

Step 1: Format Your Manuscript

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1. Formatting FAQs

Q: What specifications does the Graduate School have regarding formatting theses and dissertations, and where can I find them?

- A: In addition to this PDF guide, the Graduate School summarizes all of its requirements
- at the thesis and dissertation [Format page](#) of the Graduate School website, and
 - on a [Final ETD checklist](#) PDF

Also linked at [Theses & Dissertations Overview](#) is a page of [Templates, Links & Tools](#), where the final checklist resides. The checklist can help you keep your formatting for each section of your paper consistent and on track.

Q: Does everyone have to use the same writing style guide?

A: No — the Graduate School does not require that you use one particular style handbook for your thesis or dissertation. Your department may recommend a recognized style manual for writers of academic papers, such as the MLA or APA style manuals. If you are unsure about what style is generally accepted in your field, and your department does not specify a style guide, consult your advisor and, together, choose a style that is suitable for your discipline.

Quick tip

While Word supplies built-in templates for MLA- and APA-style papers, please note that if you use these, you should otherwise **follow Graduate School formatting guidelines**. *Running heads* as shown in the APA template are not preferred in your ETD unless your advisor requires them. The templates do supply useful info and appropriate text style menus if you're following APA or MLA style.

Q: Where do I find content-related requirements?

A: You and your committee are responsible for your document's quality and content. Your [graduate program handbook](#) may contain basic information about thesis or dissertation requirements. When you have questions concerning the content of your work, you should ask your advisor/committee chair or another committee member who is familiar with your work and the practices of your field.

The staff of the Manuscript Review office can help you interpret our formatting requirements, but your committee is the best source of advice for writing and organizing your work. While the Manuscript Review staff may point out noticeable inconsistencies in grammar, spelling, or usage for you to revise, or may catch a typo in a major heading or prominent text element, we do not check your manuscript word-for-word.

Q: Will the Manuscript Review staff proofread my paper?

A: No. As noted above, the reviewer may call your attention to typographical, spelling, or grammar errors in highly visible portions of your manuscript. Note, for instance, that the default setting for Word's spellcheck tools overlooks words in all caps, which can sometimes lead to typos in headings, and

Quick tip

By default, Word's spell-checker **overlooks words typed in ALL CAPS**. You may want to re-check your ETD title and all-caps headings visually before you submit your manuscript.



we'll point those out if we see them. But we don't read word-for-word or critique either the mechanics or the content of your writing.

Q: Are there different requirements for electronic versus printed manuscripts?

A: In the print publishing realm, yes. However, the Graduate School does not supply guidelines for printed manuscripts. The guidelines provided by the Graduate School are intended for electronic documents, and if you submit a thesis or dissertation formatted according to these guidelines, your end product will be a fully functional, quality electronic manuscript.

If you plan to purchase bound copies for yourself or your department, if required (see this [list of departments requiring copies](#)), and you follow these e-publishing guidelines, your manuscript may not meet traditional print publishing standards. For example, the first page of each main section will not start on a right-hand page, and the binding margin will not be any wider than the outside margin — potentially causing text and/or images to be very close to, or hidden in, the binding. You may opt to adhere to more conventional formatting guidelines for printed manuscripts if you so choose, but the Manuscript Review staff will be unable to assist with formatting specifically for print. You should consult your advisors for additional guidance if you plan eventually to publish your manuscript as a bound book following academic book design norms.

Q: What tools are available to help me format my manuscript?

A: If you are using Microsoft Word, a Graduate School [formatting template](#) is available for your convenience. To edit and use it, you'll need to:

- Save the template to your hard drive and from there, open it in Word;
- Make sure you re-save the template with your preferred filename, so you maintain a clean copy of the template.

In addition to the formatting template, the Manuscript Review office provides PDF examples of each standard element of an academic paper, and a complete [sample manuscript](#). You will find all of these documents listed and linked at [Templates, Links & Tools](#) on the Graduate School website.

Best practices

The research and writing in your thesis or dissertation must be your own, but to assist you with formatting, extensive typing or transcription, editing, and proofreading, **you may legitimately engage assistance** — professional or volunteer.

On the [Templates, Links & Tools page](#), the Graduate School provides a [Typist/Editor list](#). Individuals and vendors on this list have experience working with Clemson ETDs or similar projects, and have expressed interest in working with Clemson graduate students. The Graduate School does not endorse any particular freelancer or business, and cannot negotiate fees for you. You are also free to choose from outside this list. Always be mindful of the importance of academic integrity when engaging support.

If you do plan to work with a typist or editor, don't forget to point them toward the Graduate School's thesis and dissertation webpages and templates.

Hot link

Download the Graduate School [Word template](#) for ETDs.



2. General formatting guidelines — your manuscript as a whole

All thesis and dissertation manuscripts should be formatted according to the instructions in the following sections, except for content that has been previously published (for instance, in a journal, with elements required by that journal that don't appear in other chapters), or unless your department has requested and received an exemption based on discipline-specific practices (see [4. Additional Formatting Information](#) below). Content not covered by these specific guidelines may be formatted in any accepted discipline-appropriate style.

About updates to formatting requirements, Fall 2021

If you have previously formatted a Clemson thesis or dissertation, or if you are graduate faculty, you may notice a few minor relaxations in the Graduate School's formatting guidelines. You can download the PDF, [Updates to ETD Formatting Requirements](#) to read about these changes for the 2021–22 academic year online.

Document page size

The Graduate School prefers that your ETD document size be U.S. Letter Standard (8.5" x 11").

If you have used word-processing software or a LaTeX template provided by a non-U.S. source, or you've prepared a paper for an international journal, your default page size may be set to A4 (8.27" x 11.69"). That's acceptable now! The page size standardization was essential for print copies from ProQuest when they were the submission portal host, but with the Fall 2021 semester transition to TigerPrints ETD, we won't send your manuscript back for being A4 size. If your research includes material that will not fit onto standard letter-sized pages; you may include such material as *additional files*. See section on [additional files](#) (spreadsheets, databases, movies, sound files, etc.) below.

Quick tip

If you're using a version of Microsoft Word from a source outside the U.S., or you've recently formatted for an international journal, your default page size may be set to **A4** rather than **U.S. Letter Standard**. We won't send your manuscript back for revision if it's A4 page size, as long as *all pages are the same size*. The Graduate School simply prefers U.S. Letter size.

Margins

- All page margins must be **between 1 inch and 1.25 inches**. Word's default page margin setting is 1" on all sides. Historically, the Graduate School has required 1.25" margins to accommodate print binding. With the move to all-online publishing, extra margin space is not needed. Whatever margin width you choose, keep it consistent in all sections of your manuscript. As noted below, page numbers may (and should) sit below the bottom text margin, in the page footer.
- All content (including text, figures, tables, etc.) should fit within the margins, although pages may be rotated to landscape orientation to accommodate wide figures, tables, etc., and wide content may extend slightly into the left and right margins.



Pagination and page numbering

- All pages *except the title page* should have a visible page number.
- Because your electronically published manuscript, unlike a printed book, will not have left and right facing pages, position your page numbering at the **bottom center of each page** for symmetry, below the 1"–1.25" margin but at least .5"–.75" from bottom edge of the page.
- Front matter (defined in [3. Detailed Formatting Guidelines](#) below) page numbers may be lowercase Roman numerals (“i,” “ii,” “iii,” etc.) if you prefer traditional book-style pagination. As an alternative, you may start with Arabic page number 1 on the title page and continue sequential page numbering throughout your manuscript.
- Your title page will be Roman-numbered page “i,” or Arabic-numbered page “1” (depending on which numbering convention you choose) but should not have a visible page number on it. The first page of your abstract — with the first visible page number — is Roman-numbered page ii or Arabic-numbered page 2, and so on. If you go with Roman-numbered front matter, the first page of the body of your paper — introduction or first chapter/section — should be Arabic-numbered page 1. See the [Quick tip](#) on how to restart page numbering.
- All page numbers in your body text and back matter (defined below) must be Arabic numerals (“1,” “2,” etc.) continued from the previous chapter of your paper. Please do not start *each new chapter* with page 1. Do not start back matter (references, appendices) with a new page numbering scheme; instead, continue from the last page of the last chapter.

Main text

- **Body text should be double-spaced** (see note below). Spacing around subheadings, block quotes and other text elements may vary, but should be sufficient to make these elements readily identifiable and different than body text.
- Basic text should be between 10–12-point size in a commonly used text font such as Arial, Calibri, Helvetica, Times New Roman, Garamond, Verdana, etc. **Do not** use script, informal typefaces, or display fonts for basic text elements.
- It’s up to you and your committee whether to set your main text justified (with even left/right margins) or flush-left/ragged-right (aligned left with uneven right margin), and whether or not to allow end-of-line hyphenation of words.

Note: The double-space requirement is for the *main text* specifically. Some other text elements will look and fit better single-spaced, or with spacing less than two full lines. Title page text, table of contents, subheadings, block quotes, captions, tables, and equations are good examples. Some elements in your front and back matter — the title page, table of contents, lists of figures/tables, and references, for example — are more manageable when single-spaced with a line space or so between elements.

Best practices

CONSISTENCY is the key to good ETD formatting! Your main chapter headings, subheadings, basic text styles, captions, element alignment, and other formatting choices should be **CONSISTENT** throughout your manuscript.

Indentations and headings

- The first line of each paragraph should have a left indent, *or* you should insert an extra line space (double space) between paragraphs. There is no need to do both.
- First-level headings (title, abstract, table of contents, chapter titles, etc) must be formatted to **stand out** more than any other level of headings. We suggest (but do not require) that you use ALL CAPS for your first-level headings, unless those headings contain lots of acronyms, scientific names, or chemical formulas that require both upper- and lower-case letters for clarity. If you are following a discipline-specific style guide, you may use the heading style preferences you are accustomed to.

Note: If your manuscript consists of multiple journal articles — or journal styles — slight differences in formatting from article to article are acceptable, but your main text must be single-column with 1"–1.25" margins and use consistent fonts throughout. *It is not acceptable to simply insert the PDF of a previously published journal article, formatted specifically for that article, into your ETD.* You may, however, include an article with original formatting as an appendix or as an additional file upload.

3. Detailed formatting guidelines — your manuscript section by section

PDF examples of standard manuscript elements (title page, front matter, body, and back matter) are available on the Graduate School's [Templates, Links & Tools](#) webpage.

Front matter

The front matter of your manuscript includes all major sections from the title page to the first body-text chapter. A PDF sample file for front matter is available linked at [Templates, Links & Tools](#).

Title page (*required*)

The title page is the first official page of your manuscript (page “i” *or* page “1”). If you use the [title page template](#) provided by the Graduate School, you may not need the title page information below. If you elect not to use the Times New Roman font family for your manuscript, be sure to **change the fonts in the title page template to the fonts you use in your manuscript**. The title page should be formatted as follows:

- Page margins must be set to between 1 and 1.25 inches.
- A page number should not be visible on this page, but is acceptable.
- Text should be centered horizontally between the margins.
- Each section of text should be **single-spaced** with a double space between sections.
- Horizontal divider rules of equal width and line weight should separate each block of text, and the spacing above and below each divider line should be consistent.





- Your paper's title should be in ALL CAPS. Italicize any scientific nomenclature (i.e., genus and/or species names) or titles of other works that appear in your title, and follow standard scientific nomenclature rules regarding capitalization where all-caps is confusing or inappropriate.
- If your title consists of more than one line of text, break the lines in a logical and attractive way, so that the lines are approximately the same length.
- The layout and wording style of your title page must match the [sample title page](#), including line breaks within text sections.

The title page Word template is also linked at [Templates, Links & Tools](#).

A TigerPrints cover page, populated with your metadata, will be generated automatically when your ETD is archived.

Abstract (*required*)

The abstract is a succinct statement of the significant contents of your manuscript and the value and relevance of your research. Generally, brevity is good. An abstract should be no longer than 350 words; however, it may be longer if absolutely necessary. Your abstract page should begin on Roman-numbered page ii *or* Arabic-numbered page 2. **Include a general abstract as the second page even if your ETD consists of journal articles with individual abstracts.**

Dedication (*optional*)

If you include one, your dedication pays special tribute to people who have given you extraordinary support or encouragement in your academic career. Extravagant praise, insincere thanks, and references to inanimate objects are considered unprofessional; please avoid these. The dedication should be brief — one page or shorter.

Acknowledgments (*optional*)

If you choose to include acknowledgments, these remarks thank those who have helped you obtain your graduate degree, including those who have given grants and special funding for research. Acknowledgments may also include permission you've obtained to quote copyrighted material. Extravagant praise, insincere thanks, and references to animals or inanimate objects are unacceptable.

Table of contents (*required*)

The table of contents aids the reader in navigating the manuscript and should be arranged according to the structure, or order of matter, of the document. In an electronic manuscript, each content entry may be linked to its opening page in your text. The table of contents must meet the following formatting requirements, whether you use Word's automated table of contents tools or build your table manually:

- Headings must be identical in wording to those in the body of the document.
- Every entry must have a corresponding page number.



TABLE OF CONTENTS		Page
TITLE PAGE.....		i
ABSTRACT.....		ii
DEDICATION.....		iv
ACKNOWLEDGMENTS.....		v
LIST OF TABLES.....		ix
LIST OF FIGURES.....		xi
CHAPTER		
I. THESE <i>STUPID</i> DOTS: WHY DO MY PAGE NUMBERS NOT LINE UP?.....		1
TABS Are the Key!.....#		
Download Ellipses Cheat Sheet.....#		
And... Go.....#		
II. AHHH—MUCH BETTER.....		#
Leading.....#		
.....#		
.....#		

Quick tip

Can't get those dots in your table of contents and lists of tables and figures to line up? Many writers find a manually created table of contents is the most complex (and annoying) portion of a manuscript to format correctly. Please check out the [ellipses instruction "cheat sheet"](#) for tips on formatting your table of contents — this instructional PDF includes how to create evenly spaced leader dots using tabs, good line spacing, and uniform indents.

- Major sections (first-level headings like chapter and unit titles) must be included. Also include major subheadings within each chapter. Lower-level subheadings may be included, but they are not required.
- Single-spacing of table of contents entries with an extra line space between chapters or sections is acceptable, and desirable if your table of contents runs long.
- Alignment, indentation, and spacing of entries must be consistent.
- The page number for each entry must be right-justified at the right margin.

Ellipses (rows of leader dots) must be inserted between each entry and its corresponding page number. **The ellipses should not be created with individually-typed periods.** Follow the [ellipses instruction "cheat sheet"](#) to create indents and ellipses for your table of contents.

Note: The Graduate School does not require that you include working links in your table of contents entries.

Using Word's automatic Table of Contents tools

If you plan to use Word's table of contents tools (found under the *References* tab > *Table of Contents* > *Automatic Table of Contents*), you will need to apply heading styles from the Word styles menu to your front matter titles, chapter titles and top level of subheadings (use the Heading 1 and Heading 2 paragraph styles). Inserting an automatic table of contents will introduce paragraph styles named TOC 1, TOC 2. etc., into your style menu, and you may customize these styles to use the same font family as your in-text headings.

Microsoft hosts instructions for how to [Insert a Table of Contents](#), and there are useful video tutorials available online, including [How to Create and Update a Table of Contents in Microsoft Word](#) hosted on YouTube from ErinWrightWriting.com.

Be aware that when you make edits — additions, deletions, or size changes — to text or graphic elements in the body of your paper, you may cause pages to **reflow**; that is, elements may move from one page to another. Whether you've prepared the table of contents manually or used the



automation feature, reflow may leave the page numbering of your contents entries inaccurate. It's always a good idea to re-check your table of contents page numbers against the actual page each entry appears on for accuracy, and to update as needed, as a last step once all of your editing and revision is complete. If you use Word's automated table of contents, update either the entry page numbering or the entire table after you finish all other editing.

Lists of tables, figures, maps, etc. (required if your ETD contains these elements)

You should include a list of tables, figures, maps, abbreviations, or other similar items when there are three or more tables, figures, or similar items in your manuscript. Each type of list should begin on a separate page unless all of the lists will fit on one page. Tables and figures included in the appendices should also be included in the content lists. All lists must meet the following formatting requirements:

- Titles and entries must be identical in wording to their counterparts in the body of the document, unless captions are many sentences long. In this case, an abridged caption may serve as an entry.
- Every entry must have a corresponding page number.
- Ellipses (rows of leader dots) must be inserted between each entry and its corresponding page number. Get the [ellipses instruction "cheat sheet"](#) to help you manually create these.
- Each list should be formatted consistently with the main table of contents — to whatever degree is practical.

Quick tip

If you choose to number the tables or figures in your body text by chapter (e.g., 1.1, 1.2, 2.1, 3.1, etc.), then to distinguish appendix figures/tables from those in the body of your paper, use a naming scheme such as "A.1, A.2, B.1, C.1" etc.

Using Word's automatic Table of Figures tools

As with the table of contents, Word has automated Table of Figures tools under the References tab. Using these tools requires using the Caption tool for your captions or legends. You can use the tools for both tables and figures, and can customize the appearance of your lists. Check out Microsoft's support article, [Insert a Table of Figures](#), or search for a how-to video online, such as these related tutorials from ErinWrightWriting.com on YouTube: [How to Create and Update a List of Tables or Figures in Microsoft Word](#), and [How to Insert Figure Captions and Table Titles in Microsoft Word](#).

Body (main text)

The body of your manuscript includes all of your chapters or sections. The body may be formatted in any accepted, discipline-specific style or according to an approved style guide, but with the following restrictions:

- Text of the body of your paper may begin on Arabic-numbered page 1 if you used Roman numbering for your front matter, *or* may continue from the front matter numbering if you are using Arabic numerals throughout.



- Body text must be single-column and double-spaced.
- First-level headings (chapter and/or section titles) must be consistent in style — font, weight, size, case, placement relative to text — with the first-level headings in the front matter.
- Each individual level of heading/subheading should have a separate and distinct — but consistent — format that demonstrates relative importance (for example, first-level headings should appear more prominent than second-level headings, and so on).
- Spacing around headings, tables, figures and other elements should be consistent throughout the manuscript.

Note: if chapters or sections of your ETD have been previously published as journal articles, and those journals require or prefer that you maintain their formatting, then variations in style between chapters is acceptable.

A PDF sample file for body text is available at [Templates, Links & Tools](#).

Back matter

The back matter of your manuscript includes the appendix or appendices, endnotes (if needed), and reference section(s). If you choose not to place figures and/or tables within each chapter, those can be grouped in their own back matter sections. Notes may be combined with references, or set as footnotes or end-of-chapter notes, depending upon which annotation style is appropriate for your field of research. It's OK to have references at the end of one or more chapters *and* a general reference section at the end. Order your back matter sections by your advisor's preference. A sample back matter PDF file is available at [Templates, Links & Tools](#).

Appendix or appendices

An **appendix** presents information that is too detailed for the body text or is supplemental or indirectly related to the text, such as tables, figures, research authorization forms, and computer programs/code. If you have several categories of supplementary material, you may include

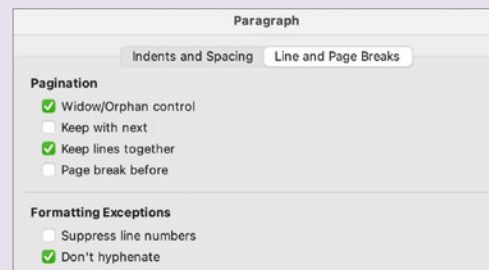
Hot link

[How to restart page numbering if you are following traditional book pagination:](#)

In Word, to restart your page numbering with page 1 (and switch from Roman to Arabic numbering), you will need to insert a **section break** (from the *Layout* tab or the *Insert* main menu) after the last line on your last page of front matter. Then scroll your document to your Introduction/Ch. 1 opener. Go to the *Insert* tab; select *Page Number > Format Page Numbers* from the dropdown menu, then at the bottom of the popup window you may enter the new start page as 1.

Best practices

This is not a requirement, but a suggestion. For best appearance and readability, **subheadings should be followed by two or more lines of text** (i.e., they should *not* sit alone at the bottom of the page.) If you are using Word styles, you can specify this in a subheading paragraph style in the menu by selecting *Modify Style > Format > Paragraph > Line and Page Breaks* and selecting these options:





more than one appendix, grouped together as the “appendices.” Each appendix in the appendices section should have a descriptive title.

When your manuscript contains more than one appendix, you should name each and begin each on a new page. **Option:** You may, if you choose, separate your appendix section from the body of your manuscript with a **divider page**. The divider page goes only between the body and the first appendix, not between appendices. It should contain only the word APPENDICES — centered horizontally and vertically on the page, in the same style (typeface, case, and size) as your first-level headings — and the page number, in the same position as other page numbering. The first appendix will start on the next page. **Note that the use of a divider page is now optional, not required.**

Best practices

Ideally, individual reference entries should not be split across pages. If an entire entry does not fit at the bottom of one page, move the entire entry to the top of the next page. If you are using Word styles, you can customize the References paragraph style in the menu by selecting *Modify Style > Format > Paragraph > Line and Page Breaks* and turning on *Keep lines together* under the *Pagination* tab.

Note that Manuscript Review will not request that you revise your reference section(s) if you do split reference entries across pages.

Bibliography, literature/works cited, or references

The writing style guide preferred in your discipline will dictate whether you use a bibliography, a literature or works cited section, and/or a references section. The format you use should be the same as is required in the major journals in your discipline. Your chosen style guide will help you determine whether references should be numbered, alphabetized, set with space between entries, or with a “hanging” indent for continuing lines of long entries. A good style guide will also help you be consistent in using such elements as full names or initials, abbreviations, dates and page numbers, punctuation, and italics or quotation marks for titles and publications. If you are not sure about which format to use, consult your advisor. You must adhere to the following standard requirements when formatting your bibliography, literature/works cited, or references section:

- **Single-line spacing** is fine in your references, as long as you use numbering, indents, or space between each reference entry to set them apart.
- If you are following traditional book style, links/hyperlinks (URLs and email addresses) should not be blue or underlined. You can edit the default hyperlink style in Word’s styles menu by right-clicking on that style and choosing *Modify > Font*, then changing color to black and unchecking underline. Leaving your links colored blue and underlined is acceptable for electronic publishing. Whichever style you choose, please maintain consistency throughout your manuscript.
- Your reference section(s) may be included either at the **end of the manuscript** (following or preceding the appendices) or at the **end of each chapter**, but you should be consistent when possible.



4. Additional formatting-related information

Please take note of the following details regarding special formatting requirements, your responsibilities as a student, and copyright law. Additional information about formatting assistance is also provided below.

The GS7 form (GS7M or GS7D) — record of your committee’s approval

Following Clemson University’s transition from print to electronic thesis and dissertation submission, a formal approval (or signature) page is no longer required as part of your manuscript. Your completed and committee-signed [GS7M](#) or [GS7D](#) form will serve this purpose. You can download the GS7M or GS7D from the [Forms & Applications page](#) at the Graduate School website. Be sure to select the correct form for your degree level: GS7M for master’s candidates, or GS7D for doctoral candidates. After completing this form and obtaining the necessary signatures of all of your committee members, return the form electronically or as a printed copy to Enrolled Student Services. ***This form should not be included as a page in your manuscript.*** Check the [graduation deadlines](#) for deadlines related to submitting this and other forms.

Hot link

If you’re a coding enthusiast and your program recommends LaTeX for formatting, download the Graduate School’s [LaTeX template package](#) for a format-compliant template. For help using or customizing it, consult fellow users in your department.

Formatting alternatives for LaTeX users, programs in architecture, visual arts, communications, creative writing

You may use the open-source document formatting program LaTeX for your thesis or dissertation, but all pages leading up to the first page of the body must be formatted as described in these instructions. The Graduate School’s [LaTeX template package](#) contains both the style sheet and a complete example of what your manuscript should look like. We strongly suggest that LaTeX users download this template package. If you need assistance with using or modifying the template, check with fellow users in your department or visit [TeX - LaTeX Stack Exchange](#), an online user community forum for LaTeX support.

Several School of Architecture graduate programs have their own preferred formatting for ETDs, and may require you to use Adobe InDesign for laying out your manuscript. If you are an architecture student, contact your advisor for information on your program’s specific format requirements.

Communications, creative writing and visual arts manuscripts should adhere to the basic guides outlined above regarding margins, fonts, title page, contents, etc., and to the rest of the formatting requirements to the extent that the subject matter/nature of your ETD allows. Electronic publishing enables you to submit as **additional files** many types of material that simply don’t fit within the confines of the 8.5" x 11" PDF text page, as the following section details.

Additional files (spreadsheets, databases, video, audio files, etc.)

If you choose to include computer code, a database, a PowerPoint presentation, an audio or video file, oversized CAD drawings or other graphic elements, or any type of digital information that cannot be converted into PDF, or that will not fit into or be compatible with the standard manuscript page size (8.5" x 11"), you may upload these files as **additional files** during your



manuscript upload process. These files may be in any digital format, just as they would be if you were including a computer disk in a bound copy of a manuscript. When readers access your thesis or dissertation online, they will see links to these files. **Copyright permissions documents** received from providers of your source materials may be uploaded as additional files if you don't include them within your manuscript (see below).

Variations from these format guidelines

We cannot anticipate every possible format option a student may consider, so there may be a format or method you would like to use that is not discussed here. If you're in doubt, contact the Manuscript Review office at manuscriptreview-l@clemson.edu before investing a great deal of time in a particular format that you're not sure will be accepted. While the Graduate School is the final authority on formatting and publication issues, in light of evolving technology and expanding definitions of thesis and dissertation work, we do yield to graduate program directors' or advisors' preferences.

Copyright held by others... or by you

Make sure you have permission to reproduce materials to which someone else owns the copyright. Obtain a letter of consent or permission from the copyright owner before you use materials taken from any original publication. This may include getting permission to reproduce your own content (writing or research) that has been previously published. Materials that may require a letter of consent include figures (illustrations, diagrams, photographs), maps, tables, and the text of poems, songs, etc. You can include permission letters (scanned, if necessary) in the appendices of your manuscript, or you may upload permissions documents as additional files as described above; these will be archived with your ETD.

If you are citing your own previously published works or those pending publication, use the same citation style and reference entry/entries as you do with works by others. You need not cite unpublished papers.

Information about obtaining copyrights for journal content is generally available on a journal's information-for-authors or editorial information webpage. Check with the Clemson Libraries' [subject librarian in your field](#) for information on other types of copyrighted material.

5. Items to remember, summarized

Plagiarism statement

Before submitting your manuscript, please read this [reminder about plagiarism](#). Plagiarism includes the accidental or unintentional representation of another's words or ideas as your own, as well as intentional misrepresentation of the origin of work, so take this important last step to ensure that you have avoided identifying another person's work as your own. The University Libraries offer a self-enroll Canvas training on [Avoiding Plagiarism for Graduate Students](#). Also, use the Turnitin® tool described below in section 6.



Final checklist

Before you submit your manuscript, please refer to the [final ETD checklist](#) to ensure that your formatting adheres as closely as possible to the requirements. Following the Checklist will help you avoid many of the formatting pitfalls that necessitate [revisions](#). Also see [Theses & Dissertations: FAQs](#) for more information.

Templates available

If you are using Microsoft Word, a [formatting template](#) is available for your convenience. To edit the template, you will need to save it to your hard drive, open it in Word, and save it with a new filename. We also provide a template solely for the [title page](#), and a [template for LaTeX](#) users. To see all the Graduate School's available templates, check out the [Templates, Links & Tools](#) webpage.

Samples available

In addition to templates, a [sample manuscript](#) with helpful notes is also available as a PDF for your reference. You'll find descriptions and links to several sample files at [Templates, Links & Tools](#).

If any you have specific formatting questions that are not addressed within this guide, please email the Manuscript Review office at manuscriptreview-1@clemson.edu.

6. Optional: Check your citations with Turnitin® before you submit your ETD

The team members of [GRAD 360°](#), the Graduate School's comprehensive and inclusive professional development program, invite you to make use of Turnitin® via Canvas.

Please note that, although implemented through Canvas, this is an invitation, not a required course. No grades are given, and you won't get feedback from the Graduate School.

How do I access and use Turnitin®?

The current semester's course, ***GRAD 360° Turnitin® for Grad Students***, appears in Clemson's [Canvas All Courses catalog](#) and is set up for self-enrollment. While it is available for anyone with a Clemson University login, the course was designed specifically for graduate students enrolled in research credits while working on a thesis or dissertation. The instructor, a non-faculty GRAD 360° team member, is unable to assist non-graduate-student users in navigating the course.

Once you've enrolled, check the ***Information & Instructions page*** in the course, or download the info as a PDF from course files. The course now contains ten identical assignments (submission opportunities); this permits multiple file submissions as well as resubmission by overwriting a previous upload.

Hot link

Canvas "course" [GRAD 360° Turnitin® for Grad Students](#). To locate the current semester's course in Canvas, use the link above or go to *Courses > All Courses > Browse More Courses > Enter grad 360 in the search field* to locate the current semester's course in the University's public course catalog.

Please note that this opportunity to use Turnitin® is not a substitute for submitting your electronic thesis or dissertation (ETD) for format review and publication. That’s an entirely different process, described previously in this guide.

What exactly is Turnitin® and how will it help me?



Turnitin® is a plagiarism-prevention software app licensed for use by the University community under Clemson’s institutional license, and is enabled through Canvas. Many faculty members use Turnitin® to review student work. For the individual student researcher, Turnitin® facilitates best practices for using and citing other people’s written work. When you access the program and upload all or part of your thesis or dissertation, the Turnitin® tool compares your file’s text to an extensive scholarly database and student paper archive of published material to determine if text in your paper matches text in any of the Turnitin® databases. Matching or very similar text highlighted by the tool indicates that you’ll need to cite your original source(s) if you have not already done so. The tool generates a *similarity score* that shows what percentage of your document is similar in text content to other existing works.

Don’t be dismayed by a similarity score that seems high to you, and please don’t commit yourself to an endless, stressful cycle of rewriting, resubmitting and rechecking to try to get that score as close as possible to 0% — especially if this causes you to miss key deadlines. For the independent user, Turnitin® is primarily a useful tool for identifying and double-checking your citations. Good research in any field interprets, builds and expands upon previous research, so 0% similarity is not necessarily a realistic goal. If your paper includes a literature review or holds an analysis of existing literature, that chapter or section naturally will generate a higher similarity score than chapters that comprise pure research methods or findings.

The manuscript reviewer does not use Turnitin® to evaluate your ETD as part of the format review. Avoiding plagiarism is up to you and your committee.

7. The next step

After you’ve compiled and formatted your thesis or dissertation manuscript, you’ll proceed to your **DEFENSE** before your graduate committee. Check out PDF Ref, [Step 2: Defend Your Research Before Your Committee](#) for full details.