



FLORIDA POLYTECHNIC
UNIVERSITY

Graduate Thesis & Project Manual

Document & Format Guidelines

Academic Year
2020 – 2021

Division of Graduate Studies

4700 Research Way
Lakeland, FL 33805-8531
Phone: 863-874-8640
Email: OGP@floridapoly.edu

November 11, 2020

Contents

Graduate Thesis & Project Manual	1
About this Manual	3
Manuscript Content Requirements.....	4
Manuscript Sections	4
Manuscript Formatting Requirements	5
Consistency of Format Elements.....	5
Page Format Requirements	7
Title Page.....	7
Copyright Page.....	7
Special Note: Using Previously Published Or Pre/In-Press Work as Body Chapters.....	9
Oral Examination – The Defense	11
Final Submission of Thesis or Project.....	11
Intellectual Property And Copyright Information	12
Student Intellectual Property.....	12
Sponsored Student Projects	12
Appendix 1. Sample Title/Signature Pages.....	14
Appendix 2. Sample Copyright Permission Letter.....	15
Appendix 3. Non-Remuneration Agreement Form.....	16
Questions or Assistance	17

About this Manual

This manual has been revised to focus almost entirely on Document and Format Guidelines for Graduate Thesis and Project Reports. Discussion of other topics related to graduate studies and the graduate student experience may be found in the Graduate Student Handbook.

Manuscript Content Requirements

All manuscripts must contain the following elements:

- A single abstract of the complete thesis or project report after the document’s title page or copyright page.
- A common Table of Contents.
- A common introduction covering the entire work.
- A common List of Tables/Figures (if used). Additionally, tables and figures must be numbered in one of two ways: Either consecutively throughout the manuscript or consecutively within each chapter.
- A List of References section(s). These will either appear at the end of each chapter or at the end of the document.

Thesis and project report formatting requirements must be observed throughout the entire manuscript, and all chapters must use the same formatting:

- Manuscript pages must use a single column.
- Text must be double-spaced.
- Title page, front matter pages, page numbering, headings, subheadings, tables, figures, appendices, etc. must be prepared according to the instructions in this manual.

Manuscript Sections

In accordance with the above requirements, all manuscripts must contain the following components (unless otherwise noted), in the order listed.

Section Name	Section Type	Required/Optional	Numbering
Title/Signature page	Front matter	Required	Count but do not number
Copyright page	Front matter	Optional	Count but do not number
Abstract	Front matter	Required	Count but do not number
Dedication	Front matter	Optional	Count but do not number
Acknowledgments	Front matter	Optional	Count but do not number
Table of Contents	Front matter	Required	Count but do not number
List of Figures	Front matter	If any figures are present	Lower case Roman numerals i. ii. lii. Iv. etc
List of Tables	Front matter	If any tables are present	Lower case Roman numerals i. ii. lii. Iv. etc
List of Media / Abbreviations / Nomenclature / Acronyms	Front matter	Optional	Lower case Roman numerals i. ii. lii. Iv. etc
Chapters	Body	Required	Arabic numerals
Appendix	Back matter	Optional	Arabic numerals
List of References	Back matter	Required	Arabic numerals
Index	Back matter	Optional	Arabic numerals

Manuscript Formatting Requirements

The current edition of the *Publication Manual of the American Psychological Association* (APA Style Guide) may be used to guide manuscript formatting. A print or electronic manual can be purchased through a variety sources or is available through the Florida Poly Library.

Students, in conjunction with Project Advisors or Committee Supervisor, may opt to use a non-APA reference/citation style, but all other aspects of the manuscript must conform to current APA style guidelines.

Following are some quick-reference APA and Florida Poly specifications. Other solutions will be found in the resources listed above.

Consistency of Format Elements

A properly formatted manuscript must be consistent in all areas: Spacing, capitalization, punctuation, and sizing.

- If one chapter heading has been sized at 14 points, all chapter headings must be 14 points.
- Spacing between chapter headings and body text must be consistent.
- Spacing before and after all subheadings must be consistent.
- If a table heading that spans two lines is single-spaced, all table headings that span more than one line must be single-spaced.
- Format tables so that if they break across pages the header row repeats on each page.

Microsoft Word Styles

Using styles within your Word document will allow you to format the document consistently and will also allow you to generate an electronic (clickable) Table of Contents, List of Tables and List of Figures, all of which are required elements of an electronic thesis. When converting your Word document to PDF, these lists will automatically create bookmarks (electronic links in table format) that enable the reader of the electronic thesis to navigate through the document chapter-by-chapter or section-by-section. Bookmarks are also a required element of an electronic thesis.

PDFs and PDF Bookmarks

All manuscripts must be submitted as a single bookmarked PDF, both for format review and final publication. Workstations on campus feature Adobe Acrobat Professional for PDF conversion. See also the Florida Poly helpdesk for information on available campus software downloads.

PDF bookmarks are required for all front matter lists within the PDF, regardless of the word processing program used to create the document.

- Bookmarks must list each chapter title and at least first-level subheading within the document, including all front matter entries (abstract, acknowledgments, etc.).
- Headings and subheadings must appear in the bookmarks worded *exactly* as they do in the manuscript itself and including any numbering.

Multimedia File Requirements

- If multimedia files constitute the body of the manuscript, the abstract, instead of providing an overview of the thesis, must provide the definition, structure and organization of the electronic thesis so readers can properly contextualize it.
- If multimedia files are used within the body of the manuscript, a List of Media must be prepared in the same way as the List of Figures or Tables and placed within the front matter, after the List of Figures or Tables.
- The multimedia files must be linked within the PDF. If you need assistance with multimedia files or linking to these files within the PDF, please contact the Academic Success Center (ASC@floridapoly.edu).
- A textual summation/description of all multimedia files must appear within the manuscript itself.

Hyperlinks

If hyperlinks or other external links are used within the electronic thesis or project report, a textual summary or description of the link's content must be provided in the body of the manuscript so the integrity of the document will not be compromised should the link fail.

Acceptable File Formats

In order to ensure consistent formatting and guarantee that electronic theses and project reports can be successfully stored and archived, Florida Poly specifies the following formats as acceptable for electronic thesis and project report preparation and submission.

Media	File Types
Text	PDF
Still Image	GIF, JPEG, TIFF
Audio	MP3, WAV, AIFF
Video	MOV, AVI, MPEG
Database*	SQL
Spreadsheet*	XLS, CSV

*The long-term integrity of commercial spreadsheet or database applications is not guaranteed. Authors using these formats should state in the abstract section of the thesis or project report that a commercial application is required to access supplementary files.

Appendices/Unique Format Items

- Scan any unique format items, such as surveys, previously issued questionnaires, etc. and include them as appendices.
- Make sure material is clean, clear, and legible.

Reference Systems; Endnotes and Footnotes

Reference citations, the reference list, and any endnotes must conform to a style appropriate for the subject area. Please check with your Committee Supervisor or Project Advisors to determine which style is appropriate for use in your manuscript.

If notes are necessary, you may use either endnotes (notes gathered in a separate section at the end of the document or by chapter) or footnotes (notes printed at the bottom of text pages).

- If endnotes are collected into a single section at the end of the document, they must be placed before the List of References and should be numbered consecutively.
- If endnotes are collected at the end of each chapter, numbering should begin with “1” in each chapter.

Page Format Requirements

The following sections provide guidelines for formatting specific pages of the thesis or project report. Pages are listed in the order they should appear within the manuscript. In any instance where the page formatting described below disagrees with those in the APA style guide, this manual will take precedence.

Title Page

The title page includes the title of the manuscript, the student’s name, and its submission as partial fulfillment for a particular degree. It also, crucially, includes space for the names, signatures, and dates of the Committee or Advisory Group as well as the Graduate Division Director or Acting Administrator. See [Appendix 1](#) for full example of content and formatting.

Copyright Page

Students wishing to register a copyright for their manuscript can do so with the [U.S. Copyright Office](#). A copyright page may be included after the title page to acknowledge copyright ownership regardless of whether or not a claim is filed.

- Center the year of publication and the author’s full name vertically and horizontally on the page.
- Use the copyright symbol before the year.

Example:

© 2018 Susan B. Student

Abstract

The abstract page is required for all manuscripts. It is an essay-style summary of the purposes, methodology, findings or results, and conclusions, and cannot contain tables or figures of any kind.

- Double-space the abstract text.
- Center the heading ABSTRACT, without punctuation, at the top margin.
- If more than one page is necessary, do not repeat the heading or use the word *continued*.
- The abstract should rarely exceed 2 ½ pages double-spaced and may even be shorter.

Dedication

The dedication is optional.

- Center text vertically on the page.
- Do not use a heading on this page.

Acknowledgments

This page is also optional, but most theses or professional project reports include a brief statement of thanks for, or recognition of, any special assistance.

- Center the heading ACKNOWLEDGMENTS, without punctuation, at the top margin.

Table of Contents

The Table of Contents is not optional.

- Center the heading TABLE OF CONTENTS, without punctuation, at the top margin.
- Headings or subheadings listed in the contents must be worded **exactly** as they appear in the manuscript, including any numbers used.
- Page numbers for all entries must correspond **exactly** with those in the manuscript; any deviation may result in rejection of the final copy.
- List all chapter/section headings and at least all first-level subheadings on the Table of Contents.
 - Place chapter headings in all caps.
 - Place subheadings in title caps/mixed case.
 - Do not list pages that precede the Table of Contents on the Table of Contents
 - List both the name and descriptive title of each appendix in all caps.
- Do not repeat the Table of Contents heading or use the word *continued* for multiple-page Contents.
- The Table of Contents of this manual is formatted according to these guidelines.
- Do not include an entry for the Table of Contents in the Table of Contents.

List of Tables, Figures, Media, Symbols, Abbreviations, or Nomenclature

- Center the heading LIST OF TABLES, LIST OF FIGURES, etc., without punctuation, at the top margin.
- List each table or figure within the manuscript, including those in the appendices, in the List of Tables or List of Figures. Titles must match those in the text, and each table/figure entry must have a corresponding page number.
- Do not repeat the List of Tables or List of Figures heading or use the word *continued* for multiple-page lists.

Introduction

All theses and project reports should begin with an Introduction that orients the reader with the thesis or report material. The introduction is considered the first major section or chapter.

Body

Formatting is discussed in the [Manuscript Formatting Requirements](#) section.

Appendices and Unique Format Items

Items of unique format, such as previously issued questionnaires or surveys, should be scanned and included in an appendix.

- If human subjects were used during the course of the study, the IRB approval letter must be scanned and included in an appendix.
- Permission for use of copyrighted material must also be included in an appendix.

- Margin requirements and pagination are the same in the appendices as they are elsewhere in the document:
 - Each appendix page, regardless of material type, must have a page number.
 - Pagination must run consecutively numbered throughout the manuscript: Appendix pagination may not re-start.
- Appendices must have both a name and descriptive title and should be lettered alphabetically if more than one appendix is used.
- Each appendix must have its own buffer page, with the appendix name and title capitalized and centered at the top margin.

For example:

APPENDIX A
DESCRIPTIVE TITLE

OR

APPENDIX A: DESCRIPTIVE TITLE

Appendix text should begin on the page *after* the appendix buffer page. The buffer page is a mostly empty page.

Endnotes

If the chosen reference citation style requires the use of endnotes:

- Center the heading ENDNOTES, without punctuation, at the top margin.
- Do not repeat the heading or use the word *continued* on multiple-page appendices.

List of References

Each source cited in the text must be included in the List of References; References may not include items that are not cited within the document.

- Center heading LIST OF REFERENCES (or simply REFERENCES), without punctuation, at the top margin.
- Choose one style of spacing for entries:
 - Single-space references with an extra single space between citations, OR
 - Double-space references with no extra space between entries.
- A hanging indent (first line flush left, other lines indented) for each citation in the list is preferred; check with your style guide for specific entry formatting.
- Do not repeat the heading or use the word *continued* on multiple-page references.
- Avoid letting a citation break over the break; adjust spacing so that the full-citation is contained on a single page.

Special Note: Using Previously Published Or Pre/In-Press Work as Body Chapters

Sometimes, the student's thesis research or project work is conducted as part of a major research grant or contract, or even as part of some collaborative program. The faculty advisors are likely to encourage these students to report their results as soon as possible, the result being that students may have the opportunity to publish material prior to preparing the thesis or project report. In such cases, pre-press,

in-press or previously published materials may be incorporated into the thesis or project report if approved by the Thesis Committee or Project Advisory Group and formatted in accordance with all requirements specified in this manual. This format may include one or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections.

- All articles/chapters to be included in a manuscript must have a common thread and must study a common problem; collections of unrelated papers are not acceptable.
- The inclusion of any articles that are previously published, in press, or accepted for publication requires that the student obtain permission from the copyright holder. The copyright release/permission letter(s) should be included with the manuscript, in an appendix (see Appendix D for an example).
- A statement disclosing previous publication must be placed at the beginning of or in a footnote on the first page of each chapter or section with previously published content.
- The statement should include the author name(s), publication name, edition, and date of publication; pending publications should list anticipated edition and/or dates.
Co-authored material will only be considered if
 - The Graduate Thesis Committee or Project Advisors agree that the student is primarily responsible for the article's content;
 - Those portions and materials contributed by the student are identified;
 - Permission is granted by the co-author(s); and
 - The program or department approves the inclusion of the articles in question.
- No multiple-authored theses are acceptable.
- Only articles that the student prepared while working as a Florida Poly student will be acceptable for inclusion in a manuscript.
- A single abstract and introduction chapter for the manuscript are required, even if individual chapters have their own abstract and introduction.
- References for previously-published sections can be collected by chapter or in one reference section at the end of the document.

Oral Examination – The Defense

Thesis writers must perform a public defense of their work. Project Report writers should consult with their Primary Advisor to determine whether a public defense is desirable; sometimes the projects contain proprietary materials/ideas and therefore does not lend itself to a public defense. If a defense is not desirable, the Project Advisory Committee may at their discretion require an alternate procedure in its place.

If defending, then upon approval of the Thesis Supervisor/Primary Advisor, students should announce their thesis oral examination (defense) or project defense at least one week prior to the defense date. In order to meet this requirement:

- Prepare your announcement in consultation with your Committee Supervisor/Project Advisor. Most students simply use their abstract for the body of the announcement.
- The announcement should include:
 - A formal defense announcement like: “Announcing the Final Examination of Ms. Susan B. Student for the degree of Master of Engineering.”
 - Date, time, location, and thesis/report title.
 - An abstract or summary of the thesis/report.
 - The student’s current major course of study.
 - The student’s previously awarded degrees, including the year of conferment and the conferring institution.
 - A list of all members of the Thesis Committee or Project Advisory Group.
 - The date on which the Thesis Supervisor/Primary Advisor approved distribution of the announcement and that the public is welcome to attend.
- Ask your Committee Supervisor/Primary Advisor to approve your announcement for distribution.
- Once approved, contact the Graduate Division ogp@floridapoly.edu for distribution of your Defense date to all faculty, students, and staff.

Final Submission of Thesis or Project

Upon successful completion of the defense, students must submit a copy of the signature page only to the University Registrar.

Upon completion of any corrections required by the committee, one full copy of the thesis (or project report) must be submitted to the department chair for the degree and track of the discipline that awards your degree, **and** one copy must be submitted to the Division of Graduate Studies at ogp@floridapoly.edu.

Intellectual Property And Copyright Information

Students should review and familiarize themselves with Florida Polytechnic University policy [FPU-1.0061P](#). This Intellectual Property policy details how the ownership of intellectual property is assigned at the University. Sections I and J reproduced below, Student Intellectual Property and Student Sponsored Projects, are particularly relevant for graduate students working on theses and projects:

Student Intellectual Property

The University respects the long-standing tradition that students own their academic work. In general, any Intellectual Property (including theses and dissertations, inventions, discoveries, creations and new technologies) conceived or first reduced to practice by a student at the University as a work product (e.g., homework assignments, laboratory experiments and special and independent study projects) of a "for credit" course will be owned by the Student Creator. Generally, undergraduate and graduate Students own any Intellectual Property that they create through enrollment in a University course for academic credit. However, the University owns such Intellectual Property when one or more of the following apply:

1. When there is collaboration between a Student and University employee(s) to create works as part of a sponsored research project or faculty development activities.
2. In certain courses or special projects where a Student is presented with the opportunity to participate in a project or activity in which the ownership of any resulting Intellectual Property must be assigned either to the University or to a sponsoring entity as a condition of the Student's participation.
3. When the Student is employed by the University, in which case the terms applicable to University employees shall apply.

Although a student retains copyright ownership to his/her thesis or dissertation or other Student-created Works, the Student grants the University permission to use, reproduce and publicly distribute copies of those Works.

Sponsored Student Projects

1. Students are never obligated to participate in projects or activities that require the assignment of the Student's Intellectual Property to the University or another entity. In these situations, Students must always be presented with two options to choose from:
 - a. participate in a project or activity that does not require the Student to assign his/her Intellectual Property; or
 - b. participate in a project or activity that requires the Student to assign his/her Intellectual Property.
2. A Student's grade and/or evaluation of performance in a University course shall not be affected by the Student's decision to participate or not to participate in projects or activities requiring the assignment of the Student's Intellectual Property. Students should consider that the assignment of Intellectual Property is a binding legal agreement and that they have the right to seek independent legal advice at their own expense prior to signing any agreement.
3. Student project results are not the work of the University and any references either internally or to third parties shall clearly identify the source of the student project results as student research performed at the University without subsequent independent evaluation.

Because manuscript PDFs are archived and ultimately made available on the Internet, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Please see Appendices for a sample copyright permission request. Also, it is wise to include a copyright page in all

electronic theses or project reports. The copyright page should appear immediately after the title page. Proper format of this page is shown in the [Copyright Page](#) section of this manual. While it is not necessary to register copyright, students may do so through the [U.S. Copyright Office](#).

Appendix 1. Sample Title/Signature Pages

INDUSTRIAL APPLICATIONS OF NANOPARTICLE
ENABLED SOLAR VAPOR GENERATION

by
Susan B. Student

A thesis report submitted in partial fulfillment of the requirements for the
degree of Master of Science in Engineering
at Florida Polytechnic University
Lakeland, Florida

Spring 2021

Approved by

	Signature	Date
Dr. Committee Chair	_____	_____
Dr. Committee Member	_____	_____
Dr. Committee Member	_____	_____
Dr. (if applicable) Committee Member	_____	_____
Dr. Vice Provost of Academic Affairs Graduate Division	_____	_____

Easiest if you create a table

Appendix 2. Sample Copyright Permission Letter

Letterhead stationery or return address

Date

Name and address of addressee

Dear _____:

Optional beginning sentence: This letter will confirm our recent telephone conversation. I am completing a master's thesis/project at Florida Polytechnic University entitled " _." I would like your permission to reprint in my thesis/project report excerpts from the following:

Insert full citation and description of the original work.

The excerpts to be reproduced are: *insert detailed explanation or attach copy.*

The requested permission extends to any future revisions and editions of my thesis/project report, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own *or your company owns* the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you for your attention in this matter.

Sincerely,

Your name and signature

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

By: _____

Typed name of addressee below signature line

Date: _____

Appendix 3. Non-Remuneration Agreement Form

Florida Polytechnic University Non-Remuneration Form

SPECIAL AGREEMENT TO SERVE ON Graduate Thesis COMMITTEE or Project Advisory Group for members not employed by Florida Polytechnic University.

By signing below, I certify my willingness to serve, at no expense to Florida Polytechnic University, on the thesis/dissertation committee of

Student Name, Poly ID#

Date

Signature

Printed Name

Title

Questions or Assistance

For questions or assistance in preparing your thesis or project report, contact the Office of Graduate Programs, ogp@floridapoly.edu or the Academic Success Center success@floridapoly.edu.