

USF COLLEGE OF ENGINEERING

THESIS/DISSERTATION FORMAT PROCESS

Updated December 6, 2011

SPRING 2012 DEADLINES – **THESIS**

STEP 1	Semester before	GRAD SCHOOL ETD WORKSHOP http://www.grad.usf.edu/thesis.asp
STEP 2	Feb. 3	REGISTER FOR ETD SUBMISSION https://www.grad.usf.edu/etd/
STEP 3	Feb. 24, 9a.m.	COLLEGE FULL DRAFT FORMAT REVIEW – hard copy (1 side only) & PDF to Catherine Burton, sburton@usf.edu
STEP 4	March 20	DEFENSE
STEP 5	March 23, 9a.m.	COLLEGE FINAL MANUSCRIPT DUE (PDF only – note: <i>all</i> writing must be finished by final appointment, and CoA signed!)
STEP 6	March 30	GRAD SCHOOL FINAL SUBMISSION

NOTE: These are condensed deadlines for quick reference only – for full details, refer to the rest of this presentation (Coll. of Eng. website at www2.eng.usf.edu / Student Services / Graduation).

SPRING 2012 DEADLINES – DISSERTATION

STEP 1	Semester before	GRAD SCHOOL ETD WORKSHOP http://www.grad.usf.edu/thesis.asp
STEP 2	Feb. 3	REGISTER FOR ETD SUBMISSION https://www.grad.usf.edu/etd/
STEP 3	March 9, 9a.m.	COLLEGE FULL DRAFT FORMAT REVIEW – hard copy (1 side only) & PDF to Catherine Burton, sburton@usf.edu
STEP 4	March 27	DEFENSE
STEP 5	April 6, 9a.m.	COLLEGE FINAL MANUSCRIPT DUE (PDF only – note: <i>all</i> writing must be finished by final appointment, and CoA signed!)
STEP 6	April 13	GRAD SCHOOL FINAL SUBMISSION

NOTE: These are condensed deadlines for quick reference only – for full details, refer to the rest of this presentation (Coll. of Eng. website at www2.eng.usf.edu / Student Services / Graduation).

PREPARATION

Plan ahead for the final semester.

Finish writing, format your document correctly and check your manuscript ahead of the College final deadline.

If you submit your manuscript a second (or third) time to the College of Engineering, **you will be expected to have *all* previous format corrections made.**

STEP 1: GRAD SCHOOL ETD WORKSHOP

Attend Graduate School ETD Workshop before or during the semester *before* you plan on graduating. For dates of workshops and to sign up to attend, see <http://www.grad.usf.edu/thesis.asp> .

STEP 2: GRADUATE SCHOOL ETD REGISTRATION

By February 3, register in the Graduate School ETD system

(NOTE: this is not the same as ProQuest registration!)

<https://www.grad.usf.edu/etd/>

STEP 3: COLLEGE FULL DRAFT FORMAT REVIEW

By February 24, 9a.m (Thesis) /
March 9, 9a.m. (Dissertation), submit

**full draft hard copy (1 side only) *and*
email PDF** to Catherine Burton, ENB 207,
sburton@usf.edu .

Catherine Burton or Dr. Paul Robinson will
give corrections within two weeks.

Full draft (and order of sections) includes:

Title Page

Dedication*

Acknowledgements*

Table of Contents

List of Tables

List of Figures

Any other list(s)*

Abstract

All chapters

References

Bibliography*

Appendices Title Page*

Appendix sections*

About the Author*

**if you will be including in final submission, include these in full draft.*

STEP 4: DEFENSE

(Co)Major professor(s) and committee members approve verbal defense *and* final manuscript by signing the Certificate of Approval:

<http://www.grad.usf.edu/ETD-Master-Final-submission.asp> or

<http://www.grad.usf.edu/ETD-Doctoral-Final-submission.asp> .



IMPORTANT!!!



Because format errors* can be created even if few or no changes are made to a document and then resaving to PDF, **there must be no writing or content changing** after turning in final manuscript to the College (next step)! The College **must** be reviewing the final PDF as far as writing/content is concerned!

* Format errors can include (but are not limited to) such items as orphans, widows, blank pages, title mismatches, and inconsistency in capitalization, line-spacing, indentation, paragraph alignment, and list style.

STEP 5: COLLEGE FINAL MANUSCRIPT FORMAT INSPECTION

By March 23, 9a.m (Thesis) /
April 6, 9a.m. (Dissertation), email

final PDF to Catherine Burton, sburton@usf.edu.

Review final manuscript with your CoE staff
person (Burton or Robinson).

STEP 5: COLLEGE FINAL MANUSCRIPT FORMAT INSPECTION (CONT.)

At your appointment, the staff member will review your manuscript with you in person. If your manuscript format is correct, the Certificate of Approval will be signed immediately.

Otherwise, you will write down what needs to be corrected and make another appointment for 3-7 days later.

STEP 6: GRADUATE SCHOOL FINAL SUBMISSION

By March 30 (Thesis) /
April 13 (Dissertation),

submit College-approved manuscript to
Graduate School following the procedures
at:

<http://www.grad.usf.edu/ETD-Master-Final-submission.asp> (Thesis)

<http://www.grad.usf.edu/ETD-Doctoral-Final-submission.asp> (Dissertation)

FORMAT

Follow format requirements that are in
the College of Engineering

Thesis/Dissertation Format Handbook
for Engineering Students

at

<http://www2.eng.usf.edu/studentServices/graduation.htm>.

IF YOU NEED HELP

– Catherine Burton, sburton@usf.edu
974-9888, ENB 207

or

– Dr. Paul Robinson,
perobins@usf.edu
(put 'FORMAT' in
subject line of email),
ENB 261C



PLAGIARISM – SOME THINGS TO WATCH OUT FOR

Satrajit Basu, Yue Wang, Miguel Jimeno,
Alfredo Perez, Diego Mendez, Ashish
Sethi, Sridhar Godavarthy, Sameer
Pawanekar

DEFINITION

- "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

--Stepchyshyn, Vera; Robert S. Nelson (2007). *Library plagiarism policies*. Assoc of College & Resrch Libraries. p. 65. [ISBN 0838984169](#).

A PLAGIARISM CASE

Original

No measure or battery of instruments exist to measure student outcomes from these programs in any meaningful way. Such traditional **measures** as achievement tests, grades, etc., simply are not able to reveal the effects of a program. In addition, comparison of such scores **across** many _____ districts is entirely inappropriate.

Instructional Climate in Illinois Gifted Classes,' by Ernest R. House, Thomas Kerins, Joe Steele and Stephen Lapan, 1970

Plagiarism

... **few** measures or battery of instruments existed to measure student outcomes from these programs in any meaningful way. Such traditional **norms** as achievement tests and grades simply are not able to reveal the effects of a program. In addition, comparison of scores **among** many **school** districts is entirely inappropriate.[31]

SIU President Glenn Poshard's dissertation, approved 1984

What makes this passage plagiarism?

- the writer has only changed around a few **words** and **phrases**, or changed the **order of** the original's **sentences**.

A PLAGIARISM CASE

Original

The **rise** of industry, the growth of cities, and the **expansion** of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became **a feature** of the American landscape in the East, they **transformed** farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Plagiarism

The **increase** of industry, the growth of cities, and the **explosion** of the population were three large factors of nineteenth century America. As steam-driven companies became **more visible** in the eastern part of the country, they **changed** farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

- the writer has only changed around a few **words** and **phrases**, or changed the **order of** the original's **sentences**.
- the writer has **failed to cite a source** for any of the ideas or facts.

AN ACCEPTABLE CASE

Original

The *rise* of industry, the growth of cities, and the *expansion* of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a *feature* of the American landscape in the East, they *transformed* farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Acceptable case

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

- accurately relays the information in the original paper using her **own words**.
- lets her reader know **the source** of her information.

ANOTHER ACCEPTABLE CASE

Original

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they **transformed farm hands into industrial laborers**, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) *which became the centers of production as well as of commerce and trade.*

Acceptable case


Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers **"transformed farm hands into industrial laborers,"** and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs *"which became the centers of production as well as of commerce and trade"* (Williams 1).

Why is this passage acceptable?

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in **quotation marks** and **citing the page number**.

MORE DETAILS HERE

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>



WRITING TUTORIAL SERVICES

INDIANA UNIVERSITY Bloomington
Ballantine Hall 206 • Herman B Wells Library

ISS Home | Campus Writing Program Home
ASCs: Briscoe • Forest • Teter

Search WTS

WTS Services

- Student FAQs
- Faculty FAQs
- Policies
- Pamphlets
- Discipline- and Course-Specific Tutoring

WTS Staff

WTS Home

Plagiarism: What It is and How to Recognize and Avoid It

What is Plagiarism and Why is it Important?

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

These guidelines are taken from the [Code of Student Rights, Responsibilities, and Conduct](#).

To help you recognize what plagiarism looks like and what strategies you can use to avoid it, select one of the following links or scroll down to the appropriate topic.

- [How to Recognize Unacceptable and Acceptable Paraphrases](#)
 - [An Unacceptable Paraphrase](#)
 - [An Acceptable Paraphrase](#)
 - [Another Acceptable Paraphrase](#)
- [Plagiarism and the World Wide Web](#)
- [Strategies for Avoiding Plagiarism](#)
- [Terms You Need to Know \(or What is Common Knowledge?\)](#)

CERTIFICATE OF APPROVAL

Certificate of Approval Form for Theses & Dissertations MANUSCRIPT APPROVAL FORM

*This form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Graduate School
WITH THE STUDENT'S FINAL MANUSCRIPT paperwork. (Please fill in electronically)*

Name	<input type="text"/> , <input type="text"/> <input type="text"/> <i>(last name, first name, middle initial)</i>	USF ID# <i>(type numbers only)</i>	U <input type="text"/> - <input type="text"/>		
USF College	<input type="text"/> Arts and Sciences	Degree/ Doc Type	<input type="text"/> Masters Thesis	Degree Program <i>(i.e.-Chemistry)</i>	<input type="text"/>
Manuscript Title	<input type="text"/>				

Student Agreement:

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation allowing distribution as specified below.
2. I certify that the version I submitted is the same as the final copy approved by my advisory committee.
3. 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.

Electronic Submission *(required as of Fall 2005).*

Document to be 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, the publication will be released for worldwide access approximately one year from the date of final approval by the USF Graduate School. Release options include (**Select One - please fill in electronically**):

Worldwide Immediate Publication Access

OR

Publication Release Embargo of one (1) year.

Note: Access information is also selected in the online system. Selections for both this paper form and in the online system

WRITTEN PERMISSION NEEDED

- for Figures, Tables, Charts, etc. taken from copyrighted material, even from your papers published in journals and conferences.
- to publish results using copyrighted data. For example: using patient data for cancer detection studies – you need permission to use the data and publish results after using the data.

This presentation can be found at

- <http://www2.eng.usf.edu/studentServices/graduation.htm> ,
- in Blackboard under My Groups (College of Engineering Graduate Students group) / Thesis_Dissertation folder, *and/or*
- you can pick up a hard copy in Catherine Burton's office, ENB 207.