

The text is centered on the page with 1.25 inch margins on all four sides.

Required

THEORIZING THE AUTHOR/FORMAT EDITOR RELATIONAL DYNAMIC:  
A STUDY OF THE MANUAL MANUSCRIPT REVIEW  
PROCESS AT CLEMSON UNIVERSITY

---

Each section is single spaced

Required

A Thesis  
Presented to  
the Graduate School of  
Clemson University

---

There is the same amount of space above and below each divider line.

Required

In Partial Fulfillment  
of the Requirements for the Degree  
Master of Arts  
Professional Communication

---

Only the month and year you graduate are included in the date.

Required

by  
Sally Ann Schwartz  
August 2024

---

Accepted by:  
Dr. Susan Hilligoss, Committee Chair  
Dr. Michael Neal  
Dr. Joseph Sample

1<sup>st</sup> level headings are formatted in such a way so that they stand out from other levels of headings.

Required

We suggest that 1<sup>st</sup> level headings be formatted with all caps.

PLAIN LANGUAGE ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas consequat, pede quis porttitor dapibus, risus orci varius augue, et luctus velit libero ac pede. Aenean viverra porta leo. Quisque dignissim augue ac lectus. Sed lacus leo, vulputate a, tristique non, blandit ac, est. Proin tristique vulputate erat. Cras at arcu. Aliquam erat volutpat. Phasellus quis erat ut nibh dictum rhoncus. Vivamus vitae sem sed justo egestas elementum. Praesent posuere porta lectus. Praesent semper neque id tellus. Nunc malesuada tempus lectus. Donec diam sem, sollicitudin vel, feugiat id, molestie at, ligula.

This 1<sup>st</sup> level heading is formatted the same as the 1<sup>st</sup> level heading on the plain language abstract. Make sure that your heading formatting **remains consistent throughout the manuscript.**

ABSTRACT

Required

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas consequat, pede quis porttitor dapibus, risus orci varius augue, et luctus velit libero ac pede. Aenean viverra porta leo. Quisque dignissim augue ac lectus. Sed lacus leo, vulputate a, tristique non, blandit ac, est. Proin tristique vulputate erat. Cras at arcu. Aliquam erat volutpat. Phasellus quis erat ut nibh dictum rhoncus. Vivamus vitae sem sed justo egestas elementum. Praesent posuere porta lectus. Praesent semper neque id tellus. Nunc malesuada tempus lectus. Donec diam sem, sollicitudin vel, feugiat id, molestie at, ligula.

Nulla lobortis purus vitae urna. Phasellus pharetra est laoreet urna. Donec vitae magna nec nisi eleifend malesuada. In facilisis ultricies quam. Donec sem mauris, adipiscing sed, interdum in, porttitor et, tellus. Nunc hendrerit imperdiet lacus. Cras sed neque. Suspendisse vestibulum metus a tortor. Curabitur orci dui, egestas ac, porttitor quis, suscipit sed, ligula. Curabitur enim ligula, suscipit vel, sodales nec, elementum vel, augue. Nam neque. Donec molestie. Integer et augue non ligula dignissim scelerisque. Sed hendrerit ante a augue.

Duis laoreet. Suspendisse dapibus. Integer auctor fermentum risus. In hac habitasse platea dictumst. Nunc non leo scelerisque magna feugiat egestas. Nulla facilisis lobortis dolor. Donec commodo sapien ut turpis. Aliquam ut sem. Suspendisse potenti. Phasellus vitae augue. Vivamus blandit augue at orci. Ut posuere lacinia augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In et arcu. Aenean at lectus in lectus fermentum rhoncus. Suspendisse vitae diam in ipsum varius fermentum.

Nunc ut odio vel dolor porta elementum. Suspendisse rutrum malesuada ipsum. Ut viverra augue at neque faucibus molestie. Donec vitae turpis facilisis purus convallis nonummy. Vestibulum accumsan, ligula vitae suscipit posuere, erat est ultricies velit, ac rhoncus nulla erat eu sapien. Donec elit dui, volutpat vel, porta eget, gravida vitae, dolor. Mauris imperdiet, ante vitae vehicula consectetuer, diam ante congue mi, eu pharetra ipsum lacus in tortor. Curabitur eget massa. Morbi commodo, augue in mollis ultricies, tortor metus ultricies tortor, sed dapibus elit enim id mauris. Donec ultricies. Praesent cursus sagittis justo. Praesent tempus scelerisque eros. Aliquam augue ipsum, porttitor et, vulputate id, lobortis eget, erat.

## DEDICATION

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus lobortis quam ut massa. Nunc pede tellus, sagittis vitae, feugiat eu, feugiat vitae, enim. Fusce feugiat sem eget libero. Ut metus eros, commodo quis, fermentum sit amet, suscipit non, risus. Ut congue urna in dui. Proin diam odio, iaculis ut, adipiscing in, consequat id, erat. Nulla elit. Pellentesque massa lectus, euismod ac, suscipit sit amet, ullamcorper vitae, ante. Sed porttitor, libero vel consequat vehicula, lectus magna pellentesque mauris, sit amet tempus purus tortor eu tortor. Donec tincidunt dui ac nulla. In placerat. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla euismod, nisl a convallis luctus, lacus enim tempor nibh, ac iaculis purus nunc at sem.

## ACKNOWLEDGMENTS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla luctus. Etiam mi massa, vehicula iaculis, dignissim vitae, vulputate sed, ante. Etiam felis ante, pretium ut, lobortis nec, consectetur et, magna. Nulla nec augue. Phasellus gravida volutpat orci. Vestibulum congue, velit nec porttitor posuere, diam ipsum ultrices tellus, vel fermentum magna pede sed quam. Fusce quis pede. Phasellus auctor sodales eros. Nam non sapien. Nulla facilisis magna ut lorem. Etiam pretium, sem vel condimentum lacinia, turpis felis tristique purus, eu mattis turpis nisl sed purus. Nulla cursus turpis et risus. Praesent consectetur dolor vitae ante. Cras venenatis. Maecenas bibendum scelerisque tortor. Integer dapibus augue eu ante. Sed facilisis, orci vel congue viverra, eros metus dignissim nibh, a nonummy lacus erat mollis diam.

Aliquam erat volutpat. Fusce bibendum felis eget turpis. Fusce et tellus. Nullam et augue quis justo tincidunt pharetra. Donec non dui. Suspendisse ligula felis, pulvinar eget, cursus sit amet, sodales eu, ipsum. Mauris orci. Vivamus tristique porttitor augue. Maecenas laoreet. Curabitur accumsan, tortor eu bibendum adipiscing, ipsum ipsum hendrerit lacus, a commodo sem ante consectetur nisl. Integer aliquet nunc egestas nunc. Maecenas nec dolor et magna pellentesque ultricies.

Ut nulla purus, commodo vel, ultricies in, gravida sed, nisi. Mauris rhoncus orci ac augue. Cras nunc dui, bibendum at, egestas vel, mollis nec, massa. Phasellus nonummy accumsan nisl. Nulla sit amet mi. Etiam sapien lacus, iaculis quis, posuere ut, tristique eget, velit. Pellentesque ut justo sit amet ligula bibendum euismod. Proin eu magna. Donec vestibulum lacinia quam. In ac mauris sed metus congue tempor. Sed

facilisis, justo ut faucibus fringilla, nisi lacus commodo neque, ut rutrum elit massa vel nisl. Phasellus non est sit amet justo bibendum porttitor.

Nulla sollicitudin augue at orci. Donec eget nulla. Pellentesque pretium dolor quis sapien. Praesent turpis dui, vulputate ac, laoreet sed, ultricies in, nibh. Maecenas tortor turpis, molestie in, auctor in, suscipit a, nisl. Donec at ante. Nam et sapien nec eros viverra feugiat. Morbi sem. Mauris id metus. Donec feugiat est vel mi. Vestibulum fringilla. Fusce vel massa. Vestibulum suscipit, est id commodo ullamcorper, justo dolor fringilla felis, sit amet placerat risus elit condimentum nibh.

Nulla fringilla, dui scelerisque fringilla commodo, velit turpis convallis ipsum, eu fermentum orci purus quis risus. Pellentesque leo. Phasellus at nisi et felis tempor ultricies. Sed posuere. Sed cursus varius turpis. In id diam quis arcu vulputate mollis. Donec vehicula accumsan diam. Vestibulum sed felis et lacus adipiscing feugiat. Vestibulum semper urna id justo. Fusce dignissim vestibulum urna. Sed pellentesque, augue nec auctor suscipit, nisl enim bibendum dui, sed dapibus diam elit nec mauris. Duis euismod orci sit amet sapien. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla hendrerit faucibus dolor. Praesent eu nunc. Sed eu magna. Aliquam quam purus, convallis faucibus, consectetur quis, viverra et, neque.

Ellipses all go to the page number and are consistently spaced. (Note: Go to “format” then “tabs” and set a right-aligned tab at 5.85” with an ellipses leader.)

TABLE OF CONTENTS

*Strong Suggestion:* Include “Page” over your page numbers to keep this section consistent with the lists of tables and figures.

Required

	Page
TITLE PAGE .....	i
PLAIN LANGUAGE ABSTRACT .....	ii
ABSTRACT .....	iii
DEDICATION .....	v
ACKNOWLEDGMENTS .....	vi
LIST OF TABLES .....	x
LIST OF FIGURES .....	xii

CHAPTER

1. INTRODUCTION ..... 1

All major 1<sup>st</sup> level headings are included.

Required

Academic Editing Overview.....	3
Delivery and Format Editing at Clemson University’s Graduate School.....	16
Electronic Editing .....	24
Research Questions.....	32

2<sup>nd</sup> level headings are also included, but 3<sup>rd</sup> level headings are not.

RESEARCH DESIGN AND METHODS ..... 34

Importance of the Study.....	34
Purpose of the Study .....	34
Explanation of Research Design.....	35
Delimitations of the Study .....	36
Institutional Review Board (IRB) Approval Information.....	36
Justification for and Overview of the Methodological Decisions and Their Limits.....	37
Summary of Methods.....	50

When entries are longer than 4.5 inches, they are split onto two lines and the 2<sup>nd</sup> line is indented.

3. RESULTS ..... 51

Discourse/Text Analysis .....	51
Interviews.....	55



*Strong Suggestion:* Headings are continued on top of second page. By following this suggestion, you will be increasing the visual consistency of your document.

Table of Contents (Continued)

Page

Survey .....	57
Conclusion of Results .....	73
4. CONCLUSIONS AND DISCUSSION .....	75
Answering the Research Questions .....	75
Connections and Conclusions .....	88
Recommendations for the Graduate School at Clemson University .....	91
Theoretical Implications and Recommendations For Further Research.....	95
APPENDICES .....	97
A: Dragga and Gong’s Editing Process Model.....	98
B: Manuscript Review Sign-In Data Sheet for Students .....	100
C: Institutional Review Board (IRB) Application and Attachments .....	101
REFERENCES .....	115

The header row with “Table” and “Page” is included on every page of this section and is formatted consistently with other similar sections (like the list of figures).

Required



Table

LIST OF TABLES

Formatting of ellipses is consistent with Table of Contents and other lists.

Required



Page

3.1	Results from Tallying the Checkmarks Made by Format Editors on the MRC’s .....	52
3.2	Results of Application of Format Editor’s Discursive Comments to a Modified Kostelnick Visual LanguageMatrix .....	54
3.3	Results of the Survey Question: “What is your age?” .....	58
3.4	Results of the Survey Question: “What is your gender?” .....	58
3.5	Results of the Survey Question: “What degree are you pursuing?” .....	59
3.6	Results of the Survey Question: “If earning a master’s, will you be writing a thesis?” .....	59
3.7	Results of the Survey Question: “In what major will you be earning your degree?” .....	60
3.8	Results of the Survey Question: “What is your native language?” .....	61
3.9	Results of the Survey Questions: “How frequently do you use MICROSOFT WORD?” and “Do you use MICROSOFT WORD’s comments feature?” .....	62
3.10	Results of the Survey Questions: “How frequently do you use ADOBE ACROBAT”, “Do you use ADOBE ACROBAT’s comments feature?”, and “How often do you receive comments in ADOBE ACROBAT?” .....	62
3.11	Results of the Survey Question: “What is your attitude toward Academic writing (in general)?” .....	63
3.12	Results of the Survey Question: “If you are writing a thesis or dissertation, what is your attitude toward it?” .....	64
3.13	Results of the Survey Question: “Do you think you are a good Editor of your own writing?” .....	65

*Strong Suggestion:* “List of Tables (Continued)” heading is consistent with Table of Contents and other lists. This will increase the visual consistency of your manuscript and assist with readability.

List of Tables (Continued)

Table	Page
3.14 Comparison of Attitude Toward Academic Writing and Graduate Major Category .....	66
3.15 Comparison of Attitude Toward Academic Writing and Degree Pursued.....	66
3.16 Comparison of Attitude Toward Academic Writing and Gender.....	67
3.17 Results of the Survey Questions: “Would you attend a seminar that would teach you the Graduate School’s manuscript formatting requirements?” and “Would you download an online tutorial that would teach you the Graduate School’s formatting requirements?” .....	68
3.18 Results of the Survey Question: “Are you aware that the Graduate School’s formatting guide currently exists on line?” .....	69
3.19 Results of the Survey Question: “Are you/will you be using the Graduate School’s formatting guide?” .....	69
3.20 Results of the Survey Question: “Would you use an approval page template provided by the Graduate School if you knew its exact location and how to use it?” .....	71
4.1 Modified Kostelnick Matrix with Percentage Display .....	79

This section and all other lists are formatted consistently with ellipses, headers, and spacing.

Required

## LIST OF FIGURES

Figure		Page
1.1	Project Development and In-House Production Process Model By Carolyn Rude.....	4
1.2	The Manuscript Review and Negotiation Process at Clemson University, a diagram.....	23
1.3	The Electronic Manuscript Review and Negotiation Process a Clemson University, a diagram.....	27
2.1	Manuscript Review Checklist Form Used by the Graduate School at Clemson University.....	39
2.2	Kostelnick’s Visual Language Matrix .....	42
2.3	Question List Sent to Past Format Editors as an Electronic Interview .....	44
2.4	Page One of the Survey Sent to Graduate Students.....	47
2.5	Page Two of the Survey Sent to Graduate Students .....	48
2.6	Page Three of the Survey Sent to Graduate Students .....	48

This is the last page of the front matter, and, thus, is the last page with Roman numeral page numbering. Insert a section break here to ensure that chapter 1 begins on page “1.” (Note: go to “insert” then “break” and select “continuous” under section break.)

Required