The Graduate School is pleased to host *Your Clemson University Thesis & Dissertation: Guidelines, Tips & Tools*, a guidebook assembled in Spring 2018, edited and curated by the Graduate School’s communications and manuscript review staff with input from University 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 and expands upon 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). Creating one convenient file allowed us to streamline those web pages. The PDF file is searchable and interactive, with a linked table of contents and working links throughout the text.

There were no substantive changes in manuscript guidelines as we moved them from web-only to PDF. Material about the importance of deadlines has been added.

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 two appendices, *Your Clemson University Thesis & 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/Dissertation).

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

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 many 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, or after — 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 first day of 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

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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/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.

Quick tip

While Word supplies built-in templates for MLA- and APA-style papers, please note that if you use these, you must change the page margins in either template from 1” to 1.25”. Running heads as shown in the APA template are not desirable in your ETD unless your advisor requests them. The templates do supply useful info and appropriate text style menus if you’re following APA or MLA style.

Q: Where do I find content-related requirements?

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

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

**Q:** Will the Manuscript Review staff proofread my paper?

**A:** No. As noted above, the reviewer may call your attention to typographical, spelling, or grammar errors in highly visible portions of your manuscript. Note, for instance, that the default setting for Word’s spellcheck tools overlooks words in all caps, which can sometimes lead to typos in headings, and 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 this [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 working in Windows, under the “Review” tab, click “Restrict Editing” and uncheck the boxes under “1. Formatting restrictions” and “2. Editing restrictions”
- If you’re working in MacOS, click “Review” > “Unprotect Document”
The file protection is on initially to enable you to use the fields and 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, with elements required by that journal that don’t appear in other chapters), or unless your department has requested and received an exemption based on discipline-specific practices (see 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 the page.
- Front matter (defined in 1.3 Detailed Formatting Guidelines below) page numbers must 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 — must be Arabic-numbered page 1.

Quick tip

If you’re using a version of Microsoft Word from a source outside the U.S., or you’ve recently formatted for an international journal, your default page size may be set to A4 rather than U.S. Letter Standard. Check before you get deep into formatting.
• All page numbers in your body text and back matter (defined below) must be Arabic numerals ("1," "2," etc.) continued from the previous chapter of your paper. Please do not start each new chapter with page 1. Do not start back matter (references, appendices) with a new page numbering scheme; continue from the last page of the last chapter.

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, informal typefaces, or display fonts for basic text elements.

• It’s up to you and your committee whether to set your main text justified (with even left/right margins) or flush-left/ragged-right (aligned left with uneven right margin), and whether or not to allow end-of-line hyphenation of words.

*Note:* The double-space requirement is for the main text specifically. Some other text elements will look and fit better single-spaced, or with spacing less than two full lines. 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, but your main text must be single-column with 1.25” margins and use consistent fonts throughout. It is not acceptable to simply insert the PDF of a previously published journal article, formatted specifically for that article, into your ETD.

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 title page 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. Include a general abstract as page ii even if your ETD consists of journal articles with individual abstracts.
Dedication (optional)

If you include one, your dedication pays special tribute to people who have given you extraordinary support or encouragement in your academic career. Extravagant praise, insincere thanks, and references to 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.

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 instruction “cheat sheet” for tips on formatting your table of contents — this instructional PDF includes how to create evenly spaced leader dots, good line spacing, and indents.

- Single-spacing of table of contents entries with an extra line space between chapters or sections is acceptable, and desirable if your table of contents runs long.
Alignment, indentation, and spacing of entries must be consistent.

The page number for each entry must be right-justified at the right margin.

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

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. (required if your ETD has these elements)

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

- Titles and entries must be identical in wording to their counterparts in the body of the document.
- 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.).
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, programs in 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

Bookmark

If you’re a coding enthusiast and your program recommends LaTeX for formatting, download the Graduate School’s LaTeX template package for a format-compliant template. For help using or customizing it, consult fellow users in your department.
that LaTeX users download this template package. The ProQuest FAQ page recommends 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.

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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 Instruction page. Also, use the Turnitin® tool described below in section 1.6.

Final checklist
Before you submit your manuscript, please refer to the final ETD checklist to ensure that your formatting adheres as closely as possible to the requirements. Following the Checklist will help you avoid many of the formatting pitfalls that necessitate revisions. Also see 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 solely for the title page, and a template for LaTeX users. 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 Optional: Check your citations with Turnitin® before your defense
The staff of GRAD 360®, the Graduate School's groundbreaking, comprehensive and inclusive professional development program, invite you to make use of Turnitin® via Canvas.
Please note that, although implemented through Canvas, this is an invitation, not a required course. No grades are given, and you won’t get feedback from the Graduate School.

How do I access and use Turnitin®?
The course, GRAD 360® Turnitin® for Grad Students, appears in Clemson’s “All Courses” catalog and is set up for self-enrollment. While it is available for anyone with a Clemson University
login, the course was designed specifically for graduate students enrolled in research credits while working on a thesis or dissertation. The instructor, a non-faculty GRAD 360° team member, is unable to assist non-graduate-student users in navigating the course.

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

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

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

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

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

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

**1.7 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.
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.

If you have any issues accessing the defense calendar, or need to modify your scheduled defense details, please email the Graduate School at gradweb@clemson.edu and let them know the issue.

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 your 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.
Step 3: Convert

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 you may investigate 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:

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Campus computer labs

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

Quick tip

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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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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.

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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.

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Developer pdfForge GmBH provides a downloadable PDFCreator for Windows operating systems.
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**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, but please don’t send your Word or PDF manuscript 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, in setting up your account with ProQuest, AND you can leave a note that your first submission is a draft.

  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.

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- 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)

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

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**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 (as of this publication). We permit this, but do not recommend it unless you feel the ProQuest archive will give your future readership more access than will our libraries.

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. Please note that an embargo:

1. Requires written (email) request from your advisor to the Dean of the Graduate School, per Graduate School policy;
2. Should be placed when you submit your ETD, not afterward, so please discuss with your advisor beforehand; and
3. Cannot be placed after your ETD has been published by the Clemson Libraries and/or ProQuest.

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What You Need to Know About ETD Embargoes

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Here’s how to request an EMBARGO (delay of publication)

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. Marking your request in your ProQuest publishing options is step one, but per Graduate School embargo policy, the request must be filed by your advisor with the Dean of the Graduate School.

Please have your advisor/committee chair send an email to Jill Bunch, Graduate School Director of Communications, 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.

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.

Q: Can I request an embargo after I’ve submitted, after my ETD is accepted, or after my graduation?
A: Since a semester’s ETDs are released to ProQuest and the Clemson Libraries for publishing/archiving following graduation, rather than at the time you get your acceptance email from Manuscript Review, your advisor may request an embargo on your behalf between the time you are accepted and the day of graduation. Your advisor will need to email Jill Bunch to proceed, and if your embargo is approved, the Manuscript Reviewer will enter it into your ProQuest publishing options.

If you need to place an embargo immediately after graduation, your advisor will need to contact the Dean of the Graduate School with the request. This must happen within two weeks of your graduation date.

Q: Can I request an embargo after my ETD has been published?
A: No. An embargo is a delay of publication, not a retraction from publication, and cannot be placed after your ETD has been published by the Clemson Libraries or by ProQuest.

Once your work is published and archived, if you find you need to remove your ETD from full-access status, your advisor will need to contact the Dean of the Graduate School with reasoning behind your request. If the request is approved, the Grad School will contact the University Libraries and ProQuest to have the content of your ETD removed from access by viewing and downloading. Your metadata — title, author, committee, graduation date, and abstract — will not be removed from view or from the databases. Once your work has been published electronically, we have no control over search engines’ records of it.
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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. On screen 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 upload 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 the ProQuest portal, the link is [https://www.etdadmin.com/cgi-bin/home](https://www.etdadmin.com/cgi-bin/home). On that page, click on the orange Sign up and get started today! button, or — if you’ve logged into ProQuest in the past — the Create or continue submission button Directions for each step are provided as you progress through the screens. Once you click the “Submit” button on the final screen, ProQuest generates an automatic email to the Manuscript Reviewer to alert us that your ETD is ready for format review.
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 without needing revision, 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. The SED is also described in the Overview of this guidebook.

**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.
Step 5: Revise

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 indicating that your ETD is approved and needs no revision. The review process may take a little longer as the graduation deadlines approach and we have many manuscripts to review.

Many Graduate School ETD manuscripts will require a minor revision or two — the appearance of your published, archived paper should be as polished and professional as your research. For 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):

5.0 Getting feedback from the Reviewer

You will hear from the Manuscript Review office via email once your review is complete. This email will 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 most common items that call for revision requests are covered in the next section. If you receive a request for revision, the email will include the link for uploading your revised PDF. Your status will be “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.”
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, or you’ve prepared a paper for an international journal, your default page size may be set to A4 (8.27" x 11.69"), and if so, you’ll need to select U.S. Letter from the layout menu. It’s OK to rotate a page or pages to landscape orientation to fit wide tables or figures. Oversized pages must be submitted as supplemental files. 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. Note that it’s OK to allow wide tables and figures to extend into the 1.25" margins, but please maintain at least 1/2" of space to the edges of the page.

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 and running heads

For online publication, since your paper will not have left- and right-hand facing pages as it would in a print-only work, please center your page numbers at the bottom of each page. Also for online publishing, please do not include running heads — titles set in small type at the top or bottom of every page — or ornaments added to page numbers. Commonly used in journals and
textbooks, these are not desirable per Clemson’s ETD style preferences, so include them only if your advisor and committee require 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 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. This is the one exception to the no-running-heads recommendation. 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 appendixes...
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 requires inserting section breaks before and after the pages you want to rotate, and may re-start page numbering. If you see that your page numbers are off after a landscape page, go to *Insert > Page Number > Format Page Numbers* and choose *Continue from previous section.*

**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 (684) 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:

**ETD Administrator <etdadministrator@proquest.com>**
youremail@anymail.com; youremail@clemson.edu
Day, Date and Time
Show Details

**Dear (Your Name),**

Congratulations. Your submission, XXXXX, has cleared all of the necessary formatting checks and will be delivered to ProQuest after your official graduation date.

If your degree is a PhD, please take a few moments to be included in the national Survey of Earned Doctorates (https://sed.norc.org/showRegister.do) sponsored by the National Science Foundation (NSF) and others. Participation is voluntary but highly valued.

Congratulations!
Manuscript Review Staff

Check the status of your submission, or access it anytime here: My Dissertations/Theses List (https://secure.etdadmin.com/cgi-bin/student/mylist?siteld=14)

6.1 Final points about your accepted ETD

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

- While you will always be able to revisit your ProQuest account to view your ETD, metadata, and other account info using the My Dissertations/Theses List link in your acceptance message, **Final manuscript approval (acceptance) locks your ability to upload PDF files**, 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 — if your manuscript was accepted before the
initial submission deadline — 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 accepted ETD submission file. Graduate School admins are not authorized to approve substantive changes to your content without your advisor's OK. You may not make content changes to an approved ETD after the final submission deadline.

- 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.

6.2 “So what’s next?” About digital publication

Publication of your ETD is not instantaneous following your graduation ceremony. The Graduate School holds all the semester’s accepted ETDs until approximately 2–3 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.

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. Therefore, Clemson’s digital librarians and ProQuest’s customer service staff will not have any knowledge about, or access to, your embargoed ETD. Please direct questions about your embargoed ETD to manuscriptreview-l@clemson.edu.
Per Item (1) with the highlighted text in the ProQuest email screen shot that follows:
Because your embargoed ETD hasn’t been delivered, your abstract will NOT be available in the
ProQuest repository until the embargo ends.

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 nor the Clemson Libraries will have any access to your title and abstract or your content while your work is under embargo.

ProQuest indicates that any bound copies you ordered from them as part of your submission process should be delivered 6–9 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.
Appendix A: Frequently Asked Questions

Jump to topic

A1 About deadlines and forms
A2 About formatting
A3 About embargoes
A4 About manuscript review and the Manuscript Review office
A5 About ETD submission and archiving
A6 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: I’m having trouble with my GS2—Plan of Study and/or committee selection. What should I do?
A: Please email gradweb@clemson.edu to be directed to the person who can best help with your specific issue. The Manuscript Review Office does not have access to your GS2.

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 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' 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 the most 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 https://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 into sub-pages 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 2020,” rather than “May 7, 2020” or “May, 2020,” or “March 2020,” 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. However, you must maintain the basic elements described in this guidebook: single-column, double-spaced text in the same font as your other chapters; 1.25” page margins; and continuous page numbering. Inserting an existing PDF of a journal article into your text, formatted for that journal rather than per the Graduate School’s requirements, is not acceptable.

**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 864-656-3494. 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 864-656-5338 with specific formatting questions.
A3 About embargoes

Q: Why does my advisor need to email the Graduate School to request my embargo, since I can make the request in my ProQuest account?

A: As outlined in the Grad School’s Policies & Procedures Handbook, thesis and dissertation embargoes must be documented by a Grad School representative of the dean as well as by you — the author — and your advisor. While you can enter your embargo preferences into your ProQuest account, only you, the Manuscript Reviewer, and the ProQuest technicians who will publish your ETD electronically can see what’s in your account. The Graduate School developed the embargo policy for or best practices and to help ensure that your work is neither released prematurely nor held unreasonably long after your embargo ends.

Q: I plan to submit (or have submitted) chapters of my thesis/dissertation to peer-reviewed journals. Do I need an embargo on my ETD?

A: This depends on the journal editors’ preferences and is a topic you and your advisor should discuss. Across an array of disciplines, some journals may be highly competitive and cutting-edge, willing to publish only original research that has never appeared in publication elsewhere (even in your thesis or dissertation). Embargoing your ETD until after your journal article is published may be advisable in this case. If content in your ETD has already been published in a journal or another platform, you’ll need to check the journal publisher’s information for authors (usually on their website or included in a print journal) to determine if you need to request permission to reproduce your work that the journal holds copyrights to. In any case, you DO need to cite your own previously published work, just as you’d cite any other source.

Q: When do I request my embargo?

A: Answers to this and most other embargo-related questions are covered in the Embargoes topic of Step 4: Submit and in the text box, What You Need to Know About ETD Embargoes.

A4 About manuscript review and the Manuscript office

Q: What do I do if I’ve moved away from Clemson, am not on the main campus, 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.
most cases you now may submit your GS7 electronically, via scanned email attachment or fax. 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 on the main campus (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'll do it by uploading to ProQuest, as you would your final submission. This gives you the advantage of 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.

Please do not email your manuscript directly to the Review Office.

Q: How long does a review take? How will I know you’ve reviewed it?
A: You should 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 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.

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?

**A:** You should be able to access your manuscript online about six to nine weeks after graduation. TigerPrints generally works faster than ProQuest to get your ETD cataloged.

**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 for information, then clicking Submit Research in the left-side menu and following the instructions.

**A6 About bound (print) 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 the Clemson University libraries’ repository.
Q: **When can I expect to receive the bound copies I ordered when I submitted?**

A: The Graduate School releases a semester’s ETDs for publication about three weeks into the following semester, after carefully reviewing the metadata and publishing options you entered when you submitted, and making sure you graduated on schedule. If you’ve been notified that ProQuest has released your ETD online, you may contact ProQuest customer service to inquire about your print order. ProQuest’s production of your print order begins after they have published your PDF online, and we’ve found the process takes longer than you might expect. It may be two to three months after graduation before you get your bound copies.

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:

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- Download this [instruction sheet](#) 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.

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
Complete information with screenshots showing 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

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

► Graduation deadlines
Table of the relevant deadlines for those who plan to graduate at the end of the current academic semester.
Your Clemson University Thesis & Dissertation  

Appendix B: Forms, Links, and Tools

- **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.

- **Turnitin® access**
  Hosted by GRAD 360° and facilitated through Canvas, the Turnitin® anti-plagiarism tool is available for grad student researchers as an ungraded, self-enrollment course. Instructions and information are included as course content.

- **Typists**
  If you are inexperienced in formatting scholarly papers, you may find that a professional typist saves you time and anxiety. 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 as deadlines near, so investigate this option early. Keep in mind that typists are not necessarily professional editors; you are still responsible for proofreading your manuscript and/or 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 .zip 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.

ETD Submission via ProQuest — Step-by-Step
This comprehensive PDF instruction sheet—with screenshots from the ProQuest ETDadmin website—walks you through the entire online submission process.
Have you found a typo, grammatical error, broken link, inconsistent information, or point of unclarity in *Your Clemson University Thesis & 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