

USF COLLEGE OF ENGINEERING FORMAT HANDBOOK FOR THESES AND DISSERTATIONS

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Important: Do *not* use 'styles' or automatic lists in MS Word unless you are expert enough to be able to change your manuscript easily in order to meet the format requirements!

NOTE: Graduate School has changed the format requirements for these items (blue)!

Entire Manuscript

- Left margin is 1.5" and right margin is 1" for all pages (note that any horizontally-centered headings/titles should be set using these margins)
- Top margin is 2" for title page and all major heading pages - needs to be exactly at 2" or Graduate School will deny.
- Top margin is 1" for all regular pages (pages which are not major heading pages)
- Bottom margin is 1" (page number should be set at $\frac{3}{4}$ ")
- Consistency in format is required for all like items in manuscript, such as headings, lists, table titles, figure titles, etc.
- There should be NO BLANK PAGES

Fonts and Special Formatting

- Arial, Tahoma, or Verdana (10-12 pt acceptable), or Times New Roman (only 12 pt acceptable)
- Use same font type throughout the entire manuscript, including all headings, table/figure titles, equation *numbers*, footnotes, and page numbers.
- Use same font size throughout the entire manuscript, including all headings, equation numbers, and page numbers. (Table/figure titles can be as small as 10pt; Footnotes can be as small as 8pt).
- Be consistent in format for all lists. For example, if you use bullets indented $\frac{1}{2}$ ", use that format for all lists throughout manuscript.
- Use consistent formatting for other non-text items (such as algorithms) in manuscript.

Line Spacing

- All line-spacing within paragraphs should be double-spaced
- In TOC, single-space within Chapter and Appendices entries, double-space between each major section.
- LOT, LOF, References/Bibliography: each entry should be single-spaced and double-spaced between each entry
- Single-space all table and figure titles in the text.
- Use consistent line spacing between headings and start of text below, between paragraphs, between sections and subsections, etc.

Page Numbers and Order of Pages

All page numbers should be horizontally-centered at the bottom of the page, and are the same font type and size as the text.

First Pages	Title Page, Dedication, Acknowledgements	No page number
List Pages & Abstract	Table of Contents, List of Tables, List of Figures, any other lists,* Abstract	Lower-case Roman numerals
Text	All chapters, References, Bibliography, Appendices	Arabic numerals
About the Author Page	About the Author page	No page number

*note: Graduate School wants any Nomenclature lists to be in the Appendices

Title Page (see page 5 for sample!)

- Date of Approval is date of successful defense.
- Keywords are for online searching. At least 5 terms are needed, and do not use any words that are already in the title.
- Copyright year is year of submission to Graduate School.

Dedication (optional)

- Can be up to one page.

Acknowledgements (optional)

- Can be up to one page.

Table of Contents (TOC)

- All text headings must be listed in TOC.
- Page number entries are at right margin. For multi-line headings, page number is across from the *last* line.
- Chapter section headings should be indented ½" from the left margin, with subsection headings indented 1", sub-subsection headings indented 1 ½ ", and so on.
- If special formatting (bold or italics) is used in text headings, do not use in TOC entries; otherwise all TOC headings should match the headings in the text exactly.
- Use consistent capitalization for all TOC entries. Sentence-style capitalization (Which is like this) and small capitalization (WHICH IS LIKE THIS) is *not* allowed for headings in TOC.
- For Appendices entries, list only Appendix section headings in TOC (e.g. Appendix A: Title, Appendix B: Title...), not Appendix subsection headings.
- About the Author page reference should be 'End Page.'

List of Tables (LOT) and List of Figures (LOF)

- Titles should match the first sentence *only* of the titles in the text
- Sentence-style capitalization (Which is like this.) *is* allowed for Table and Figure titles
- Page numbers for all entries are at right margin; for multi-line titles, page number is across from the last line
- Table/Figure titles should not run into the Table/Figure number 'column' or the page number 'column'

Tables/Figures

- Use same font type as regular text within self-created tables/figures
- Use clearest image for all figures - Graduate School may deny your manuscript if figures do not use a high resolution.
- Table titles go *above* the table; Figure titles go *below* the figure
- If Table or Figure runs onto more than one page, put full title in appropriate place on first page and on subsequent pages put (for example):
'Table 1 (Continued)'

References (required)

- List of References, Literature Cited, References Cited are suggested headings
- Use consistent format for all like entries (for example, book entries should have the same word order, punctuation, italics, capitalization, etc. as all other book entries)
- URL (web) entries should have as much information about the source as possible, in case the URL address becomes disabled

Bibliography (optional)

- Use same format as that used for References

Appendices (optional)

- Appendices major heading is on its own page
- Each appendix section starts on a new page, with 1" top margin. These headings should be formatted the same as chapter *section* headings
- If Appendix section is more than one page, full heading goes on first page; subsequent pages have, for example:
'Appendix A (Continued)'

About the Author (optional)

- No more than 150 words, written in 3rd person

In Addition

- Indentation and paragraph alignment (justification) should be consistent throughout the entire manuscript, from Dedication to About the Author
- Remove all orphans and widows (at least 2 lines of a paragraph are required at the top or bottom of a page). A lone heading and one line of text at the bottom of a page is considered an orphan.
- Center all equations (equation number should be at right margin)

Conversion to PDF

- Any hard copies submitted to College manuscript reviewer for final submission must be printed *from the PDF version!*
- Student must review final manuscript in *PDF* version before submitting to College!
- IMPORTANT: **ALL** WRITING MUST BE FINISHED WHEN THE FINAL MANUSCRIPT IS SUBMITTED TO THE COLLEGE FOR FORMAT APPROVAL! Even going back to the same document and resaving to PDF can result in format errors, which is why the student and (Co)Major professor(s) should review the final *PDF*.

Certificate of Approval (CoA)

- Download the blank Certificate of Approval through Graduate School website at <http://www.grad.usf.edu/ETD-Master-Final-submission.asp> (MS students) or <http://www.grad.usf.edu/ETD-Doctoral-Final-submission.asp> (PhD students)
- Have your CoA ready at your defense, however your committee members and (Co)Major Professor(s) should not sign until you have made all changes to your manuscript to their satisfaction.
- By signing the CoA, the (Co)Major professor(s) and committee are approving not only the defense, but the final *manuscript*.
- All signatures must be in blue or black ink.
- Following basic copyright law, written permission for all 3rd party tables or figures used in manuscript needs to be obtained (for questions about format of written permission, contact the source). [Graduate School wants these written permissions to be placed in an Appendix section.](#)

Sample Title Page Screenshot

2" top margin,
just like the
major header
pages

[Title of Thesis or Dissertation Goes Here]
and Double-Space if More Than One Line

by
W. Fitzgerald Burton

A dissertation submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
Department of Chemical and Biomedical Engineering
College of Engineering
University of South Florida

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

Date of Approval:
June 14, 2012

Keywords: Choose Five Terms, Do Not Choose,
Terms Already in Your Title

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Note line-spacing
in-between
each section!
Must be
exact!