

UNIVERSITY OF WEST FLORIDA

**ELECTRONIC THESIS AND DISSERTATION
FORMATTING GUIDE**

**Prepared by the University of West Florida Libraries
with approval by the
University of West Florida Office of Graduate Studies
May 2006**

Electronic Theses and Dissertations

Policy

The University of West Florida adopted a University Policy on Electronic Submission of Theses and Dissertations (AC-02.00-02/05) effective Fall Semester, 2004 ([AC-02.00-0205-ElectSubofThesesandDisFINAL.pdf](#)) It reads, in part,

Effective Fall Semester 2004, final approved theses and dissertations submitted in partial fulfillment of requirements for master's, specialist, and doctoral degrees are to be submitted to the UWF Library in electronic format along with one paper copy for binding for inclusion in the University archives.

All current candidates for these degrees may not be subject to the requirement, but all are encouraged to submit an electronic version for archiving and access by the worldwide academic community. The policy provides definitions of effective date by type of degree.

General Formatting Statement

The electronic version of a thesis or dissertation should be an exact image of how the document would appear if printed. All formatting guidelines – margins, fonts, placement of headings, etc. - related to creating the print document also apply to the electronic document (see *UWF Thesis/Dissertation Guide*). There are, however, additional formatting requirements that apply to the electronic PDF version.

PDF Formatting and Conversion

Upon completion of all corrections and changes to the thesis or dissertation, the final, approved thesis file or files should be converted to PDF, preferably using Adobe Acrobat software. If you need assistance with converting your document, please contact the Office of Graduate Studies for information on PDF workshops.

The following formatting requirements apply to the PDF version.

Table of Contents Links

The table of contents should be formatted the same as for paper final submission. You must, however, link all major division headings – acknowledgments, list of tables, list of figures, abstract, chapter and appendix titles, bibliography - and any subheadings to the appropriate pages in the text. (If you have used MS Styles, it is possible that these links [bookmarks] will be created automatically.) Use blue to highlight all links in the table of contents.

Files and Links

If hyperlinks or other external links are used within the ETD, a textual summation/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.

If the thesis consists of more than one file, all files should be named to one directory before adding the links. This avoids changing file names and causing broken links in the ETD submission. All links must be highlighted in blue. They should not be underlined. The working condition of all links should be checked before submitting the PDF. The PDF file(s) and other files should be checked carefully before submitting them. Also, all files should be scanned with up-to-date virus software before submission. Files with viruses will not be accepted.

Multimedia Files

Multimedia files may be used within the body of the document or may be attached as a separate file(s). If this is done, there must still be a version of the figure or table incorporated in the text as with the paper copy of the thesis. Since it may be desirable for the reader, however, to see a larger version or better resolution of the item, an attached multimedia file will allow that option.

With multimedia objects that cannot be represented graphically in the PDF, a complete title/description that links to the file, allowing it to be opened, should be included in the text. Figures, tables, and objects that are not embedded in the document should always be described fully in the text. As technology changes and is upgraded, there is a chance that these illustrations will not migrate with the thesis.

The multimedia files must be linked with the PDF. All of these links should be in blue and must contain a parenthetical notation about the file type and size.

File Naming Conventions

All PDFs must be named in the following manner:

- Lastname_firstname_middle initial_yearandmonthof_graduation_degreetype

For example:

- Doe_John_N_200312_MA.pdf
- Smith_Janet_L_200405_PhD.pdf

In addition to being linked within the PDF, media files must be named in the following way, indicating the media type and number. For example,

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Copyright

Because the PDF is archived and ultimately made available on the Web, written permission is needed for use and electronic publication of any copyrighted text, figures, tables, and objects that a student has used in the thesis or dissertation. Please see “Sample Copyright Permission Letter” in the *UWF Thesis/Dissertation Guide*.

Because the PDF is archived and available on the Web, it is also wise to include a copyright page in all ETDs. The copyright page should be immediately after the title page. The copyright page format is shown in the *UWF Thesis/Dissertation Guide*. Although it is not necessary to register copyright with the U.S. Copyright Office, should a student choose to do so, forms and instructions are available at <http://www.copyright.gov/circs/circ1.html#cr>.

Acceptable File Formats

In order to ensure consistent formatting and to guarantee that ETDs can be successfully stored and archived, UWF requires that the following “Preferred” or “Acceptable” formats be used for ETD preparation and submission.

MEDIUM	FORMAT	
	Preferred	Acceptable
Text	PDF	Plain text (*.txt US-ASCII, Latin-1 or Unicode); Cascading style sheets (*.css); XML, XHTML, XSD, XSL (with included schema and character encoding explicitly specified); HTML; SGML; DTD
Still Image	TIFF (bitonal Group4 compression; grayscale uncompressed; RGB uncompressed;);	PNG; JPEG/JFIF; BMP; JPEG2000
Audio	WAV	MP3; AIFF (uncompressed) (*.aif, *.aiff); WAV (PCM only) (*.wav); SUN Audio (uncompressed) (*.au); MIDI; Ogg Vorbis (OGG)
Video	AVI	MPEG-1; MPEG-2 (*.mpg)
Database	MDB	CSV (Comma Separated Variable) Text; Tab Delimited Text; SQL; DBF (*.dbf); OpenOffice (*.sxc)
Spreadsheet	XLS	
Computer Programs	Computer program source code (*.c, *.c++, *.java, *.js, *.jsp, *.jhp, *.php, *.pl, etc.)	
Vector Graphics	SVG; CGM; Web CGM	
Virtual Reality	X3D; VRML	
Presentation	OpenOffice (*.xsi)	

Submission of Final Document/Electronic File

UWF requires final submission of **two print copies** of the thesis/dissertation as well as **an electronic PDF** version submitted on a CD. These are to be presented to the Serials Department in the John C. Pace Library along with an ETD Submission Form (see *UWF Thesis/Dissertation Guide*). The student and the Chair of his/her Thesis/Dissertation Committee are responsible for assuring that the PDF version is an exact image of the print document, with all files in the proper order and appropriately linked.

**UNIVERSITY OF WEST FLORIDA
ELECTRONIC THESIS/DISSERTATION
SUBMISSION FORM**

Author: _____
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Check One: _____ Master's Thesis _____ Doctoral Dissertation

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Date Degree to be Conferred (Optional): (yyyy-mm-dd) _____

Name of the Department or Division granting the degree: _____

Please provide up to five major keywords or phrases that describe the content of your thesis/dissertation.

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Names of other Committee Members (Last Name first):

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Please submit this form along with two required copies of your print thesis/dissertation and one electronic PDF version of your thesis/dissertation on a CD to:

Serials Department
John C. Pace Library
University of West Florida
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Pensacola, FL 32514

For additional information, contact the Serials Department: (850) 474-2461

ATTACHMENT B. COPYRIGHT PAGE

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