# Step 5: Revise Manuscript Formatting

## Topics

Once you've uploaded your manuscript PDF to your **TigerPrints ETD account** and clicked the SUBMIT button, the Manuscript Review staff receives an automated message that your paper is ready for review. Usually within 1–2 business days after you submit, we'll send you an email requesting formatting revisions to your digital manuscript, *or* indicating that your ETD is approved and needs no revision. The review process may take a little longer as the **graduation deadlines** approach and we have many manuscripts to review.

Many Graduate School ETD manuscripts will require a minor revision or two — the appearance of your published, archived paper should be as polished and professional as your research. For some graduate students, writing a thesis or dissertation is the first occasion that calls for formatting a table of contents, multiple chapters, an appendix, and other complex elements. Don't be discouraged if you're asked for minor revisions to align with Clemson University's Graduate School online publishing standards. If you've read through the **Format** section, made use of the samples and templates you'll find linked at **Templates, Links & Tools**, and followed the **final ETD checklist**, you've probably avoided most of these common causes for revision requests (outlined below in section 2 in the order in which they usually occur in a manuscript).

# 1. Getting feedback from the reviewer

You will hear from the Manuscript Review office via email once your review is complete. This email will originate from the domain, **@dcclemson.bepress.com**.

If your ETD needs any minor formatting revisions, the reviewer will email you through the TigerPrints ETD portal and will include specific instructions for each revision. The most common items that call for revision requests are covered in the next section. If you receive a request for revision, the email will include the link for uploading your revised PDF. Your status will be "**Accepted with Minor Revisions**."

1. If your ETD formatting is approved, but Enrolled Services has not yet received your committee-signed **Form GS7** or has not yet entered it into the database, your feedback email will inform you of this, and your status until your GS7 is filed will be "Accepted with Minor Revisions," simply because there is no "waiting for GS7" official status available in the TigerPrints ETD admin's menu options.

> **Quick tip**
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> If you are awaiting feedback from Manuscript Review, and think it's taking too long, **Check your junk mail or spam folder**. Depending on your email security settings, messages from the domain, @dcclemson.bepress.com may get filtered out.

2. Once all your formatting meets Graduate School standards, you'll get a **"congratulations"** email, and your ETD status will appear as "Accepted" or "Ready for Delivery."

# 2. Common items that call for revision

### Page setup (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.

It's OK to **rotate a page or pages to landscape orientation** to fit wide tables or figures. Oversized pages (legal, 11" x 17", or other) must be submitted as **additional files**. You will find an upload field for additional files in your TigerPrints ETD account.

Changing your document page size may cause the content of your manuscript to reflow (move from page to page), so you'll need to check and update all entries in your table of contents and lists of tables and figures if you change a document page size.

### Consistent page margins

Your **page margins** throughout your document may be **between 1" and 1.25"**, but please make sure the margin width you choose is *consistent throughout your manuscript*. It is easy to overlook margin differences as you assemble your chapters into one file.

It's optimal to set your page numbers below the bottom text margin, in the footer area; just make sure they are at least .25" from the bottom. Margin changes may cause text and graphic elements to reflow (move from page to page), so please re-check and update all page numbering in your table of

contents and lists of tables and figures after you have made all other format revisions. Note that it's OK to allow wide tables and figures to extend into the side margins, but please maintain at least 1/2" of space to the edges of the page.

## Capitalization of thesis/dissertation title and title page elements

On your **title page**, please set your manuscript title in all-capital letters. It's OK to break the title to multiple lines of roughly equal length. Use of capitalization and wording in title page text should match what's in the **sample title page**. An exception is if your title contains italicized scientific nomenclature and your discipline prefers an initial cap for the genus name but all lowercase for the species name.

It's also essential that content, wording, line breaks, and capitalization follow what's shown on the Graduate School's **sample title page**.

## Missing or unevenly spaced title page rules and text

The **four horizontal rules** that divide the five sections of your title page text should be of equal length and weight, center-aligned on the page, and with equal space above and below each. All five sections of title page information (following the wording and capitalization style shown in the **sample title page**) must be included, and may be single-spaced to fit the page.

## Page numbering placement and running heads

For online publication, since your paper will not have left- and right-hand facing pages as it would in a print-only work, please **center your page numbers** at the **bottom** of each page. Also for online publishing, if you choose to use running heads because the style sheet for your discipline prefers them, please do not use one on the title page. Commonly used in journals and textbooks, running heads are not among Clemson's ETD style preferences, so include them only if your advisor and committee require them.

## First visible page number and sequential vs. non-sequential page numbering

On your title page, please **delete or hide the visible page number** if you can. First visible page number should be **ii** or **2** on your Abstract page. It's OK to paste a blank, white text box over the visible page number so your pages don't automatically renumber, if you find that easier than creating a new section start on page ii/2.

If you have chose the traditional book page-numbering format using Roman numerals for your front matter (abstract, dedication, acknowledgments, and content lists), please use **lower-case Roman numerals** (i, ii, iii, iv, etc.). These page numbers should also be lower-case in your table of contents.

Also with the traditional book page-numbering scheme, your manuscript's body text should begin with **Arabic-numbered page 1**, rather than continuing from the Roman-numbered front matter numbering. To do

### Quick tip

The Graduate School's formatting template may have a "bug" in some versions of Word: When you try to remove the page number on the title page, it removes or changes the page number on the first page of your body text, OR the page number reappears no matter how many white boxes you try to hide it with. If you experience this issue, it's OK to leave the "i" or "1" on your title page and the manuscript reviewer will remove it for you in your PDF.

this, in Word, you'll need to add a **section break** just before the page where you want to change numbering. Then scroll your document to your Introduction/Chapter 1 opener page, and go to the **Insert** tab; select **Page Number**, then **Format Page Numbers . . .** from the dropdown menu. At the bottom of the resulting popup window, you may enter the new section start page as 1. Back matter elements like appendixes and references should continue the body text page numbering. Please remember you'll need to update the entry page numbers in your table of contents and lists of figures, tables, etc., if you've renumbered pages.

If you have chosen to use **Arabic numerals** for all page numbering, starting with page 2 as the Abstract page, please be sure your page numbering remains **sequential through the entire document** when you put your chapters together into a single file. A stray section break or a rotated page can cause page numbering to restart unexpectedly.

## Ellipses in table of contents

In tables of contents that you create manually (i.e., if you don't use Word's automated table of contents tools), if you make your leader dots or (ellipses) between the entries and page numbers by typing a row of periods to the page number, it's nearly impossible to get your page numbers to align neatly on the right. Word will let you create easy, evenly spaced leader dots/ellipses and perfectly aligned page numbers using **tabs**. This is such a common format issue that the Graduate School created a PDF "cheat-sheet" for it — this **Ellipses Instructions guide** also offers tips on creating indents for various levels of subheadings in your content list pages.

## Wide or oversized tables and illustrations

While it's OK for wide tables or figures to extend *slightly* into your left and right page margins, be advised that if such elements extend too close to the edges of the page, they may be cut off or hidden in a printed copy of your paper. It's preferable to either rotate the oversized element 90 degrees counterclockwise on the page (so that the top of the table or figure is at left and the bottom is at right), or to **rotate the actual page 90 degrees to "landscape" orientation**. If you do the latter in Word, make sure your page number stays at the bottom center of the rotated page, and that the following page number is still correct. Page rotation requires inserting section breaks before and after the pages you want to rotate, and may re-start page numbering. If you see that your page numbers are off after a landscape page, go to *Insert > Page Number > Format Page Numbers* and choose *Continue from previous section*.

## Links, email addresses, and URLs

Consistent appearance of links throughout your manuscript is the goal, but inconsistent-looking links in your ETD will not earn a call for revision if this is the only issue with your formatting. If you have working links (hyperlinks) in your manuscript, you may choose to leave them all in blue and underlined — Word's default hyperlink style. If you prefer your links to look less obtrusive (as was the standard when all theses and dissertations were printed and bound), you may change them to black text without underlining, and/or may set them in italics. To do this globally without deactivating the links, you can modify the Hyperlink text style in your Word styles menu.

Some LaTeX users code their links with a visible colored box outlining each. The Graduate School allows this.

### 3. The manuscript reviewer can help

If you receive revision instructions that are unclear, or if you have problems making requested revisions and can't find help within your department, please contact the manuscript reviewer via email at **manuscriptreview-l@clemson.edu**, by phone at (684) 656-5338, or stop by the office in E-106 Martin Hall. It's perfectly legit to get hands-on help.

### 4. The official "accepted" email

Once all your revisions are approved, you will receive an acceptance email from the Manuscript Review desk, through TigerPrints ETD email from the domain, **@dcclemson.bepress.com**, and your work is done. Congratulations!

### 5. What happens next?

With an accepted ETD and a committee-signed GS7 form entered into the Registrar's database, you are all set for graduation.

Your ETD will be held until shortly after the semester's graduation ceremony. The manuscript reviewer will check all ETDs against the Registrar's official graduation list, confirm that all embargoes are clearly marked, and then release the ETDs to the University's Digital Repository Coordinator for publishing and archiving in TigerPrints. For additional details, visit the **FINISHED webpage** or download the PDF Ref, **Step 6: ETD Acceptance and What's Next**.