

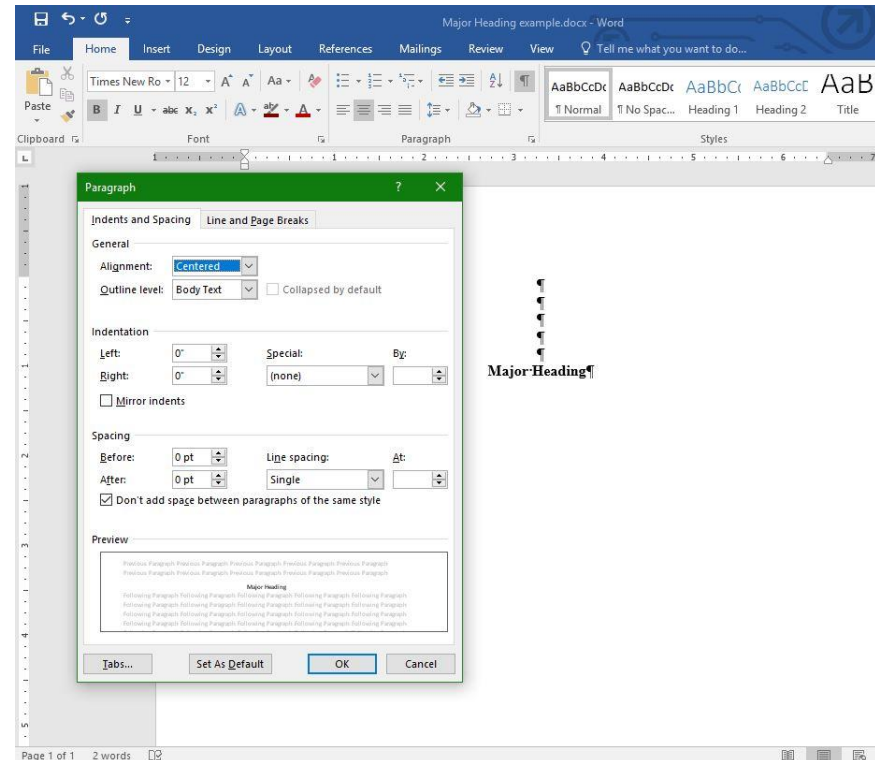
The background features abstract, overlapping green geometric shapes in various shades, creating a modern and dynamic look. The shapes are primarily triangles and polygons, some solid and some semi-transparent, arranged in a way that suggests movement and depth.

# Top 10 Mistakes Students Make when Submitting their ETD

and how to avoid them!

# 10. Incorrect Placement of Major Headings

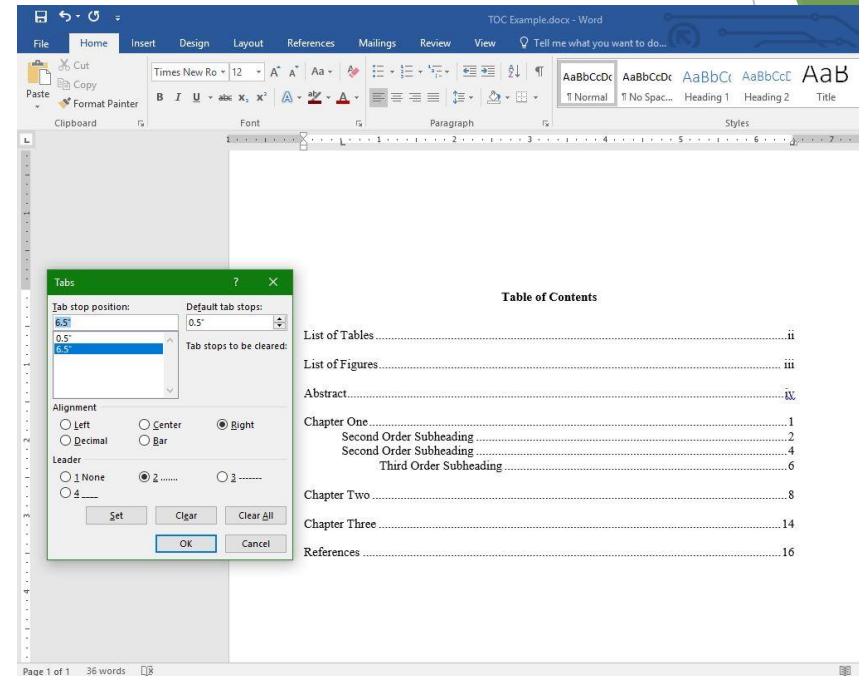
- ▶ All major headings must begin on a new page and be positioned 2" from the top edge of the page (1" below the 1" top margin).
- ▶ Enable the ruler function (under “View”) to check the placement of major headings in the manuscript.
- ▶ To add the correct amount of space, insert 4-5 single spaced lines (or 2 double spaced lines), depending on font, before the major heading.
- ▶ Alternately, you can create custom margins in Word and apply them to the correct sections manually.



If you insert the five single spaced lines, be sure the spacing before and after is set to “0 pt”.

# 9. Using periods as leader dots

- ▶ You CANNOT use periods in place of leader dots.
- ▶ Page numbers must be right aligned with the right 1” margin in the Table of Contents, List of Tables, and List of Figures.
- ▶ To right align the page numbers with the right 1” margin, select “Paragraphs” and then “Tabs”. Under “Tabs” set a tab to be right aligned at 6.5”. Under “Leader” choose selection “2” if you would like dots.



# 8. Page numbers out of order

- ▶ It is extremely important to include page numbers in the correct format, on the correct pages.

**The format should be:**

- ▶ **No Page Number**

- ▶ Title Page, Dedication, Acknowledgments

- ▶ **Lowercase Roman Numerals (i, ii, iii, iv, etc.)**

- ▶ Table of Contents, List of Tables, List of Figures, Abstract

- ▶ **Arabic Numerals (1, 2, 3, etc.)**

- ▶ Main Body, References, Appendices

- ▶ **No Page Number**

- ▶ About the Author (if used, list "End Page" in the Table of Contents)

- ▶ The easiest way to handle this is by saving each section as a separate PDF and then merging the separate PDFs into one in Adobe Acrobat. The computers at the USF Library are equipped with the enhanced Adobe Acrobat.

# 7. Ignoring Consistency

- ▶ Consistency is key when formatting your ETD!
- ▶ You must choose a single font (typeface) to use throughout the entire manuscript. We suggest a common font such as Arial, Georgia, or Times New Roman. Please choose either 10 pt, 11 pt, or 12 pt font and use one size throughout the manuscript.
- ▶ Each new order (level) of heading should be styled differently from the other levels so that they are easy to differentiate.
- ▶ Formatting choices, such as whether major headings are all in uppercase or title case, must be consistent throughout the entire manuscript.

## 6. Copyright issues and IRB documentation

- ▶ All previously published materials must be disclosed and permission to reproduce granted from the publisher. Please see the Previously Published materials section under ETD for more information on how to disclose.
- ▶ When in doubt, contact the copyright holder or utilize USF Library Resources, such as the Fair Use Worksheet
- ▶ Include IRB/IACUC determination documentation, if applicable.
- ▶ If you have human subjects, eliminate all direct identifiers and any identifiable medical information, in compliance with HIPAA.
- ▶ Use of someone else's photography requires permission. Identifiable human subjects require signed photo release to be included or their faces must be blurred to conceal their identity.
- ▶ If any of the above is missing or in question, your manuscript will require further revision.

# 5. Submitting an incomplete or unsigned Certificate of Approval packet

- ▶ You **MUST** include signatures from your entire committee, as well as your Associate Dean/Program Director
- ▶ The Certificate of Approval is two pages - both must be completely filled out and signed by the student.
- ▶ Type the names and emails of the committee for legibility.
- ▶ The Plagiarism check must be included with the Certificate of Approval.
- ▶ Doctoral Candidates must include the Survey of Earned Doctorates (SED) Certificate with the Certificate of Approval.
- ▶ Certificate of Approval packets may be submitted in person or by email to [etd@grad.usf.edu](mailto:etd@grad.usf.edu).
- ▶ Include all documents in one packet when submitting.

## 4. Submitting late or too close to the deadline

- ▶ The earlier in the semester that you can defend your thesis or dissertation, the more time you have to work on the ETD submission requirements.
- ▶ Pay attention to deadlines!
- ▶ Submitting later in the semester means the ETD office will be busier and you will wait longer before your initial submission is reviewed.



### 3. Submitting without reviewing examples of proper format

- ▶ Review the examples for every section and compare the formatting with your manuscript.
- ▶ Convert the Word document to PDF and check the PDF for blank pages, errors, and formatting changes before submitting. Look for:
  - ▶ Tables split over multiple pages
  - ▶ Floating headers at the bottom of the page
  - ▶ Uneven top margins
  - ▶ Missing page numbers

## 2. Underutilizing the ETD Help Sessions

- ▶ We are here to help! If you are struggling with a specific issue or question that wasn't answered by reviewing the website, stop by the ETD Help Session
- ▶ ETD Help Sessions are scheduled each semester with the dates and times featured on the Office of Graduate Studies ETD Resource Center website.
- ▶ The later in the semester you attend a session, the more crowded they will be. Try to attend a session earlier in the semester to answer your specific formatting questions.
- ▶ Email your questions about the ETD Help Session to [ETD@grad.usf.edu](mailto:ETD@grad.usf.edu)

# 1. Missing Steps in the Process

The biggest mistake you can make is missing a crucial step in the ETD process. Review an updated list of the steps on the ETD website.

- ▶ Application for Graduation in OASIS
- ▶ Office of Graduate Studies [ETD Online Registration](#)
- ▶ Final Defense
- ▶ Submit Signed Certificate of Approval Packet
- ▶ [ProQuest Account Creation and Submission of PDF](#)
- ▶ Wait for Graduate Studies Review
- ▶ Submit required revisions to ETD in ProQuest
- ▶ Final ETD Approval

# Avoid these major mistakes for a stress-free ETD Process!

- ▶ Have questions about this process?
- ▶ First, check the Office of Graduate Studies ETD Resource Center for the answers to most of your questions.
- ▶ Second, email [etd@grad.usf.edu](mailto:etd@grad.usf.edu)
- ▶ Third, attend an ETD 1-on-1 Help Session. The schedule for help sessions is featured on the ETD Resource Center website.