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A NOTE ABOUT PLAGIARISM

All research depends to some extent on the work of others who have come before you. Other researchers’ ideas and results are often the “starting point” of your own work, but it is important to properly acknowledge the work of others to avoid one of the most serious forms of academic misconduct: plagiarism.

The Clemson University Academic Integrity Policy (available online at http://www.registrar.clemson.edu/html/refhndbk.htm#Academic%20Integrity) says plagiarism "includes the copying of language, structure or ideas of another and attributing the work to one's own efforts." Note that the definition makes no distinction between deliberately using someone else’s work without attribution and doing so unintentionally; both are plagiarism.

Some forms of plagiarism include:

- directly reproducing someone else’s work (published or unpublished), including insights and opinions, without attribution; even a single sentence or portion of a sentence is plagiarism
- paraphrasing someone else’s work (published or unpublished), including insights and opinions, without attribution;
- failing to clearly define quoted material by using quotation marks (for short sections) or indented text (for longer quotes); and
- directly quoting your own work for previous projects or papers without attribution.

Plagiarism also includes using someone else's ideas, art, figures, tables, maps, charts, diagrams and so forth, even if you recreate or reformat the material.

An exception is made for material that is “common knowledge.” If information is readily available from general reference sources in your field, or if the information appears undocumented in several sources, it may be common knowledge. Whether material is common knowledge is often a judgment call, and if you are in doubt you should err on the side of caution. In no case should you ever download text of any kind and appropriate it as your own.

Because plagiarism is such a serious breach of academic integrity and has very serious consequences, you should:

- consult your advisor if you have any doubt about whether a part of your thesis or dissertation constitute plagiarism;
- always err on the side of caution to avoid charges plagiarism;
- become very familiar with the various kinds of plagiarism by reading articles or web sites on the subject;
- never copy other sources while researching without attributing the material and marking it in some way to remind you later that it is in fact someone else's work and
will need attribution if it is included in your finished paper; if you are taking notes,
mark parts of the notes that are paraphrases of another person's writing; and
• as you proofread each section of your paper, devote at least one reading to carefully
checking sources, looking for paraphrasing that is not attributed, and other forms of
“accidental plagiarism.”

For additional information about plagiarism, you can visit the websites noted below.

• Georgetown University Honor Council FAQs about Plagiarism:
  http://gervaseprograms.georgetown.edu/hc/plagiarism.html
• Purdue University's Online Writing Lab:
  http://owl.english.purdue.edu/handouts/research/r_plagiar.html
OVERVIEW OF THE MANUSCRIPT SUBMISSION PROCESS

Below is an outline of the electronic manuscript submission process that you will go through prior to graduation. Before you submit your manuscript, reference the Manuscript Formatting Checklist (Appendix A) to ensure that your format is as close to accurate as possible. Additional information can also be found in the FAQs (Appendix B). Relevant deadlines are available online at http://www.grad.clemson.edu/Deadlines.php.

Very early in the semester of your planned graduation, make sure you understand how you will convert your document to PDF and that you’re aware of all pertinent deadlines. If you have questions you can email manuscriptreview-l@clemson.edu.

Overview of the electronic manuscript submission process:

1. Format: Format your manuscript according to the requirements outlined in this guide.
2. Defend: Defend your thesis/dissertation, make any revisions required by your committee, and submit your signed GS7 form.
3. Convert: Covert your manuscript to a PDF file.
4. Upload for Review: Follow the Electronic Thesis/Dissertation Uploading Instructions (Appendix C) to upload your manuscript for review.
5. Wait for Results: You will receive an email with the review results within approximately two business days. If your manuscript is approved, go to step 6. If revisions are required, you will make those revisions and repeat steps 3-5.
6. Survey (PhD candidates only; optional and not required for graduation): complete the Survey of Earned Doctorates.
Introduction: Read This!
The Graduate School does NOT require every student to use one particular format for the entirety of the thesis or dissertation. Departments may select any recognized style manual, 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 to be used, consult your advisor and together choose a style that is suitable for your discipline.

Before you submit your manuscript, refer to the Manuscript Formatting Checklist (Appendix A) to ensure that your format is as close to perfect as possible.

The pages of the manuscript preceding the body of the paper (title page, abstract, acknowledgements, dedication, table of contents and lists of figures/tables/etc.) must be formatted exactly according to the instructions below unless your department has requested and received an exemption based on discipline-specific practices. The remaining pages can be formatted in any accepted discipline-appropriate style, with the following restrictions:

- All left and right margins must be 1.5".
- Bottom margins must be at least 1", but may be more on some pages if necessary to prevent "orphaned" or "widowed" lines of text.
- The top margins must be 1", except for the first page each new major section (e.g., the first page of each chapter, the first page of the appendix, the first page of the works cited list, etc).
- The body must be double-spaced for ease of reading.
- The first page of each new section must start on an odd-numbered page. If necessary, insert a blank page prior to the beginning of a section to make this happen.
- The text font must be consistent throughout, from the title page to the last page of the manuscript. You may use a different font for tables or figures, but all tables and figures should use the same font.
- The Graduate School cannot anticipate every possible formatting choice that might be made by a student; therefore, we reserve the right to require changes to any format that the Graduate School believes undermines the professional presentation and/or reputation of the student, the department, the Graduate School, or Clemson University, or that negatively affects the readability of hard copies or online versions of the manuscript.
- Consistency is key; no matter how you label figures, for example, you must label them in exactly the same fashion. Whenever you have a choice on how to handle a formatting element, handle that element the same way every time.

Font Choice
Though the Graduate School does not specify a specific typeface or font you must use, keep in mind that your manuscript will be read in hard copy and online. We recommend that you use Garamond or Times, since those fonts strike a good balance between printed and online...
legibility. The font you choose must be legible and professional. Use the selected typeface throughout the manuscript at a size no smaller than 10 point and no larger than 12 point. Type in charts and figures can be smaller than 10, but must be legible on screen and on paper.

**LaTeX, Architecture, Creative Writing, Visual Arts**

LaTeX may be used for the body of the paper, but all pages leading up to the first page of the body must be formatted as described in these instructions. The LaTeX template file located on our website (www.grad.clemson.edu/documents/clemson.sty) is one many students use with good results. Please note: the LaTeX template file above does not reflect the most recent formatting specifications. The Graduate School is working to put together an updated file, but until that time if you use the file above, remove the "approval/signature" page and reformat the title page according to the sample provided on page 12.

Architecture manuscripts have their own format for all pages; if you are an architecture student contact your advisor for information on the program's specific format requirements. Creative Writing and Visual Arts manuscripts should conform to the basic rules of margins, font, title page, and so on, and to the rest of the formatting requirements as much as the subject matter/nature of the thesis allows.

**Variations**

We cannot possibly predict 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 in doubt, contact the Manuscript Review Office at manuscriptreview-l@clemson.edu before investing a great deal of time in a particular format. The Graduate School is the final authority on all formatting and publication issues.

**Your Responsibilities**

You and your committee are responsible for the document's quality and content. When you have questions concerning the content of your work (such as the arrangements of tables, or whether material belongs in the appendix), you should ask your committee chair or other committee member familiar with your work and the practices of your field. 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.

**Copyright Held by Others**

Obtain a letter of consent from the copyright owner before using materials taken from the original publication, and include the letter (scanned) in the appendices of your manuscript. Materials that may require a letter of consent include figures, maps, tables and the text of poems, songs, etc.

**Copyrighting Your Own Work**

You can request that UMI file your copyright on your behalf for a fee of $65 when you upload your manuscript, or you may do so yourself for a fee of $45 at the U.S. Copyright Office (www.copyright.gov). Whether you file your copyright with the Copyright Office or not, you still hold the copyright to your manuscript. According to U.S. law as explained by the Copyright
Office, "copyright is secured automatically when the work is created, and a work is 'created' when it is fixed in a copy or phonorecord for the first time. 'Copies' are material objects from which a work can be read or visually perceived either directly or with the aid of a machine or device." Therefore, copyright on your manuscript is secured as soon as your write it. That said, officially registering your copyright is never a bad idea as it creates a public record of your manuscript and the ideas and research in it.

**Formatting Assistance**

You may obtain a list of typists on our website at [www.grad.clemson.edu/typist_list_rev0305.pdf](http://www.grad.clemson.edu/typist_list_rev0305.pdf). Students who are not computer-proficient or who are inexperienced with formatting scholarly papers will find that these typists save the student a great deal of time and possibly aggravation. These typists are not officially endorsed by the Graduate School, and the list is maintained as a service to students. The typists' fees vary and must be arranged directly with them. Their schedules get full near the end of the semester, so investigate this option as early as possible. Keep in mind that these people are not as a rule professional editors; you are still responsible for proofreading your manuscript and having it proofread by others, either professionals or volunteers.

If any other questions arise that are not addressed within this guide, please contact the Manuscript Review office at manuscriptreview-l@clemson.edu (preferred) or 864-656-5338.
FORMATTING YOUR MANUSCRIPT: COMPLETE INSTRUCTIONS

If you have not already read the formatting overview on page 7, please do so now. Reading this information will save you a great deal of time and effort.

Note: If you are using Microsoft Word, you can download a template for your manuscript from our website at www.grad.clemson.edu/Manuscript/templates.php.

GS7 Form
Due to the switch to electronic thesis and dissertation submission, a formal approval page is no longer part of the official manuscript. Your completed and signed GS-7 form will serve this purpose. You can download and print the GS-7 form from the link above or pick up a hard copy from Enrolled Services in Sikes Hall. After completing this form and obtaining the necessary signatures, return the form to Enrolled Services in 104-D Sikes Hall. This form should NOT be included in your manuscript. Check the deadline list (www.grad.clemson.edu/Deadlines.php) for deadlines.
Title Page
The title page is the official first page of your manuscript (p. i). If you use the template provided online, you can ignore the title page information below. If you do not use Garamond type for your manuscript, be sure to change the font of the title page to the font you use in your manuscript.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.

Pagination: Do not place a page number on this page, though it will be counted and listed in your table of contents.

Alignment: Center all text horizontally between the margins.

Spacing: Single space between each line of text down to the date; double space (one blank line results) between text and dividers.

Dividers: The dividing lines between each section of the page should be approximately 3” long, must be solid (not dashed), must all be the same length and must be centered horizontally between the margins.

Date: The date should be the month and year that you will graduate (no comma, no day). For example, if you are graduating in December of 2006, the date would be “December 2006.”

Other: Your title should be in all caps. Italicize any genus and/or species names that appear in your title and follow standard scientific nomenclature rules regarding capitalization. If your title is more than one line long, the longest line of text should be no longer than 4” with subsequent lines of text becoming progressively shorter. Avoid having a long first line with just one or two words on the second line; even the lines out to the extent possible, with the first slightly longer than the second.

If you have co-advisors, you may include them both in this way: Co-advisors: Richard Lee and Diana Stone.
ACCUMULATION OF DDT AND MERCURY IN DIETS AND SELECTED TISSUES OF PROTONOTARY WARBLERS (Protonotaria citrea) AS RELATED TO FORAGING DYNAMICS ON A SPATIALLY HETEROGENEOUS CONTAMINATED SITE IN ALABAMA

A Thesis
Presented to
the Graduate School of
Clemson University

In Partial Fulfillment
of the Requirements for the Degree
Master of Science
Environmental Toxicology

by
Kevin Duffy Reynolds
May 2003

Accepted by:
Dr. Richard Lee, Committee Chair
Dr. John Smith
Dr. Jane Johnson
Dr. Joseph Josephson

SAMPLE TITLE PAGE
Abstract
The abstract is a succinct statement of the significant contents of the manuscript and the value and relevance of the study. Generally, it should be no longer than 350 words.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.

Pagination: This section should come directly after your title page, but it must be considered as page "iii" even though it is only the second page of your manuscript (and remember that the page number on page "iii" should not actually be visible). Do not place a page number on this page, though it will be counted and listed in your table of contents. If your abstract extends to a second page, that page will be numbered (iv) and that number will appear flush right four lines (approximately 0.65”) from the top edge of the page.

Alignment & Heading: The word "ABSTRACT" should be in all caps on the first line of the page and centered horizontally between the margins. The body text of the abstract may be full justified or left justified, but justification must be consistent throughout the manuscript.

Spacing: Triple space (two blank lines result) after the heading. Double space (one blank line results) throughout the body text
The JULIA radar is located at the Jicamarca Radio Observatory in Peru. JULIA stands for Jicamarca Unattended Long-Term Investigations of the Atmosphere. The radar records the echoes from plasma irregularities occurring in the ionosphere. It is designed to run continuously for long periods of time. The JULIA radar produced over fifty days of data in approximately 10 weeks from August 29, 1996 – November 10, 1996. Many of these days have full 24 hour coverage of the equatorial E and F regions.

The data are shown mainly in two formats. They are range-time-intensity (RTI) plots and drift velocity plots. There are several different types of equatorial spread F. They are bottom side spread F, valley spread F and plumes. Bottom side spread F is usually the first formation of ESF to appear and the last to disappear. Valley spread F consists of irregularities that form between the electro jet and the sharp density gradient at the bottom of the F layer. Plumes appear in many of the nights that data was taken. There are several different types of plumes. The two main forms have either a “fan-shaped” structure or the more common elongated shape.

The radar cannot directly measure electric fields, but a technique to estimate them from electro jet interferometer data is shown along with some results. The technique estimates the zonal electric field in the F regional from the zonal drift velocities in the equatorial electro jet. The electric field parameter of the estimation technique is $\propto E_z/B$, where $E_z$ is the zonal F regional electric field and B is the magnitude of the magnetic field. The $\propto$ coefficient must be found by calibration. The seasonal average of the zonal electric field or the 150 km Doppler shift can be used to calibrate the coefficient.
Dedication
The dedication page is optional. If used, it 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 unacceptable. The text should be brief.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.

Pagination: The first page of this section must start on an odd-numbered page. If necessary, insert a blank page before this section to ensure that it happens. Do not place a page number on this page, though it will be counted and listed in your table of contents.

Alignment & Heading: The word "DEDICATION" should be in all caps on the first line of the page and centered horizontally between the margins. The body text of the dedication may be full justified or left justified, but justification must be consistent throughout the manuscript.

Spacing: Triple space (two blank lines result) after the heading. Double space (one blank line results) throughout the body text.
DEDICATION

I dedicate this work to my parents, Claire and David Onychuck. This thesis exists because of their love and support.
Acknowledgments

The acknowledgments page thanks those who have helped you obtain your graduate degree, including those who have given grants and special funding for research. Acknowledgments can also give permission to quote copyrighted material. Extravagant praise, insincere thanks, and references to inanimate objects or animals are unacceptable.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.

Pagination: The first page of this section must start on an odd-numbered page. If necessary, insert a blank page before this section to ensure that it happens. Do not place a page number on this page, though it will be counted and listed in your table of contents. If the acknowledgments run to a second page, that second page should have a page number shown on it.

Alignment & Heading: The word "ACKNOWLEDGMENTS" should be in all caps on the first line of the page and centered horizontally between the margins. The body text of the acknowledgements may be full justified or left justified, but justification must be consistent throughout the manuscript.

Spacing: Triple space (two blank lines result) after the heading. Double space (one blank line results) throughout the body text.
ACKNOWLEDGMENTS

I would like to thank my advisor, Dr. Dan Hysell, for all of his assistance and guidance. His high expectations and continuous support are greatly appreciated. I am grateful to the other committee members: Dr. James Larsen, Dr. Julia Ulbrich, Dr. Ken Meriweather and Dr. Elaine Burt. They are not all on the final committee list, but they were all supportive and actively helped in the completion of this thesis.

I am grateful to Grant Williams and Rick McDaniels for engaging discussions and for their friendship. Their assistance with the formatting has also been invaluable.

Finally, I would like to thank Kelley Thompson. She has supported me without fail throughout my graduate experience. The success of this work belongs to her as much as anyone else.
Table of Contents
The table of contents aids the reader in navigating through the manuscript and should be arranged according to the structure of the document.

Organizing your table of contents information
There are three ways to arrange your table of contents: declared chapters, undeclared chapters, and journal style.

- **Declared chapters**: These are used when you want to include the major divisions and subdivisions of your manuscript. If you used Roman numerals to number tables within your manuscript, you must use either Roman or Arabic numerals to number your chapters. If you used the Dewey Decimal System, then you must use Arabic numerals to number your chapters. Chapter numbers, whether Roman or Arabic, should be aligned so that the periods after the chapter numbers are aligned. You must list at least two subheadings within any level (you cannot have a "1" without a "2", or "i" without "ii.")

- **Undeclared chapters**: These are most commonly used in the Humanities. As a general rule, you will not have any subheadings.

- **Journal style**: This is most appropriate when several separate discussions of research or separate bodies of research are being included in the manuscript. If you use this style, include a preface and conclusions in the manuscript and in the table of contents. The preface introduces each of the bodies of research to be discussed, and the conclusion comments on those bodies of research as a whole.

Formatting your table of contents
Regardless of the organization you select for your table of contents, you will still need to follow the guidelines listed below.

**Note**: Microsoft Word can generate a table of contents (TOC) IF you use heading styles throughout your manuscript or you mark TOC entries throughout the manuscript. This TOC function is convenient but requires meticulous attention to detail and a thorough knowledge of Word; we have found that many students who attempt to use it give up after working with it for a while. The function can produce a properly formatted TOC, but in the end it may be easier to use the template linked above and enter the page numbers manually after you have completed all revisions to your manuscript. You can also set tab leaders to create ellipses (see Appendix C for more information).

**If you use the template, be sure to change the font to match the rest of your manuscript (if you aren’t using Garamond); if you use the template you can skip to the next section of these instructions.**

**Margins**: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.
Pagination: The first page of this section must start on an odd-numbered page. If necessary, insert a blank page before this section to ensure that it happens. Do not place a page number on this page, though it will be counted. The table of contents itself should not be listed in the table of contents. If the table of contents runs to a second page, subsequent pages should have page numbers on them.

Alignment & Heading: The phrase "TABLE OF CONTENTS" should be in all caps on the first line of the page and centered horizontally between the margins. Align all page numbers flush against the right margin. The word “Page” should be centered over the page numbers.

Spacing: Triple space (two blank lines result) after the heading. Double space between the word "Page" and the first entry in the table, which will be "Title Page." Double space before and after all first-level headings. Single space between second-level (and subsequent levels, if you choose to use them) headings.

Other: You are required to list first and second level headings in the table of contents (typically chapters and the first level of subheadings); your table of contents may include subsequent level headings, but does not have to.

Indent second level headings .15-.25" from the beginning of the first level headings.

If any entry extends beyond 4" from the left margin, break the entry into two or more lines by single spacing and indenting by two to three spaces the second and subsequent lines. The lines of multi-line entries should be progressively shorter (i.e., the first line should be the longest and the last line should be the shortest.

Formatting the second page of your table of contents

If your table of contents extends to a second page (or more), you will need to follow the instructions below for the continuation page.

Margins: Set up the page margins so the left and right margins are 1.5" and the top and bottom margins are each 1".

Pagination: Place the appropriate lowercase Roman numeral flush against the right margin and the same distance from the top of the page as all other page numbers (a good guideline is between 0.5" and 0.65", but whatever placement you choose, it must be consistent).

Alignment & Heading: Type the words “Table of Contents (Continued)” flush against the left margin and the top margin.

Spacing: Double space (one blank line results) between the heading "Table of Contents (Continued)" and the word "Page." Double space (one blank line results) between the
word "Page" and the first entry in the list. If possible, start the new page with a first-level heading.

Other: For other format considerations, subsequent pages of the table of contents are the same as those described above.
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**SAMPLE TABLE OF CONTENTS (first page, with declared chapters)**
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List of Tables/Figures/Maps
A list of tables, figures, or maps is required when there are three or more tables, figures, or maps in the manuscript. Each list should be a separate page, unless all the lists will fit on one page. Tables, figures or maps included in the appendices should be referenced in these lists.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”.

Pagination: The first page of this section must start on an odd-numbered page. If necessary, insert a blank page before this section to ensure that it happens. Do not place a page number on this page, though it will be counted and listed in your table of contents. If the list runs to more than one page, subsequent pages should have page numbers on them.

Alignment & Heading: The title of this section ("LIST OF TABLES," "LIST OF FIGURES," or "LIST OF MAPS") should be in all caps on the first line of the page and centered horizontally between the margins.

At the beginning of your list, align the word "Table" (or "Figure" or "Map") flush against the left margin. Align the word "Page" flush against the right margin. The table/figure/map numbers should be right-aligned (so that the period or last digit of each number is aligned). Align all page numbers flush against the right margin.

Spacing: Triple space (two blank lines result) between the heading "LIST OF TABLES" and the word "Table." Double space (one blank line results) between the word "Table" and the first entry. Double space between titles in the list.

Other: You must use ellipses between the end of an entry and the page number for that entry. Do not create ellipses by typing several periods (.) in succession - it is impossible to align them that way. Instead, use a tab with an ellipses leader (refer to Appendix C for additional information about setting tabs in MS Word).

If any entry extends beyond 4" from the left margin, break the entry into two or more lines by single spacing and indenting by two to three spaces the second and subsequent lines. The lines of multi-line entries should be progressively shorter (i.e., the first line should be the longest, and the last line should be the shortest).

If a title is divided into subparts, do not include the subparts in the list of tables.

You may condense a series of titles into one generalized entry when the group represents the same type of information.

Formatting the second page of your list of tables/figures/maps
If your list of tables/figures/maps extends to a second page (or more), you will need to follow the instructions below for the continuation page.
Margins: Set up the page margins so the left and right margins are 1.5” and the top and bottom margins are each 1”.

Pagination: Place the appropriate lowercase Roman numeral flush against the right margin and the same distance from the top of the page as all other page numbers (a good guideline is between 0.5” and 0.65”, but whatever placement you choose, it must be consistent).

Alignment & Heading: Type the words “List of Tables (Continued)” flush against the left margin and the top margin.

Spacing: Double space (one blank line results) between the heading "List of Tables (Continued)" and the word "Page." Double space (one blank line results) between the word "Page" and the first entry in the list.

Other: For other format considerations, subsequent pages of the table of contents are the same as those described above.
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SAMPLE LIST OF TABLES
Body Text
The following instructions are part of the Graduate School’s style guide. You are more than welcome to use a different style guide, but please reference the sections below if any questions arise that are not addressed in your style guide.

It is important to note that, as mentioned above, the body of your manuscript may be formatted in any accepted discipline-specific style or according to an approved style guide, but with the following restrictions:

• The left and right margin of all pages must be at least 1.5”, with margins of 1.0” on the remaining two sides;
• the first page of the body and all pages on which a new first-level heading begins (e.g., the first page of each chapter) must have a top margin of 1.5”;
• the body must be double-spaced and printed on one side of the paper only; and
• Neither begin nor end a page with a single line of a paragraph. If necessary, insert an extra blank line before or after the paragraph to ensure that at least two lines of the paragraph appear on each page.

The manuscript body typically contains an introduction, a statement of objective, a review of previous research, a description of materials, methods and experiences and a discussion of results.

Margins: Set up the continuation page margins so the left and right margins are 1.5” and the top and bottom margins are each 1”.

Pagination: Place the appropriate Arabic numbers (1, 2, 3) on all pages in the body, except pages on which a first-level heading appears (typically, this is the first page of the body and each page on which a new chapter or major section begins). The first page of each new chapter must start on an off-numbered page. If necessary, insert a blank page before chapters to ensure that it happens.

Alignment & Heading: Follow the style you have chosen for all headings. Always begin first level headings at the top of a new page. If you use subheadings within a particular level, you must use at least two.

Spacing: The body text of the manuscript must be double-spaced. Block quotes should be indented from the margins and single-spaced. For body text, you may use either left-justified or full-justified text.

Other: Any time you have a choice of different ways to format items in your manuscript, you must consistently use your choice throughout the manuscript. Such items include font choice, caption and title formats, table and figure numbered, and so forth.

Footnotes & Citations
Format footnotes or citations according to your selected style guide. If your department or
discipline has not adopted a uniform style for documentation, consider using the format used by the most respected journals in your field. Consult with your committee chair if you have questions about properly citing references.

**Figures**
The following instructions are part of the Graduate School’s style guide. You are more than welcome to use a different style guide, but please reference the sections below if any questions arise that are not addressed in your style guide.

**Numbering:** Number figures according to your chosen style. The two most commonly used methods are (1) consecutively within the body and consecutively within the appendices using Arabic numbers followed by periods (1., 2., 3., and A-1., A-2., B-1., B-2.) and (2) consecutively throughout the manuscript and appendices using the Dewey Decimal notation (1.1, 1.2, 1.3, 2.1, 2.2, 2.3)

**Captions:** Place captions according to your chosen style. If this issue is not addressed in the style guide you have chosen, place captions below figures. Separate the caption from the figure by at least two blank lines. Either center captions or left-justify them within the margins. You must consistently use the alignment you choose. Capitalize the first letter of all major words and do not end with a period OR use the semi-sentence form and capitalize only the first letter of the first word and end with a period. Figures containing parts must be given a general title, after which the figure caption may be broken down into “A” and “B” parts.

**Continuation:** When continuing figures on additional pages, repeat the figure number and the caption. Add “(Continued)” at the end of the caption.

**Placement:** When placing figures on a page with text, place the figures between paragraphs, not within them. Separate the figure from the text by approximately four blank lines, and include at least five lines of text on the page. If there is not room for five line of text on the page with the figure, put the figure on a separate page. If a figure must be placed horizontally on the page (i.e., in a “landscape orientation” or so that the top of the figure is at the left edge of the page), the margin at the binding edge must be 1.5”, and the right margin (across from binding edge) must be at least 1.5” with at least 1” margins on the remaining two sides. The placement of the page number must be consistent with the rest of the manuscript. Place the figure and the caption so it can be read when the manuscript is turned 90 degrees clockwise (so the top of the figure is at the binding edge).
Table 4: Racial Enrollment of Technical Colleges, 1970-1981

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Note: These figures exclude the years 1970-71 and 1981-82, during which only African-American students were enrolled.

There were no women enrolled in Greenville TCC from 1970 to 1981. According to Larry Williams, one of the original Abbeville County members for Greenville, and Dr. Thomas Wilson (1996), a former principal of Abbeville High School, women were not excluded from programs, rather their lack of enrollment reflects the minimal number of women in technical schools nationwide. By 1986, there were 11 technical programs offering training for women. Some of these programs were "non-traditional" for women, like electrical technician or drafting and design, but most were located in more traditional careers like women, like technical secretary, data entry, certified medical assistant, medical assistant."Career," 1996, p. 18.
Tables
The following instructions are part of the Graduate School's style guide. You are more than welcome to use a different style guide, but please reference the sections below if any questions arise that are not addressed in your style guide.

**Numbering:** Number tables according to your chosen style. The three most commonly used methods are (1) consecutively within the body and consecutively within the appendices using Roman numbers followed by periods (I., II., III., and A-I., A-II., B-I., B-II.); (2) consecutively throughout the manuscript and appendices using Arabic numerals followed by periods (1., 2., 3. and A-1., B-1.) and (3) consecutively throughout the manuscript and appendices using Dewey Decimal notation (1.1, 2.1, 3.1 and A.1, B.1, C.1)

**Titles:** Place captions according to your chosen style. If this issue is not addressed in the style guide you have chosen, place titles above tables. Separate the caption from the figure by at least two blank lines. Either center captions or justify them within the margins. You must consistently use the alignment you choose. Capitalize the first letter of all major words and do not end with a period OR use the semi-sentence form and capitalize only the first letter of the first word and end with a period. If the table material is not enclosed by a box, separate the title from the table with a rule (line) the width of the table. Double space between the title the rule (line). Indicate the end of the table with another rule (line) the width of the table.

**Continuation:** When continuing tables on additional pages, repeat the table number and the title. Add “(Continued)” at the end of the title. If the table material is not enclosed in a box, do not include the rule(line) that signifies the bottom of the table until the end of the table.

**Placement:** When placing tables on a page with text, place them between paragraphs, not within them. Separate the table from the text by approximately four blank lines, and include at least five lines of text on the page. If there is not room for five line of text on the page with the table, put the table on a separate page.
If a table must be placed horizontally on the page (i.e., in a “landscape orientation” or so that the top of the table is at the left edge of the page), the margin at the binding edge must be 1.5”, and the right margin (across from binding edge) must be at least 1.5” with at least 1” margins on the remaining three sides. The placement of the page number must be consistent with the rest of the manuscript. Place the table and the title so it can be read when the manuscript is turned 90 degrees clockwise (i.e., the top of the table should be at the binding edge).

Numbered Lists
The following instructions are part of the Graduate School's style guide. You are more than welcome to use a different style guide, but please reference the sections below if any questions arise that are not addressed in your style guide.
Three or fewer items: Format the list as prescribed by your chosen style. If the style does not address such lists, precede each item by parenthesized Arabic numerals (1, 2, 3) or lower-case letters (a, b, c). Include items within the paragraph. Punctuate the text as though it were not a numbered list. Example: This section examines (1) how to format a manuscript, (2) how to publish the manuscript, and (3) how to obtain extra copies.

Four or more items: Format the list as prescribed by your chosen style. If the style does not address such lists, format them as follows: indent the list 0.5” from the left margin. Separate the items from the body and from one another by a double space. If a single item continues onto additional lines, single space subsequent lines and right-align them with the first word of the beginning line (not with the number or bullet). Align the periods that follow the identifying letters or numbers rather than the letters or numbers themselves. When the order of the items in a list is irrelevant, you may use bullets instead of numbers.

Mathematical Expressions
The following instructions are part of the Graduate School’s style guide. You are more than welcome to use a different style guide, but please reference the sections below if any questions arise that are not addressed in your style guide.

Formatting: Format expressions and equations as prescribed by your chosen style guide. If your style guide does not address this issue, use these guidelines. Separate equations from
text by a triple space, and double-space the lines of the equation. Include the equation as part of a complete sentence. Consistently center or indent equations throughout the manuscript. Use the symbol “=” if it separates symbols, mathematical expressions or numbers; use the word “equals” otherwise (example: “...the probability where n=5” but “the sum of the measurements should equal the total derived earlier....”). Do not begin a sentence with a mathematical symbol or a numeral. If an equation extends to additional lines, break the line before an operational symbol. Align additional lines with the portion of the equation following the equal sign (see sample on previous page).

**Numbering:** Number equations consecutively throughout the manuscript by placing the appropriate number flush right and parenthesized on the same line as the equation (see sample on previous page).

\[ x_{\text{mean}} = \frac{\int_0^{\infty} f(x) \, dx}{\int_0^{\infty} f(x) \, dx} \tag{10} \]

The depth of the center of mass, \( z_{\text{cm}} \), and the depth of the center of volume, \( z_{\text{vcm}} \), are respectively:

\[ z_{\text{cm}} = \frac{\int_0^{\infty} z \, f(x) \, dx}{\int_0^{\infty} f(x) \, dx} \quad \text{and} \quad z_{\text{vcm}} = \frac{\int_0^{\infty} x \, f(x) \, dx}{\int_0^{\infty} f(x) \, dx} \tag{11} \]

Subtracting these expressions gives:

\[ S_{\text{cm}} = S_{\text{vcm}} = \left( \int_0^{\infty} \left( z \, f(x) \, dx - x \, f(x) \, dx \right) \right) \tag{12} \]

Determining that \( S_{\text{cm}} = S_{\text{vcm}} \) by using these expressions gives:

**Disks, Databases, Sound Files, etc.**

If you want to include computer code, a database, or other digital information, you will upload the files as "Associated Files" during the upload process. These files may be in any format, just as they would be if you were including a computer disk in a bound copy of a manuscript. When someone accesses your thesis/dissertation online, they will see links to these files. If someone orders a bound copy, the files will be burned onto a CD and included with the bound copy.
Appendix
An appendix presents information of general interest that is too detailed for the text or indirectly related to the text such as tables, figures, and computer programs.

If there are several categories of supplementary material, more than one appendix will be necessary. All of the appendices should be grouped together as appendices. Each appendix in the appendices section should have a descriptive title. **When your manuscript contains more than one appendix, you should name each and separate them from the body of your manuscript with a divider page titled “APPENDICES.”**

Formatting the Divider Page
The divider page should be formatted as follows.

- **Margins:** Set up the page margins so the top, left and right margins are each 1.5” and the bottom and right margins are each 1”.

- **Pagination:** The numbers allowed for the pages in this section should be in succession with previous pages. The first page of this section must start on an off-numbered page. If necessary, insert a blank page before this section to ensure that it happens. Do not, however, place a number on the first page of the section since it contains a first-level heading. On subsequent pages, place the page number in the same spot as on the other pages of the manuscript in succession with previous pages in the manuscript.

- **Alignment & Heading:** The title of this section "APPENDICES" should be in all caps and centered horizontally and vertically between the margins (appearing in the center of the page).

Formatting Each Separate Appendix
Each individual appendix should be formatted as follows.

- **Margins & Titles:** Appendix titles within appendices will no longer be first level headings. Thus, set up the page margins so the left and right margins are 1.5” and the top and bottom margins are each 1”. The titles, then, should follow the second level formatting that you used throughout your manuscript.

- **Pagination:** The numbers allowed for the pages in this section should be in succession with previous pages, and should appear in the same place as on previous pages. The first page of each appendix must start on an odd-numbered page. If necessary, insert a blank page before this section to ensure that it happens.

- **Spacing:** Double space (one blank line results) between the title of the appendix and any subtitle. Triple space (two blank lines result) between the title (or subtitle, if using one) and the actual information being included in the appendix.
Appendix A

Equipment List

The major equipment used in this experimental work is listed below.

Filtered-Flux Apparatus

**Air-Driven Motor.** Air driven motor no. DC 4661. Manufactured by Jacobs Multicraft and supplied by Bill Coburn, Room G14, Earle Hall. Used to drive the agitator assembly during a total reflux experimental run.

**Agitator Blade.** Teflon® agitator blade manufactured by Bill Coburn, Room G14, Earle Hall. Used in the total reflux setup to agitate the pitch/Celite-toluene mixture in the 5-L flask.

**Agitator Shaft.** ¼” steel shaft. Supplied by Bill Coburn, Room G14, Earle Hall. Used as a shaft in the agitator assembly of the total reflux setup.

**Antifreeze Pump.** Part no. 66452. Manufactured by Precision Scientific Group, Chicago, IL 60647. Provided by Conoco, Inc, Ponca City, OK 74603 with reference no 22323-3. This recirculating pump is used to pump the antifreeze that keeps the pressure filter equipment at 104°C during the filtering of the pitch/Celite-toluene mixture.
Bibliography, Literature/Works Cited, References
The style you have chosen will dictate whether you use a bibliography, literature/works cited section, or a references section. The form you use should be the same as the format of the major journals in your discipline. If you are not sure about which form to use, consult with your advisor.

Margins: Set up the page margins so the top, left and right margins are each 1.5” and the bottom margin is 1”. If your bibliography, etc. extends to more than one page, use a 1” top margin on those additional pages.

Pagination: The numbers allowed for the pages in this section should be in succession with previous pages. The first page of this section must start on an odd-numbered page. If necessary, insert a blank page prior to the beginning of a section to make this happen. Do not, however, place a number on the first page of the section since it contains a first-level heading. On subsequent pages, place the page number in the same spot as on the other pages of the manuscript.

Alignment & Heading: The title of this section ("BIBLIOGRAPHY," "WORKS CITED," "LITERATURE CITED," or "REFERENCES") should be in all caps on the first line of the page and centered horizontally between the margins.

Spacing: Triple space (two blank lines result) between the heading and the first entry of the page. Double space (one blank line results) between entries. Single space (no blank lines result) within entries. Indent subsequent lines five spaces.

Entries: Consult with your advisor to determine the appropriate style guide (MLA, APA, etc) to follow. The style you have chosen will determine the arrangement of entries on the page (chronologically, alphabetically, etc).


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In all cases, the date, time and location of your defense is due to Enrolled Services in writing (hard copy or e-mail) at least 10 days prior to your defense. If your last name begins with a letter A-L, email weartha@clemson.edu; if your last name begins with a letter M-Z, email mariam@clemson.edu. If you prefer to deliver a hardcopy, send it to Enrolled Graduate Student Services in 104-D Sikes Hall.

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After you have defended successfully and made any revisions required by your committee, the committee will sign the GS7 indicating their acceptance of your manuscript. Once they have signed the GS7, you may continue the review and submission process.
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If your manuscript was created using a program other than Word and is not an RTF file, there are several options for converting your manuscript to PDF.

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   - You can download a free 30-day tryout version of Adobe Acrobat Professional online at [www.adobe.com/products/acrobatpro/tryout.html](http://www.adobe.com/products/acrobatpro/tryout.html); after the 30 day trial period you can purchase the program on the Adobe site or from your preferred reseller.
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   - One of the simplest is the National Library of Medicine's DocMorph. DocMorph can convert 50 types of files to pdf, and can combine many documents of differing file types into one pdf file in just one step. DocMorph can be found online at [docmorph.nlm.nih.gov/docmorph/docmorph.htm](http://docmorph.nlm.nih.gov/docmorph/docmorph.htm).
   - Another simple free service is PDF Online, which can convert the following formats to PDF: doc, ppt, xls, rtf, pps, html, txt, pub, jpg, gif, tiff, bmp, png, emf, and wmf. PDF Online is available at [www.pdfonline.com/convert_pdf.asp](http://www.pdfonline.com/convert_pdf.asp).
   - Adobe offers a free trial of its online conversion service which allows users up to five document conversions of documents up to 100MB or 10 minutes' processing time each; after those five, the service is $9.99/month or $99.99/year. The Adobe online conversion service is located on the web at [createpdf.adobe.com](http://createpdf.adobe.com).
• If your manuscript was written in LaTeX and you do not have access to Adobe Acrobat Standard or Professional, there are several online resources that will help you convert your file to PDF using the `dvips -Ppdf` driver included in many distributions of LaTeX. Dr. Patrick Jokel at the Max Planck Institute of Chemistry in Germany has created a very helpful page on converting LaTeX to PDF (www.mpch-mainz.mpg.de/~joeckel/pdflatex/). Other resources include LaTeX2PDF (www.eecs.berkeley.edu/~regroff/content/latex2pdf/) and Ghostscript (www.cs.wisc.edu/~ghost/).

(3) **Document Sender:** If you are unable to convert with 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.

If you have issues with UMI's conversion process, call or e-mail their support staff using the contact information on the conversion page. If you are having issues with your conversion and cannot use the UMI conversion process, please e-mail manuscriptreview-l@clemson.edu. Include specifics such as the file format you're working with, what method and program you are using for the conversion, and the results you're getting. Attach samples of the original files and/or output files if relevant.

Finally, don't panic. You will not fail to graduate due to conversion issues if you ask us for help before the deadline.

Once you have converted your document to PDF, you can begin the upload process.
If you're generally comfortable with computers and online transactions, you can start the upload process by going to the UMI Upload Site and clicking on "Start Your Submission." Directions are provided as you progress through the screens. Please read the information below before going to the upload site at dissertations.umi.com.

If you would like very detailed step-by-step instructions, you can refer to Appendix D or view them online at www.grad.clemson.edu/Manuscript/uploadinstructions2.pdf.

**Important Notes**
Please note the following important information:

- You will be required to pay an archiving fee ($55 for a dissertation, $45 for a thesis) via a credit or debit card during the upload process (you pay this fee once, even if you have to re-submit a revised version of your manuscript). Your card will be charged only when the manuscript passes all format reviews and is uploaded to UMI (in other words, if you delay your graduation for some other reason, your card will not be charged).

- You may also be required to pay for one bound copy for your department; to see a list of departments that require a bound copy, refer to the list on page 43. The bound copy for your department must be a hardback full size (8.5 X 11) copy; the cost of this copy is $45 if you purchase one (sets of three and four are available at a lower per-unit cost). You can see a complete price list at www.grad.clemson.edu/Manuscript/Pricelist.pdf (this information will be shown to you when you are actually ordering, but you can use this link to decide what you want before you're actually uploading). If you decide to order more copies later, be sure to use the Author Discount Order Form located at dissertations.umi.com/ordercopies.pdf (you, as the author, get a significant discount on copies of your own manuscript).

- With printed theses and dissertations, it has been customary to provide bound copies for members of your committee; because some committee members will likely prefer the electronic access offered by the ETD, we suggest you ask your committee members whether they want bound copies. This is a professional custom, not a graduate school requirement, though it is a matter of professional courtesy that you observe the wishes of your committee members.

- Each student who submits a manuscript on UMI is giving UMI non-exclusive rights to offer copies for sale. Some dissertations are also being sold by UMI on Amazon.com, which affords the student's work a much wider audience. Students whose manuscripts are sold through UMI receive royalty payments of 10% on all sales.

- If you need to italicize any text in your title (foreign words or scientific names), use HTML tags to do so within UMI. To use these tags, insert "<i>" in front of the word to be italicized and "</i> after the word. It will look like this: "The title of my manuscript
List of Departments that Require Bound Copies

Departments that require graduating students to send them one full-size hardcover bound copy of the thesis or dissertation, sorted by college (if you are required to submit one, deliver it or have it mailed to the department's main office):

College of Agriculture, Forestry and Life Sciences
- Applied Economics & Statistics
- Biochemistry & Molecular Biology
- Biological Sciences
- Biosystems Engineering
- Entomology
- Food Technology
- Food, Nutrition and Culinary Science
- Forest Resources
- Genetics
- Microbiology
- Plant & Environmental Sciences
- Wildlife & Fisheries Biology

College of Architecture, Arts and Humanities
- English
- City & Regional Planning
- History
- Professional Communication
- Visual Arts

College of Business and Behavioral Sciences
- Applied Economics
- Applied Psychology
- Applied Sociology
- Human Factors Psychology
- Industrial/Organizational Psychology
- Management
- Public Administration

College of Engineering and Science
- Civil Engineering
- Industrial Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Polymer & Fiber Science
College of Health, Education and Human Development
- Administration & Supervision
- Counselor Education
- Educational Leadership
- Human Resource Development
- Nursing
- Parks, Recreation & Tourism Management

Interdisciplinary Programs
- Policy Studies
WAITING FOR RESULTS

You will receive an e-mail with the review results within approximately two business days. If your manuscript is approved, go to step 6. If revisions are required, you will make those revisions and repeat steps 3-5.

If you have any questions about your manuscript after you have submitted it for review, you can email the Manuscript Review office at manuscriptreview-l@clemson.edu.
Note: The Survey of Earned Doctorates is for PhD candidates only. It is optional and not required for graduation.

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. Completion of the survey is entirely voluntary and is not required for receive a doctorate from Clemson University.

The survey helps these and many other agencies and entities assess the availability of highly educated personnel. The survey gathers data from all research doctorate 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 virtually 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 serve 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, you can visit the SED home page online at (www.norc.uchicago.edu/issues/docdata.htm).

To complete the Survey of Earned Doctorates, go to the SED completion page online at (survey.norc.uchicago.edu/doctorate/index.jsp) and follow the instructions. Because completion of this survey is entirely optional, you do not need to notify the Graduate School that you have completed the survey.
If you need additional information about the manuscript submission process, you can review the frequently asked questions located in Appendix B, visit the manuscript website at www.grad.clemson.edu/Manuscript.php or email manuscriptreview-l@clemson.edu with any questions you may have.

You can also access various resources such as information, templates, and useful links through our online link library (www.grad.clemson.edu/Manuscript/Link%20Library.php).
APPENDIX A: MANUSCRIPT FORMATTING CHECKLIST

This checklist is for your use only, do not turn it in with your manuscript. By ensuring that
you’ve conformed to the items below, you’ll greatly increase the odds that your manuscript will
require only one review.

Title page:

___ There is no page number on my title page.

___ The left and top margins are 1.5.” Right margin is 1.5”. Bottom margin is at least 1”.

___ The text is centered horizontally on the page.

___ My title is in all caps (standard scientific nomenclature is observed for the names of
organisms).

___ My name and my committee members’ names are spelled correctly.

___ The month and year on the page are the same as the month and year of my graduation (even
if I’m not attending the ceremony).

___ The words “of,” “the,” and “by” are lowercase (except where they appear in the title).

___ The spacing between each block of text is consistent.

Abstract:

___ My abstract starts on an odd-numbered page.

___ There is no page number on the first page of my abstract, but there are on subsequent pages
of the abstract.

___ The left and right margins are 1.5” on all pages.

___ The top margin is 1.5” on the first page and 1.0” on subsequent pages of the abstract.

___ I double-spaced or triple-spaced after the heading (ABSTRACT); whichever spacing I chose,
used the same spacing after all first-level headings.

___ The text is double spaced.

Dedication:

___ My dedication starts on an odd-numbered page.
There is no page number on my dedication page.

The left and right margins are 1.5” on all pages.

The top margin is 1.5.”

I double-spaced or triple-spaced after the heading (DEDICATION); whichever spacing I chose, I maintained that for all after-heading spacing.

The text is double spaced and not centered or italicized.

Acknowledgments:

My acknowledgments section starts on an odd-numbered page.

There is no page number on the first page of my acknowledgments, but there are on subsequent pages of the acknowledgments.

The left and right margins are 1.5” on all pages.

The top margin is 1.5” on the first page and 1.0” on subsequent pages of the acknowledgments.

I double-spaced or triple-spaced after the heading (ACKNOWLEDGMENTS); whichever spacing I chose, I maintained that for all after-heading spacing.

The text is double spaced and not centered or italicized.

Table of Contents

My table of contents starts on an odd-numbered page.

There is no page number on the first page of my table of contents, but there are on subsequent pages of the table of contents.

The left and right margins are 1.5” on all pages.

The top margin is 1.5” on the first page and 1.0” on subsequent pages of the table of contents.

I double-spaced or triple-spaced after the heading (TABLE OF CONTENTS); whichever spacing I chose, I maintained that for all after-heading spacing.

The heading “Page” (no quotation marks in the actual heading) is centered over the column of page numbers, and I double spaced after it.
My list of page numbers is flush against the right-hand margin.

I used ellipses between each entry title and the corresponding page number.

My ellipses are vertically aligned so that each row of ellipses ends at exactly the same horizontal position on the page.

If an entry title was longer than one line of text, I indented subsequent lines 2-3 spaces.

I double spaced before and after all first-level headings, and single spaced between second- and third-level headings.

I did not list “Table of Contents” within my table of contents.

List of Tables, Figures, Selected Spectra, and/or Maps:

My list of tables/figures/maps starts on an odd-numbered page.

There is no page number on the first page of my list of tables/figures/maps, but there are on subsequent pages of the lists.

The left and right margins are 1.5” on all pages.

The top margin is 1.5” on the first page and 1.0” on subsequent pages of the lists.

I triple spaced after the heading, “List of Tables,” “List of Figures,” and/or “List of Maps.”

The heading, “Table”, “Figure”, or “Map” (no quotation marks in actual heading) is flush against the left-hand margin, aligned with the entry numbers (1.1, 1.2, 1.3…).

The heading, “Page” (no quotation marks in actual heading) is centered over the column of page numbers, and I double spaced after it.

My list of page numbers is flush against the right-hand margin.

I used ellipses between each entry title and the corresponding page number.

My ellipses are vertically aligned so that each row of ellipses ends at exactly the same horizontal position on the page.

I double spaced between entries.

If an entry title was longer than one line of text, I indented subsequent lines 2-3 spaces.

Body Text:
Each chapter of my body text starts on an odd-numbered page.

There is no page number on the first page of each chapter (or any page with a first-level heading), but there are on subsequent pages of each chapter.

The top margin is 1.5” on the first page of each chapter (or any page with a first-level heading) and 1.0” on subsequent pages.

The left and right margins are 1.5” on all pages.

The text is double spaced.

I was consistent in labeling my tables, figures, maps, and mathematical equations.

Whenever I had to change the orientation of a page from portrait to landscape, I kept the page number in the same place as all other pages.

Any figures, images, or other data presentations are of the highest visual quality possible.

If I have a figure or table on a page, I have at least 4 lines of text on the page or none at all.

Appendix or Appendices:

My appendix starts on an odd-numbered page.

If I have more than one appendix, each appendix starts on an odd-numbered page.

There is no page number on the divider page of my appendix, but there are on subsequent pages of the appendix.

The left and right margins are 1.5” on all pages.

The top margin is 1.5” on the divider page and 1.0” on subsequent pages of the appendix.

I named my appendices and included them in my table of contents.

Bibliography and/or Literature Cited:

My bibliography/literature cited starts on an odd-numbered page.

There is no page number on the first page of the bibliography/literature cited, but there are on subsequent pages of the bibliography/literature cited.

The left and right margins are 1.5” on all pages.
____ The top margin is 1.5” on the first page and 1.0” on subsequent pages of the bibliography of works cited.

____ I double spaced after the heading, “Bibliography” or “Literature Cited.”

____ I single spaced within entries

____ I double spaced between entries.

____ I did not split any of my entries between pages.

____ I did not underline any web site addresses.

____ I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc…).
APPENDIX B: LIST OF FREQUENTLY ASKED QUESTIONS

Note: The list of frequently asked questions noted below can also be found online at www.grad.clemson.edu/Manuscript/FAQs.php.

About Deadlines and Forms

What are the deadlines required to graduate?
There are many deadlines students must meet to graduate. You can see a list of deadlines and more information online at www.grad.clemson.edu/Deadlines.php. These are in addition to any departmental deadlines that may apply; your advisor can tell you about departmental requirements.

What happens if I miss a deadline?
We do everything we can to make sure you meet the required graduation deadlines with regard to your thesis. Depending on which deadline you miss, though, you may have to pay fines or delay your graduation. Plan ahead so that if problems crop up, there is time to fix them, and 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 difficult. Ask your advisor to contact Jill Bunch Barnett (jillbb@clemson.edu) if you know you are going to miss a manuscript-related deadline. If you are going to miss another type of deadline (for the defense, filing the GS2, etc.) contact Enrolled Student Services at 864-656-5339.

What is the GS7 form?
The GS7 form is the 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). You can download a copy of the GS7 online at www.grad.clemson.edu/forms/pdf/GS7.pdf. You can find the deadline for filing the GS7 on the deadlines website at www.grad.clemson.edu/Deadlines.php

What should I do if my advisor or one of my committee members is unavailable to sign the GS7?
We cannot overstate the importance of planning ahead. Most situations in which a committee member is unavailable shortly before the submission deadline are foreseeable and avoidable 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 Services can work with the student and the advisor to keep the student's graduation on track. Communicate with your committee to plan your defense, allowing enough time between the defense and the final submission deadline to make any revisions that might be necessary; if the plan changes, check in with the committee to find out if they will be available to review your manuscript and sign the GS7 before the deadline.
Somebody mentioned a GS32 form. Do I need one of those?
No, the GS32 is obsolete now that ETD is being implemented.

About Formatting

Why is proper formatting important?
Now more than ever, your thesis or dissertation will be viewed by many other scholars. Proper formatting makes the manuscript easy to read, presents your valuable work in a professional form, and protects Clemson University’s reputation by ensuring that all of the accepted theses and dissertations conform to minimum common formatting requirements.

What is the web address for the Guide?
All of the information that used to be in “The Guide” is now divided into more user-friendly sections on the Graduate School Web site. Formatting instructions begin with an introduction at www.grad.clemson.edu/manuscript.php.

What date should be on my title page?
The date on your title page should be the month and year of your graduation (no day, no comma). So, May 2007 not May 7, 2007 or May, 2007, for example.

Does the text of my figures and charts have to be the same font as my regular text?
No, but to the extent possible, all figures and charts should use the same font. At the very least, all chart and figure titles or captions must be in a consistent font, even if the data inside those figures/charts is not the same font.

Where can I get help with Microsoft Word?
Your first resource should be the Help files in Word itself. Depending on the issue, they can be extremely helpful. Microsoft’s online Help section on Word (office.microsoft.com/en-us/FX010857991033.aspx) is also very helpful. If a quick check of the Help documentation doesn’t solve your problem, you can contact the DCIT Help Desk at consult@clemson.edu or via phone at 656-3494. You will probably have the best results if you go to one of the Help Desks in person with the file you’re working on (see dcit.clemson.edu/departments/help_desk/hours.php for hours and locations). The Manuscript Review staff can also answer questions about Word, but we are limited in the amount of help we can provide each student, particularly near a deadline.

What are ellipses? Why can’t I make them line up?
Ellipses are the series of dots leading up to the page numbers in your table of contents (these things: ............). If you are typing a series of periods, 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 the ellipses, use the "tab leader" function of Word or your other word processing program. If you use one of the Word templates, the ellipses shouldn't be a problem. If you accidentally delete the pre-
set tab stops, or don't want to use the templates, we’ve provided instructions for setting tab leaders in Appendix C and online at www.grad.clemson.edu/Manuscript/ellipsesinstructions.pdf.

You tell me one thing about the format of my paper, and my advisor tells me another. Who's right?
In many cases, formatting is more of an art than a science so there are rarely right and wrong answers. Whenever possible, we accommodate the requests of your advisor or committee (except for the non-negotiable items listed in the formatting instructions). If in doubt, email manuscriptreview-l@clemson.edu or call 864-656-5338.

What if my dissertation is made up of individual journal articles?
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 of journal articles you have written, this is the model you will use. When you use journal style, list works cited at the end of each article. You must also include a preface (which introduces the bodies of research to be discussed) at the beginning of the manuscript and a conclusions section (that commends on the bodies of research as a whole) at the end of the manuscript. You can view a sample of a journal style table of contents at www.grad.clemson.edu/Manuscript/samplejournal.pdf. You can also download a template for a journal style manuscript at www.grad.clemson.edu/Manuscript/templates.php.

What do I do after I get my committee members’ signatures?
If your committee has signed the GS7 and you have no further revisions to make, submit your GS7 to Enrolled Services (104 Sikes Hall) and then start the review process outlined in this guide.

About Manuscript Review and Manuscript Review Office (MRO)

What do I do if I’ve moved away from Clemson, or if it’s difficult for me to get to campus during business hours?
The implementation of ETD 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 the GS7 form to Enrolled Services and complete the rest of the review and submission process from any Web-enabled computer. If your manuscript is not approved and you must leave town, arrange for a reliable trusted friend, colleague or committee member to make sure your GS7 gets to Enrolled 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 to Enrolled Services.

Where is the Manuscript Review Office (MRO)?
The Manuscript Review Office is in E-106 Martin Hall. You can view a campus map online at www.clemson.edu/welcome/campmap/.
When is the MRO open?
The manuscript review office is part of the Graduate School office. The Graduate School is open from 8:00 a.m. until 4:30 p.m., excluding weekends and University holidays.

I went to the MRO and there wasn’t anyone there. Why not?
The manuscript review staff is composed of one full-time employee and two part-time graduate students, all of whom have many other responsibilities. We try to make sure that someone is always available in the manuscript review office, but meetings, business trips and other obligations may mean that all of the review staff members are out of the office at the same time. It's best to email questions, whenever possible, to manuscriptreview-l@clemson.edu or call ahead (656-5338) to make an appointment with one of the graduate assistants. The staff is sensitive to the urgency students feel about manuscript issues and endeavor to answer e-mail even when they're out of the office or otherwise physically unavailable.

What if I have trouble converting my manuscript to PDF or uploading my manuscript?
If you've read the converting and uploading sections in this guide and are still having trouble, call ProQuest/UMI for uploading issues and issues related to the UMI conversion tool (510-665-1200, ext 2 or email support@dissertations.umi.com; support is available Monday through Friday from 9 a.m. until 5 p.m. PACIFIC time, excluding US holidays) or the Manuscript Review Office for other conversion issues. There is no 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 are in danger of missing a deadline.

Can I submit my manuscript before I defend to get a preliminary review?
Yes, if you 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.

How long does a review take? How will I know you've reviewed it?
You must allow at least two full business days for each review. Plan ahead. You'll receive an email when the review is completed.

Can I use the computers/printers/copier in the MRO?
The computers and printers in the Manuscript Review office are for staff use only. Please call the Help Desk at 656-3494 to locate the computer lab nearest you. However, if you 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.

Can I submit a paper copy for review instead of using the electronic process?
No. Part of the review process is making sure your electronic file is complete and correctly formatted.
Why is the Graduate School switching to ETD?
Our process will allow free public worldwide access to Clemson theses and dissertations at the UMI site, which showcases the valuable research conducted by Clemson graduate students. Students benefit in many important ways: (1) mandatory costs are reduced, since students don't have to pay for printing and binding hard copies unless they choose to; (2) students can submit their manuscripts from anywhere, so students who are no longer living in Clemson, who work during Clemson business hours, or otherwise find it burdensome to make an extended visit to campus can more quickly and efficiently complete the review process; (3) the students' manuscript will be readily available to prospective employers and colleagues; and (4) students can readily include multimedia in their manuscripts, just to name a few.

What is ProQuest/UMI?
ProQuest/UMI is the world's oldest and largest publisher of dissertations. Virtually all doctoral institutions in the US use ProQuest/UMI to archive dissertations.

ProQuest/UMI is a company. What happens if they go out of business?
ProQuest/UMI is the designated digital dissertation archive for the U.S. Library of Congress. If ProQuest were ever to cease operation, it is contractually obligated to surrender all holdings to the Library of Congress, assuring continued access and preservation.

Isn't this new ETD process expensive?
While there is an archiving fee that did not exist before ETD, the overall cost (including binding fees, copying costs, and shipping) is almost always going to be less than with the paper process (the new archiving fee is offset by the elimination of other costs include shipping, microfilming, copying, and binding fees). With ETD, students may choose from a variety of sizes and formats at varying costs for their personal copies or for copies for friends, relatives and colleagues (if your department requires a copy, however, it must be a hardcover 8.5 X 11 copy).

How can someone else read my thesis or dissertation after it is published?
Anyone with internet access will be able to view your thesis or dissertation in its entirety on the Cooper Library's web site (beginning several weeks after your graduation). In addition, anyone can order a paper copy from UMI. You will be paid royalties for any copies sold at UMI (except those you order yourself).

When will my manuscript be available online?
About six to eight weeks after your graduation.
About Copies of My Manuscript

Do I have to order bound copies of my manuscript?
You may have to order a single hardbound copy for your department; the Graduate School and the Cooper Library no longer require copies. To see if your department requires that you purchase a copy for the department, refer to page 44. If you are required to order a copy, do so during the online submission process.

Do I still have to submit copies of my manuscript to the library?
Your manuscript will be archived digitally, and the Graduate School will transmit copies to the library for digital filing. Therefore, you do not have to print a copy for the library's collection.

What if I want bound copies later?
You can order copies from ProQuest/UMI at any time through the Author Discount Order Form at dissertations.umi.com/ordercopies.pdf.
APPENDIX C: INSTRUCTIONS FOR SETTING TABS IN MS WORD

Note: The list of frequently asked questions noted below can also be found online at www.grad.clemson.edu/Manuscript/ellipsesinstructions.pdf.

Set Page Margins
1. Go to the “File” menu and select “Page Setup”
2. Set the top, left and right margins at 1.5 inches
3. Set the bottom margin at 1 inch
4. Click “ok”

Add Title
1. Type “TABLE OF CONTENTS”
2. Select the text and center it
3. Make sure the cursor is located after the “S” and hit enter 3 times

Add Page Header
1. Type “Page”
2. Select the text and right align it
3. Make sure the cursor is located after the “e” and hit enter 2 times
4. On the blank line, select left alignment (you won’t see anything happen, but this will prepare the text for the content of the table of contents)

Setting Tabs
1. Go to the “Format” menu and select “Tabs”
2. You will use this menu to set a series of tabs
   a. Enter the first tab by typing in the following information
      i. Tab Stop Position: 0.5 inches
      ii. Alignment: Right
      iii. Leader: 1. None
      iv. Click on Set
   b. Second Tab
      i. Tab Stop Position: .75 inches
      ii. Alignment: Left
      iii. Leader: 1. None
      iv. Click on Set
   c. Third Tab
      i. Tab Stop Position: 1.0 inches
      ii. Alignment: Left
      iii. Leader: 1. None
      iv. Click on Set
   d. Fourth Tab
      i. Tab Stop Position: 4.85 inches
      ii. Alignment: Right
      iii. Leader: 2. (ellipses)
iv. Click on Set
e. Fifth Tab
   i. Tab Stop Position: 5.4 inches
   ii. Alignment: Right
   iii. Leader: 1. None
   iv. Click on Set
3. Click on “Ok”

**Entering Content**
Once your tabs are set, you can begin to fill in the content for your Table of Contents

1. Type “TITLE PAGE”
   a. Hit “tab” and the ellipses will appear
   b. Hit “tab” again and type the page number
   c. Hit enter twice
2. Continue this through “LIST OF FIGURES”
3. After you hit enter twice after List of Figures, Type “CHAPTER” on the next line
   a. Hit enter twice
   b. Hit tab once
   c. Type “1.” (or whatever numbering format you used for your chapters)
   d. Hit tab once
   e. Type the chapter title
   f. Hit tab once and ellipses will appear
   g. Hit tab again and type the page number
   h. Hit enter twice
4. To enter your second level headings,
   a. Hit tab three times
   b. Type second level subheading
   c. Hit tab, ellipses will appear
   d. Hit tab again and type the page number
5. Repeat steps 4a – 4d to add additional subheadings
6. Repeat steps 3 - 4 to add additional chapters
7. After your last chapter has been entered, hit enter twice
8. Type “APPENDIX” (or APPENDICES, if necessary)
   a. Follow steps 4a – 4d to add individual Appendix titles (if necessary)
9. Type “REFERENCES”
   a. Hit tab, ellipses will appear
   b. Hit tab again and type page number

**Formatting Second Page**
If your table of contents extends onto two pages, follow the steps below for pages 2, 3, etc

1. Go to page set up and change the top margin to 1 inch (select “This point forward” from the “Preview” section – this will keep the 1.5 inch top margin on page 1)
2. Type “Table of Contents (Continued) flush left against the top margin
3. Hit enter twice
4. Right Align and type “page”
5. Hit enter twice
6. Left align and continue typing the Table of Contents entries
APPENDIX D: ELECTRONIC THESIS/DISSERTATION UPLOADING INSTRUCTIONS

Note: The list of frequently asked questions noted below can also be found online at www.grad.clemson.edu/Manuscript/uploadinstructions2.pdf.

Important Copyright Information
Each student who submits a manuscript on UMI is giving UMI non-exclusive rights to offer copies for sale. Some dissertations are also being sold by UMI on Amazon.com, which affords the student’s work a much wider audience. Students whose manuscripts are sold through UMI receive royalty payments of 10% on all sales.

Creating an Account and Logging in
Note: In order to begin the electronic thesis/dissertation submission process, your manuscript must be approved and signed by all committee members.

Step 1.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at http://dissertations.umi.com/.

Step 1.2: Once at the ProQuest/UMI homepage, click on the My Account link at the top of the screen.

Step 1.3a: If you are a new user click on the “Create a FREE account” link to begin the process.

Note: If you have already created an account, simply enter your e-mail address and password in the fields provided and click Log in.

Step 1.4: Fill in all of the required fields (marked with *). After finishing, click on the button.

Step 1.5: Once the next page loads, an e-mail is sent to the address that you provided on the previous page. Within this e-mail is a confirmation link. Minimize your Internet window, and check your e-mail.

Step 1.6: Once you open the e-mail message, click the hyperlink to confirm the creation of your account.
Step 1.7: You have completed the log in process. You will no longer need the confirmation link, but you will need your e-mail address and password.

When you want to log in later, follow Step 1.1 through Step 1.3b.

Editing your Profile Information
Step 2.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at http://dissertations.umi.com/

Step 2.2: Click on the My Account link at the top of the screen. Enter your e-mail address and password in the fields provided and click Log In.

Step 2.3: Find the My Account Settings menu, and click on the “Edit Profile” link.

Step 2.4: Change or add information in the fields desired.

Note: If you would like to delete the information in all of the fields, click on the button located at the top and bottom of the screen.

Step 2.5: Once all desired changes and additions have been made, click on the Update button located at the top and bottom of the screen.

Step 2.6: Your profile has been updated. You may update as many times as you would like to, but always be sure to press the Update button afterwards to save the changes you made.

Step 2.7: To move back to your account page, click on the My Account link at the top of the screen.

Note: If you changed your password as part of your profile edits, you will have to log back in to ProQuest/UMI using your new password when you click on the My Account link.

Converting your Manuscript to a PDF
If your manuscript is a single Word or RTF document, you can use the ProQuest/UMI conversion tool. If your manuscript is made up of multiple Word or RTF files, or was created in a different program, see the PDF conversion page at www.grad.clemson.edu/e_manuscript to learn about your conversion options and convert your manuscript, then skip to section 4.1 of this document.
Step 3.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at http://dissertations.umi.com/

Step 3.2: Click on the **My Account** link at the top of the screen. Enter your e-mail and password in the fields provided and click **Log in**.

Step 3.3: Once at the site, find the student section located in the sidebar. **Click** on the **START YOUR SUBMISSION** button.

Step 3.4: On the page that appears, scroll down until you find the “**Clemson University**” link. **Click** on it.

Step 3.5: On the left-hand sidebar, find the “**Word-to-PDF Conversion**” link. **Click** on it.

Step 3.6: Read the instructions carefully. Once finished **click** the **Browse** button, locate your manuscript file, and **click** on **Open**.

Confirm that the file you selected is the same one that appears in the browse field:

Once confirmed, **click** the **Submit** button.

**Mac Users:** Read the instructions carefully. Once finished **click** on the “Choose File” button, locate your document, and **click** on “Choose”.

Confirm that the file you selected appears in the “Covert your file” field. Once confirmed, **click** the “submit” button.

Step 3.7: An e-mail will be sent to the address you used to log in to the ProQuest/UMI web site from “PDF auto conversion system”. Open the e-mail.

Step 3.8: In the body of the e-mail, there will be a link to your converted document. **Click** on that link.
Step 3.9: The link will take you back to the log in screen. Enter your e-mail and password in the fields provided and click Login.

Step 3.10: Follow the instructions provided that apply to you (PC or Mac user).

PC User – Right-click on the blue link, and select “save target as”. Choose where you want to save the file (Desktop is easiest), rename it if you’d like, and click Save.

A new window will appear when the save is complete. Click on the Open button. Scroll down through the PDF that opens, and check for accuracy.

If all looks well, you are ready to submit your manuscript!

Mac User – Hold down the “control” button and click on the blue link. A small menu will appear, select “Save linked file to desktop”

The file will save to your desktop. When the save is complete, you can open the file from your desktop and scroll through the PDF to check for accuracy

If all looks well, you are ready to submit your manuscript!

Note: If you are planning on continuing with the submission process (without logging out of the UMI site, click on the “Submit your dissertation/thesis” link on the left side of the page and skip to step 4.5 on page 7.

Submitting Your Completed Thesis/Dissertation

Step 4.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at http://dissertations.umi.com/

Note: If you are continuing from the PDF conversion page and have not logged out of the UMI site, click on the “Submit your dissertation/thesis” link on the left side of the page and skip to step 4.5.

Step 4.2: Click on the My Account link at the top of the screen. Enter your e-mail address and password in the fields provided and click Log In.

Step 4.3: Once at the site, find the student section located in the sidebar. Click on the button.
Step 4.4: On the page that appears, scroll down until you find the “Clemson University” link. Click on it.

Step 4.5: Once in Clemson University’s sector of the ProQuest/UMI site, click on the Guidelines for Students link. The Graduate School web page that appears will guide you through proper thesis/dissertation formatting. Please be sure that your manuscript strictly adheres to the formatting guidelines provided on the Graduate School’s web page.

Step 4.6: Once you are confident that the formatting of your manuscript matches the formatting guidelines on the Graduate School’s web page, click the button in your browser to return to the ProQuest/UMI submission page.

Step 4.7: Read through the text presented in the middle of the “Before you begin” web page.

Note: This webpage will serve as a reference tool for any questions or troubleshooting issues that you need addressed about specific parts of the submission process.

Step 4.8: If you have completed all of the listed items and have had them approved by your committee members, click on the button at the bottom of the page.

Step 4.9: Read through the PQIL release form and click the Accept button to advance or the Decline button to terminate your submission.

Step 4.10: On the “Personal Information” page, fill in all of the required fields (marked with *). Be sure to enter your Future Mailing Address if it differs from your current address, otherwise, check the box beside “Future mailing Address is Same as Current”. After finishing, click on the button.

Step 4.11: On the “About your submission” page, fill in all required fields (marked with *). After finishing, click on the button.

Note: The “Primary Subject Category” will only be used to catalog your manuscript in an archive. Pick the category that best fits your topic.
Note: The “Department” that you are in is actually your degree title (i.e. M.A. in Professional Communication is in the “Professional Communication” department, not English).

Step 4.12: If you have already converted your manuscript to PDF format, click the **Browse** button, locate your manuscript file and click **Open**.

Confirm that the file you selected is the same one that appears in the browse field. **Click** on the **Continue** button once finished.

**Mac Users:** If you have already converted your manuscript to PDF format, click the “choose file” button, locate your manuscript file, and click on “choose”.

Confirm that the file you selected is the same one that appears in the “PDF File” field next to the “choose” button. **Click** on the “continue” button once finished.

Note: If you have not converted your manuscript to PDF format, see page 6 in this guide for instructions, or go straight to [http://dissertations.umi.com/cgi/convert.cgi?context=clemson](http://dissertations.umi.com/cgi/convert.cgi?context=clemson).

Step 4.13: If you have any supplemental content to include with your manuscript (i.e. audio files of interviews with research subjects, digital images, a collection of slides, etc), click the **Browse** button, locate your first file, and click **Open**.

**Mac Users:** If you have already converted your manuscript to PDF format, click the “choose file” button, locate your manuscript file, and click on “choose”.

Confirm that the file you selected is the same one that appears in the “PDF File” field next to the “choose” button.

Note: If you do not have any supplemental files, simply click on the **Continue** button.

Step 4.14: Type a brief description of the file in the “Description” field (i.e. “Audio Recording of Interviews”). Once finished, click **Save New File**.

Continue through Steps 4.13–4.14 until all supplemental files are uploaded. **Click** on the **Continue** button once you are completely finished.
Step 4.15: If you do not want ProQuest/UMI to file for copyright on your behalf, click on this option: I am not requesting that UMI register my copyright. and then click on the button.

If you do want ProQuest/UMI to file for copyright on your behalf, read the “Authorization to Apply for Registration of My Claim to Copyright” section and click on this option:

Note: If you do this, a $45.00 fee will be added to your total fee.

Note: If registration for your published manuscript, or an earlier version of the manuscript, has been made with the Copyright Office, fill out the fields at the bottom of the copyright page:

- By whom was the registration made?
- Previous registration number:
- Year of registration:

Step 4.16: Important: As a student at Clemson University, beginning August 12, 2006, you no longer have to order any copies unless you want them for yourself or your committee members, or if your department requires it. To determine whether your department requires a bound copy, see the list at www.grad.clemson.edu/etd/boundcopies.

Step 4.16a: If you do not want any copies, click on the button.

Step 4.16b: If you would like bound copies of your manuscript, follow the steps below:

On the “Order Copies” page, be sure to read all directions carefully. Enter the quantity of thesis/dissertation copies you would like beside each of the formats that you would like.

Fill out all of the fields in the “Personal information” section and the “Please charge my credit card” section.

Once finished, click on the button.
Step 4.17: Make sure that the information on the “Confirmation screen” page is correct. If so, click on the Confirm and continue button to officially submit your manuscript.

Step 4.18: Once again, make sure that the information on the “Manuscript ID” page is correct. If so, click on the “log out” link. If you need to make changes, click on the “Revise” link.

Step 4.19: Your initial part in the manuscript submission process is complete. Check your e-mail regularly as you will hear from an editor 2-3 business days after your submission.