Your Clemson University
Thesis or Dissertation
Guidelines, Tips & Tools
The Graduate School is pleased to introduce — as of the Spring 2018 term — *Your Clemson University Thesis or Dissertation: Guidelines, Tips & Tools*, a guidebook assembled, edited and maintained by the Graduate School’s communications and manuscript review staff with input from the University’s administrators, faculty, and graduate students. We thank the Office of Enrolled Student Services, Clemson Libraries, and Clemson Computing and Information Technology (CCIT) for providing information on record-keeping, archiving, and technology training.

This guidebook organizes the thesis and dissertation information from [www.clemson.edu/graduate/students/theses-and-dissertations/index.html](http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html) into one file, and allows us to simplify those web pages. The PDF file is searchable and interactive, with a linked table of contents and working links throughout the text.

Note that there are no substantive changes in manuscript guidelines as we make the switch from web-only to PDF.

The instructions, recommendations and procedures outlined here draw from years of tradition — several centuries of scholarly publishing norms as well as decades of Clemson University Graduate School formatting standards — but they also reflect the changing technology that brought us from print publishing into digital publishing and archiving and the global electronic dissemination of research scholarship.

By detailing the six essential steps of the formatting and submission process and collecting supporting information in three appendices, *Your Clemson University Thesis or Dissertation: Guidelines, Tips & Tools* aims to provide all the resources and links you’ll need to complete your thesis or dissertation, and to help you present a work that you, your advisory committee, your department, and Clemson University will be proud to share.
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0.1 Preliminaries

This handbook provides an outline of the electronic manuscript submission process that you will follow for your master’s thesis or doctoral dissertation prior to graduation. For brevity, we often will refer to a manuscript as an ETD (Electronic Thesis and Dissertation).

Within the text of this guidebook, live links to internal bookmarks, as well as to web pages and downloadable files, are colored Clemson orange. Simply click on any link to access the resource.

Before you start on your manuscript, or early in the process, download this ETD quick links PDF. It’s a single-page list of working links to the resources you may need most often as you prepare your manuscript for submission.

Before you submit your manuscript, refer to the final ETD checklist to ensure that your formatting is as compliant with Clemson University’s manuscript format guidelines as possible.

Also before you submit your manuscript, please read the Graduate School’s 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.

Very early in the semester of your planned graduation, make sure you understand the process of converting your document to PDF format, and that you’re aware of all relevant graduation deadlines. If you have questions, email the Manuscript Review office.
0.2 Steps in the electronic manuscript submission process

- **Step 1: Format.** Format your manuscript according to the Graduate School’s requirements.

- **Step 2: Defend.** Defend your thesis/dissertation, make any revisions required by your committee, and submit your signed GS7M or GS7D form.

- **Step 3: Convert.** Convert your manuscript to a PDF file.

- **Step 4: Submit.** Upload to the ProQuest site for review and publication. Follow the instructions for uploading a PDF of your manuscript for review. You’ll find it invaluable to read through the information in the Submit section prior to uploading your manuscript.
  
  …and **wait for results.** You will receive a results email within approximately one to two business days. Submissions close to the deadline date may take a day longer due to the large number of submissions at that time. If your manuscript is approved, you have finished… congrats!

- **Step 5: Revise.** If format revisions are required, the manuscript reviewer will detail them in an email to you. After you make revisions, you’ll convert your revised document to PDF, upload, and wait for a response again. This process will be repeated until your manuscript is accepted. Be aware that most manuscripts require at least one round of revisions. Also, your manuscript will not be approved until Enrolled Services has received your signed GS7 form and updated your status in their database.

- **Step 6: Finished.** Breathe deeply — you did it! You’ll receive a confirmation email from the Review Office approving your ETD and saying congratulations.

**PhD candidates: We encourage you to complete the Survey of Earned Doctorates**

To complete the Survey of Earned Doctorates, go to the SED completion page and follow the instructions. Participation is voluntary but highly valued. Over 90% of PhDs across the country participate in this important project.

The Survey of Earned Doctorates (SED) is an ongoing survey sponsored by the National Science Foundation, the National Institutes of Health, the U.S. Department of Education, the National Endowment for the Humanities, the U.S. Department of Agriculture and the National Aeronautics and Space Administration. The survey helps these and many other agencies and entities assess the availability of highly-educated personnel. The survey gathers data from all research doctoral graduates each year on their educational history, sources of support and post-graduation plans. The completed survey responses become part of the Doctorate Records File (DRF), a nearly complete data bank on doctorate recipients from 1920 to the present and
the major source of doctoral data at the national level. The profiles of doctorate recipients that emerge from these data assist policymakers at the federal, state, local and university levels.

The information provided on the survey questionnaire remains confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual.

To learn more about the SED, visit the SED homepage.

### 0.3 About deadlines

As you enter your final semesters in graduate school, you’ll need to know when deadlines are coming up so you can plan ahead, structure your schedule, and minimize your stress level as you approach graduation day. Check the Graduation Deadlines calendar often.

In graduate school, as in professional life, missing deadlines has consequences. Missing the GS2 Plan of Study filing deadline incurs late fees. Missing certain deadlines may delay your graduation or prevent you from participating in graduation ceremonies; the deadlines for completing your comps, submitting your final-official transcript to Graduate Admissions (see “What does ‘Official Transcript’ mean?” at the Admissions FAQ web page), filing your committee-signed GS7 form, submitting your final ETD, and ordering your diploma and graduation attire are examples.

**Under certain extenuating circumstances, the initial manuscript submission date for format review may be flexed by a day or two, but be advised you’ll leave yourself less time for making revisions if you miss the first deadline.**

Extenuating circumstances may include personal illness or injury, sudden illness of an immediate family member or committee member, military deployment, and visa issues. They do not include job-related or personal travel, scheduling of your defense too close to — or on the day of — the submission deadline (please do not do this!), missing committee signatures on your GS7, or an unexpected number of content revisions required by your committee following your defense. If you think you may be late with initial submission of your ETD and have a legitimate reason, discuss options with your advisor and send an email to Manuscript Review. If you think you may be late turning in your GS7, email Enrolled Services to see if they’ll accept it late.

**The final manuscript revision deadline is just that: final, not flexible. The week between the initial and final manuscript deadlines is for format changes only. It’s not intended to buy you extra time to finish rewriting or to wait for copyright permissions.**

If you think you may miss the final manuscript deadline, which is also the final GS7 deadline, you may discuss with your advisor the option of delaying your graduation until the following semester. If you can complete all of your requirements, including an accepted manuscript, by the last day of registration for classes for the coming semester, you will be cleared to graduate at the end of that semester without having to enroll in credit hours or pay tuition. Check with Enrolled Services for the exact deadline for each semester, and please notify them that you plan to delay your graduation.
Step 1: Format

Jump to a topic

► 1.1 Formatting FAQs
► 1.2 General formatting guidelines — your manuscript as a whole
► 1.3 Detailed formatting guidelines — your manuscript section by section
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► 1.5 Items to remember, summarized
► 1.6 The next step

1.1 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 detailed guidebook, the Graduate School summarizes all of its requirements on the final ETD checklist (ETD = Electronic Thesis and Dissertation), which can be found in Appendix B: Forms, Links, and Tools. 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 writer’s 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 any 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.

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

**Q:** Are there different requirements for electronic vs. printed manuscripts?

**A:** In the print publishing realm, yes. However, the Graduate School does not supply guidelines for printed manuscripts. The guidelines listed here 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 from a vendor besides ProQuest, if required (see list of departments requiring copies), and you use only these minimal 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 take the liberty to adhere to more conventional formatting guidelines for printed manuscripts if you so choose, but the Manuscript Review staff will be unable to assist in such endeavors. 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 [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;

- If you're using a PC with Windows, under the “Review” tab, click “Restrict Editing” and uncheck the boxes under “1. Formatting restrictions” and “2. Editing restrictions”

- If you're using a Mac, click “Review” > “Unprotect Document.”
The file protection is on initially to enable you to use drop-down menus on the title page.

In addition to the formatting template, the Manuscript Review office provides PDF examples of each standard element of an academic paper, and a sample manuscript. You will find all of these documents listed and linked in Appendix B: Forms, Links, and Tools.

### 1.2 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, if you wish to reproduce it in your manuscript just as it appeared in that publication), or unless your department has requested and received an exemption based on discipline-specific practices (see 1.4 Additional Formatting Information below). Content not covered by these specific guidelines may be formatted in any accepted discipline-appropriate style.

#### Document page size

For electronic publication, your document trim size must be 8.5" x 11" — standard U.S. Letter size. If your research includes material that will not fit onto standard letter-sized pages; you may include such material as supplemental files. See section on supplemental files (spreadsheets, databases, movies, sound files, etc.).

#### Margins

- All page margins must be 1.25 inches. 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.) must fit within the margins, although pages may be rotated to landscape orientation to accommodate wide figures, tables, etc.

#### 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 1.25" margin but at least .5"–.625" from bottom edge of page.
- Front matter (defined in 1.3 Detailed Formatting Guidelines below) page numbers should be lowercase Roman numerals ("i," "ii," "iii," etc.).
- Your title page is Roman-numbered page "i," 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. The first page of the body of your paper — introduction or first chapter/section — should be Arabic-numbered page 1.

**QUICK TIP**

If you’re accustomed to using a version of Microsoft Word from a source outside the U.S., or you have recently published in an international journal, your default page size may be set to A4 rather than U.S. Letter Standard. Check before you get deep into formatting.
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Step 1: Format

- All page numbers in your body text and back matter (defined below) should be Arabic numerals (“1,” “2,” etc.) continued from the previous chapter of your paper. Please do not start each new chapter with page 1.

Main text

- Body text should be double-spaced (unless otherwise noted in this document). 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 or informal typefaces, or use 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. 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 — look best single-spaced with a line space or so between elements.

Indentation 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.
- 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 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.

Note: If your manuscript consists of multiple journal articles — or journal styles — slight differences in formatting from article to article are acceptable.

1.3 Detailed formatting guidelines — your manuscript section by section

Templates and examples of standard manuscript elements are available in Appendix B: Forms, Links, and Tools.
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 in Appendix B: Forms, Links, and Tools.

Title page (required)

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

- Page margins must be set to 1.25 inches.
- A page number should not be visible on this page.
- 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 in Appendix B: Forms, Links, and Tools.

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 be Roman-numbered page ii.
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 animals or 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.
- 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.

QUICK TIP

Can’t get those dots in the table of contents 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 instructions* for tips on formatting your table of contents — this instructional PDF includes how to create evenly spaced leader dots, good line spacing, and indents.
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 guide](#) to create indents and ellipses for your table of contents.

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. If you've prepared the table of contents manually, 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.

### Lists of tables, figures, maps, etc. (include as applicable)

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.
- Every entry must have a corresponding page number.
- Ellipses (rows of leader dots) must be inserted between each entry and its corresponding page number.
- Each list should be formatted consistently with the main table of contents — to whatever degree is practical.

### 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 must begin on page 1 (using Arabic page numbering, beginning with 1, 2, 3, etc.).
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- 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 [here](#), and is also linked in Appendix B: Forms, Links, and 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 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 in the Forms, Links, and Tools appendix.

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 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, begin each on a new page, and separate them 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.

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, 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.
- URLs (web 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.
- 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.
- Your reference section(s) may be included either at the end of the manuscript (following the appendix) or at the end of each chapter, but you should be consistent when possible.

### 1.4 Additional formatting 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 and print the GS7M or GS7D from the Forms page at the Graduate School website, or pick up a hard copy from Enrolled Student Services in 104-D Sikes Hall. 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 to Enrolled Student Services. This form should not be included as a page in your manuscript. Check the graduation deadlines for deadlines related to this and other forms.

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

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. The ProQuest FAQ page suggests this online user community for LaTeX support.

Many 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 supplemental files many types of material that simply don’t fit within the confines of an 8.5” x 11” PDF text page, as the following section details.

**Supplemental 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 graphic elements, or other 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 supplemental 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/dissertation online, they will see links to these files. If someone orders a printed/bound copy of your paper, the files will be burned onto a CD or DVD and included with the printed copy. ProQuest answers questions related to supplemental files, including file size limits, at ProQuest’s FAQ web page; scroll down to the topic, “How can I include related files (sound clips, data sets, etc.) that are a critical part of my dissertation or thesis?”

**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**

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 separate files that will be archived with your ETD.

1.5 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 periodically offer workshops and training materials on avoiding plagiarism. Check their calendar and resources.

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 Appendix A: 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, then click “Tools” > “Unprotect Document.” File protection is initially on to enable you to use drop-down menus on the title page. We also provide a template just for the title page. To see all the Graduate School's available templates, check out Appendix B: Forms, Links, and Tools.

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 in Appendix B: Forms, Links, and Tools.

If any you have specific formatting questions that are not addressed within this guide, please email the Manuscript Review office at manuscriptreview-l@clemson.edu (preferred) or call (864) 656-5338.

1.6 The next step

After you’ve compiled and formatted your thesis or dissertation manuscript, you'll proceed to Step 2: Defend your work before your graduate committee.


Step 2: Defend

2.1 Before your defense

The defense process

Each graduate program has its own protocol for scheduling and conducting the defense of theses and dissertations. Ensure that you know your department’s procedures and that you follow them. Even if defense information is supplied in your Graduate Program Handbook, it’s always a good idea to consult your advisor for details.

Scheduling and calendar requirements

In all cases, you MUST notify Enrolled Services of the date, time, location and other details of your defense at least 10 days prior to your defense. To do that, complete the online form that will add your defense to the defense calendar. Submitting that form will generate an email to Enrolled Services, and that email will serve as your official written notification.

2.2 After your defense

Meeting the deadline

Your defense must be conducted by the final filing deadline for the GS7M (master’s candidates) or GS7D (doctoral candidates) form. Be sure to check the graduation deadlines chart for more information. Be aware that scheduling your defense on or very near the deadline will leave you little or no time to make committee-required revisions to your manuscript and will likely result in delaying your graduation. Schedule your defense as early as you can, but at least several days before the final deadline.

Submitting the committee-signed GS7 form

After you have successfully defended, your committee will do one of three things:

1. Sign your GS7M or GS7D form;
2. Require you to make revisions to your manuscript, then sign the GS7M or GS7D; or
3. Require you to make some committee-required revisions to your manuscript and complete the manuscript review by the Graduate School, then sign your GS7M or GS7D.

Any of these options is fine as long as the manuscript review process is completed and your GS7M or GS7D is submitted before the final ETD deadline.

If your committee requires you to make major revisions and you feel you won't be able to meet the ETD submission and revision deadlines, you may discuss with your advisor the possibility of delaying your graduation for one term. If you can complete your manuscript revisions for committee approval, get a format review and acceptance, and turn in your GS7, all by the last day of registration for classes for the coming semester, you will be cleared to graduate at the end of that semester without having to enroll in any credit hours or pay tuition. Check with Enrolled Student Services for the exact deadline for each semester.

2.3 The next step

After you have made any committee-required revisions and have compared your manuscript to the final ETD checklist, you'll proceed to Step 3: Convert to create your PDF for publication.
3.1 Prerequisites for this stage

Your manuscript first must be properly formatted and ready for submission. If you need to make changes after you convert your manuscript to PDF, you should make them to your original text file (Word DOC or DOCX file, LaTeX file, RTF file, InDesign file, etc.) and then convert that file to a new PDF.

3.2 Converting your document to PDF

The method and application you choose to use for PDF file creation will depend in part upon the word-processing or page-layout application you’ve used, and in part on your work platform (MacOS, Windows, Linux).

**Word or RTF source files**

Current versions of Word allow you to save your documents as PDF through the Print menu. If you also have Adobe Acrobat on your computer, you may see an Acrobat tab in your word menu options, and the option to “Save as Adobe PDF” in your print menu.

**ProQuest’s Options**

ProQuest’s ETD submission interface no longer offers a built-in PDF conversion tool, though you may upload your Word file and let ProQuest convert it for you. Note that if you have ProQuest do your PDF conversion, you may not have as much control over how the final file looks as if you convert your manuscript file(s) yourself. ProQuest’s Resources & Guidelines web page and PDF FAQs contain links to conversion resources that will walk you through the conversion process and address questions you may have about PDF files. If your manuscript is a single Word DOC, DOCX, or RTF file, and you’d prefer that ProQuest’s technical staff do the PDF conversion for you, you can skip to the submission process by going to Step 4: Submit in this guidebook.

**LaTeX source files**

If your manuscript was built in LaTeX and you have access to Adobe Acrobat Standard or Professional, simply generate a .prn file of your LaTeX file and use Acrobat to convert it to PDF. If you do not have access to Adobe Acrobat, there are several online resources that will help you to convert your file to PDF using the dvips - Ppdf driver included in many distributions of LaTeX. Dr. Patrick Jöckel at the Max Planck Institute of Chemistry in Germany has created a very helpful page here on converting LaTeX to PDF. Another conversion resource is Ghostscript.
**Other source file types**

If your manuscript was created using a program other than Word and is not an RTF file, you may need to search online for options for converting your manuscript into PDF.

**Conversion with Adobe Acrobat Standard or Professional**

Perhaps the best-known PDF applications are Adobe Acrobat Standard or Professional; these products can convert many file types to PDF. The Adobe Acrobat Reader, which is available free and is pre-installed on most desktop and laptop computers, cannot create PDF files; it can only read them. If you do not have Acrobat Standard or Professional installed on your computer, there are several ways to access the software:

**Download under Clemson University license**

As of April 2014, Clemson University holds an institutional license for Adobe Creative Cloud software, which means that students, faculty, and staff may download and use Adobe Acrobat Pro as long as they hold a current CU username and password. Please visit CCIT’s web downloads page for access and how-tos.

**Adobe PDF online subscription**

Adobe offers a subscription service at a modest monthly fee for online PDF conversion.

**Free trial**

You can download a free 30-day trial version of Adobe Acrobat Professional; after the 30-day trial period, you may purchase the program on the Adobe website or from your preferred reseller.

**Campus computer labs**

Many departmental computer labs have Adobe Acrobat installed; CCIT labs do not.

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**QUICK TIP**

About **EMBEDDING FONTS in your PDF**: the Graduate School, the University Libraries, and ProQuest require that you adjust your PDF output settings to **EMBED** all the fonts used in your manuscript. Adobe Acrobat also permits you to **SUBSET** (to embed only the characters used in your document rather than the entire font), which will reduce your final file size.

Your future readers will view your ETD on a wide array of devices, and embedded fonts ensure that everyone will see your text just as you intended, with consistent characters and without odd typeface substitutions, across all platforms and devices.

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**Conversion with free online services**

You can access free online services and apps to convert various types of files to PDF format. Three are linked below; an online search will yield many options, but screen carefully for vendors’ privacy policies.

**Icecream PDF converter**

One top-rated newer PDF conversion app is from Icecream Apps. The website offers free download, a tutorial video, and a list of convertible file types. It can batch convert: combine many documents of differing file types into one PDF in just one step.

**PDFCreator**

Developer *pdfforge GmBH* provides a downloadable PDFCreator for Windows operating systems.
**PDF Online**

PDF Online can convert from the following applications/formats to PDF: Word, Excel, PowerPoint, TXT, various image formats (JPG, PNG, BMP, TIFF, GIF)

**Conversion by other methods**

If you are unable to convert your manuscript to PDF using any of the methods above, you can always use a digital/document sender. There are several such machines on campus. In addition, most departments have advanced copying machines capable of converting a document to a PDF. Contact your department for more information.

### 3.3 Conversion problems

**ProQuest conversion issues**

If you have issues with ProQuest's PDF conversion process, start by visiting the ProQuest FAQ page (click on “PDF Questions.” If you don’t find the resources you need there, email their support staff or send a message or query through their training and support page.

**Other conversion issues**

If you are still having issues with your conversion after trying the tips detailed above, please email manuscriptreview-l@clemson.edu. Include specifics such as the file format you are working with, your operating platform (Windows, MacOS, Linux), what method and program you are attempting to use for the conversion, and the results and/or errors you’re getting. Attach samples of your original files and/or output files if relevant. Some common PDF conversion issues involve font and image embedding or image quality problems; Manuscript Review staff should be able to help you solve these.

**Don’t panic … stop by the Manuscript Review office**

Seriously, don’t panic. You will not fail to graduate due to PDF conversion issues if you ask us for help before the deadline. The Manuscript Review staff have experience in creating and troubleshooting PDF files and can help.

### 3.4 The next step

Once you have successfully converted your document to a PDF, proceed to Step 4: Submit to learn how to begin the Upload process.
**Step 4: Submit**

**QUICK TIPS**

No Fees Required, but… There are no longer any fees required to upload, publish, and archive your thesis or dissertation. Fees apply only to ordering printed, bound copies and some special publishing options.

It’s All Done Online. The entire process is completed online, through the web portal of the Graduate School’s electronic publishing partner, ProQuest (formerly known as Proquest/UMI). While the Graduate School’s Manuscript Review staff can do an informal review of your manuscript draft and offer feedback before you formally submit it, or prior to your defense if you wish, it’s not necessary to send your completed paper directly to the Review office. You can submit a draft of your paper via ProQuest; this gives you a head start on both your final formatting and in setting up your account with ProQuest.

Once you’ve uploaded your PDF file following the steps in this section, and have clicked submit, the Manuscript Review staff receives an automated email that tells us your ETD is ready for review. We review through the same online portal, and will notify you via email of your ETD’s official acceptance, or of any revisions that may be required.

Bound Copy Orders. The procedure for ordering bound print copies of your ETD from Proquest — either before your submission has been accepted for publication or after it has been accepted and published online — is outlined in this section.

Note: If you have requested an embargo (delay of publication), no bound copies will be produced or delivered until after your embargo expires.

### 4.1 Considerations as you get started

Prior to uploading your manuscript, read the information that follows. Doing so will save you time, money and potential confusion once you begin your submission. In particular, we encourage you to discuss with your advisor or committee chair and research sponsors whether a publication embargo (delay) may be prudent, or even required by a research sponsor. The time to have these conversations is well before your defense date so that you can investigate the policies in your field and, if necessary, talk to others about the situation. Prior discussion will ensure that you make crucial publication decisions before the time pressures of graduation start to weigh on you and your committee.

There are no required fees for uploading, digitally publishing and permanently archiving your manuscript. The only fees that apply are for the following:

1. Any hard copies you order (for yourself or your department, etc.);
2. Open-access publishing through ProQuest (The Graduate School does not recommend you choose this, because the University Libraries provide open-access at no charge);
3. Copyright filing by ProQuest (with the U.S. Office of Copyright).
Copyrights

Once your ETD is published, you own the copyright to your work whether it is registered by ProQuest or not, but there may be circumstances under which registering your work with the U.S. Copyright Office is desirable, even essential. If you’re in doubt, consult with your advisor and committee members. Note that requesting that ProQuest file for copyright on your behalf does incur a fee. The ProQuest resources & guidelines page, under the section Intellectual Property & Publishing Agreements, Guides & Policies, provides tips and references to help you decide whether or not to have ProQuest file for copyright, including a useful overview PDF, Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities.

In addition to the information that the Graduate School provides below, you may find useful tools and links for this step in your thesis/dissertation submission process, plus answers to common questions, on ProQuest’s resources & guidelines page.

Publication options

You will be given the two following options when you submit your manuscript:

**Traditional**

This option will suit the needs of almost every student. Choosing this option prevents you from incurring an additional publication fee and allows you to receive royalties on copies of your work sold by ProQuest (as noted below). Clemson University Libraries will automatically provide open access to your document.

**Open Access**

Since open access to your manuscript will be provided automatically, for free, by the Clemson University Libraries, paying ProQuest for open access is unnecessary and will cost an additional $95.00 USD. We permit this, but do not recommend it.

Embargoes (delays of publication)

After selecting a publication option, you will be given an opportunity to select publishing restrictions (embargoes). Some conditions for requesting a delay of publication may include the following:

- You are pursuing a patent (or plan to pursue one);
- You’ve signed an agreement with a research sponsor that requires an embargo for a specified period of time;
- You have contracted with another publisher who requires you to delay publishing your manuscript. This may include, in some disciplines, peer-reviewed journals that will print only previously unpublished material.

The Graduate School permits proprietary issue-based embargoes on student manuscripts of up to one year in length, renewable for up to an additional year; however, your embargo must be approved by the Dean of the Graduate School. See the Quick Summary box below for information about the appropriate steps that you should take if you wish to pursue an embargo. Contact
the Manuscript Review office at manuscriptreview-l@clemson.edu if you have additional embargo-related questions.

The ProQuest site provides a PDF describing delayed release and other publishing options. Please note that if you have requested an embargo, any bound copies that you order for yourself or for your department will not be produced or delivered until after your embargo expires.

You may also choose whether or not ProQuest will make your published manuscript accessible via internet search engines. The page search engines and your dissertation at the ProQuest website details this option. Note that the University Library system do not limit search-engine access; your ETD will be searchable in the catalog.

**Bound copies**

With the advent of digital publishing and archiving, the Graduate School no longer requires that you purchase any bound copies of your manuscript; however, your department may require that you do so. Check the list of departments to see if you are required to order a bound copy. Also note that a few programs specify a printer other than ProQuest.

If you did not place a hard-copy order when you first submitted your ETD, you will need to wait until ProQuest has published your manuscript to place your order.

There are three ways to order printed, bound copies through ProQuest after your manuscript has been published.

1. Once you have received a confirmation email from ProQuest that publication of your work is complete (this may be a couple of months after your graduation), you may place an order for copies directly through your ProQuest upload account. To place your order online via ProQuest and receive an author discount, refer to the “Order Copies” button on your submission details page (it’s highlighted in yellow in the screen shot on the next page). This button is active before you submit, becomes view-only once your ETD is accepted, and becomes active once again AFTER your paper has been digitally published. You may also get to an order page where you may use your PQ login or order as a guest here: http://order.proquest.com/OA_HTML/pqdtibeCAcdLogin.jsp?

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**QUICK SUMMARY: EMBARGOES**

Here’s how to request an EMBARGO (delay of publication). So that we are all in compliance with the Graduate School’s embargo policy, please have your advisor/committee chair send an email to Jill Bunch in the Grad School office, indicating the reason for the requested embargo as well as the length (a maximum of one year from the date of your graduation, which is renewable for a maximum of one additional year). The embargo request will be forwarded to the Dean of the Graduate School for official approval and you will be notified of the results.

When you create your ProQuest submission account, you’ll find fields for entering your embargo period and reason when you reach the ProQuest publishing options step — this ensures that we don’t release your dissertation prematurely.

Also, you are encouraged to request (by emailing the Manuscript Office) that your embargo be lifted before its expiration if it’s no longer needed.
2. You can order copies without logging in to your submission account by following this link: https://www.proquest.com/products-services/dissertations/order-dissertation.html.

3. Visit ProQuest’s customer service contact page at http://www.etdadmin.com/cgi-bin/main/support — log in using the same username and password you used to upload your manuscript. There, you may enter your name, etc. and from the dropdown menu “I need help with” select “ordering copies.” Then enter a brief message that you’d like to order a bound copy or copies, but that you didn’t do so when you submitted your paper. A customer service person should soon get back to you via email.

**Appearance of bound copies**

ProQuest offers several book sizes and binding options. You can read about them here. If you want a bound copy that looks like the traditional bound copies in the Clemson Library, choose the Milestone Edition. Unless your department requires bound copies, you can order copies when you upload, at any time after your ETD is accepted and published, or by mail after your graduation for the same price.

**Other options for printed, bound copies**

Because you own the copyright to your thesis or dissertation, you are free to have your work printed by any company of your own choosing. The Graduate School does not offer recommendations or endorsements of third-party printing companies, but you may find reputable printers with an online search, or by consulting a published faculty member in your department.

**Royalties**

When you submit a manuscript on ProQuest, and select Traditional Publishing, you give ProQuest non-exclusive rights to offer copies of that work for sale. Students selecting the traditional publishing option whose manuscripts are sold through ProQuest receive royalty payments of 10% on all sales. The Traditional Publishing Agreement appears as part of the upload process (screenshot of the agreement here).
Italics and special characters in ProQuest metadata

As you enter the title and abstract for your ETD into the appropriate fields on the Dissertation/Thesis details page, you may want to add HTML codes for italics, superscripts, subscripts, or some special characters. If you’re not familiar with HTML, no worries — Manuscript Review will code for you. If you’d like to try it yourself, for italics, insert "<i>" in front of the word to be italicized and "</i>” after the word. Onscreen it will look like this: “The title of my manuscript has an *italic* word in it.” The actual displayed text will look like this: “The title of my manuscript has an italic word in it.”

4.2 The uploading procedure

Thank you for reading the above information thoroughly. If you are generally comfortable with setting up secure personal accounts and associated online transactions, you may start the upload process. The Graduate School requests that you complete our brief pre-submission survey (you’ll only see this survey the first time you log on) and clicking "Submit" to go to the ProQuest Upload Site. To go directly to ProQuest portal, the link is http://www.etdadmin.com/cgi-bin/home. On that page, click on the orange Submit my dissertation/thesis button. Directions for each step are provided as you progress through the screens.

Waiting for your results

You will receive a results email from the Manuscript Review staff within approximately one to two business days, though it may take longer during peak submission times (i.e., close to the submission deadline for the semester of your graduation). Your email will contain information about one of the following:

- **Accepted manuscripts**: If your manuscript is approved, you have finished. CONGRATULATIONS!

- **Manuscript needing revisions**: If revisions are required, you will need to make those revisions to your original manuscript file, convert the edited file to PDF, upload, the new file to the same account as your original, and wait for a review response again. This process will be repeated until your manuscript is accepted.
Be aware that many manuscripts require one round of minor revisions, and occasionally more than one, but your reviewer will send you details about how to make specific revisions. If you get stuck, you may drop by the Manuscript Review office in E-106 Martin Hall for hands-on help.

Your official clearance for graduation will come via email as soon as:

- Your ETD manuscript is accepted and,
- Enrolled Services has received your signed GS7 and updated your status in the database.

For PhD candidates only

Please complete the Survey of Earned Doctorates.

4.3 The next step

Revise if needed, and if not, you’re done!

The Step 5: Revise section of this guidebook provides a list of some of the most common formatting revision requests and tips for how to make them. If you don’t get an email from the Manuscript Review office telling you your manuscript has been accepted or needs minor revisions, call or email us. On rare occasions, email from the ProQuest domain may get sent to your junk-mail folder.

Once your manuscript is accepted, you’ll receive an email similar to what’s described on the Step 6: Finished page, and you have completed the process.
Once you’ve uploaded your manuscript PDF and clicked the **Submit Dissertation/Thesis** button, the Manuscript Review staff receives an automated message through ProQuest 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 indicated your ETD is approved. The review process may take a little longer as the **graduation deadlines** approach and we have many manuscripts to review.

Most 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 many 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 **Step 1: Format** section, made use of the samples and templates you’ll find linked in **Appendix B: Forms, Links, and Tools**, and followed the **final ETD checklist**, you’ve probably avoided most of these common causes for revision requests (outlined below in the order in which they usually occur in a manuscript):

### 5.1 Common items that call for revision

#### Page setup (page size)

**Your ETD document size must be U.S. Letter Standard (8.5" x 11").** This is the standard finished size of printed and bound manuscripts available from ProQuest. If you have used word-processing software or a LaTeX template provided by a non-U.S. source, the default page size may be A4 (8.27" x 11.69"). When you revise your page size, the content of your manuscript may 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 after you do.

#### Page margins

Please set your **page margins** throughout your document to **1.25"**. 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.
Capitalization of paper 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

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, running heads — titles set in small type at the top or bottom of every page — and ornaments added to page numbers are not necessary or desirable unless your advisor recommends them.

First visible page number

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

Your front matter (abstract, dedication, acknowledgments, and content lists) should use lower-case Roman numerals (i, ii, iii, iv, etc.). These page numbers should also be lower-case in your table of contents, even if your entry titles are in all caps.

Ellipses in table of contents

In tables of contents that you create manually (i.e., if you don’t use Word’s 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...
Your Clemson University Thesis or Dissertation

Step 5: Revise

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.

Continued headings on content pages

On continued page(s) of your table of contents and lists of tables/figures, please add the appropriate heading, “Table of Contents (Continued)” etc., at the top left, and continue the “Page” column head over the page numbers at top right of all content pages.

Note: This format element is recommended, but not required: if this is the only missing element in your ETD, the reviewer generally won’t ask you to revise it. The Graduate School’s LaTeX template does not include code for these “continued” headings, so LaTeX users will not be asked to add them.

Body text page numbering

Your manuscript’s body text should begin with Arabic-numbered page 1, rather than continuing from the Roman-numbered front matter numbering. 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 appendices and references should continue the body text page numbering. Please remember you’ll need to update your table of contents and lists of figures, tables, etc., if you’ve renumbered pages.

Wide or oversized tables and illustrations

While it’s OK for wide tables or figures to extend slightly into your 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 the center binding of 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 may insert a section break that re-starts page numbering.

Appendices divider page

If your paper has multiple appendices, you must add a numbered divider page with APPENDICES centered on it (styled like a chapter title) plus a regular page number, and begin Appendix A on the following page. Be sure to add the “Appendices” divider page to your table of contents, and update the individual appendix-opener page numbers in your table of contents.

Links, email addresses, and URLs

In your appendices and/or references, please change web and email addresses (URLs) — other than those that are embedded in graphics — to normal, black text without underline. You can do this manually or by modifying the Hyperlink text style in your Word styles menu.
5.2 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 (864) 656-5338, or stop by the office in E-106 Martin Hall. It’s perfectly legit to get hands-on help.

5.3 The last step

Once all revisions are approved, you will receive an acceptance email that reads as shown in Step 6: Finished, and your work is done. Congratulations!
Step 6: Finished

Your manuscript submission process is complete — and you’re officially cleared for graduation! — when you’ve received an email from the sender, “Administrator of Clemson University,” that reads as follows:

Note: ProQuest locks your account to some kinds of changes after your ETD is accepted, but you will be able to view your ETD, metadata, and other account info using the My Dissertations/Theses List link in your acceptance message. If you do need to make a change after you’re approved, send an email to manuscriptreview-l@clemson.edu.

“So what’s next?” About digital publication

Approximately three weeks into the semester following your graduation, the Manuscript Review admin carefully checks the list of the term’s submitted and approved theses and dissertations against the official graduation list provided by Enrolled Services. After this check, all ETDs that are not marked as embargoed are delivered to ProQuest via FTP for digital processing. The Clemson University digital librarians retrieve ETDs from the same FTP site. Since Clemson’s librarians process only Clemson ETDs, while ProQuest publishes ETDs from colleges and
Your Clemson University Thesis or Dissertation

Step 6: Finished

universities worldwide, your paper will be available in TigerPrints — the Library database — before it will be searchable through ProQuest.

The screen shots that follow are samples of the email messages you’ll receive from ProQuest ETDadmin and TigerPrints. These screen shots are from Outlook; your emails may have a different look depending on your email host, but content will be similar.

If you requested an embargo (publication delay), your ETD will be held by the manuscript office and NOT delivered to ProQuest or TigerPrints until that embargo period ends. See the highlighted text in the ProQuest email screen shot below.

**Notification email from ProQuest**

ProQuest assigns your ETD a 5-digit manuscript number (labeled #2 in the screenshot below). They also provide an ordering link (#3) that you may use if you didn’t order bound copies when you first created your ProQuest account.

The highlighted text (#1) in this auto-generated message *does not apply.* Clemson University holds your embargoed ETD and does not deliver it via FTP to ProQuest or to TigerPrints until the embargo expires; thus, neither ProQuest not the Clemson Libraries will have any access to your title and abstract or your content while your work is under embargo.

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ProQuest has completed processing your dissertation/thesis

EA ETD Administrator <etdadministrator@proquest.com>

admin-email-address; your-email-address

Saturday, June 23, 2018 at 10:13 PM

Show Details

Dear *Recent Graduate,*

We are pleased to announce that ProQuest Dissertation Publishing has finished processing your work.

1. If you have placed restrictions on your work, the abstract is available now in ProQuest Dissertations and Theses, and your work will be disseminated as directed by you in the ProQuest agreement.

2. If you have any questions about your dissertation/thesis, or about any copies you have ordered, please contact ProQuest Customer Service at disspub@proquest.com

3. Please refer to your submission by the ID number “clemsonXXXXX”, to expedite your question.

You can order copies of your dissertation/thesis at a discount. If you have not done so already, please take this opportunity to order copies using the link below:

[https://order.proquest.com/OA_HTML/your unique link which is pretty long](https://order.proquest.com/OA_HTML/your unique link which is pretty long)

If you have placed an order for bound copies of your dissertation or thesis, the estimated processing and shipment time is 6 to 8 weeks from the date your work is published. To request a status update, please contact customer support at disspub@proquest.com.

Thank you for your contribution to scholarship in your field, and for submitting your work to ProQuest.

Regards,

ProQuest

Please do not reply to this email. It is an unattended mailbox. If you need assistance, please contact Dissertations & Theses Support ([https://secure.etdadmin.com/cgi-bin/main/support](https://secure.etdadmin.com/cgi-bin/main/support))
ProQuest indicates that any bound copies you ordered from them as part of your submission process should be delivered 6–8 weeks after digital publication. Refer to the bound copies section of this guidebook for additional info and alternative ways to order copies.

Notification email from TigerPrints

TigerPrints assigns your ETD a 4-digit manuscript number (labeled #1 below) that will appear in the subject line and message text, plus a unique 4-digit catalog number (#2) that will appear in the link. The manuscript reviewer is copied in the email.

The TigerPrints database catalogs master’s-level theses and doctoral-level dissertations separately, so the text of your email will refer to either thesis or dissertation.

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**MS #XXXX: New dissertation posted to All Dissertations**

**Administrators of All Dissertations <editors-all_dissertations-XXXX@tigerprints.clemson.edu>**

Your email address: The Administrators

Friday, June 1, 2018 at 2:58 PM

Show Details

Dear Recent Graduate,

Your dissertation "[Your manuscript title is here]" (MS #XXXX) has been posted to All Dissertations.

https://tigerprints.clemson.edu/all_dissertations/XXXX

Want to maximize readership? Improve the Google rank of your dissertation by putting its title, formatted as a link, on your personal or departmental webpage at your institution.
Appendix A: Frequently Asked Questions

Jump to topic

- A1 About deadlines and forms
- A2 About formatting
- A3 About manuscript review and the Manuscript Review office
- A4 About ETD submission and archiving
- A5 About copies of my manuscript

A1 About deadlines and forms

Q: What deadlines must I meet to graduate?
A: There are several deadlines students must meet to graduate. To make sure that you stay on track, review the graduation deadlines chart provided by the Graduate School. These are in addition to any departmental deadlines that may apply; your advisor can tell you about departmental requirements.

Q: What happens if I miss a deadline?
A: We try to help you make sure that missing thesis/dissertation deadlines won’t delay your graduation. Depending on which deadline you miss or how late you are, though, you may have to pay fines or delay your graduation. Refer back to section 0.3 About deadlines for details. Plan ahead so that if problems crop up, you’ll have time to fix them. Be sure to stay in frequent contact with your committee as your defense approaches and immediately afterward so you will know about any travel plans or other circumstances that might make getting a member’s signature on your GS7M or GS7D form (see next question) and other paperwork difficult. Ask your advisor to contact Jill Bunch, the Graduate School’s Director of Communications, if you know you are going to miss a manuscript-related deadline. If you are going to miss another type of deadline (for defending your paper, filing the GS2 or GS7, etc.), contact Enrolled Student Services at 656-5339.

Q: What is the GS7 form?
A: The GS7 is the form on which your advisor and committee verify with their signatures that you have successfully completed your final comprehensive exam, and have successfully defended and properly formatted your thesis or dissertation (if you’re in a program that requires a thesis
Your Clemson University Thesis or Dissertation

Appendix A: Frequently Asked Questions

or dissertation). You can review the graduation deadlines chart to determine the last date for filing the GS7. There are separate versions of the form for master's and doctoral candidates.

Q: What should I do if my advisor or one of my committee members is unavailable to sign my GS7?

A: We cannot overstate the importance of planning ahead. You can foresee and avoid most situations in which a committee member is unavailable shortly before the submission deadline by staying in contact with all of your committee members in the days and weeks leading up to your defense. Emergencies do come up, and in the case of a committee member who is incapacitated or called away for an urgent matter, the Graduate School and Enrolled Student Services can work with you and your advisor to keep your graduation on track. Check with Enrolled Services beforehand if you think you'll need to transmit your GS7 form to one or more committee members via fax or as a scanned email attachment. Communicate with your committee to plan your defense, allowing enough time between the defense and the final submission deadline to make any revisions that your committee requires or recommends. If the plan changes, check in with the committee to find out if they will be available to review your manuscript and sign your GS7 either in person or electronically before the deadline.

Q: What do I do after I secure my committee members’ signatures on my GS7 form?

A: If your committee has signed your GS7 and you have no further content revisions to make to your thesis or dissertation, submit your GS7 to Enrolled Services (104-D Sikes Hall) and then you can begin the manuscript submission and review process as outlined in this guide, or by visiting the theses & dissertations index page of the Graduate School’s website.

Q: Somebody mentioned a GS32 form. Do I need one of those?

A: No — the GS32 is obsolete now that Clemson University’s thesis and dissertation publishing is done electronically.

A2 About formatting

Q: Why are the Graduate School’s formatting requirements so important?

A: Now more than ever, your thesis or dissertation will be viewed by many other scholars, since it will be available to an international audience via ProQuest’s website and the Clemson University libraries’s TigerPrints archive. Proper formatting makes the manuscript easy to read, presents your valuable work in a professional form, and upholds Clemson University’s reputation for high standards by ensuring that all of the published theses and dissertations conform to minimum common formatting requirements.
**Q:** Where is the Thesis and Dissertation info on the Graduate School website?

A: This guidebook is now the comprehensive source for ETD information, but an abridged version is currently available in the Students section on the Graduate School website. Look for Theses & Dissertations in the menu; the direct link to the ETD index page is [http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html](http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html). The formatting instructions begin with some introductory information that answers several formatting-specific questions. The remainder of the ETD info is organized by step, as is this guidebook.

**Q:** What date should be on my title page?

A: The date on your title page should be the **month and year of your actual graduation ceremony** (even if you don’t plan to attend) and not the date your paper was submitted or approved, or the date you completed all your program requirements. Also, it’s just the month — no day and no comma. So, “May 2018,” not “May 7, 2018” or “May, 2018,” or “April, 2018,” for example.

**Q:** Does the text in my figures or charts have to be the same font or size as my regular text?

A: No, but to the extent possible, all figures and charts should use the same font(s). At the very least, all table titles and figure captions must be in a consistent font, even if the data inside those figures/charts is not in the same font.

**Q:** What if my manuscript is made up of individual journal articles?

A: Journal style is used when your thesis or dissertation consists of discussions of separate bodies of research. If your thesis or dissertation is made up (in full or in part) of journal articles you have written, this is the model you will likely use. When you use journal style, you typically list works cited at the end of each article. You may want to include a preface (which introduces the bodies of research to be discussed) at the beginning of the manuscript and a conclusions section (that comments on the bodies of research as a whole) at the end of the manuscript. You may include your co-authors or co-researchers under the chapter title, and have a separate abstract at the beginning of that article. Slight formatting variations between articles are permitted when your articles were previously formatted for different journals.

**Q:** What’s happening with the rows of dots in my table of contents? Why can’t I make them line up?

A: Word does have a set of table of contents tools that work nicely to create and update your table of contents, but you do need to use the heading styles from Word’s styles menu to make the automatic table of contents. If you assemble your table of contents by hand, you’ll run into ellipses, also called leader dots: the series of dots that link entries to their page numbers in
your table of contents (these things: ......). If you type a series of periods in an attempt to create ellipses, you will never be able to line them up precisely because the spacing between the periods is affected by the letters to the left of the ellipses and the numbers to the right. To make uniform ellipses, use the “tab leader” function of Word or your other word processing program. If you use one of the Graduate School’s Word templates, the ellipses shouldn’t be a problem. If you accidentally delete the pre-set ellipses leaders, or don’t want to use the templates, we’ve provided a “cheat sheet” — an ellipses instructions PDF — for creating your tab and ellipses leaders.

Q: Where can I get help with Microsoft Word?
A: Your first resource should be the Help files in Word itself. Depending on what issue you’re having, they can be extremely useful. Microsoft’s online Help section on Word is also very helpful. If a quick check of the Help documentation doesn’t solve your problem, you can email the CCIT Help Desk or call 656-3494. You will probably get fastest results if you go to one of the Help Desks in person with the file you’re working on (click here for hours and locations). The Manuscript Review staff can answer specific document-formatting questions about Word, and may be able to provide hands-on help in the Manuscript Review office, but we are limited in the time and amount of help we can provide each student, particularly near a submission deadline.

Q: The manuscript reviewer tells me one thing about formatting, but my advisor tells me another. Who’s right?
A: In many cases, formatting is more an art than a science, so there are rarely right and wrong answers, with the exception of the Graduate School’s basic requirements for title page and front-matter format standardization. Whenever possible, we accommodate the requests of your advisor or committee (except for the non-negotiable items listed in the formatting instructions). We know that some programs have very different standards, or provide their own template. If in doubt, email manuscriptreview-l@clemson.edu or call 656-5338 with specific formatting questions.

A3 About manuscript review and the Manuscript office

Q: What do I do if I’ve moved away from Clemson, or if it’s difficult for me to get to campus during business hours?
A: The implementation of electronic thesis and dissertation submission is a huge benefit to students who have moved or are otherwise unable to make frequent trips to campus. When you return to campus for your defense, if your committee approves your manuscript that day, you can take your GS7 form to Enrolled Student Services and then complete the rest of the review and submission process from any web-enabled computer. If your manuscript is not yet approved and you must leave town, arrange for a reliable friend, colleague or committee member to make sure your GS7 gets to Enrolled Student Services after your committee signs off on it. You will not have to return to campus to take care of your manuscript after your GS7 is submitted. In some cases you may submit your GS7 electronically. Contact Enrolled Services to find out how.
Email is the best way to correspond with the Manuscript Review office, so the reviewer can provide detailed help — including screen shots — if you’re stuck at any point in the formatting or submission process.

**Q:** Where is the Manuscript Review office?

**A:** The Manuscript Review office is part of the Graduate School administrative office, and is in E-106 Martin Hall (campus map).

**Q:** When is the Manuscript Review office open?

**A:** The Graduate School offices are open from 8:00 a.m. until 4:30 p.m., excluding weekends and University holidays.

**Q:** I went to the Manuscript Review office earlier today, and no one was there. Why not?

**A:** The Manuscript Review staff is composed of one full-time reviewer and the Director of Communications, both of whom have many other responsibilities. We try to make sure that someone is always available in the office, but meetings, business trips and other obligations may mean that the staff members are out of the office at the same time. If your need is time-sensitive, it’s best to email questions to manuscriptreview-l@clemson.edu or to email or call ahead (864-656-5338) to make an appointment with one of the staff members. The staff is sensitive to the urgency students feel about manuscript issues and endeavor to answer email even when they’re out of the office or otherwise physically unavailable.

**Q:** What if I have trouble converting my manuscript to PDF or uploading my manuscript?

**A:** If you’ve reviewed Step 3: Convert and Step 4: Submit in this guide and are still having trouble, contact ProQuest for uploading issues and issues related to the ProQuest PDF conversion tool. The Training and Support portal is here. Click the “Contact ProQuest Support” button to find a form where you may describe your problem and request help.

The Manuscript Review staff also can assist with PDF conversion issues. We have never met a document that absolutely cannot be converted to PDF using one of the many available methods, so above all, remain calm and ask for help before you find yourself in danger of missing a deadline.

**Q:** Can I submit my draft manuscript before I defend to get a preliminary review? And how do I do that?

**A:** Yes, but please do so at least two weeks before the first submission deadline. After that, the Manuscript Review staff must devote their time to students who have already defended and obtained committee signatures.

If you do choose to submit a draft of your manuscript for format review, you can do it by uploading to ProQuest, as you would your final submission. This gives you the advantage of
Your Clemson University Thesis or Dissertation

Appendix A: Frequently Asked Questions

setting up your ProQuest personal account well ahead of the final submission deadline. You’ll use that same account for your final submission. In ProQuest’s Submission Steps menu, there is a step for “Notes (optional).” This is where you should indicate to the review staff that your initial submission is a pre-defense draft for a format check. We want to make sure we don’t mark your draft as “accepted” when you plan additional work on it.

Q: How long does a review take? How will I know you’ve reviewed it?
A: You must allow at least one to two full business days for each review. Please plan ahead. You’ll receive an email (sent to the addresses you provided when you set up your ProQuest account) when the review is completed.

Q: Can I use the computers/printers/copier in the Manuscript Review office?
A: The computers, printers, and copier in the Manuscript Review office are reserved for staff use. Please call the CCIT Help Desk at 656-3494 to locate the computer lab nearest you.

Q: Can I submit a paper copy for review instead of uploading a digital file?
A: No; all submission and review is now done online. Part of the review process is making sure your digital file is complete and correctly formatted for electronic publication. However, if you are still working on your manuscript and have a question that you think we could better address if we could actually see your original document, feel free to bring in your laptop or a CD, DVD, or USB key with your manuscript on it.

A4 About ETD submission and archiving

Q: Who or what is ProQuest?
A: ProQuest Dissertation Publishing is the world’s oldest and largest publisher of dissertations. Virtually all doctoral institutions in the U.S. use ProQuest to archive and disseminate dissertations.

Q: So ProQuest is a corporation. What happens if they go out of business?
A: ProQuest is the designated digital dissertation archive for the U.S. Library of Congress. If in the future ProQuest were to cease operation, it is contractually obligated to surrender all holdings to the Library of Congress, assuring continued access and preservation of its content.

Q: How can I or someone else get access to my thesis or dissertation after it’s published?
A: Anyone with internet access will be able to view and download your thesis or dissertation in its entirety on the Cooper Library’s website by searching the TigerPrints ETD database (beginning six to nine weeks after your graduation). In addition, anyone can order a printed copy from ProQuest, and can access the digital file through ProQuest’s extensive database. If you select “traditional publishing” through ProQuest, you will be paid royalties for any print
copies sold by ProQuest (except those you order yourself). If you select “open access publishing” through ProQuest (which we don’t recommend, as it requires a fee from you and the Clemson Libraries provide open access for free), you do not qualify to receive royalties.

Q: How does the Clemson Library system get my ETD?
A: The university’s digital librarians access your electronic file (the PDF you submit to ProQuest) and your metadata for cataloging (the information you enter in your ProQuest account that includes your name and degree, graduation date, ETD title, abstract, subject categories, keywords, committee members) at the same time that ProQuest does — two to three weeks into the next semester following your graduation, if you haven’t requested a publishing delay. You don’t have to submit your work directly to the Libraries. You will get an email notification from TigerPrints when your work is published and available to read and download.

Q: When will my manuscript be available online? If I ordered bound copies, when will I receive them?
A: You should be able to access your manuscript online about a month after graduation, and you’ll receive your printed copies about six to eight weeks after that.

Q: I’m in a non-thesis master’s program, but I’ve written a paper or completed a project that I’d like to publish and have archived by the Clemson Libraries. Do I need to submit it for review?
A: No; format review is not required for non-thesis master’s projects, nor is submission to ProQuest. You may have your work published online and archived by the University Libraries by visiting TigerPrints > Author Corner > Author FAQ, then clicking Submit Research and following the instructions.

A5 About copies of my manuscript

Q: Do I have to order bound copies of my manuscript?
A: You may be required to order a single hardbound copy or multiple copies for your department; the Graduate School and the Cooper Library no longer require print copies. To see if your department requires that you purchase a copy for the department, be sure to check the department list and ask your advisor.

Q: Do I still have to submit copies of my manuscript to the library?
A: Good news — no more bound books required by Cooper Library! Your manuscript will be archived in digital form in both ProQuest’s dissertation archive and Clemson University’s libraries.
Q: **What if I want to order extra printed and bound copies after graduation?**

A: If you decide to order additional bound copies of your work AFTER your submission and acceptance process is complete, you will need to do so from ProQuest. To place your order online via ProQuest and receive an author discount, click the “Order Copies” button on your submission details page.

Here are additional ways to order printed thesis or dissertation copies:

- ProQuest’s [Order a Dissertation](https://order.proquest.com/OA_HTML/pqdtibeCAcdLogin.jsp) page for all users;
- This direct link to an order page where you may use your original ProQuest login or order as a guest: [https://order.proquest.com/OA_HTML/pqdtibeCAcdLogin.jsp](https://order.proquest.com/OA_HTML/pqdtibeCAcdLogin.jsp);
- Download this [instruction sheet](https://graduate.clemson.edu/) from the Graduate School;
- Order via customer Service. ProQuest’s link to contact their customer service staff specifically for ordering may be found in their online [FAQs](https://order.proquest.com/OA_HTML/pqdtibeCAcdLogin.jsp).

Note that because you own the copyrights to your work, you are free to take your PDF file to a print-on-demand company of your choosing and have it printed and bound to your specifications.
Appendix B: Forms, Links, and Tools

This is a toolbox of resources you’ll find useful throughout the formatting and submission process. These linked files and pages are intended to serve as references or supplements to the material provided by the instructions in the main text of this Guidebook.

B1 Forms and files

- **Final ETD checklist**
  Condensed version of the formatting instructions available for download.

- **ETD Quick Links**
  Single-page PDF with active links to the most-used ETD references.

- **GS7M, GS7D**
  Form on which your advisor and committee indicate that you have successfully completed your final comprehensive exam and have successfully defended your thesis or dissertation (when a thesis or dissertation is required).

- **Survey of Earned Doctorates**
  The NSF’s Survey of Earned Doctorates is a nationwide statistic-gathering tool (just for PhD candidates).

- **Ellipses “Cheat Sheet”**
  PDF instructions for using tabs to make perfect indents and rows of leader dots in your table of contents and lists of figures/tables.

- **ProQuest submission step-by-step**
  Explains how to go about setting up your account, converting your manuscript to a PDF and uploading it to ProQuest.

- **Ordering bound copies**
  Refer to these instructions if you want to order print copies of your ETD after you’ve completed the submission process or after your ETD has been published.

B2 Tools and other resources

- **Campus map**
  Shows the layout of campus; the Manuscript Review Office is located in E-106 Martin Hall.
Graduation deadlines
Table of the relevant deadlines for those who plan to graduate at the end of the current academic semester.

FAQs online / FAQs in this handbook
Answers to commonly asked questions about the formatting and submission process.

ProQuest website
Link to the web portal where you will upload your manuscript for both review and publication.

Theses and Dissertations online
Link to the TigerPrints ETD database in the Clemson University Libraries, where your manuscript will be posted and archived a few weeks after your graduation.

Typists
Students inexperienced in formatting scholarly papers may find that a professional typist saves them time and anxiety. These typists are not officially endorsed by the Graduate School, but the list is maintained as a service to students. Typists’ fees vary and must be arranged directly with them. Their schedules get full near the end of each semester, so investigate this option as early as possible. Keep in mind that typists are not necessarily professional editors; you are still responsible for proofreading your manuscript and having it proofread by others, either professionals or volunteers.

University-licensed software
As a graduate student with a Clemson XID#, username and password, you can get the latest Microsoft Office (including Word) and Adobe (including Acrobat) software through CCIT.

B3 Sample manuscripts

Full sample manuscript
PDF example of a complete ETD for your reference

Front matter sample
PDF example of title page, abstract, content pages. Matching title page layout and order of your front matter sections is important.

Body text sample
PDF example of body chapter. Note that text elements such as headings and subheadings don’t have to match these exactly, as long as yours are consistent throughout your manuscript.

Back matter sample
PDF example of appendices and references. Use an appendices divider page if you have more than one appendix. References can precede or follow appendices — that’s up to you and your advisor.
B4 Templates

► Full formatting template (Microsoft Word for Mac or PC)
ETD template in Word format (Mac/Windows). To edit it, you’ll need to click “Tools” and “Unprotect Document.” The protection is initially on to enable you to use the drop-down menus on the title page.

► Title page template
ETD title page template in Word format (Mac/Windows). To edit it, you’ll need to click “Tools” and “Unprotect Document.” The protection is initially on to enable you to use the drop-down menus on the title page.

► LaTeX formatting package (code-based, open-source)
ETD template in LaTeX format (code-based, open-source) customized for the Graduate School’s formatting preferences, available in a compressed .rar archive.

B5 Tutorials and training

► Microsoft Word: Centering text vertically
Tutorial for both Mac and PC users that shows how to center text vertically for manuscript title pages in Microsoft Word.

► Microsoft Word: Rotate a page within a document
Microsoft Help menu page that guides you through the process of rotating a page or pages from portrait to landscape orientation and maintaining your page numbering.

► Ellipses “cheat sheet”
PDF instructions for using tabs to make perfect indents and rows of leader dots in your table of contents and lists of figures/tables.

► CCIT training calendar
Clemson Computing and Information Technology offers a variety of great, free training workshops in software, systems, and campus databases for students, faculty and staff every semester.

► Libraries: Instruction, Workshops, & Tutorials
The Clemson Libraries provide students with an array of help options for research and references. Start with this page.
Appendix C: ETD Submission via ProQuest — Step-by-Step

1. Access the ProQuest ETD Administrator portal

ProQuest’s portal page is linked in the Students area of the Graduate School website here: http://www.clemson.edu/graduate/students/theses-and-dissertations/submit.html. The live URL is http://www.etdadmin.com/cgi-bin/main/home. Click the orange Sign up and get started today! button to get started.
2. Select country and institution

Selecting **United States** > **Go** from the **Jump to**: drop-down list saves lots of scrolling through the list of countries. Clicking **Clemson University** takes you to the account setup interface.

3. Create your account

*Screen shot on next page.* For your login you may, for convenience, use your CU username and password, or you can create new ones. Just note that some personal information within your account is secure (including your login), so administrators in the Graduate School don’t have access to students’ user names and passwords. If you forget your login, you’ll have to contact ProQuest customer support ([http://secure.etdadmin.com/cgi-bin/main/support](http://secure.etdadmin.com/cgi-bin/main/support)) to request a reset.
Once you have completed the **Create new student account** step, you may exit your account at any time and log back in to continue or revise your submission.
4a. My ETDs welcome screen and instructions

Here’s what you will see before you’ve actually uploaded and submitted your PDF file.

Menu items in the left sidebar will show checkmarks as you complete each step. You may log out at any time and log back in to continue working on your submission. There’s a Continue button at the bottom of each page, but you may use the sidebar menu to skip forward or back to any completed step to make changes.

**Note:** There are NO FEES for submitting, publishing, or archiving your ETD. Payment to ProQuest only applies to ordering bound copies and/or requesting certain publishing options. If you choose to pay for one or more of these options, ProQuest ensures that your payment information remains secure.
4b. My ETDs revision screen and instructions

Here’s what you will see *after* submission, when you log back in to make revisions or to check your status. At this stage, the sidebar offers several new menu options under **Manage this ETD**. These differ from the submission instructions screen in that checkboxes are not present, and some options cannot be changed after submission (see quick tip below).

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**QUICK TIP**

⚠️ One item that **cannot be changed** after your ETD has been reviewed and approved (and this sometimes causes students inconvenience) is your printed/bound copy order. You may view your order, but cannot revoke or revise it again, including making a change to your shipping address, **until after your ETD has been published**. It’s a good idea to consider this before you complete your original submission.
5. Publishing options

Here’s where you’ll decide what kind of public availability you want for your ETD after it’s accepted.

The Graduate School and Clemson’s librarians recommend that you select Traditional Publishing, which is free of charge and grants you royalties whenever someone purchases a bound copy of your work. While you may choose Open Access PLUS Publishing from ProQuest, this is a service that the university library system provides automatically, with no associated fee.

If your research is ongoing, you may choose to limit search engine access to your ETD as it resides in ProQuest’s repository. The university library does not limit search engine access.

With permission from the Graduate School and at your advisor’s recommendation, you may choose to embargo — delay release of — your ETD. Refer to Step 7 in this appendix and to the Graduate School’s embargo policy and procedure for more information.

Most students choose the Traditional Publishing option.
After you click Save & Continue, you’ll see one of the next two screens, depending on which publishing type you chose.

6a. Traditional publishing agreement

This screen outlines the rights, expectations, and limitations of ProQuest’s Traditional Publishing framework. The agreement represents a legal publishing contract between you and ProQuest, so you must click Accept to continue with your submission.

Traditional Publishing Agreement

This Agreement is between the author (Author) and ProQuest LLC through its ProQuest® Dissertation Publishing business (ProQuest). Under the Agreement, Author grants ProQuest certain rights to preserve, archive and publish this dissertation or thesis, abstract and index terms (the Work) provided by Author to ProQuest.

Section I. License for Inclusion of the Work in ProQuest® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work in whole or in part, in such format and form as ProQuest may determine. Author may also authorize his or her name to be in evidence source or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database ("PDT") and in ProQuest’s Dissertation Abstracts International and any successor or related index and/or finding products or services.

ProQuest Publishing Program—Selection and Elements. The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

- Reproduction of the Work. Except as restricted by Author in the publishing option selected, the rights granted by Author specifically include (i) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (ii) the right to make the Work available to search engines and harvesters.
- Restrictions. ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later directed by Author through direct contract with ProQuest. Such election is subject to Author’s Degree-Granting Institution’s policies (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work. Refer to Guide 4 for information about access and restrictions.
- Removal of Work from the Program. ProQuest may elect not to distribute the Work it believes that all necessary rights of third parties have not been assured. Refer to Guide 4 for information about copyright and your dissertation or thesis. If Author’s degree is not completed, and the degree-granting institution so directs, ProQuest will remove the Work from its publishing program in accordance with its then-current publishing policies.
- Internal Degree-Granting Institution Directions. Author is solely responsible for any conflict between policies and directions of Author’s degree-granting institution. Author’s choice of publishing model, along any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest is not responsible for access to the Work that is provided by Author’s degree-granting institution through the library or institutional repository. Author must work directly with Author’s degree-granting institution to ensure application of any restrictions to access relating to the Work by Author’s degree-granting institution.

Copyright and Deposit with the Library of Congress. At Author’s option, as instructed in the Register and Submit screen, the deposit of the original dissertation, upon payment of the applicable fee, ProQuest will submit an application for registration of Author’s copyright in the Work in Author’s name. In addition, regardless of whether occupying registration of the Work is sought, ProQuest may make a copy of the Work available to the Library of Congress in digital, microform or other format as requested by the Library of Congress.

Delivery of the Work. Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to Guide 3: Preparing Your Manuscript for Submission.

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest to reproduce and distribute the Work and has combined with the Work, including all necessary permissions for any non-public (i.e., third party software necessary to access, display, and run or print the Work, Author is solely responsible and will indemnify ProQuest for any third-party claims related to the Work as submitted for publication.

Section II. Rights pursuant to Traditional Publishing.

Publisher’s Option. ProQuest may exercise the rights granted under Section I below including the sale of individual copies of the Work in tangible or electronic media as a part of electronic database and reference products or services.

Publishing fees and royalties. There is no publishing fee charged for dissertations and theses authorized through the ProQuest® ETD Administrator. Author is instructed to retain any additional fees. ProQuest will pay royalties of 10% of the net revenue from sales of the Work, commencing upon receipt of the current address on record with ProQuest. Royalties will be paid when earned royalties reach $50.00 USD. If, after 25 years, earned royalties do not accrue to at least $50.00 USD, ProQuest’s royalty payment obligation will cease.

Acknowledgments. I have read, understand and agree to this ProQuest Agreement, including all rights and restrictions included within the publishing option that I have chosen.
6b. Open access publishing agreement

This screen outlines the rights, expectations, and limitations of ProQuest's Open Access Publishing PLUS framework. The agreement represents a legal publishing contract between you and ProQuest, so you must click Accept to continue with your submission. Please note that the Clemson Libraries provide you with open access publishing without a fee, so we don’t advise choosing this option unless your advisor recommends it.

**ProQuest Agreement**

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest Dissertations Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms of the Work provided by Author to ProQuest.

**Section I. License for Inclusion of the Work in ProQuest’s Publishing Program.**

**Grant of Rights.** Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic format as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, biographical and other metadata in the ProQuest Databases and those databases (PQDT) and in ProQuest’s Dissertation Abstracts International and any successor or related index and/or finding aid or service.

ProQuest Publishing Program — Election and Elements. The rights granted above shall be exercised according to the publishing option selected by the Author on the ProQuest Publishing Election screen, and subject to the following publishing program requirements:

- **Restricted Access:** The rights granted to ProQuest under the publishing option selected by the Author include (1) the right to reproduce the Work in such format, and (2) the right to distribute the Work to the extent permitted by the terms of this Agreement.
- **Open Access:** If the Author elected the Open Access Publishing PLUS option, the rights granted to ProQuest under the publishing option selected by the Author include (1) the right to reproduce the Work in such format, and (2) the right to distribute the Work to the extent permitted by the terms of this Agreement.

**Section II. Rights pursuant to Open Access Publishing PLUS.**

Author’s election of Open Access Publishing PLUS as the Type of Publishing confirms Author’s choice to have ProQuest publish the Work according to the Open Access Publishing PLUS option described above.

Open Access Publishing PLUS, in addition to the rights granted under Section I of this ProQuest Publishing Agreement, ProQuest may reproduce, distribute, display and transmit the Work in electronic format in the ProQuest Databases and those databases (PQDT); Open may be made available for access by the academic community as well as through major search engines and open access for electronic distribution. ProQuest may also provide an electronic copy of the Work to Author’s degree-granting institution where it may be searched for open access.

**COPYS: **ProQuest and its agents and distributors may offer copies of the Work for sale in tangible media, including but not limited to, microform, print and CD-ROM, as well as in electronic format on the Internet or any other electronic database and reference products and services. No royalties shall be due to Author.

**Open Access Publishing PLUS Fee:** Author’s payment of the Open Access Publishing PLUS fee is a one-time, up-front fee. Author’s institution may assess and forward fees to be collected along with the Open Access Publishing PLUS fee.

**Acknowledgement:** I have read, understand and agree to the ProQuest Agreement, including all rights and restrictions included within the publishing option that I have chosen.
7. Access options

The Access options fields give you the opportunity to select a publishing delay (embargo). Please note that in addition to specifying your embargo period and reasoning here, you will need to have your advisor contact the Graduate School to formally request an embargo according to Graduate School policy. Current embargo policy may be found in the Graduate School Policies & Procedures Handbook, starting on p. 29.

You may also choose whether or not ProQuest will make your published manuscript accessible via major internet search engines. The page Search Engines and Your Dissertation at the ProQuest website details this option.

Note: The Clemson University Libraries do not provide the option to limit search engine access. All published ETDs are searchable via TigerPrints.

8. Contact information

Screen shot on next page. Why do we ask for two email addresses? Since reviewer feedback and final ETD approval come to you via email, we contact both your CU email and your personal email addresses so you won’t miss a notification.

We also realize that new graduates may be traveling or relocating, so you may want to enter the address of a close family member or trusted colleague as your permanent mailing address.
Your Clemson University Thesis or Dissertation  

Appendix C: Submission Step-by-Step

### Submission Steps

<table>
<thead>
<tr>
<th>My Dissertations/Theses List</th>
<th>Submit my ETD</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

#### Contact Information

Please enter your contact information. This information will be used to process your submission.

* - required

**Contact Information:**

- **First name:**
- **Middle name:**
- **Last name:**
- **Country of citizenship:**
- **Institution:** Clemson University
- **Permanent email address:**
- **School email address:**

**Country code**

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**Current Address:**

- **Country:**
- **Street Address:**
- **Street Address line 2:**
- **Street Address line 3:**
- **City:**
- **State/Province:**
- **Zip/Postal code:**

Enter NA if your selected country does not use Zip or Postal codes.

**Permanent Mailing Address:**

- **Use current address:**
- **Date effective:** YYYY-MM-DD
- **Country:**
- **Street Address:**
- **Street Address line 2:**
- **Street Address line 3:**
- **City:**
- **State/Province:**
- **Zip/Postal code:**

Enter NA if your selected country does not use Zip or Postal codes.

[Save & Continue]

If you type in your ETD title, please use caps plus lowercase. It’s OK to paste in your all-caps title straight from your manuscript; the reviewer will change it to mixed case for you. If you know HTML coding, you may add codes to your title and abstract here for italics, superscripts, etc., but the reviewer can also do that for you. Your degree date should be the month of your graduation ceremony rather than the month in which you completed all your degree requirements.
10. **PDF of your thesis or dissertation (file upload)**

Clicking **Upload file** takes you to your device and allows you to locate your PDF file. If you have separate copyright permission documents (for use of material that has been previously published), selecting **yes** will allow you to locate and upload them.

11a. **Upload successful**

Your file info will show here when uploading is complete.
11b. Upload optional supplemental files

Materials of almost any file type and format that won't fit into your standard 8.5” x 11” PDF document may be uploaded as supplemental files.

12. Add optional notes to administrator

Use this field to communicate with the reviewer. If your initial submission is a draft for format review only, and you intend to keep working on your ETD, or if you have not yet defended but are in a rush to meet the submission deadline, this is the place to indicate that.
13. Register U.S. copyright — optional

You — as the author — own the copyright to your research, your ETD and its contents from the moment it is published. Most graduate researchers need no additional legal protections for their intellectual property. However, under some circumstances, you may want to file for a copyright with the U.S. Copyright Office, and ProQuest will do this for you for a fee. Discuss with your advisor if you think you may need to obtain a U.S. copyright.

14. Order bound copies — optional

Screen shot on next page. Since the Clemson Libraries digitally archive your ETD, the Graduate School does not require you to purchase printed, bound copies. Some programs still do; check this list of departments requiring bound copies, or ask your advisor or the program coordinator. You may also choose your own printer; you’re not limited to ProQuest.

Note: You may not be able to come back and edit your bound copy order or your billing and shipping information immediately after you finish the submission process. Once you’re notified several weeks after graduation that your ETD has been published, you may:
Your Clemson University Thesis or Dissertation

Appendix C: Submission Step-by-Step

1. Revisit the Order copies menu option in your PQ account;
2. Contact ProQuest’s customer service through their support page to order additional copies, change your billing or shipping address, etc.; or
3. Order at the Milestone Editions for Authors of Dissertations and Theses page.

The Decline button allows you to continue without ordering.
15. Order info: shipping address

If you do order print copies, you’ll be asked for a shipping address. Since your ETD will be delivered to ProQuest, processed, and published electronically several weeks into the semester following your graduation, and printing and binding should be complete six weeks or so after that, you may want to have your print copies shipped to your department, or to the permanent address of a family member or trusted colleague, if you know that you may be traveling, job-hunting, or relocating in the couple of months following your graduation.

Students can’t edit these fields after their ETD has been marked “accepted” by the Grad School. Admins can’t edit this page at any point. The student will need to contact a ProQuest CSR after the ETD is published to request a change of shipping address.
16a. Pay for your order: review submission summary

This screen gives you the chance to make sure all your basic information is correct, and to go back and change your metadata, PDF file, or publishing options. Clicking **Continue** takes you to the secure payment information screen.
16b. Pay for your order: review order summary

If you have not ordered bound copies and did not request special publishing options (e.g., Open Access PLUS or copyright filing), your total should be $0.00 USD.

16c. Pay for your order: confirm billing information

You’ll see this screen only if you have ordered copies or requested special publishing options that command a fee. Your billing information is secure and confidential. No university administrators can access it.
17. Pay for your order: review submission summary

You’ve finally reached the step where you review all your information one last time, and submit your ETD. [You might think there should be more fanfare and celebration here, or that the all-important SUBMIT button should be more prominent or colorful than it is!]

Clicking the Submit Dissertation/Thesis button finishes your submission process and automatically generates an email to the Manuscript Review Office and the Office of Enrolled Student Services that your ETD is submitted and ready for format review. We’ll provide your feedback through your ProQuest account.

![Submit Dissertation/Thesis button](image)
18. Submission in review

This screen is your submission completion notice and order summary.

Finishing your submission auto-generates two emails: one to you at each of the email addresses you entered in your contact information, and one to the ETD administrators — the manuscript format reviewer and Enrolled Services (they are keeping track of your graduation status).

19. Email notifications to/from you and reviewer

The automated email to you, the student, immediately following submit will look something like the screen shot on the next page. The sender will appear as "etdadministrator@proquest.com" (highlighted in the screenshot for reference). ProQuest links the Manuscript Review office email address, manuscriptreview-l@clemson.edu, for contact if you have questions, and provides a live link to re-access your submission account (highlighted).
"Thoughts upon completion of The Garden of Earthly Delights" has been submitted by...

ETD Administrator <etdadmnistrator@proquest.com>
Thursday, June 1, 2017 at 11:36 AM
To: Hieronymus Bosch

Dear Hieronymus Bosch,

Thank you. Your submission, "Thoughts upon completion of The Garden of Earthly Delights" (1442G), has been submitted to Clemson University.

The administrators at the graduate school will review your submission and contact you if there is any missing information. In one to two business days, you will receive an email at this address either confirming the approval of your manuscript or listing required revisions that must be made before resubmitting. If you do not receive an email to either effect in that time frame, please call our office at 864-656-5338 or email us at manuscriptreview-@clemson.edu.

Check the status of your submission, or access it anytime here:

My Dissertations/Theses List (http://www.etdadmin.com/cgi-bin/student/mylist?siteid=14)

Order summary:

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Complimentary individual account to RefWorks offer

As a benefit of submitting your thesis using the ProQuest ETD Administrator, you are eligible for complimentary, lifetime access to an individual account of the RefWorks service - the online research management, writing, and collaboration tool used by over 3+ million users globally. Use it to easily store and share all types of information as well as generate citations and bibliographies.

Eligibility: This offer is available to those individuals submitting their thesis through ProQuest ETD Administrator who sign up for a RefWorks account within 90 days of submitting their thesis. You will receive complimentary access to an individual RefWorks account. The complimentary access will renew from year to year provided that you maintain an active account, subject to the RefWorks standard Terms and Conditions. Additional fees may apply to additional or enhanced services. For more details, please go to:


Want to gain even more exposure for your work and further your scholarly career?

Another important step toward gaining exposure for your work and furthering your scholarly career is to create a profile for inclusion in the COS Scholar Universe database. COS Scholar Universe is one of the best resources for you to gain exposure throughout your career. It is a database of 2.3+ million academics, researchers, authors and other scholars.

To recommend yourself as a scholar for inclusion in the COS Scholar Universe database, please go to:

http://www.scholaruniverse.com/scholarsuggest

Thank you for your participation.

Author: Hieronymus Bosch
Title: Thoughts upon completion of The Garden of Earthly Delights
Department: Art
20. Return login

The My Dissertations/Theses List link in your submission-complete email will take you back to your login screen, where you may view and revise metadata, update contact, account, and order info, and upload replacement files up until the time when an administrator accepts your submission.

21. Feedback

You will hear from the Manuscript Review office via email once your review is complete. This email will also be generated through ProQuest from the “etdadministrator@proquest.com” email address.

If your ETD needs any minor formatting revisions, the reviewer will email you through the ProQuest portal and will include specific instructions for each revision. The email will include the link for uploading your revised PDF. Your status will be “Waiting for Revisions (Minor).”

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 “Waiting for Revisions (Minor)” — only because there is no “waiting for GS7” official status available in ProQuest’s menu options.

2. Once all your formatting meets Graduate School standards, you’ll get a “congratulations” email, and your ETD status will appear as “Ready for Delivery.”
22. Final points

When you receive your congratulations email, you’re all done and cleared for graduation. If you need to make changes after that, please note:

- Final manuscript approval (acceptance) locks the account to the student, so if you need to make any revisions after your ETD has been accepted (for instance, if you find a typo or omission in your accepted manuscript and want to submit a replacement file, or you discover a typo in your account metadata, or you find you need to upload permissions docs or supplemental files), please call the Manuscript Office at 864-656-5338, or email Ellen at egraben@clemson.edu. An administrator can upload your replacement PDF for you, or can unlock your account temporarily so you may make changes.

- Any changes to content, research or data that you make after your defense and GS7 submission must be approved and initiated by your advisor before you replace your ETD submission file. Graduate School admins are not authorized to approve substantive changes to your content without your advisor’s OK.

- If you find mistakes, typos or omissions in your ETD after it has been digitally published, ProQuest will replace your PDF file for you, but they charge a fee (currently $40 USD), and require written permission from the Clemson University Graduate School to do so.

23. What happens then?

The Graduate School holds all the semester’s accepted ETDs until a few weeks into the next term. We recheck your metadata and the publishing options you selected, and verify your graduation through Enrolled Services.

We then release your ETD to ProQuest only if you have not requested an embargo. Embargoed ETDs are held by the Graduate School until the embargo period expires, so there is no risk of your work being published earlier than you wish. The only drawback to this hold is that, if you have ordered bound copies from ProQuest, they will not be produced and shipped until after your embargo ends. However, you are free to have a bound copy or copies produced before that time by any print-on-demand service you choose. An online search for thesis printing or dissertation printing may help you find such a service; your advisor or another published faculty member in your department may also give you guidance.

In addition to e-publishing with ProQuest, your ETD is also published and archived by the Clemson University Libraries in the TigerPrints repository, an open-access database with global reach. TigerPrints is “…a digital repository and publishing platform that provides open access to scholarly works created by the faculty, students, and staff of Clemson University and their global collaborators. It ensures that the intellectual output of Clemson University is disseminated broadly, rapidly, and openly while making it easily discoverable around the world.” Clemson’s digital librarians access your approved PDF file and metadata from ProQuest’s FTP site, so your ETD will be cataloged in TigerPrints at the roughly the same time as with ProQuest.
Have you found a typo, grammatical error, broken link, inconsistent information, or point of unclarity in *Your Clemson University Thesis or Dissertation: Guidelines, Tips & Tools*?

Do you have an idea or suggestion that might improve this resource?

It’s your turn to request revisions!
(We welcome your feedback.)

Email manuscriptreview-l@clemson.edu