Step II: Format Check
Electronic Theses and Dissertations (ETDs)
format (fôrmăt) n.

1. A plan for the organization and arrangement of a specified production.
2. The material form or layout of a publication.

*Remember to Breathe…….*
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FORMAT CHECK

What Is It?
Students are required to submit the preliminary pages of the thesis and dissertation by the posted deadline to the Graduate School for review of the format. The Editorial Staff review the pages for compliance to the requirements and then provide feedback regarding necessary changes.

When is the Deadline?
The format check materials must be submitted by the posted deadline each semester, typically four weeks after classes start. It’s also the same date that the Application for Degree form is due to the Registrar’s office. Deadlines are available online at: http://www.grad.usf.edu

THE PROCESS

First Step: Are you ready for Format Check?
If you anticipate that you will be ready to submit your thesis or dissertation in this semester, you are ready to submit for the format check process. Confirm this with your major professor, who is required to sign your format check submission cover sheet.

Second Step: Online System
Once you have determined that you are ready to submit for the Format Check, go to the online system at: https://www.grad.usf.edu/etd and click on the “Format Check” link (https://www.grad.usf.edu/etd/format1.php). If you have any difficulties with the system, contact our IT Administrator, Joseph Butts, at joe@grad.usf.edu. If you have any questions about the format process itself, contact the Editor, Janet Giles, at jgiles@grad.usf.edu. Please note that as system updates are made, the examples of the screens in this booklet may vary from what you see when you go through the system.

On the next screen you will be asked to complete the following information:
- Name
- Student ID
- Date of Birth
- Permanent Address
- Phone
- Email (IMPORTANT: This is the email address you will use to login to the final submission and for any communication we send to you)
- Degree sought
- College
- Department
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Program (i.e. major)
Concentration
Date admitted to the program
Semester of Format Check submission
Title of your manuscript (NOTE: for doctoral students, this is what will be listed in the commencement program!)
Major Professor (or Co-major Professors if you have two)

Here is what the first screen of the Format Check Form looks like:

Once this information is completed, the next screen will review submission information.
Effective Fall 2003, students who are in a thesis/dissertation program are required to submit a Manuscript Processing Fee for the Thesis/Dissertation process. The fee is $100.00 for electronic submissions and covers the processing costs for the format check, and editorial format assistance and final copy submission.

All theses/dissertations submitted as of Fall 2005 must be in electronic format, regardless of date of admission to program.

When you click continue, you are stating that you understand that you must pay the manuscript fee for this semester. Note this fee is applied each semester you submit a document for processing. Prior to clicking continue, you will select your:

- Publication Type (Select): Thesis (Master’s level) or Dissertation (Doctoral level)
- Document Type (Pre-set): Type of submission: “ETD - $100”

Once done, click “Continue”
Step II: Format Check

Format Checklist Screen:

Third Step: What is Required?

1. **Preliminary Pages. Only the preliminary pages of the manuscript are required.**
   Specifically students must submit:
   - Title Page
   - Table of Contents
   - List of Tables (if applicable)
   - List of Figures (if applicable)
   - Abstract
   ~NO OTHER SECTIONS OF THE MANUSCRIPT ARE REQUIRED~

2. **Other Required Information.**
   In addition, students must submit:
   - **OASIS Registration Page** showing enrollment in at least 2 hours of thesis/dissertation. Instructions for accessing and printing this page are explained in the system. Note: If you are submitting a format check and you have submitted one in a previous semester, make certain that the OASIS page you submit is for the current semester.
Step II: Format Check

The last item needed for the format check packet is the:

➤ **Format Check Cover Sheet**, signed by Major Professor

Once you have reached this last screen, print out the Cover sheet and take the packet to your Major Professor for approval to proceed. Then submit the packet to the Graduate School, in BEH 304, by the posted deadline.
STUDENTS IN ALTERNATIVE PROCESSES

Audiology Students
Audiology students currently submit a “Professional Research Paper” and not a dissertation. Therefore, they follow a different process for submission. For information and to complete the online system form, go to the website: https://www.grad.usf.edu/etd/

Visual and Performing Arts (Non-Thesis) Students
Students in a non-thesis program in Visual and Performing Arts may be required to submit their project electronically for filing with the USF Library. For information and to complete the online system form, go to the website: https://www.grad.usf.edu/etd/

NEXT STOP: PREPARING FOR FINAL SUBMISSION

Submitted Format Check– Now What?
Once you have submitted your format check packet, the Editorial Staff in the Graduate School work as quickly as possible to review your materials. All packets are reviewed on a first come, first served basis. So, students who wait until the deadline day to submit their format packet may encounter a longer turn-around time than those who submit early. When ready, you will receive an email notification to come and pick up your packet. Included in the returned packet will be your preliminary pages, marked to show what corrections must be made for final submission, as well as information on workshops and final submission.

Manuscript Processing Fee
The Manuscript Processing Fee is assessed after your format check is processed. This fee must be paid before final submission and may be paid by logging into your OASIS account. Fees are typically assessed approximately two to three weeks after the format check deadline, but may be assessed anytime after your format check is processed.

Helpful Resources
As you continue working on your thesis or dissertation, take advantage of resources that are available to assist you. The Graduate School offers formatting workshops (see schedule online at: http://www.grad.usf.edu) and also has many online tutorials available. The workshops are funded in part by the Manuscript Processing Fee. Tutorials and other instructional information is also made available online. If the information is not found online, contact one of the Graduate School staff for individualized assistance.
Graduate Catalog
As you proceed with preparing your thesis or dissertation for final publication, take note of the policies and procedures in the Graduate Catalog. Information about final defenses, enrollment, etc. is available in the online Catalog at: http://catalog.grad.usf.edu/.

Graduate School Contact Information
Graduate School’s staff is available to assist you in this process. If you have questions, comments, or suggestions, please contact one of the following for assistance. Thank you.

Janet Giles  Manuscript Editor  813-974-5220  jgiles@grad.usf.edu
Joseph Butts  IT Administrator  813-974-3586  joe@grad.usf.edu

Graduate School Website: www.grad.usf.edu
Thesis and Dissertation Website: http://www.grad.usf.edu/
ETD Server Website: https://www.grad.usf.edu/etd/

Step III: Final Submission
Once you have completed the format check process, you are ready for Step III: Final Submission – available online at http://www.grad.usf.edu/