Manuscript Clearance
The Graduate School

Laura Minor
Manuscript Clearance Advisor

Jeff Norcini
Assistant Manuscript Clearance Advisor
Policies

- ALL email from the Manuscript Clearance Office will be sent ONLY to a student’s my.fsu.edu email listed in the Graduate Student Tracking (GST) database.

- Name on manuscript and all forms must match name listed in the GST database.
Issues of Copyright

- Office of Digital Research & Scholarship, FSU Libraries
  - Devin Soper & Rachel Smart
  - (850) 645-2600
  - https://lib.fsu.edu/drs/publishing
Use of Copyrighted Material

- Citation/attribution is only half the process
- Obtaining permissions/licenses to use copyrighted material is your first priority
- Permission usually required to reproduce:
  - Maps, drawings, tables, graphs, images, sound files, video clips, scales, measures, etc.
- If in doubt, request permission
  - Contact the owner of the copyright (author, publisher, etc.)
“Fair Use” of Copyrighted Material

- Protects certain uses, to certain extents, of copyrighted materials without obtaining permission
- Nebulous, vague and complex
- The author of the manuscript holds the responsibility for determining fair use
- Fair Use Evaluator and Research Guide: [http://guides.lib.fsu.edu/copyright?hs=a](http://guides.lib.fsu.edu/copyright?hs=a)
Use of Copyrighted Material

PLEASE BE AWARE

- Ultimately it’s the student’s responsibility to obtain written permission statement(s) from owner(s) of each third party copyrighted matter included in manuscript, if necessary.
- Copyright Letter(s) – Must upload in ProQuest ETD Administrator; do not include in appendix.

When signing the Access Agreement Form, you are stating that you have included any necessary permission letters to distribute the manuscript according to the terms of that form.

Florida State University - The Graduate School
Your Copyrights

- Immediately upon creating your work in a “fixed, tangible medium”, you own full and final copyrights of the work
- Copyright registration is optional
- Adding the © symbol is recommended
- Copyrights can only be transferred in writing

READ WHAT YOU SIGN!
If you have already published your manuscript, in part or in whole:

- You may have assigned your copyright to the publisher
- You must recognize the publisher at the beginning of the chapter/article that uses the published materials
Manuscript Clearance Overview

Manuscript meets FSU format criteria + Forms received and approved = MANUSCRIPT CLEARED!

Find more information about Manuscript Clearance on The Graduate School website:
- Format Guidelines/Templates
- Forms/Checklists

Must have valid committee prior to defense

Florida State University - The Graduate School
Valid Committee Rules

Doctoral Committee:

- Minimum of 4 members with Graduate Faculty Status
- Any members with temporary status must be in addition to the 4 required members
- Must include a University Representative from outside the student’s department, and must be a fully tenured member of faculty
Valid Committee Rules

Master’s Committee:

- Minimum of 3 members with Graduate Faculty Status
- Any members with temporary status must be in addition to the 3 required members
Valid Committee Rules

General Rules:

- Cannot have a chair and co-chair; both professors are co-chairs
- Any members needing temporary status must hold this status prior to the defense
- All records (GST, manuscript signature page form, and committee page) must concur
- Contact your graduate coordinator with any questions
Submit your Defense Announcement via Manuscript Clearance Portal:

- At least 2 weeks in advance
- Must have valid committee

Submit manuscript (via ProQuest ETD Admin.) for pre-defense (initial) format check before you defend, but no later than the semester deadline for pre-defense (initial) format submission.
Manuscripts must be:

- At least 90% complete
  - Including tables and figures, and must include title page, committee page, table of contents, lists (if needed), abstract, and references
- Consistently formatted per most recent version of *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*
Manuscripts not meeting those criteria or those missing page numbers, “sloppy”, etc.:

- Will NOT be reviewed
- Will NOT be considered as an initial submission to meet any deadline
After Successful Defense

- Submit all forms via Manuscript Clearance Portal
- Revise manuscript
  - Committee comments and formatting
- Upload to ETD account on website using revise/upload option (must be final, content-approved version)
- Final format checks conducted
  - Formatting may require several reviews and revisions before approval
Emargo

- Viewer has no access to full text of manuscript
  - Viewer only sees title, abstract, and some other metadata
- Reasons to embargo a manuscript
  - Publishing a book
  - Journal preprint policy
  - Patent
- May **not** be requested after manuscript has been cleared
Embargo Request

- Must submit Embargo Request through Manuscript Clearance Portal
- **Justification required** *(Be specific)*
- Embargo option on Portal must concur with access option selected on ProQuest
- Embargo requests, including renewals, must be approved by the Dean of The Graduate School
Embargo Justification

- Publishing a book?
  - Anticipated timeline
  - Name(s) of potential publisher(s)
- Publishing in a journal?
  - Anticipated timeline
  - Name of potential journal(s) to which you intend to submit
- Applying for a patent?
  - Brief summary of patent submission
**All manuscript clearance forms, with all required signatures, must be received in the Graduate School Office by 5:00 pm of the forms deadline date. Online submissions of manuscripts must be received by 11:59 p.m. of the deadline date. Please note that while students are allowed to defend up until the final submission deadline for the semester, this is with the understanding that all content changes must be completed and approved by the committee prior to the submission of the final defended manuscript. No exceptions will be granted for students who defended and were unable to complete the changes in time to submit their final manuscript and forms by the final submission deadline.**

<table>
<thead>
<tr>
<th>Semester Deadline</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit doctoral dissertation or treatise for initial format review</td>
<td>October 22</td>
<td>March 25</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day to submit master’s thesis for initial format review</td>
<td>November 5</td>
<td>April 8</td>
<td>July 8</td>
</tr>
<tr>
<td>Last day to submit final defended thesis, dissertation or treatise and required forms**</td>
<td>November 19</td>
<td>April 22</td>
<td>July 22</td>
</tr>
<tr>
<td>Last day for all students to receive an email from Manuscript Clearance confirming final clearance</td>
<td>December 14</td>
<td>May 3</td>
<td>August 2</td>
</tr>
</tbody>
</table>

**Florida State University - The Graduate School**
60-Day Deadline

- The final, defended, content-approved manuscript and all required forms must be submitted to Manuscript Clearance within 60 calendar days after a defense.
- Students under the 60-day deadline must receive an email from Manuscript Clearance confirming final clearance no later than 1 week after the 60-day deadline.
- The deadline that applies (Semester vs. 60-day) is the one that occurs earliest.
Examples of research that may need Human Subjects Committee Approval:

- Primary data collection and analysis using human subjects
- Research using human cell lines
- Secondary data analysis of archival data linked to human subjects

Research Qualifying as “Exempt”:

- Per Standard Operating Procedures, FSU Human Subjects Office is required to review/approve research proposals that meet the definition of “exempt”
- Principal Investigators (including professors) do not have the authority to decide whether a protocol qualifies as exempt

If you have questions or concerns about whether to seek an approval or exempt letter, please contact the FSU Human Subjects Office at (850) 644-7900.
Human Subjects Approval

- Human Subjects Approvals (and Re-Approvals) must be **APPROVED** before research begins and cover the entire period of research, including all data collection and data analyses.

- IRB Approval(s) must be *in your name* or you must appear as Co-Investigator on the application (*in this case, also include application in appendix*).

- Appendix must include **ALL** pertinent FSU Human Subjects Committee Approval/Re-Approval Letter(s) and a sample of Informed Consent Letter.

- Delete or obscure personal contact information.
Page Size and Margins

- **Page Size**
  - 8.5 x 11 inches; no exceptions
  (Make sure **not** A4, 8.27 x 11.69 inches)

- **Margins**
  - 1 inch – top, bottom, left, right
  - No text, tables, or figures can extend into margins
Fonts

- Same font for entire manuscript
  - Exceptions – tables, figures, appendices
- WORD – use True Type font
  - Example – Times New Roman and Arial
  - Font size – 10 to 12 pt
- Font size within tables may be smaller to make tables fit, but all table headings (and figure captions) must be same font size as body text
Line Spacing

All 1.5 OR all Double Space:

- Abstract
- Body of the text
  - Exception: block quotes may be single-spaced
- Biographical Sketch (if in paragraph form)
Pagination

- Page numbers
  - All bottom-center
  - 0.75 inches from bottom edge
- Preliminary pages (front matter)
  - Lower case Roman numerals
  - Title Page – not numbered
  - Committee Page – page ii
- Body of manuscript
  - Arabic numerals
  - First page after Abstract is page 1
Treatise (Option 2)

- Must adhere to the following:
  - Single, comprehensive title
  - Comprehensive Acknowledgments, Table of Contents, Lists, Abstract, References
  - General Introduction and Conclusion
  - Chapters must be numbered consecutively
  - The paper may be divided into parts and the Part may be titled on the page preceding to the chapter, centered horizontally and vertically on the page
Musical Compositions

- Must adhere to the page size and margin requirements
- Must include all required content in portrait orientation
  - Title page
  - Committee page
  - Table of Contents
  - Abstract
  - Biographical Sketch
- Must include proper page numbering
There are several different types of apples. Some of these are Granny Smith, Golden Delicious, Red Delicious, Gala, and McIntosh. Apples can be used to make many delicious recipes.
There are several different types of apples. Some of these are Granny Smith, Golden Delicious, Red Delicious, Gala, and McIntosh. Apples can be used to make many delicious recipes.

Yellow and Green Apples
Golden Delicious and Granny Smith are examples of yellow or green apples.

Apples for cooking. Apples can be used to make many delicious recipes.
CHAPTER 1

INTRODUCTION

1.1 Apples of the World

There are several different types of apples. Some of these are Granny Smith, Golden Delicious, Red Delicious, Gala, and McIntosh. Apples can be used to make many delicious recipes.

1.1.1 Yellow and Green Apples

Golden Delicious and Granny Smith are examples of yellow or green apples.

1.1.1.1 Apples for cooking. Apples can be used to make many delicious recipes.
Tables

- All tables must have heading (incl. appendices)
  - Must be located above table
  - Must be single-spaced; same size as body text
  - Must be unique

Table 1. Cuiusvis hominis est errare, nullius nisi insipientis in errore perseverare. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo
Tables

Table and heading must clearly be separated from text or other tables and figures with space above and below.

Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque

Table 2. This is the heading for Table 2. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas; proin pharetra.

Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique
Multi-Page Tables

- The entire table heading only appears on the first page of the table
- List of Tables – Page number is the first page on which the table occurs
Multi-Page Tables

- On all pages where table is continued
  - “Table x – continued” (minus quotes) **must** appear at the top of each page
  - Must repeat column/row headings

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col 3</th>
<th>Col. 4</th>
<th>Col.5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Figures and Musical Examples

- All must have captions (including appendices)
  - Must be located below figure
  - Must be single-spaced; same size as body text
  - Must be unique

Figure 1. Bratus non folis arborum bractea. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. bDonec ut est in lectus consequat
- Figure/example and caption must be clearly separated from text or other tables, figures, and examples with space above and below.
Multi-Page Figures and Musical Examples

- Entire caption only on first page of figure/example
- On all pages where figure/example is continued:
  - “Figure x – continued” or “Example x – continued” (minus quotes) must appear under the figure/example on each subsequent page
  - If just the caption is continued, then “Figure x – continued” or “Example x – continued” is above the continued portion of the caption
Figure 1. Flower colors vary widely a) mum cultivars b) tulip cultivars.
Tables, Figures, and Musical Examples

- Must include a List of Tables in front matter if there is more than 1 table, even if all tables are in an appendix.
- Must include a List of Figures in front matter if there is more than 1 figure, even if all figures are in an appendix.
- Must include a List of Musical Examples in front matter if there is more than 1 example, even if all examples are in an appendix.
Tables, Figures, and Musical Examples

- Choose how to number tables/figures/M.E.s (1, 2, 3, etc. or 1.1, 1.2, 2.1, A.1, A.2, etc.)
- Choose whether to integrate tables, figures, and musical example into the text, group them at end of each chapter, or group them in the appendices
- If integrated in text:
  - MUST adhere to the white space rule, leaving no more than 1 inch of vertical white space on a page (except at end of chapter)
Avoid White Space

Table 2. This is the heading for the table.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1. Flower colors vary widely: a) this is an orange mum. b) yellow tulips, and one with a streak of red.


3

4
Avoid White Space

Table 2. This is the heading for the table.

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Figure 1. Flower colors vary widely. a) This is an orange mum. b) Yellow tulips, and one with a streak of red.

Suspendisse dapibus lorem in mollis. Inecqul nullis. Donec blandit iaculis ligula.


White Space – Exceptions

Figure, tables, etc. grouped at end of chapter or in appendix

White space allowed

Figure 1. Flower colors vary widely by mum cultivar

Figure 2. Flower colors vary widely by tulip cultivar.
# White Space – Exceptions

- White space allowed

- Table, figure, etc. that fills at least 2/3 of page

![Table](image-url)

**Table 1**: Placeholder for table content.
Supplementary Files

- Submit supplementary files (videos, sound files, large images, large data files, etc.) as part of the ETD submission process
- Suppl. files + main document ≤ 1 GB
- Provide description of each supplementary file in abstract (manuscript and online)
At this point, the Manuscript Clearance Advisors will provide tips for proper formatting in WORD.

Students may follow along in their own documents.
Uploading Process

- Must submit via [www.etdadmin.com/fsu](http://www.etdadmin.com/fsu)
- Select Publishing Options and Optional Paid Services upon initial submission
  - Traditional Publishing/Open Access Publishing
  - Copyright registration
  - Ordering copies
Use Resources Wisely

- **Graduate Writing Center**
  - Available by appointment in Johnston Bldg.

- **Proofreader**
  - Students may opt to hire independently (The Grad. School does not provide recommendations)

- **Statistician**
  - Assistance available through Statistics Dept.

- Must adhere to Graduate Bulletin policies for “Editing Services and Statistical Assistance”
Use Resources Wisely

**Manuscript Clearance Office:**

- Located in The Graduate School - 314 Westcott, (850) 644-3501, clearance@fsu.edu
- Laura Minor, Manuscript Clearance Advisor (laminor@fsu.edu)
- Jeff Norcini, Assistant Manuscript Clearance Advisor (jnorcini@fsu.edu)