides the document into sections, each of which can have unique formatting settings. By creating new sections, you can more easily format page numbers, landscape pages, and even create new sections for pages with major headings. Sections allow you to format your document properly without having to sacrifice content.

To insert a section break in MS Word, navigate to the “Layout” tab at the top of the window, click “Breaks”, and then select the appropriate type of section break you want to insert under the “Section Breaks” heading.



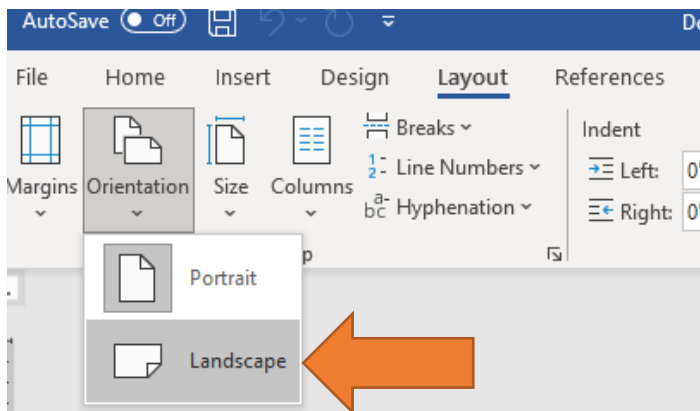
Landscape Orientation

If you have a large table or figure in your document, it may be necessary to orient one or more of your pages in landscape format, meaning the longer sides of the page (11") are on the top and bottom, and the shorter sides (8.5") are on the left and right. Rather than keeping the page in portrait orientation and rotating the content (so that the reader will be forced to turn his/her head in order to read the information), you should use the tools in the word processor to rotate the page such that the content is readable from left to right on a computer screen.

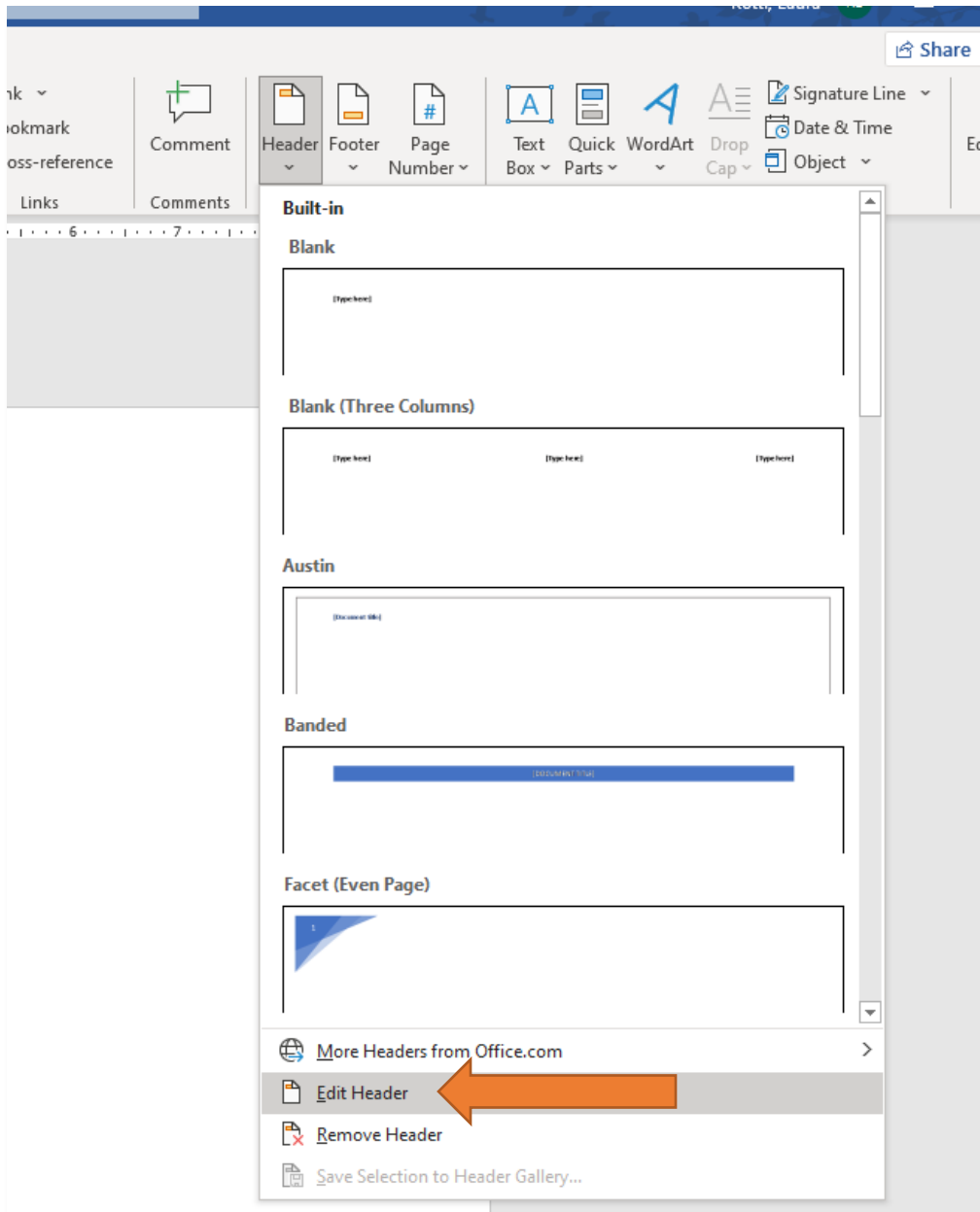
To do this in MS Word 2018, first click at the end of the page before you want to begin landscape orientation. Insert a "Next Page" section break (see the instructions elsewhere in this guide if you need to learn how to insert section breaks).

Your cursor should now be on a new page; go ahead and create another "Next Page" section break so that the entire page is blank. This second "next page" will be where your content on portrait-oriented pages continues.

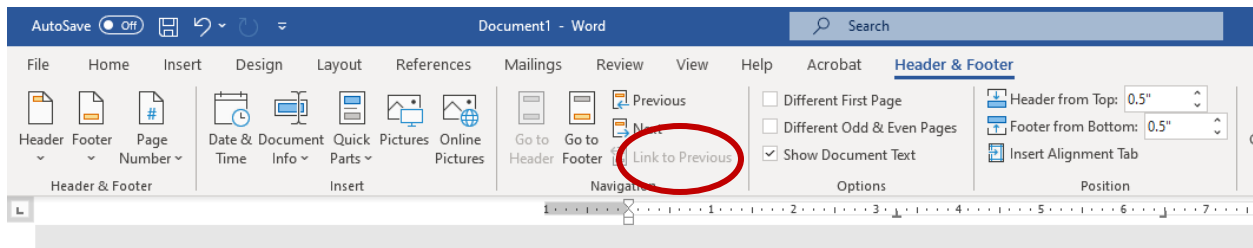
Now make sure your cursor is in the section you want to change to landscape orientation. On the "Layout" tab at the top of the page, click "Orientation" in the "Page Setup" group, and select "Landscape." The page should now be in landscape orientation.



With your cursor placed anywhere on the first page of the section with landscape pages, go to the “Insert” tab, navigate to the “Header & Footer” group, and click “Header” to bring up a list of options; click “Edit Header” near the bottom.



MS Word will then provide you with a “Header & Footer” tab. Click on this tab, and make sure that “Link to Previous” is **not** highlighted. Click “Go to Footer” and make sure that “Link to Previous” is also **not** highlighted there before clicking “Close Header and Footer.”

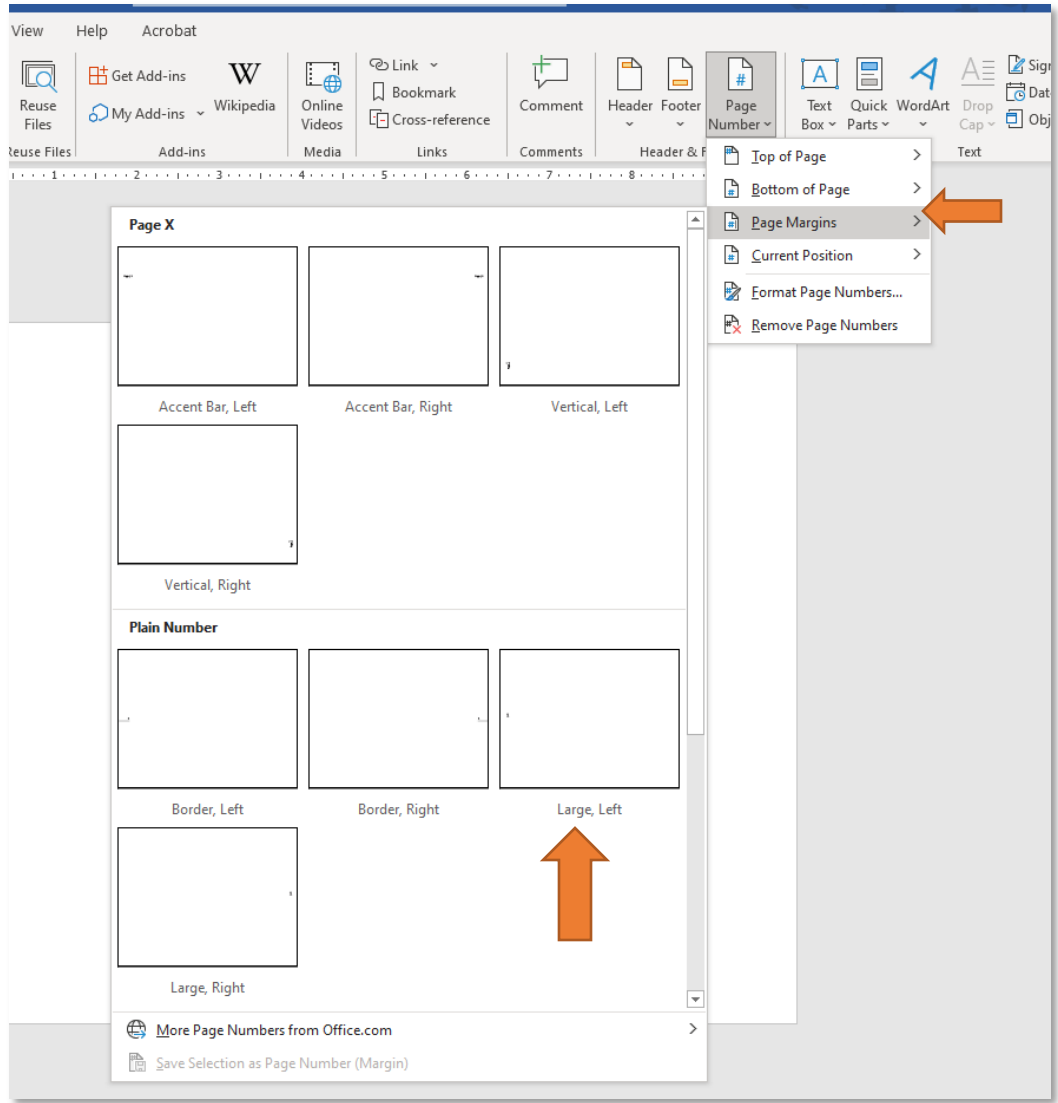


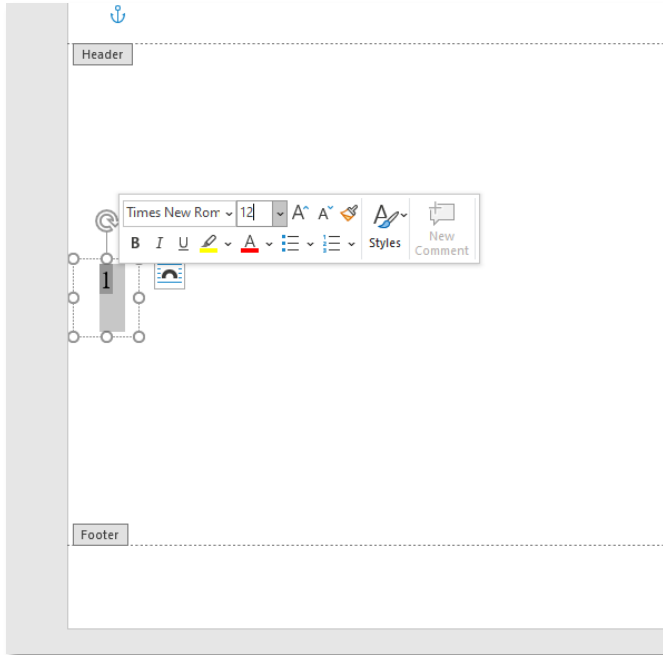
Next, place your cursor in the first page that is in portrait orientation following the landscape page(s), and repeat the process of un-linking to previous sections – make sure that both the header and footer do not have “Link to Previous” highlighted. You may now edit the page number of the landscape-oriented page(s) without altering the page numbers of other sections.

Page Numbers in Landscape Orientation

After switching to landscape orientation, the page number on your landscape-oriented page(s) is probably still at the bottom of the page (which should now be the 11” side). You must change the page number so that it is in the same position as it is on all the other pages.

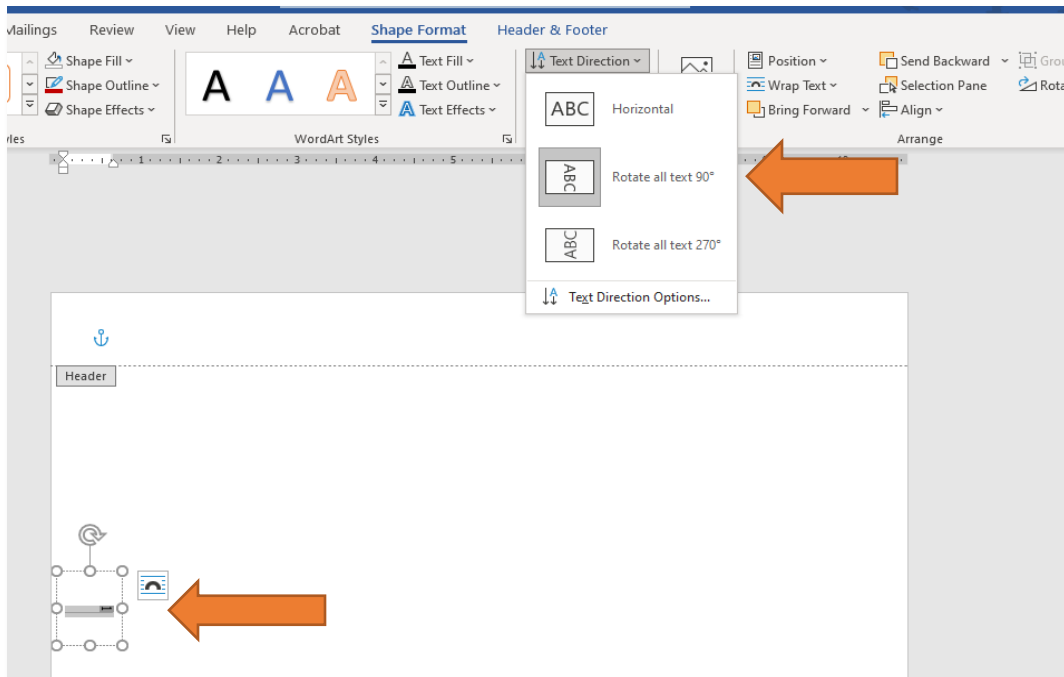
To do this, first delete the page number on the landscape page(s). Then, go to the “Insert” tab, navigate to the “Header & Footer” group, and click “Page Number.” In the drop-down list that you see, choose “Page Margins,” and click “Large, left” under the “Plain Number” heading. Use your mouse to highlight the page number that appears in the box, go to the “Home” tab, and change the font type and size to match the rest of your document.





Now you will need to rotate the page number so that it is in the proper direction. First, use your cursor to highlight the page number.

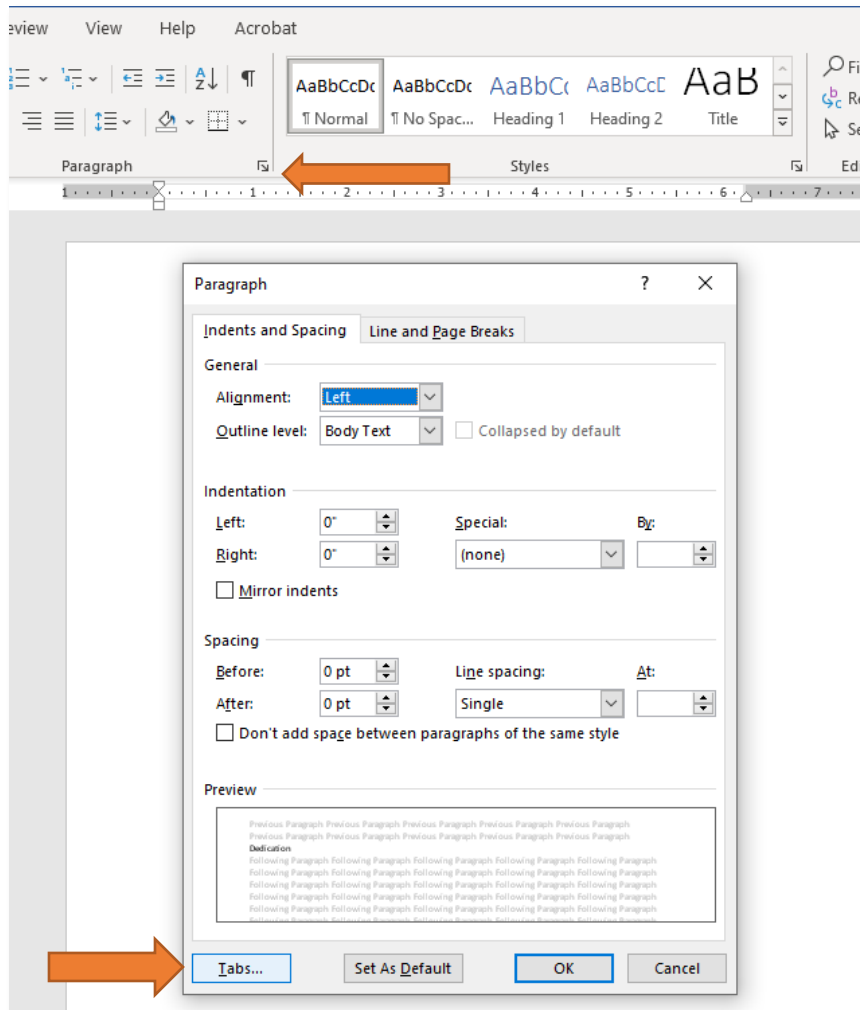
In the “Shape Format” format tab at the top of the window, go to the “Text” group and click “Text Direction.” Rotate the text 90 degrees such that the bottom of the page number is toward the left side of the page. Now, the content is readable on a computer screen, and the page numbers are consistent for all pages.



Formatting Leaders

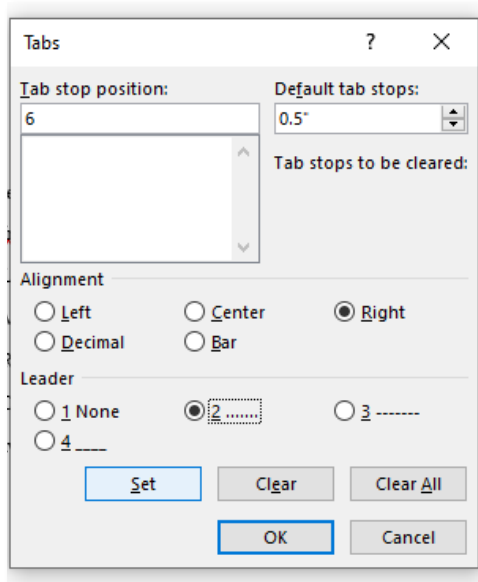
“Leaders” refers to the line of dots you are required to insert in your table of contents, list of tables, list of figures, and list of abbreviations. When you need to insert a leader (a line of dots) in your document, follow these procedures.

First, position your cursor in the location where you want the leader to be. Then, go to the “Home” tab at the top of the window and click the arrow in the lower right corner of the “Paragraph” section. Click the “Tabs...” button at the bottom of the dialog box that appears. This will bring up a new dialog box.



Clear any tab stops that have already been entered by clicking the “Clear All” button. At the top of the dialog box, enter a new tab stop position of 6”. Since your left and right margins must be set at 1.25”, a 6” tab stop will ensure that your tab will align on the right margin.

Under “Alignment,” select “Right,” and under “Leader,” select the second option (a line of dots). Next, make sure you click “Set” before clicking “OK.”



Now, when you insert a tab at that position in your document, it will automatically align on the right margin and include a leader from the location you enter the tab. You may also format multiple tabs using this interface; to do so, simply type another length in the “Tab stop position” field. For instance, if you wanted the first tab on a line to be .5” and the second to be 6”, you would first type “.5” in the field, then click “Set,” then type “6” and click “Set” again. Don’t forget to adjust the “Alignment” and “Leader” options for each tab stop.

Creating a Hanging Indent

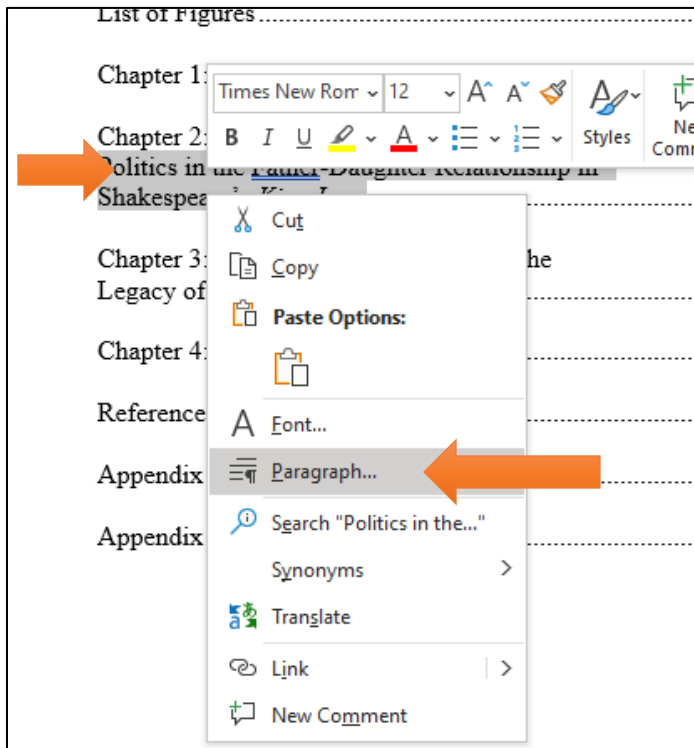
For entries longer than one line in your table of contents, list of tables, and list of figures, you will need to use a hanging indent. Because you must set up your tabs to use as leaders (lines of dots), you will not be able to use the “tab” button to create this indent. However, you can use the hanging indent option in MS Word to achieve this effect.

First, write all entries for your table of contents (or list of tables, list of figures, etc.). Create the leaders for each entry and insert the page numbers.

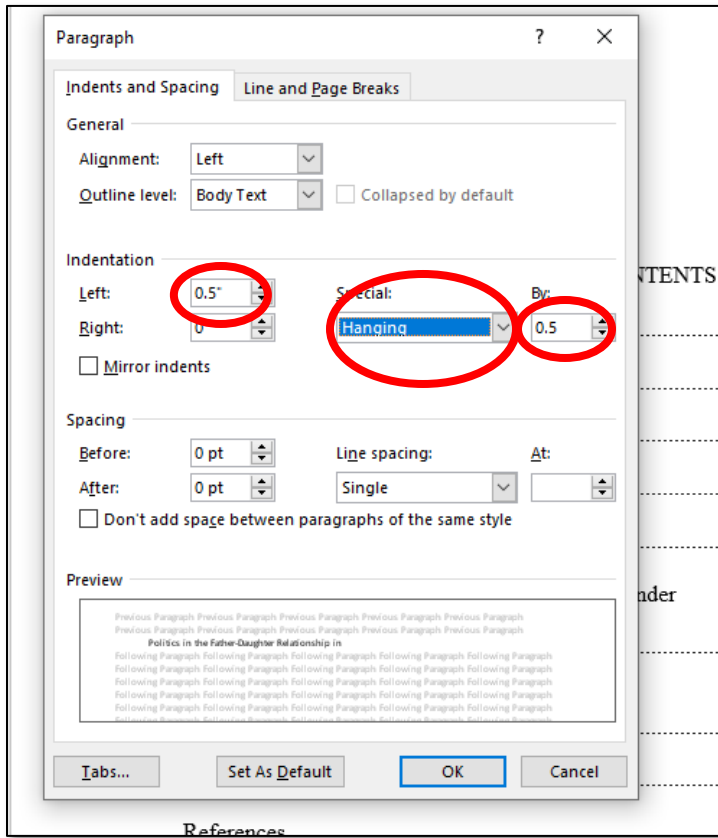
When you add these entries, go ahead and split the text for entries longer than one line. This will ensure there is blank space above the page number, keeping your table of contents (or list of tables, list of figures, etc.) easier to read.

TABLE OF CONTENTS	
Dedication.....	iii
Abstract.....	iv
List of Tables.....	vi
List of Figures.....	vii
Chapter 1: Introduction.....	1
Chapter 2: "Nothing Will Come of Nothing": Gender Politics in the <u>Father-Daughter</u> Relationship in Shakespeare's <i>King Lear</i>	32
Chapter 3: Shakespearean Sonnets and the Legacy of <i>Romeo and Juliet</i>	65
Chapter 4: Conclusion.....	82
References.....	90
Appendix A: Images from the Globe Theater.....	97
Appendix B: First Folio Display Dates.....	101

Then, you will highlight the content you want to indent. Then, right-click the content to bring up the "Paragraph" menu.



Then, in the indentation section, you will select “Hanging” under special. In the box labeled “by:”, you will enter “0.5”. Likewise, you will enter “0.5” in the “Left” box. This will ensure your hanging indent is 0.5 inches. Then, click “Ok” to finalize the process.



After taking these steps, your table of contents should be formatted properly.

Chapter 1: Introduction	1
Chapter 2: “Nothing Will Come of Nothing”: Gender Politics in the <u>Father-Daughter</u> Relationship in Shakespeare’s <i>King Lear</i>	32

Remember that these steps apply to all entries that are longer than one line in the **table of contents, list of tables, and list of figures.**

Embedding Fonts

ProQuest/UMI requires that all fonts be embedded in your document before you upload it to their site. Embedding fonts ensures that the content of your document will be viewable on all computers. To embed fonts in MS Word 2010, first click the “File” tab in the top left of the window, then click “Options.” In the new dialog box that appears, click “Save” on the left side. At the bottom of the window, make sure there is a check in the box beside “Embed fonts in the file,” and that there is not a check in the box beside “Do not embed common system fonts.”

Assembling Your PDF

The final document that you submit must be in a single PDF file, but there are several ways you could create that file. The first is to create a single MS Word file, ensure that all formatting requirements have been met, and then convert that file to PDF. You may either convert the MS Word file to PDF yourself prior to submission, or you may use the conversion tool on the ProQuest/UMI site to convert your MS Word file to PDF.

However, if you are having trouble with the formatting features of MS Word, it is also possible to create multiple files (one for the title page, one for the table of contents, one for the main body, etc.), convert each one to PDF, then combine them all into a single PDF using Acrobat Pro or some other PDF editing software. If you decide to use this method, you may want to use the individual templates for each section (such as title page, abstract, table of contents, etc.) provided by the Graduate School. Keep in mind the fact that this method will require you to keep track of multiple files and make sure that you have put them all in the correct order before you submit.

ADDITIONAL RESOURCES

Graduate School Website

The Graduate School's website has two pages with detailed information about thesis and dissertation requirements, deadlines, processes, workshops, and even an copy of this guide.

[Thesis & Dissertation](#) has general information about ETDs, including a link to ProQuest's ETD site.

[Formatting Your Thesis or Dissertation](#) has more specific information, including templates and samples, all of which you can download.

Electronic Thesis and Dissertation Workshops

Each semester, the Graduate School hosts several formatting workshops, both in-person and virtually. You can read about these workshops and register for them by visiting the [Graduate School Calendar](#), the Graduate School's [Thesis & Dissertation](#) page, or the [Opportunities Board](#) for the university.

These workshops provide information on thesis and dissertation formatting, the format check and submission processes, and useful tips for navigating your ETD account.

LaTeX Files

Often, students in the STEM fields choose the LaTeX format because it can accommodate large equations while still maintaining the Graduate School's formatting requirements. You can access these files on the [Graduate School's website](#). This page also has instructions and external links to LaTeX distribution options.

Scholar Commons

Scholar Commons is the university's own repository, and it is run by the USC library system. Your ETD will be stored in this database, which you can locate through Thomas Cooper Library's database website: <https://scholarcommons.sc.edu/>.

ProQuest's ETD Administrator Help

If you need help with anything specifically related to ProQuest, such as ordering a hard copy or fixing a technical issue with your ETD account, you can contact them directly through [this link](#).

Order Hard Copy from the Russell House

You can order a hard copy through ProQuest when you create your ETD account. Another option for ordering hard copies of your ETD is to use the Russell House's print shop. You can read about their printing options at [this link](#).