Manuscript Review Checklist

Approval Page (See sample or *The Guide* pp. 15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See *The Guide* pp. 17-18)
- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Abstract (See *The Guide* pp. 19-20)
- Incorrect Margins
- Incorrect Spacing
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Dedication (See *The Guide* pp. 21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See *The Guide* pp. 23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:

\*Acronym\* is spelled wrong.

In your Table of Contents, you have a random page number at the end. I think it should be "Bibliography".

In List of Tables, the beginning of each Table title must be aligned.

Overall Review

**Signed.** Make copies on specified paper and deliver to Cooper Library Binding.

**Signed with revisions required.** Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.

**Resubmission required.** Make noted changes and re-submit new copy, along with this form for additional review.

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www.grad.clemson.edu

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Sample Approval Page

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Notice that the date, advisor's signature block and Graduate School signature block are all aligned and begin at the center point between the margins.

December 13, 2002

John Doe, Dissertation Advisor

Table 1: Title

Table 2: Title

Table 3: Title

To the Graduate School:

This dissertation entitled "Effects of Heavy Metals on an Insect Community" and written by Allen Smith is submitted to the Graduate School of Clemson University. I recommend that it be accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Technology.

We have reviewed this dissertation and recommend its acceptance.

Yours truly,

John Doe

Accepted by the Graduate School:

Jill Bunch

July 2005
Title page - the space after your title must be consistent with the spacing on the page

Acronym & Glossary are blank

Bibliography - only double space 52 entries
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
  Needs Signatures
  Incorrect Date
  Incorrect Margins
  Incorrect Spacing
  Incorrect Headings
  Incorrect Alignment

Title Page (See The Guide pp.17-18)
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  Incorrect Spacing
  Incorrect Headings
  Incorrect Alignment

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  Incorrect Date
  Incorrect Margins
  Incorrect Spacing
  Incorrect Headings
  Incorrect Alignment

Dedication (See The Guide pp. 21-22)
- Typographical & Spelling Accuracy
  Follow the same format as other pages (left aligned, no indentation)

Acknowledgements (See The Guide pp. 23-24)
- Typographical & Spelling Accuracy
  Incorrect Date
  Incorrect Margins
  Incorrect Spacing
  Incorrect Headings
  Incorrect Alignment

General
- Typographical & Spelling Accuracy
  Incorrect Margins
  Incorrect Spacing
  Incorrect Headings
  Incorrect Pagination

OTHER
- Typographical & Spelling Accuracy
  Incorrect Margins
  Incorrect Spacing
  Incorrect Headings
  Incorrect Alignment

NOTES:
- Table of Contents:
  - Margins:
    - Title page: 3 1/2 spaces before page numbers
    - All other pages: 3 1/2 spaces before first line
  - Page numbers:
    - Title page: flush right
    - All other pages: flush left
  - First and last word in the title should be capitalized
  - All other words except for a, an, the, and conjunctions and prepositions of four or fewer letters should be in lowercase
  - Italicize any genus or species names; follow standard scientific nomenclature

Overall Review

Signed. Make copies on specified paper and deliver to Cooper Library Binding.

Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.

Resubmission required. Make noted changes and re-submit new copy along with this form for additional review.

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www.grad.clemson.edu
- Keep indentation consistent

p. 603
- "What's the dark phrasing" Should be indented

p. 72
- "With Practice" isn't aligned with "There was a flurry..."

*you need to include "Translation of Aramaic" and "Works Cited" in your table of contents
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
  - Needs Signatures
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Alignment

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain these signatures before submitting your manuscript for review.

Title Page (See The Guide pp.17-18)
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  - Incorrect Spacing
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  - Incorrect Pagination

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  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

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  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
- Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

General
- Incorrect Margins
  - Other

NOTES:
- List of Schemes: You must have "Scheme" flush left on the same line as "Page" on every page.
- List of Tables: Repeat "Table" on every page. See note for list of schemes.
- List of Figures: See above \\
- List of Selected Spectra - I don't see one. If you no longer have one, make sure it's not listed in the Table of Contents.

Overall Review
- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
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Student Information

Reviewer's Name: Lauren
Student has been contacted by email phone
Date student was contacted: 4/26/05

Sample Approval Page

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Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

Overall Review

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February 2005
The title of your appendix on the APPENDIX divider page should be in all-caps.
Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

For best results, download the template from www.grad.clemson.edu/e_manuscript.html.

Notice that the date, advisor's signature block and Graduate School signature block are all aligned and begin at the center point between the margins.

To the Graduate School:

This dissertation entitled "Effects of Heavy Metals on an Insect Community" and written by Alice Smith is presented to the Graduate School of Clemson University. I recommend that this dissertation be accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

We have reviewed this dissertation and recommend its acceptance:

[Signature]

[Signature]

Accepted by the Graduate School:

[Signature]

Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters.

Italicize any genus or species names; follow standard scientific nomenclature.

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February 2005
Body Text

* You may want to have your page numbers in the same font as your text. JBB
* Text cannot be more than 12 pt. (p. 10, 13, 14, 21, 22, 23, 34, 59, 60, 66, 69, ...). JBB
* p. 50 - you need a page number, and you need to rotate your table 180°.
* p. 51, where are the page numbers? Include one on all of those pages except 48, 49.
* Set figures away from text (columns below by 4 blank lines). JBB
* p. 53, equation isn't aligned like others.
* p. 55, page number is in the wrong place (p. 55).
* p. 64, rotate your figure 180°.
* p. 65 - where's the page number? (p. 71 ... you have 2 page 91."
* p. 73 - you're missing this page.
* p. 92 - 94, page numbers?
* p. 100 - do not include a page number here ... it's a first-level heading page.

Appendices

* You need a divider page.
* Use "Appendix A" ... not "APPENDIX A."

* In your manuscript, tables must all face the same way, if they are landscape. We recommend:

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

* Margins are mandatory...
* don't have a page # on 152.

* Page numbers must always be in the same place & visible on every page except pages w/ first-level headings.
* p. 134 - "Appendix E" must be at the top.
* p. 135 - you already have an "Appendix E."
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See The Guide pp.17-18)
- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Too much space between title and first line
- Incorrect Pagination

Abstract (See The Guide pp.19-20)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Dedication (See The Guide pp.21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp.23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Table of Contents
- Delete one line between "TOC" and "Page"
- VII = under ch. 7, "Abstract" "Ref" should be treated in the same way under "Lit. Review" (see also the 2nd level headings under ch. 3 on p. 4)
- Keep spacing consistent
- APPENDIX needs ellipsis & a page#

Overall Review
- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
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- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

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Table 1.1

Body Text

p. 34 - You need to do more than list a web address for a citation.

*REMOVE ALL UNDERLKRING FROM WEBSITE URL's

p. 55 - Blue text in the figure caption (see also p. 50, 67, 82, 109, 107).

p. 64 - Too much space b/w your 2nd & 3rd entries. 105, 117, 118.

p. 87-88 - Combine these (also p. 89-90)
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)

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  - Needs Signatures
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Alignment

Title Page (See The Guide pp.17-18)

- Typographical & Spelling Accuracy
  - Lower case "the" in "The Graduate School"
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

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- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)

- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General

- Incorrect Margins
- Other

NOTES:

- Do not show pg# on p. 33, 74, 75, 76
- Make sure you have a clearly printed copy from which to duplicate. See last few pages.
- Bibliography: Do not underline websites.

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General
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NOTES:
Table of Contents
Ellipses cannot be made with a string of periods, you must use an ellipse leader. (See instructions & bring a digital copy of your manuscript)

Overall Review
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Reviewer's Name:
Student has been contacted by email/phone
Date student was contacted:

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December 13, 2003

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To the Graduate School:
This dissertation entitled "Effects of Heavy Metals on an Insect Community" and written by Alice Brown is presented to the Graduate School of Clemson University. I recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

John Doe, Dissertation Advisor

Appendix E: indent the second line 2-3 spaces.

Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

We have reviewed this dissertation and recommend its acceptance:

Virginia Bille
John Doe

Accepted by the Graduate School:

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Manuscript Review Office (E-202 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
www.grad.clemson.edu

July 2005
List of Tables
- Numbering must be consistent both T.O.C. and L.O.T (so either 1, 2, 3 or I, II, III throughout)
- Ellipsis... just like T.O.C. [also List of Figs]
- Do not give ranges of page numbers. Just give the first page [Same in list of Figs]

Bibliography (lit. cited)

Remove underlining from all web site urls
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February 2005
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Manuscript Review Checklist

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- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
Table of contents: double space after heading. Align page numbers so the last digit of each # is aligned, so 8 not 11 14
Same goes for lists and figures

Overall Review
- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

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www.grad.clemson.edu

Student Information
Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Reviewers Name: 

Office Use

Sample Approval Page

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To the Graduate School:
This dissertation entitled "Effects of Heavy Metals on Insect Communities" and written by Alana Smith is presented to the Graduate School of Clemson University. I recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance:

Vagner Els

Aaturned for the Graduate School:

February 2005
Top margin on the 1st pg of each section must be 1.5".

Left Margin on all pages must be 1.5" (see pp 43, 58, 73, 103, 104, 106, 111, 113, 114, 115, 117, 118, possibly others).
Manuscript Review Checklist

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  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- Acknowledgements (See The Guide pp.23-24)
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- General
  - Incorrect Margins
  - Other

Overall Review

- Signed. Make copies on specified paper and deliver to Enrolled Services.

- Signed with minor revisions. Make noted changes, make copies on specified paper and deliver to Enrolled Services.

- Major revisions needed. Make noted changes and re-submit new copy, along with corrected copy, for additional review.

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Enrolled Services (August 2, 2002 if you're graduating in August 2002 and December 13, 2002 if you're graduating in December, 2002).

Student Information

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Office Use

Reviewer's Name: ________________________
Student has been contacted by: email/phone
Date student was contacted: ________________

Enrolled Services (E-106/107 Martin Hall): Eartha White, 656-5339, for students with last names beginning with the letters A - L; Maria McCoy, 656-5341, for M - Z.

Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
Hi

I just finished reviewing your manuscript, and it is ready for you to pick up in E-106 Martin Hall. You will need to make corrections and resubmit before we can sign it.

The necessary corrections are listed below and are also included on a sheet attached to your manuscript.

> Approval page
* You need a space in between "of" and "Master"

> Abstract, Dedication, and Acknowledgements
* You need 1.5" top margins on these pages

> General
* Any page with a first level heading should have a 1.5" top margin and should not have a page number showing

> Table of contents
* The page numbers for your front matter should be lowercase Roman numerals (i, ii, iii)
* Do not list the table of contents within the Table of Contents
* Your first entry should be "TITLE PAGE" and should be page 'i'...so your abstract will become page 'ii', etc.
* List of tables should come before list of figures
* First-level headings need to have the same amount of space above as below them
* On p. vii, you need "Table of Contents (Continued)" flush left, and after one blank line, have "Page" flush right
**List of Figures and List of Tables**

*Do not have a page number on these pages

*Two blank lines below the heading, have "Figure" (or "Table") flush left and "Page" flush right on the same line. Insert another blank line, then begin your figure/table numbers:

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: United States</td>
<td>32</td>
</tr>
<tr>
<td>2: South Carolina</td>
<td>33</td>
</tr>
</tbody>
</table>

**Body Text**

*p.1 - You need a 1.5" top margin and do not show a page numbers (see also pp. 4, 30, 31, 50, 57, 60, 71, 72, 74)*

**References**

*If a reference is longer than 1 line, indent subsequent lines 2-3 spaces:

AAAAAAAAAAA
AAAAA
AAAA

*Do not underline web site URLs

Feel free to call if you have any questions.

Thanks!

Sally Ann
Graduate School Publications
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See The Guide pp.17-18)
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Abstract (See The Guide pp.19-20)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Dedication (See The Guide pp.21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp.23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

Overall Review

✓ Signed. Make copies on specified paper and deliver to Enrolled Services.

☐ Signed with minor revisions. Make noted changes, make copies on specified paper and deliver to Enrolled Services.

☐ Major revisions needed. Make noted changes and re-submit new copy, along with corrected copy, for additional review.

Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu

Student Information

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain these signatures before submitting your manuscript for review.

Reviewer's Name: Sally Ann

Student has been contacted by: email/phone
Date student was contacted: 4/20

Enrolled Services (E-106/107 Martin Hall): Eartha White, 656-5339, for students with last names beginning with the letters A - L; Maria McCoy, 656-5341, for M - Z.

Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu

www.grad.clemson.edu/deadline.htm

June 2002
I just finished reviewing your manuscript, and it's ready for you to pick up in Martin E-106. You'll need to make several revisions and resubmit before Jill Bunch Barnett can sign.

The changes are noted below, but are also listed on a sheet attached to your manuscript:

1. On your approval page, I believe your degree is "Master of Arts with a major in English" right? Not literature.

2. On your dedication page, indent the first line. I had Dr. Shilstone for 2 seminars as an undergrad, definitely an amazing person.

3. Never have a page number on the first page of a chapter (or those pages with first-level headings)... pp. 1, 11, 25, 51, 81, 88

4. On your works cited page, single space within entries and double space (like you have) between entries.

5. Don't split entries in your works cited between two pages.

Once you pick up your manuscript and make these changes, resubmit and we should be able to sign.

Feel free to call with any questions!

Have a great Thursday,
# Manuscript Review Checklist

## Approval Page
(See sample or The Guide pp.15-16)

- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

## Title Page
(See The Guide pp.17-18)

- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

## Abstract
(See The Guide pp.19-20)

- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

## Dedication
(See The Guide pp. 21-22)

- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

## Acknowledgements
(See The Guide pp. 23-24)

- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

## General

- Incorrect Margins
- Other

### NOTES:

- Table of Contents
  - Double (not triple) space before and after entries that are first-level headings (INTRO, ABSTRACT, etc. 1. INTRODUCTION, etc.)
  - Overline (not Z) Gene Ontology
  - 2. RELATED WORK

### Overall Review

- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

---

# Student Information

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

## Reader's Name: [Signature]

Date student was contacted: 1/20/2005

---

# Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

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---

# Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu

Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu

www.grad.clemson.edu

February 2005
Table of Contents Cont.
"Page" should be centered over your column of page #‘s (app. iv, v)

List of Tables / Figures
- Ellipses must be just like the Table of Contents
- Table 5 should look like this:

         5: Semantic Value using Topological Based Algorithm, 2-3 spaces
         All Paths for GO: 0005634 .................................. 21

- All figures that take up 2 lines of text should follow that.
- Because you have "Table" and "Figure" over your numbers, you don’t need to repeat "Table" and "Figure" over and over. Do this:

   Table                     Page
   1: Semantic Values ....... 12
   2: All possible ........... 16
   3: After weight .......... 17

References
- Don’t italicize and space out "REFERENCES"… it should look like "ABSTRACT"
- Use the table 5 example to space your entries:

   [17] GENE ONTOLOGY
   [21] B. Smith, J. Williams, and S. Schulze-Kremer. The ontology
   spaces

2-3 —— of the gene ontology.
Manuscript Review Checklist

Approval Page (See sample or The Guide pp. 15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

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- Typographical & Spelling Accuracy
- Incorrect Date
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- Incorrect Spacing
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- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
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- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Table of Contents
- List of Tables

Overall Review
- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Student Information

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Sample Approval Page

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For best results, download the template from www.grad.clemson.edu/e_manuscript.html.

NOTES:
- Keep font size consistent "Adaptive Tracking..."
- Is smaller
- Keep page size consistent
- "A dissertation"
- (no "Doctorate")
- Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Indent any genus or species names; follow standard scientific nomenclature.

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu
Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
www.grad.clemson.edu

February 2005
Body Text

- Keep font consistent (between 10-12 pt)
  - Except footnotes; they can be smaller

Q. 12 "Adaptive Velocity Field control" - is there supposed to be text after this header?

Q. 20 - The equation below 2.32 & 2.33 is not spaced the same as the others... extra space above it.

Bibliography

- Only use 1.5" margin (not 2")
The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

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Approval Page (See sample or The Guide pp.15-16)
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- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See The Guide pp.17-18)
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- Incorrect Spacing
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- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Projected Pages: Table of Contents (p. i)
  - Ellipses should start immediately after each entry: ABSTRACT, ii
  - "List of Figures," See sample on p. v
  - Body Text: p. 3v - "Initializing the amplifier" can't be alone, must "down" next page

Overall Review

- Signed. Make copies on specified paper and deliver to Cooper Library Binding.
- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Sample Approval Page

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www.grad.clemson.edu
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
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- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See The Guide pp.17-18)
- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Abstract (See The Guide pp.19-20)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Dedication (See The Guide pp. 21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Table of Contents
  - NO bold! Follow the guide:
  - www.grad.clemson.edu/style/content.html
  - P. vi only needs a .5" margin
  - List of tables is superscripted before
    list of figures
  - List of Figures/Tables
    - NO bold!

Overall Review

- Signed. Make copies on specified paper and deliver
to Cooper Library Binding.

- Signed with revisions required. Make noted changes,
make copies on specified paper and deliver to Cooper Library
Binding.

- Resubmission required. Make noted changes and
re-submit new copy, along with this form, for additional review.

Student Information
Please note: we cannot sign your manuscript until it is
signed by all of your committee members. Please obtain
those signatures before submitting your manuscript for review.

Office Use
Reviewer's Name: Selly Anna
Student has been contacted by email: phone
Date student was contacted: 1/7/05

Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the
following: the date should be aligned on the left
with the signature line of your advisor. The date
should be the last day to submit your copies to
Cooper Library Binding (May 6, 2005 for a
May 2005 graduation, or August 3, 2005 for an
August 2005 graduation, for example).

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Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
www.grad.clemson.edu

February 2005
Body Text

*Be sure that on each page, your text starts flush against the top margin (except on the first page of each chapter).

Bibliography
- all caps & no bold
Manuscript Review Checklist

- Approval Page (See sample or The Guide pp.15-16)
  - Needs Signatures
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Alignment

- Title Page (See The Guide pp.17-18)
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- Abstract (See The Guide pp.19-20)
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- Dedication (See The Guide pp. 21-22)
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- Acknowledgements (See The Guide pp.23-24)
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Pagination

- General
  - Incorrect Margins
  - Other

**Overall Review**

- Signed. Make copies on specified paper and deliver to Enrolled Services.

- Signed with minor revisions. Make noted changes, make copies on specified paper and deliver to Enrolled Services.

- Major revisions needed. Make noted changes and re-submit new copy, along with corrected copy, for additional review.

_The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Enrolled Services (August 2, 2002 if you're graduating in August 2002 and December 13, 2002 if you're graduating in December, 2002)._
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
  - Incorrect Date
  - Incorrect Margins
  - Incorrect Spacing
  - Incorrect Headings
  - Incorrect Alignment

Title Page (See The Guide pp.17-18)
- Typographical & Spelling Accuracy
  - Remove quotes around title.
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Abstract (See The Guide pp.19-20)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Dedication (See The Guide pp.21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp.23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Table of Contents: Top margin must be 1.5".
- List of Figures: Last two figures need captions.
  - Do not show pg # on this pg.
- 1. Top margin must be 1.5". See also pgs 22, 23
- 18: Figure 15 is missing.
- References: Single space within each entry. (But keep double spacing between.)

Overall Review
- You know your Appendix page is blank?
  - Signed. Make copies on specified paper and deliver to Cooper Library Binding.
  - Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.
  - Resubmission required. Make noted changes and re-submit new copy along with this form for additional review.

Student Information
Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Reviewer’s Name: LMM
Student has been contacted by email
Date student was contacted: 3/27/06

Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

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Manuscript Review Checklist

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu

www.grad.clemson.edu

July 2005
Preliminary Pages
- Approval Page, Title Page, Abstract, Dedication, Acknowledgments, TOC, List of Fig, List of Tables

Text/Body Text

Reference Materials
- Appendices, Bibliograph/References

TOC

Before you begin formatting the TOC, you'll need to know which style of manuscript you're using. Should I use declared or undeclared chapters? or Journal Style -

To format the TOC page
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Title Page (See The Guide pp.17-18)
- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
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- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:
- Use either block paragraphs, or indented ones, not both.
- 12pt. font or less (no smaller text)

Table of Contents
- Triple space below “Table of Contents” and “Page” and then “Double space below “Page” and “Table Page”
- Your first entry must be the Title Page. List of tables comes before list of figures
- See attached example for instructions

Overall Review

Signed. Make copies on specified paper and deliver to Cooper Library Binding.

Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.

Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Student Information
Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Reviewer's Name: Sally Ann
Student has been contacted by: email
Date student was contacted: 4/13

Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

For best results, download the template from www.grad.clemson.edu/e_manuscript.html.

To the Graduate School:
This dissertation entitled "Effects of Henry Mills on an Insect Community" written by Alice Smith is presented to the Graduate School of Clemson University. I recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance.

Virginia Rice
Mike Smith

Accomplished by the Graduate School:

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu
Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
www.grad.clemson.edu

February 2005
p.27 - "Proof" at the bottom... what/straight?
p.55-56 - you can't split a table like this
p.57-58 - "
p.84-85 - don't split an entry in your Bibliography

Bibliography

Is this an approved format?
Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
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- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:

Table of Contents
You need to include "Acknowledgements" following the sample. I've provided content at www.grad.clemson.edu/guide/content.html.

Overall Review

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Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Student Information

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Han
Date
Pho
E-m

Office Use
Reviewer's Name: Sally Ann
Student has been contacted by email phone
Date student was contacted: 4/19/06

Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

For best results, download the template from www.grad.clemson.edu/e_manuscript.html.

Notice that the date, advisor's signature block and Graduate School signature block are all aligned and begin at the center point between the margins.

To the Graduate School:
This dissertation entitled "Effect of Heavy Metals on an Insect Community" written by Allen Smith is presented to the Graduate School of Clemson University. I recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Technology.

John Doe, Dissertation Advisor

Capitalized first and last word in the title. Capitalize all other words except for a, an, the, and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

Notice that the dissertation was reviewed and recommended for acceptance:

Vera Smith

March 13, 2006

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu

Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu

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February 2005
Manuscript Review Checklist

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John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance:

Virginia Smith

Michael Smith

Accepted by the Graduate School:

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu
Manuscript Review Office (E-202 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu
www.grad.clemson.edu

July 2005
Manuscript Review Checklist

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- Typographical & Spelling Accuracy
- Needs Signatures
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- Other

NOTES: p.vii: Top margin only needs to be 1".
List of Tables: Remove extra space between entries
2.3 & 2.4, 2.5 & 3.1, 3.5 & 3.10,
p.31: Top margin must be 1"
Page # must still be top right. See also p.55, 101, 107

Overall Review

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p.31: Top margin must be 1"
Page # must still be top right. See also p.55, 101, 107

John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance.

Vegita Silva
Maciejewicz

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Chapter 1 & Chapter 4: Insert one more blank line after the first level heading.

p.95: REFERENCES should not be in all-caps.
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General
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- Other - Don't bold anything in the main text or your chapter title pages "Chapter 1 Introduction"

NOTES:
- Table of Contents
- Double space before and after each first-level heading (2 Fluid Dynamics ....)

- All text absolutely necessary, don't use short words like 1, 2, 3, etc... just set the titles: Atmospheric Water, etc...

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Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

To the Graduate School:

This dissertation entitled "Effects of photochemical on an insect community" and written by Alice Smith is presented to the Graduate School of Clemson University. I declare this to be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a minor in Environmental Science.

John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance:

[Signatures]

[Student's Name]

[Signature]

Accepted for the Graduate School:

[Signature]

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The heading Table of Contents (Continued) shall be odd numbered.

If you need a "Page" over your column of page numbers on iii, iv, v
- See the guide for specific instructions (www.grad.clemson.edu/guide)

List of Figures
- you need "Figure" over your entry number column: Figure
  - double space b/w each entry, not groups of entries
  1.1
  2.1

List of Algorithms
- you only need this if you have at least 3 algorithms... it's unnecessary

Body Text

Reminder - font must be between 10-12 pt.
- If possible, don't use numbers for your section headings... when you have
  Section 2.1, Figure 2.1, and equation 2.1, it gets a little confusing.
  ➔ Just use "Saturation Point" instead of "2.4 Saturation Point"

When you remove your numbers, use this system for differentiating between section levels:

1st Level (chap title) ➔ All caps in the center ➔ CHAPTER 1
INTRODUCTION

2nd Level (your 2.1, 2.2, etc...) ➔ Caps and lower: centered, indented ➔ Simulation

3rd Level (your 7.2.1, etc...) ➔ Caps and lowercase: centered ➔ Simulation
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General
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NOTES:
- Table of Contents should come before List of Figures
- Add another blank line between "APPENDICES" and "Appendix A"
- Make sure that your appendix titles are aligned (everything with the colon)
- Appendices come before references/works cited

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We have reviewed this dissertation and recommend its acceptance:

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John Doe, Dissertation Advisor

We have reviewed this dissertation and recommend its acceptance.

Vegeta Elia

M. Somed

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Capitalization note: Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

We have reviewed this dissertation and recommend its acceptance:

[Signature]

John Doe, Dissertation Advisor

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This dissertation entitled "Effect of Mercury on an Everglades Community" submitted by [Student Name] is accepted by the Graduate School of Clemson University. [Student Name] is awarded the Degree of Doctor of Philosophy with a major in [Field of Study].

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To the Graduate School:

This dissertation entitled "Effects of Heavy Metals on an Insect Community" was written by Alice Smith in partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

The dissertation is submitted to the Graduate School of Clemson University. I recommend that it be accepted for publication. The dissertation has been approved by the following faculty members:

John Doe, Dissertation Advisor

We have reviewed this dissertation, and recommend its acceptance:

January Smith

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Veena Bhat

Micheal Howard

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NOTES:

Table of contents: the "57" on p. viii is misaligned.
Page numbers in table of contents, list of figures
must be aligned at the left margin, not randomly.

List of Figs, last line, the page number is
split between this page and the next.

All left margins must be 1.5"
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  * Double space between ch. 5 & 6
  * Ongoing space (not triple) between ch. 4 and 5

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Table of Contents (continued)

- you have "5.1" and "5.2" under ch.6, is that right?
- double space between "APPENDICES" and "A."
- only double space between "B." and "REFERENCES"

List of Tables and List of Figures
- Don't bold the heading
- you need a 1.5" top margin.
- The "List of Tables (continued)" line should look just like the "Table of Contents (continued)" line

Body Text
- Headings must be 12pt. \textsc{L}
- p.30 - you must have a 1.0" top margin
- 1st- this page is blank

APPENDICES
- "APPENDIX A" - The whole header cannot be first-level... add a second-level heading (some in Appendices B-E)
- In your appendix, your page numbers change fonts
- p.78 - your table has a ripple in it
- Don't bold the headings

References
- Don't bold the headings
- No page number on ref
- if an entry is longer than one line, indent subsequent lines 2-3 spaces:
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- Incorrect Date
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Chapter 2

"Related Literature" is not centered
* In general, your headers are not centered... (the ones that are supposed to be)

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* Remove all underlining from web site URLs
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Triple space after all first-level headings. See p. 1, 5, 18, 20

Page 21 should be a divider page with "PLATES" listed in all-caps. Do not show the page number.
* Each plate number, then, should be listed as a second level heading (underlined & no all-caps)

p. 37: Heading must be in all-caps. No bold.
- Do not show the page #
- Single space within multi-line entries.
- Remove underline from websites
- Do not italicize last website.
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To the Graduate School:

This dissertation entitled "Effects of Heavy Metals on an Insect Community" and written by Alice Smith is presented to the Graduate School of Clemson University. I recommend that it be accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy with a major in Environmental Toxicology.

John Doe, Dissertation Advisor

Accepted for the Graduate School:

Virginia Hill

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List of Tables and Figures

* The beginning of each table title should be vertically aligned

I. Case Study
II. Energy
III. Durability

* Your ellipses should stop 3-4 spaces before the page number: Matrix ...........

Table of Contents

* Bibliography should be at the very end (after Appendices)

Body Text

* Don't show a page number on p. 39
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John Doe, Dissertation Advisor

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General
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NOTES:

<table>
<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>Body</td>
<td>20. There's a &quot;track changes&quot; line to the left of the first para.</td>
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<td>also p. 25, 7, 31, 37</td>
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Remove (or cover) page numbers on the first page of each major section (Thesis Position, Abstract, dedication, Acknowledgements, Table of Contents, List of Figures, and the 1st page of each chapter).

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Dedicated to the memory of my parents and my husband, Tom."

John Doe, Dissertation Advisor

Virginia Hall, Dean, Graduate and Professional Studies

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List of Figures
Make sure there's no entry above the header on your continuation page.
LIST OF FIGURES (Continued) should be flush left and contain no all-caps.
Top margin should be 1" on continuation page.
Show page # on continuation page.

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See notes for List of Figures.
Plus, you must have at least 5 dots between the end of an entry and its page #. (See Table 4.1)

Body Text
All headings must be centered between the margins.
Do not show the page # on p.16, 22, 38, 64, 80, 92, 97.
Single space within all figure captions and table titles.

p.88: Left margin must be 1.5". See also 109
p.89: You must label this as CHAPTER 6.
p.97: The font should be the same as all other 1st level headings.
p.111: Show page #. See also p.104, 114
p.114: "APPENDIX D" should not be in all-caps. See also p.1110

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John Doe, Dissertation Advisor

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- p. 32 - "Human Health Effects" isn't centered
- p. 101-102 - font is blurry (also on p. 141, 161, 162, 163, 165)
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NOTES: List of Figures
- Insert "Figure" flush left on the same line as "Page" (on both pages)

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- Single space within figure captions.
- Figures + their associated captions must be separated from body text by 3 to 4 blank lines.

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Chapter 2: If you make one first level heading bold, you must make all first level headings bold. See also Ch. 3, Ch. 4, Ch. 5, Ch. 6.
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NOTES:
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- Every 1st level heading listed should have the same amount of space above it as it does below it. Thus, I would recommend using a consistent font size for all sections listed.
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p.1: Insert one blank line between "CHAPTER 1" and "BACKGROUND AND INTRODUCTION." (See also p. 20, 32, 94)

*In your body, when you have a figure or table, instead of just using the number as a label, use "Figure 3.14" or "Table 1.2" so that your labels don't look like text headings.

*p.93- you need more than 1 line of text on a page. Either move the one sentence back or add more text (2 lines are)
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NOTES:
- The table of contents comes before the list of tables. A list of figures is optional.
- You don't need a list of tables if you only have one table.
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Table of Contents: Top margins should be 1.5”, “Page” should not be all caps, but should be centered on the column of page numbers.

- “Acknowledgments”
- The table of contents should not be listed within the table of contents
- Be consistent with where you start your appendices
- List your appendices as follows

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A. Title ........................................ 478
B. Title ........................................ 557"

Body Text: the beginning of each chapter (first page of each) should have a 1.5” margin at the top (8 a 1.5” margin on the left for every page)

- "CHAPTER 1" not "Chapter"
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Reviewer’s Name: Lauren
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Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

We have reviewed this dissertation and recommend its acceptance:

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List of Figures: Do not show the page # on p.vii.
- Insert "Figure" flush left on the same line as "Page". Then, remove "Figure"
  from before each figure number. List only the number.
- The title of each figure must begin at the same point. i.e. Their starting
  points must all be vertically aligned.
- p.viii: Insert "List of Figures (Continued)" flush left at the top.
  Repeat "Figure" + "Page" one blank line below that.

Body Text
Do not show the page # on pp. 1, 13, 11, 18, 86, 41, 72.

Insert an APPENDICES divider page after p. 42. It will be p.43, but do not show
the page #. Format APPENDICES as a first level heading.

p.43-57: The page # must be in the same location as all other page #s.

p.58: Format "Appendix P" the same way you formatted the other appendix
titles. (underline + center) *See also Appendices Q, R, + S.

If you have a title for one of your appendices, you should have titles for all of
your appendices.