

# USF COLLEGE OF ENGINEERING

THESIS/DISSERTATION  
FORMAT PROCESS  
FOR FALL 2009

<b>STEP 1</b>	<b>Sept . 18</b>	<b>Grad School format check – follow instructions at <a href="http://www.grad.usf.edu/thesis.asp">http://www.grad.usf.edu/thesis.asp</a></b>
<b>STEP 2</b>	<b>Oct. 9, 9am</b>	<b>Coll of Eng format check – full draft – hard copy and PDF to Catherine Burton, <a href="mailto:cburton@eng.usf.edu">cburton@eng.usf.edu</a></b>
<b>STEP 3</b>		<b>DEFENSE</b>
<b>STEP 4</b>	<b>Nov. 6, 9am</b>	<b>Coll of Eng final submission</b>
<b>STEP 5</b>	<b>Nov. 20</b>	<b>Grad School final submission</b>

NOTE: These are condensed deadlines for quick reference only – for full details, refer to the presentation at College of Eng. website at <http://www2.eng.usf.edu> / Current Students / Useful Links / Thesis Information).

# STEP 1: GRADUATE SCHOOL FORMAT CHECK

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Submit to Graduate School by Sept.18 the hard copy of initial pages (Title Page through Abstract Page) and format check cover sheet following the instructions on the Graduate School Thesis/Dissertation webpage at <http://www.grad.usf.edu/thesis.asp> .

Log into the Format Check form on the website to access the cover sheet.

After approval, proceed to next step.

# STEP 2: COLLEGE OF ENGINEERING FORMAT CHECK

Submit by 9am, Friday, Oct. 9 to College of Engineering:

full draft in hard copy (1 side only!) and PDF  
to Catherine Burton in ENB 141,  
[cburton@eng.usf.edu](mailto:cburton@eng.usf.edu).

Catherine Burton or Dr. Paul Robinson will  
give corrections required within two weeks.

Full draft is... Title Page

Dedication\*

Acknowledgements\*

Table of Contents

List of Tables

List of Figures

Any other list(s)\*

Abstract

All chapters

References

Bibliography\*

Appendices Title Page\*

Appendix sections\*

About the Author (required for diss.)

\*if you will be including in final submission.

# FORMAT

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Format requirements are in the  
**Format Handbook Part I** at  
<http://www.grad.usf.edu/thesis.asp> .

# FORMAT – Also:

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- No underlining in manuscript except for URL addresses.
- No bolding in text (except for headings and computer code), and limited use of bolding in Tables/Figures.

# IMPORTANT!!!

- As stated on [Certificate of Approval](#), you must attach (to the CoA) [written permission](#) for use of any 3<sup>rd</sup> party material!
  - Become familiar with issues such as Plagiarism as mistakes can be costly: [Ohio U – Engineering](#)
  - Many resources but none are exhaustive, so..
    - [USF Center for 21<sup>st</sup> Century Excellence](#)
    - [USF Library](#)
    - [University of Technology Sydney](#)
- ..be discriminating, ask for advice, and become knowledgeable; it is better to be safe than sorry.
- \* Pay attention to journal copyright form: [ACS](#), [IOP](#),...

# STEP 3: DEFENSE

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Your committee members approve the verbal defense *and* your final manuscript by signing the Certificate of Approval (<http://www.grad.usf.edu/thesis-dissertation-forms.asp> ).

# IMPORTANT!!!

- The College of Engineering deadline is similar to a journal submission deadline. In other words, **no content can be added, removed, or changed** after the student turns in the final submission to the College (next step)! This means tables, figures, lines of text – no content whatsoever! Corrections involve only format changes.

# STEP 4: COLL. OF ENGINEERING FINAL SUBMISSION

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PDF of final submission must reach [cburton@eng.usf.edu](mailto:cburton@eng.usf.edu) no later than 9am, Friday, Nov. 6.

Make appointment to review final submission with your CoE staff person (Burton or Robinson).

Appointment could be made before Nov. 6, if final submission is ready.

# STEP 4: COLL. OF ENGINEERING FINAL SUBMISSION, Cont.

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At your appointment, the staff member will review your manuscript with you in person. If your manuscript format is correct, the Certificate of Approval will be signed immediately.

Otherwise, you will write down what needs to be corrected and make another appointment for one week later.

# STEP 5: GRADUATE SCHOOL FINAL SUBMISSION

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Submit to Graduate School by Nov. 20 the final submission and signed Certificate of Approval following the instructions on the Graduate School Thesis/Dissertation webpage at <http://www.grad.usf.edu/thesis.asp> .

Congratulations! You're done!

# IF YOU NEED HELP

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– Catherine Burton,  
[cburton@eng.usf.edu](mailto:cburton@eng.usf.edu)  
974-9888, ENB 141

or

– Dr. Paul Robinson,  
[perobins@eng.usf.edu](mailto:perobins@eng.usf.edu) (put 'FORMAT'  
in subject line of email)  
ENB 261

Review presentation posted on the  
College of Engineering website at  
<http://www2.eng.usf.edu> /  
Current Students /  
Useful Links /  
Thesis Information.

Please tell fellow students who were  
not able to attend this presentation  
today.