

Clemson University  
Manuscript Review Office

## Example Manuscript

Updated: October 2024

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Required

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

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Each section is single spaced

Required

A Thesis  
Presented to  
the Graduate School of  
Clemson University

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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

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

Required

by  
Sally Ann Schwartz  
August 2024

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

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PLAIN LANGUAGE ABSTRACT

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ABSTRACT

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## CHAPTER ONE

### INTRODUCTION

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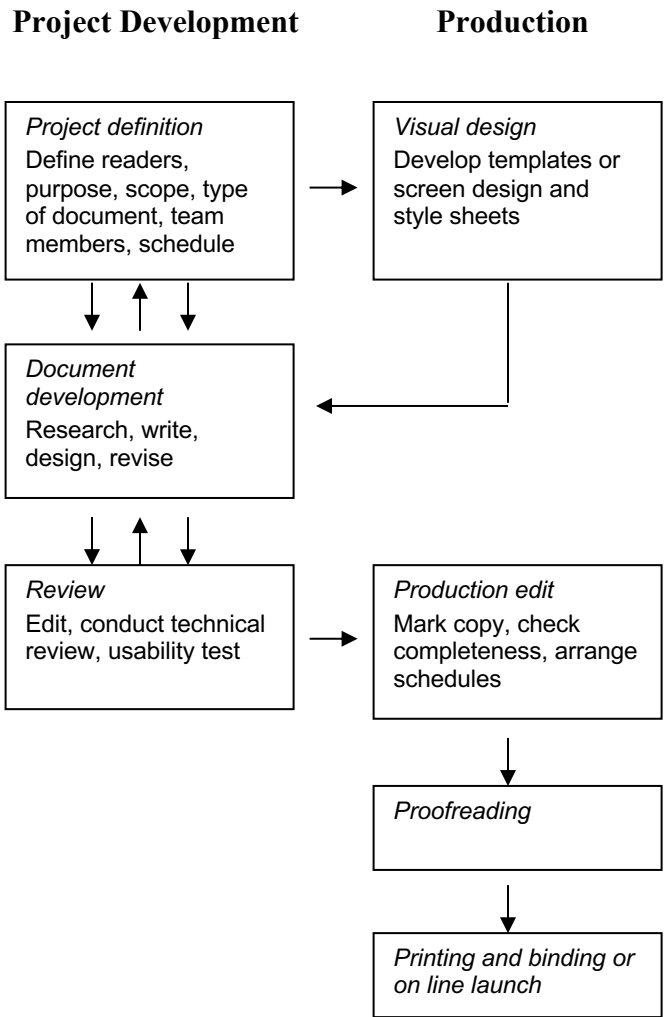
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Figure 1.1: Project Development and In-House Production Process Model by Carolyn Rude

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## CHAPTER TWO

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### RESEARCH DESIGN AND METHODS

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#### Purpose of the Study

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### Explanation of Research Design

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### Delimitations of the Study

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### Institutional Review Board (IRB) Approval Information

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### Justification for and Overview of Methodological Decisions and Their Limits

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Required

## APPENDICES

1<sup>st</sup> level

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Required

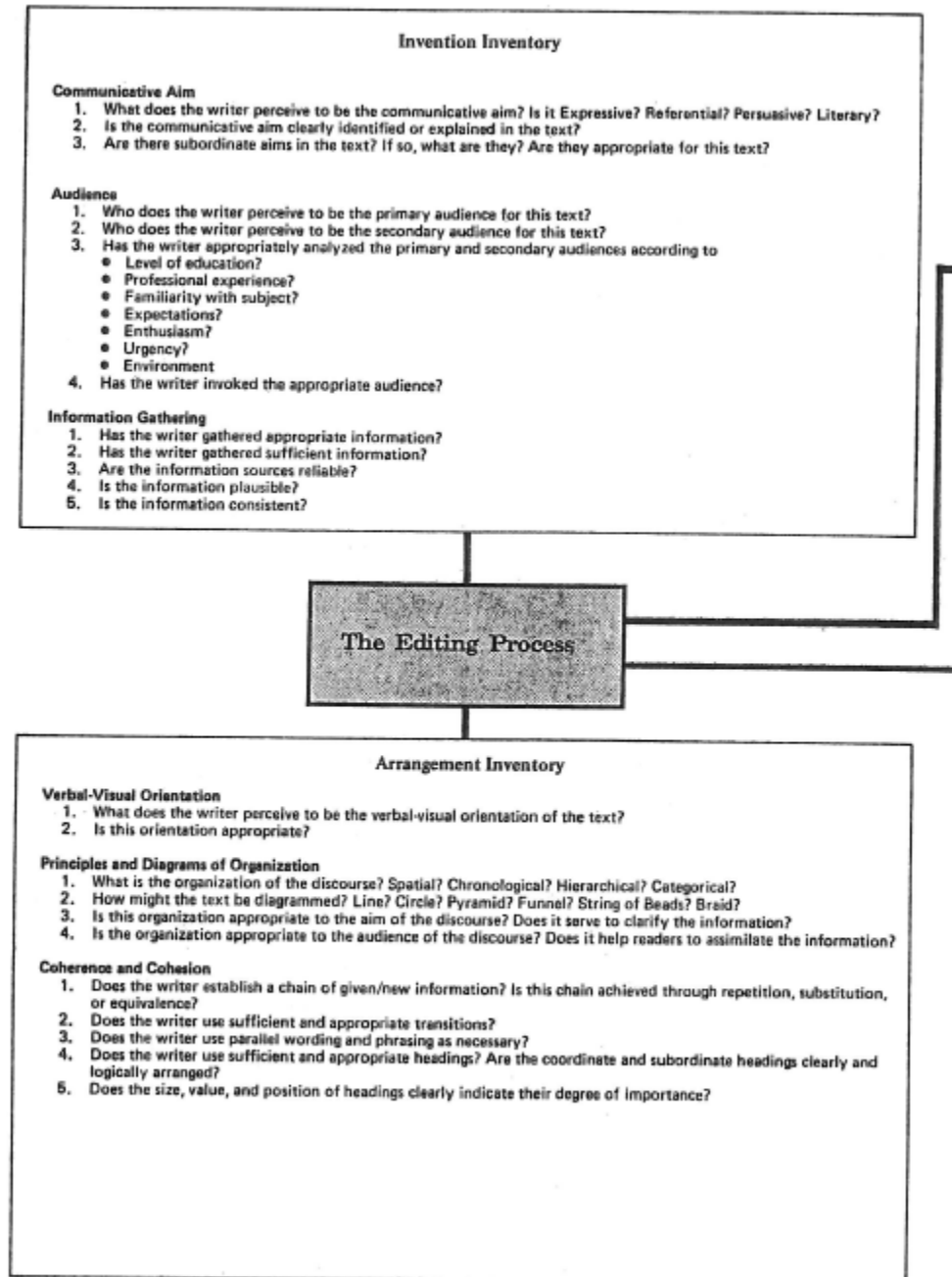


Because the divider page has a 1<sup>st</sup> level heading on it, the headings for each appendix should be formatted consistently with your 2<sup>nd</sup> level headings.

Required

## Appendix A

### Dragga and Gong's Editing Process Model



### Style Inventory

#### Verbal Propriety

1. What are the verbal style characteristics of discourse medium and participation, province, status, and modality?
2. What are the verbal style characteristics of individuality, dialect, time, and singularity?
3. Do the verbal style characteristics of discourse medium and participation, province, status, and modality dominate the verbal style characteristics of individuality, dialect, time, and singularity?
4. Is the verbal style consistent across the lexical, grammatical, and mechanical levels of the text?

#### Visual Propriety

1. What are the visual style characteristics of discourse medium and participation, province, status, and modality?
2. What are the visual style characteristics of individuality, dialect, time, and singularity?
3. Do the visual style characteristics of discourse medium and participation, province, status, and modality dominate the visual style characteristics of individuality, dialect, time, and singularity?
4. Is the visual style consistent across the lexical, grammatical, and mechanical levels of the discourse?

### Delivery Inventory

#### Typography

1. What are the characteristics of the basic type design (i.e., serif/sans serif, x-height, counters, ascenders and descenders, thicks and thins, vertical stress)? What retinal variations of design occur? What is their significance (associative, selective, ordered)?
2. What is the basic point size of type? What retinal variations of size occur? What is their significance (selective, ordered, proportional)?
3. What is the basic style of type (i.e., bold, italic, underlined, outline, shadow, positive/negative images, chromatic/achromatic, upper/lower case)? What retinal variations of style occur? What is their significance (associative, selective, ordered, proportional)?
4. What is the basic horizontal and vertical spacing (i.e., line length, leading, alignment)? What retinal variations of spacing occur? What is their significance (associative, selective, ordered, proportional)?

#### Illustrations

##### Tables

1. What are the typographical characteristics of each table (i.e., design, size, style, and spacing)? What retinal variations of design, size, style, and spacing occur? What is their significance (associative, selective, ordered, proportional)?
2. What are the illustrative characteristics of each table (e.g., boxing, color, screens)? What retinal variations of the illustrative characteristics occur? What is the significance of the retinal variations (associative, selective, ordered, proportional)?

##### Figures

1. What are the illustrative characteristics of each figure (i.e., pictorial/non-pictorial)? What retinal variations of the illustrative characteristics occur? What is the significance of the retinal variations (associative, selective, ordered, proportional)?
2. What are the typographical characteristics of each figure (i.e., design, size, style, and spacing)? What retinal variations of design, size, style, and spacing occur? What is their significance (associative, selective, ordered, proportional)?
3. Do the illustrative and typographical characteristics of each figure communicate or reinforce a single and unified meaning?
4. Does each figure encourage viewing as opposed to reading? How is this achieved?

#### Page Design

1. What is the basic page grid? What retinal variations of this page grid occur (e.g., column number, column width, margin size)? What is the significance of the retinal variations (associative, selective, ordered, proportional)?
2. Which pages of the publication deserve the reader's initial attention? the reader's subsequent attention? Why? Do these pages solicit this attention? How?
3. Which illustrations on each page deserve the reader's initial attention? the reader's subsequent attention? Why? Do these illustrations solicit this attention? How?
4. Which blocks of typography on each page deserve the reader's initial attention? the reader's subsequent attention? Why? Do these blocks of typography solicit this attention? How?

#### Production

1. Does the printing process harmonize with the typography, illustrations, and page design?
2. Does the paper harmonize with the typography, illustrations, and page design?
3. Does the folding/binding process harmonize with the typography, illustrations, and page design?



## Appendix C

### Institutional Review Board (IRB) Application and Attachments

#### Application for Exemption Certification Clemson University Institutional Review Board (IRB)

<http://www.clemson.edu/research/orcSite/orcIRB.htm>

All research activities involving the use of human participants must be reviewed and approved by the Clemson University Institutional Review Board (IRB), unless the IRB determines that the research falls into one or more of the categories of exemption established by federal regulations.

A determination by the IRB that research is exempt does not absolve investigators from ensuring that the rights and welfare of human participants participating in research activities are protected, and that the methods used and information provided to gain participant consent are appropriate. Investigators may not solicit participation or begin data collection until they have received approval from the IRB or written concurrence that the research has been determined to be exempt.

Exempt applications are processed as received. There is no deadline for submitting exempt applications for review. Please allow seven to ten business days for processing.

If you have questions regarding the application process or the review of exempt protocols, please contact Laura Moll, IRB Coordinator, Office of Research Compliance, 223 Brackett Hall, Clemson, SC 29634-5704 (Phone: 864-656-6460; E-mail: [lmoll@clemson.edu](mailto:lmoll@clemson.edu)).

A complete application packet includes the following materials (check all that apply):

- Exemption Certification Form.
- Recruitment documents, if applicable (see question # 4).
- Letter(s) of support, if applicable (see question #4).
- Surveys, interview questions, tests, or data collection sheets, if applicable (see question #5).
- Informational letter or script, if applicable (see question # 8).

The Principal Investigator (PI) may submit this application by e-mail to Laura Moll ([lmoll@clemson.edu](mailto:lmoll@clemson.edu)) to qualify the application as a signed electronic submission. Alternatively, the application may be delivered in paper form with original signatures to the Office of Research Compliance, 223 Brackett Hall, Clemson, SC 29634-5704.

### Exemption Certification Form

For office use only		Protocol Number:
<input type="checkbox"/> Validated Date:	▶	Research has been determined to be exempt under category: _____. Research may begin as of the date of determination listed below.
<input type="checkbox"/> Not validated	▶	The proposed research does not fall within the categories eligible for exemption. Submit an application for <input type="checkbox"/> Expedited or <input type="checkbox"/> Full committee review
Comments:		
Signature: _____		Date of determination:

▶ Research Title <small>(For class projects, include course number and title.)</small>	MAPC Thesis Research entitled "Theorizing the Author/Editor Relational Dynamic: An Analysis of the Manuscript Review Process at Clemson University"
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▶ Principal Investigator	Name: Dr. Michael Neal	Phone: 864-656-6411
<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Other. Please specify.	Department: English	E-mail: mneal@clemson.edu
A student cannot be the PI.	Campus address (room, building, street address): 806 Strode Tower	
<input checked="" type="checkbox"/> I have completed the required human research protections training.	Signature: _____	Date: _____
		Fax: _____

▶ Co-Investigator	Name: Sally Ann Schwartz	Phone: [REDACTED]
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Graduate student <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Other. Please specify.	Campus address (room, building, street address) or mailing address: 119-C University Village Drive Central, SC 29630	E-mail: sschwar@clemson.edu
<input type="checkbox"/> I have completed the required human research protections training.	Signature: _____	Date: _____
		Fax: _____

▶ Co-Investigator	Name:	Phone:
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Graduate student <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Other. Please specify.	Campus address (room, building, street address) or mailing address:	E-mail:
<input type="checkbox"/> I have completed the required human research protections training.	Signature: _____	Date: _____
		Fax: _____

▶ Start and end dates	Anticipated start date: May 23, 2006 Anticipated end date: May 31, 2006
▶ Source of funding	The student completing the research will fund it

If you check Yes to any of the questions below, your research is not exempt. Do not complete the exempt application. Submit an expedited or a full committee review application.

If you check No to all of the questions below, your research may be exempt from IRB continuing review. Please continue with the exempt application.

Does any part of the research require that participants be deceived? Yes  No

Will the research expose human participants to discomfort or stress beyond the levels encountered in daily life? Yes  No

Will prisoners, persons incompetent to provide valid consent, pregnant women where pregnancy is the focus of the research, or fetuses be participants in the study? Yes  No

The Federal Code [45 CFR 46 (46.101)] permits research activities in the following six categories to be exempted from continuing review by the IRB. Please check the exemption category for which you are applying.

Categories of Research Activities Exempt from Continuing Review	
<input type="checkbox"/>	<p>1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:</p> <p>a. research on regular and special education instructional strategies, or</p> <p>b. research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.</p> <p>Note: The above exemption is applicable to mentally handicapped individuals only if the research involves no changes in the content, location, or procedures of instruction from those normally experienced by the participant.</p>
<input checked="" type="checkbox"/>	<p>2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, <i>unless</i>:</p> <p>(i) the information obtained is recorded in such a manner that human participants can be identified, directly or through identifiers linked to the participants; <i>and</i></p> <p>(ii) any disclosure of the human participants' responses outside the research could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.</p> <p>Note: Survey and interview techniques which include minors are not exempt. Observation of the public behavior of minors, if the researcher is not a participant, is exempt.</p>
<input type="checkbox"/>	<p>3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under Category 2, if:</p> <p>a. the human participants are elected or appointed public officials or candidates for public office, or</p> <p>b. federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.</p>
<input type="checkbox"/>	<p>4. Research, involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that participants cannot be identified directly or through identifiers linked to the participants.</p> <p>Note: To qualify for this exemption, the data, documents, records, or specimens must be in existence before the project begins.</p>

This is the **last** section of the manuscript. (Note: the only exception to this is if you place works cited at the end of every chapter)

Required

Use a discipline-approved format for your citations.

Required

Do not use justified text for your works cited page (even if your body text is justified) because it compromises line spacing and inter-textual consistency.

## WORKS CITED

The formatting of the heading is consistent with other 1<sup>st</sup> level headings.

Required

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