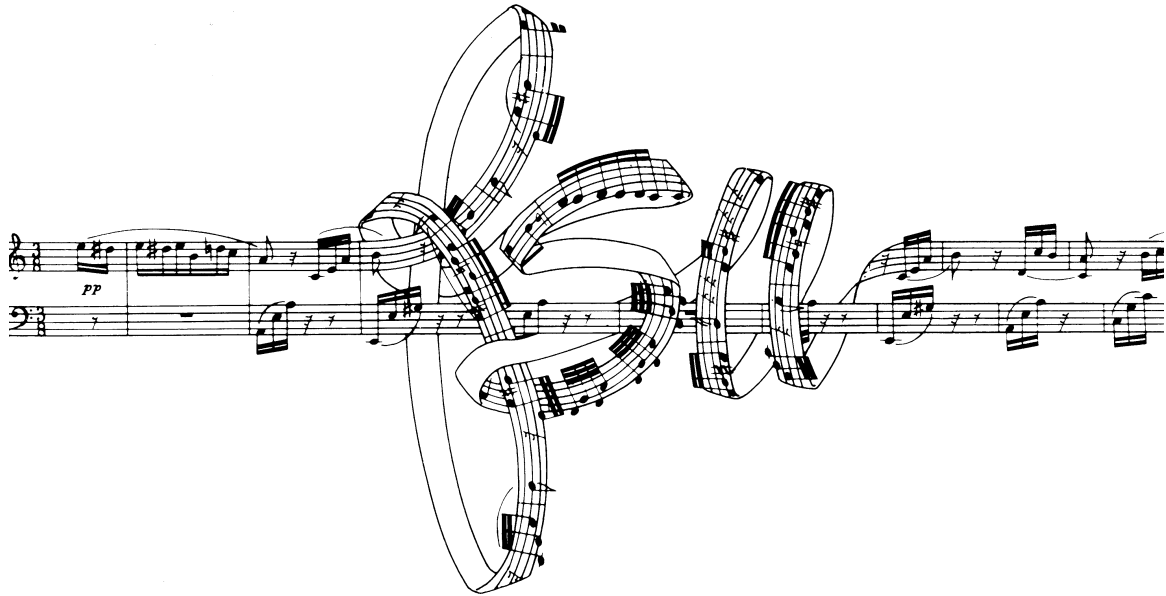


**The Florida State University  
College of Music**



**Treatise and  
Dissertation  
Handbook**

Updated: April, 2022

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### **Important Contact Information**

College of Music Graduate Office (850) 644-5848

The Graduate School (850) 644-3501

Manuscript Clearance Advisor (850) 644-0045  
E-mail: [clearance@fsu.edu](mailto:clearance@fsu.edu)

Human Subjects Office (850) 644-7900  
Website: <http://www.research.fsu.edu/humansubjects/>

# Introduction

Completing a treatise or dissertation is the final step in your doctoral degree work. As with all other aspects of your doctoral degree work, approaching the treatise/dissertation in a logical and sequential fashion will eliminate many problems. Often, the research completed for this project establishes a doctoral student as the foremost authority on that topic, which may lead to further publications and presentations.

Students are often tempted to ask other students or consult documents completed by other graduate students for matters of style and mechanics. This is not advisable, as procedures evolve and are modified. (Refer to the web link listed below for the latest policies and changes.) The best source for information and advice is (in addition to your major professor) the Graduate Music Office and the Manuscript Clearance Advisor in 314 Westcott.

There are very specific University-wide policies and procedures which are to be followed by all doctoral students at FSU. This information is located on The Graduate School's website:

<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>

The Graduate Music Office and the Manuscript Clearance Advisor are the final arbiters of style and procedural issues and should be consulted early in the treatise/dissertation process.

**NOTE: A student must be admitted to candidacy (i.e. pass the Preliminary Exam) at least six (6) months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation. Questions? Please contact The Graduate School: 850-644-3501.**

# The Supervisory Committee

## Committee Membership

It is the duty of the Supervisory Committee to guide the writer through the entire treatise/dissertation process. In the College of Music, the Committee varies according to the degree level being pursued.

The *Masters Committee* consists of at least three (3) faculty members, including the major professor and at least one other member from the major area. Additional members may be appointed if deemed desirable. All three committee members must be coded with Graduate Faculty Status.

The *Doctoral Committee* consists of at least four (4) faculty members: 1) the major professor and at least two other members from the major field (excepting Guitar and Organ); and 2) at least one member from outside the major field who will serve in the role of University Representative. All members must hold Graduate Faculty Status, including the professor directing the dissertation/treatise and the University Representative. The University Representative must also be tenured. Additional committee member(s) may be appointed, and must be coded with least Graduate Faculty Status. You may consult the Graduate Music Office to find out which faculty members are coded with GFS and which faculty are tenured.

## University Representative (Doctoral Committees)

One of the committee members on the doctoral committee must be drawn from outside of your area, hold GFS, and be tenured. The selection of the University Representative member should be made with great care. This can be a professor that you have taken a class with at some point in your course of study. Often, they can contribute a particular type of expertise to your treatise/dissertation that is not available from other members of the Committee.

Students occasionally request a Committee member from outside the College of Music, and this is acceptable so long as they are coded with Graduate Faculty Status, and they are a tenured member of the faculty, in their own department. Sometimes students request that a faculty member from another University serve on the Supervisory Committee because of that person's expertise in the treatise/dissertation field. This is usually not recommended, and exceptions must initially be approved by the Major Professor, the Area Coordinator, and the Associate Dean for Academic Affairs and Director of Graduate Studies in Music. Final approval lies with The Graduate School. In this case, a Courtesy Appointment must be requested through HR All Committee members must be

present for the treatise/dissertation defense, either in-person, or via video conference technology such as Zoom.

### Selecting the Committee

The Supervisory Committee should be selected during the second semester in residence (or **as soon as possible** thereafter). Students in doctoral performance degrees must have the Committee selected and the Supervisory Committee Form filed with the Graduate Music Office prior to presenting their first degree recital. Students in other degree programs will normally establish their Committee at a time prior to the comprehensive/preliminary examination.

Once Committee members have been chosen, each must sign the “Supervisory Committee” form available in the Graduate Music Office.

This form is then submitted to the Graduate Music Office so that the Associate Dean can determine that the Committee membership is appropriate. The form is placed in your file for future reference.

# The Prospectus

### Definition

The preparation of the research prospectus is an important component of the treatise/dissertation process. The prospectus functions as a proposal to your Supervisory Committee for permission to pursue the research project described therein. There is no established format University-wide; the suggested College of Music format is described below.

### Prospectus Construction

Although there are some acceptable variations, most areas of the College of Music require the following components to be included in the prospectus. Consult with your treatise/dissertation professor for details.

- Title Page
- Signature Page
- Background and Significance of the Project
- Purpose
- Survey of Literature

- Procedures
- Sample Chapter Headings
- Bibliography

Samples of the Title and Signature Pages can be found at the end of this handbook in Appendix 1.

## Procedures

### Drafts and Signatures

It is likely that you will work initially with your Major Professor as you prepare the prospectus. Once you and the Major Professor are comfortable with the document, then the other members of the Committee should read the prospectus and make suggestions and corrections. Once all the Members have approved the prospectus, each should sign on the appropriate line of the signature page.

### Title and Signature Pages

After all the signatures have been affixed, the signed Prospectus signature page should be filed with the Graduate Music Office. **NOTE: An email from the student's Major Professor (copied to the entire committee) may be sent to the Graduate Music Office Assistant in lieu of the Prospectus signature page. This email must confirm that the Prospectus has been approved by the entire committee.**

### Treatise/Dissertation Hours

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. The student must be registered for MUS 8964 (0 credit) during the semester in which the preliminary examination is taken. No student may register for treatise or dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to treatise or dissertation credit enrollment. After completion of the admission to candidacy process, the student may change DIS credits to treatise or dissertation hours for that semester in which the preliminary examination was completed. After passing the preliminary exam, **you must be continuously registered for at least two credits of treatise/dissertation each fall and spring semester, and also in any semester (including summer) where you intend to utilize University faculty and resources...This includes the term in which your degree is**

**posted.** It is important that the faculty and the University receive the appropriate credit for the work they do with and for you.

NOTE: In consultation with their Major Professor, students who have fulfilled all class requirements are allowed to register for DIS credits (with the DIS title, “Dissertation Research”), during the semester they register for the Preliminary Exam; MUS 8964. These DIS credits may be converted to Treatise credits for performance majors (course # MUS 6979), or Dissertation credits for non-performance majors (course # MUS 6980), if the student passes their Preliminary Exam by the 7th week of the semester deadline (early October in Fall, early February in Spring).

Graduate students wishing to convert hours from DIS, Supervised Research, or Supervised Teaching over to treatise or dissertation hours must follow these guidelines:

Only hours taken in the semester you pass your preliminary exam will be considered for credit conversion.

Credit conversion from DIS to Treatise or Dissertation hours is only permitted if the preliminary examination is passed by the end of the seventh week of the semester. Please refer to the FSU Academic Calendar, found on the FSU Registrar's website, for the deadline.

## Human Subjects Review

All research projects that involve human subjects must be reviewed and approved by the FSU Human Subjects Committee, also known as the Institutional Review Board (IRB). This review and approval must be completed before the research is conducted; attempting to receive *post hoc* approval from the IRB will not be successful. The purpose of this review is to protect the welfare of subjects who are studied by FSU faculty and student researchers. More importantly, the IRB is concerned with issues of informed consent and confidentiality of responses, not to mention possible negative impact of the research experience itself.

Complete details on this procedure, including the appropriate forms, are available at the following website:

<http://www.research.fsu.edu/humansubjects/>

A doctoral treatise/dissertation must be reviewed if it involves human subjects. Many people believe that IRB review is necessary only for research in the



biological sciences, where tissue and fluid samples are to be collected from human subjects, but this is not true. Any project that involves interaction with human subjects must be reviewed and approved. If a project includes surveys, questionnaires, interviews, or exposing subjects to experimental treatments, such as teaching procedures or visual/aural stimuli, etc., then the student *must* receive Human Subjects Committee approval before beginning your project.

## The Writing Process

Once you have completed your library research, gathered data, processed questionnaires and surveys, and transcribed tapes, etc., you are ready to start writing the treatise/dissertation. This process can take anywhere from several months to several semesters, depending upon the scope of the study and your ability to put words on paper. The following paragraphs highlight certain stages of the process.

### The Role of the Committee

Treatise/dissertation writers are often confused as to the role of the Supervisory Committee in the actual writing process. Students who fail to keep their Committee “in the loop” prior to the defense often receive an unwelcome surprise at the defense when a Committee member refuses to approve the document. This should never happen, and it will not if you follow certain guidelines.

Most of the preliminary writing of the treatise/dissertation will probably be accomplished under the supervision of the Major Professor prior to any extensive involvement with the remainder of the Committee. It is very important at the outset, however, to speak individually with each of the Committee members to determine how they wish to be involved, if at all, in the early stages of the writing process. Some faculty will want to read individual chapters as you complete them, while others will want to wait until you and the Major Professor have completed several drafts of the treatise/dissertation before they read it. In either case, it is wise to keep in touch with your committee members throughout the entire writing process even if they do not want to read early drafts of the document.

Copies of the treatise/dissertation that you give to your Committee should be complete (e.g., they should include all musical examples, tables, charts, etc). The pages should be numbered in the prescribed manner and bound in some fashion; perhaps the easiest method is the comb binding available for a minimal cost at copy centers. Do not give your Committee loose sheets of paper.

### Calendar Deadlines

There are deadlines established each semester for submission of draft copies to the Committee, scheduling of the defense, and the submission of the final copies to the Manuscript Clearance Advisor. It is your responsibility to know these dates, which are available online via the Graduate School's website. Failure to meet these deadlines will most certainly delay the conferral of your degree.

### Manuscript Clearance

All information pertaining to the submission requirements for Electronic Thesis, Treatise and Dissertation (ETD) content can be found on The Graduate School's website: <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>. All ETD content and clearance procedures are located under "Thesis, Treatise, Dissertation", found by scrolling to the middle of the page. In order to submit your manuscript successfully, you must adhere to the formatting rules found in the "Requirements for Electronic Theses, Treatises, and Dissertations," as well as the deadlines outlined for the semester you plan to graduate. There are two deadlines to adhere to: Format Approval deadline which comes first, followed-by the Final Clearance deadline. These deadlines occur before the semester is over so be sure to plan accordingly. FSU theses, treatises, and dissertations are to be submitted to the Manuscript Clearance Advisor through your ProQuest ETD account. As noted on The Graduate School's website, "Once your formatting is approved and the office has received and approved all of your required forms, you will receive the "fireworks" email stating that you have completed the manuscript clearance process. Your manuscript is not cleared for graduation until you receive that email. Leaving campus or Tallahassee does not waive any of the requirements or deadlines."

**A preliminary draft of the treatise/dissertation MUST be submitted to each member of the Committee approximately four (4) weeks before the defense** (this is after you have worked through the initial drafts with your treatise/dissertation director). They will make suggestions and corrections and return it to you within two weeks; you can then incorporate those comments in the final draft. The final draft must be in the hands of the Committee at least one week prior to the scheduled defense. Remember: do not skip the preliminary draft step; doing so could result in undue stress in your life.

### The Manuscript Clearance Advisor

The Manuscript Clearance Advisor (in 314 Westcott: 850-644-3501) should be consulted as soon as you have a complete working draft of the project. Questions of format, musical examples, and other peculiarities are best answered by your faculty advisor early in the writing process and perhaps even before you begin writing. Do not wait until the final date for submission to work with the

Clearance Advisor, as you will likely encounter unforeseen problems. Watch for announcements of workshops on the preparation of manuscripts in ETD format offered by the Clearance Advisor every semester. These are valuable and will help you to understand the process. (Note the contact information for the Manuscript Clearance Advisor on page 3.)

### Scheduling the Treatise/Dissertation Defense

You are strongly advised to alert your Major Professor and your Supervisory Committee at least one semester in advance of the semester in which you intend to finish your degree. This is a time-consuming process for the faculty member, and it is not unusual for one person to have two, three or more treatises/dissertations to read in one semester. If your manuscript comes in unannounced and the faculty member has three others already confirmed for that given term, you may find it difficult to finish your degree in the semester you planned.

It is also advisable to try to schedule your defense early in the semester rather than waiting right up until the onset of the manuscript deadlines. This is particularly true during Spring Semester, when the activity level in the College of Music increases exponentially. Remember that most people will wait until the final manuscript deadlines to complete their work; you will get the jump on everyone if you are ready to defend early in the semester.

In scheduling your defense date, you're encouraged to make use of an online scheduling program such as "Doodle" ([www.doodle.com](http://www.doodle.com)). This will help you in coordinating available dates and times between all of your committee members, in as efficient a manner as possible. Be sure to include at least 5 dates, with a variety of times.

**NOTE: A student must be admitted to candidacy (i.e. pass the Preliminary Exam) at least six (6) months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.**

### Announcing/Publicizing the Defense

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted

electronically to the University manuscript clearance advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks *prior* to the defense, the student must file an announcement of the treatise or dissertation title and the date and location of the examination on the Manuscript Clearance Portal. Please find the Defense Announcement requirement on the Graduate School's website.

## Matters of Style

There are a number of acceptable style formats available to you. The most common are:

*The Chicago Manual of Style*

Gibaldi, Joseph, ed. *MLA Style Manual and Guide to Scholarly Publishing*

*Publication Manual of the American Psychological Association*

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and The University of Chicago Editorial Staff. Chicago: University of Chicago Press, 2013.

There are several other publications that may prove valuable as well:

Bellman, Jonathan. *A Short Guide to Writing About Music*, 2<sup>nd</sup> ed. New York: Longman, 2006.

Holoman, D. Kern. *Writing About Music*, 3<sup>rd</sup> ed. Berkeley: University of California Press, 2014.

O'Conner, Patricia T. *Woe is I: The Grammarphobe's Guide to Better English in Plain English*, 3<sup>rd</sup> ed. Penguin Group (USA) Incorporated, 2010.

Rankin, Elizabeth. *The Work of Writing: Insights and Strategies for Academics and Professionals*. San Francisco: John Wiley and Sons, Inc., 2001.

Shertzer, Margaret. *The Elements of Grammar*, 2<sup>nd</sup> ed. New York: Longman, 1996.

Strunk, Jr., William and E.B. White. *The Elements of Style*, 4th ed. New York: Longman, 1999.

Wingell, Richard. *Writing About Music*, 4<sup>th</sup> ed. Englewood Cliffs, NJ: Pearson, 2008.

The choice of a particular style manual is largely up to your area. The following listing reflects current practice among the academic areas of the College of Music.

Academic Area	Style Manual
Keyboard	Turabian (Footnotes)
Music Education/Therapy	APA
Musicology	Turabian (Footnotes); Holoman
Strings	Turabian (Footnotes)
Theory/Composition	Turabian (Footnotes)
Voice	Turabian (Footnotes)
Wind/Brass/Percussion	Turabian (Footnotes)

It is not the intent of this handbook to provide stylistic details that are available elsewhere. Consult the appropriate style manual as listed above, and be mindful that there are certain stylistic issues unique to music not covered to any great extent, if at all, in the above manuals. These are discussed in Appendix 2. Be advised that *Guidelines & Requirements* from The Graduate School (based on the *Chicago Manual of Style*) takes precedence over ALL of the above style manuals. Questions of style that cannot be resolved by one of these sources should be directed to the Manuscript Clearance Advisor in 314 Westcott.

## The Defense

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the University manuscript clearance advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. The supervisory committee, the chair of the major department, and such other members of the faculty as maybe appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date

and place of the examination to The Graduate School. Consult the Registration Guide for the deadline dates.

The defense of dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must defend by no later than the Format Approval Deadline in the semester of intent to graduate. Consult the Graduate School's website for more information.

The format of the defense may vary from one Area to another. In general, however, you begin by providing a summary of your project for the committee and any visitors present. This can take anywhere from five to thirty minutes, depending upon the scope of your project. The Supervisory Committee will then ask questions pertaining to your treatise/dissertation.

Questions posed by the committee members can run the gamut from clarification of points to justifying procedures and conclusions from your study. If you have not done careful editing throughout the process, this stage of the defense can also be a page-by-page critique of your project. Some areas allow faculty members to ask questions in turn, while others open the floor to questions from any of the committee members. Be certain that you consult with your Major Professor in advance of the defense to ensure that you are familiar with the procedures followed within your Area.

Following the conclusion of questions, you may be excused from the room. The Committee will then cast votes to approve or disapprove your treatise/dissertation. Following the vote, the committee members must log in to the Manuscript Clearance Portal to digitally sign the appropriate documents. Please consult The Graduate School's website for the most current information regarding all of the appropriate online forms that your committee members will be required to sign. Your University Representative (Outside Committee Member) should also complete the "University Representative Doctoral Defense Report" document and submit it through the Manuscript Clearance Portal.

Complete details covering all of these forms and procedures can be found on The Graduate School's website.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The oral examining committee will certify in writing to the academic dean of the major department the results of the examination: passed, failed, or to be re-examined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense.

A grade of PASS for the defense of treatise or dissertation requires at least a majority approval of the committee. If the student passes, each committee member must digitally sign the required documents via the Manuscript Clearance Portal.

60 Day Rule:

\* Please note that students MUST complete the final clearance of their manuscript within 60 days of the successful defense of their manuscript, or they MUST re-defend their manuscript. Should students have any questions about this rule, please contact The Graduate School at (850) 644-3501.

# Final Submission – ETD Formatting

As always, please refer to the *Guidelines & Requirements* for the latest information concerning the submission process.

## Introduction

An ETD (Electronic Thesis or Dissertation) is a document that explains the research or scholarship of a graduate student. It is expressed in a form simultaneously suitable for machine archives and worldwide retrieval. The ETD is similar to its paper predecessor:

- It has figures, tables, footnotes, and references.
- It has a title page with the author's name, the official name of the university, the degree sought, and the names of the committee members. It documents the author's years of academic commitment.
- It describes why the work was done, how the research relates to previous work as recorded in the literature, the research methods used, the results, and the interpretation and discussion of the results, and a summary with conclusions.

However, an ETD is much more than just an electronic version of a Thesis or Dissertation. It provides a technologically advanced medium for expressing your ideas. You prepare your ETD using any word processor or document preparation system, incorporating relevant multimedia objects, without the requirement to submit multiple copies on 50 percent cotton bond paper. Consequently, ETD's are less expensive to prepare, consume virtually no library shelf space, and never collect dust. At your choice, they can be available to anyone that can browse the World Wide Web.

## **Intellectual Property Issues**

The advent of dissemination and delivery of theses and dissertations via the World Wide Web creates issues regarding intellectual property, especially those involving copyrights.

**Copyright:** Federal law defines copyright protection. It grants specific rights to the owners of original works, including the right to control the reproduction of the work, the creation of derivative works, the distribution of copies of the work, performance of the work, the display of the work, and for sound recordings, performance of the work publicly. The federal copyright laws create both civil and criminal penalties for violations of an owner's exclusive rights. The copyright of the ETD is held by the author or assignee and therefore the author/assignee decides the level of access for the ETD.

The ETD may contain material owned or written by others (third party material). Authors of ETD's are responsible for obtaining written copyright permissions for third party material, and should keep this in mind when selecting an access option for the ETD.

For the university-wide copyright policies see the FSU Faculty Handbook Copyright Policy 6.19.2.

**Patent:** Some ETD's may include material that is potentially patentable or proprietary. If the student has been advised that this is the case, the student must elect our No Access option outlined below to protect the intellectual property until appropriate patent protection or excision of proprietary material has been accomplished.

For the university-wide patent policies see the FSU Faculty Handbook Patent Policy 6.19.2.

**Publication:** Students, their faculty advisors, and committees must be aware of the publication practices in their respective fields. While many publishers feel that thesis/dissertation dissemination via an ETD Digital Library does not



constitute prior publication, some publishers will not accept works that have been made available through the FSU ETD Digital Library. Other publishers will not allow material that has been published in their journals to be disseminated via an ETD Digital Library.

Keep in mind that your journal/book publications based upon your thesis or dissertation will most likely be very different than what is contained in your FSU thesis or dissertation. This difference can be the deciding factor in what a publisher and/or editor will publish. It is the individual student's responsibility to seek input from publishers regarding their publication policies.

**Access:** FSU offers three options for its ETD Digital Library that respect and support these intellectual property issues:

1. **World Wide Distribution:**

Recommended to all of our students. This option makes the ETD freely available worldwide. It should be noted that this option may be viewed by some publishers as prior publication of the work and publishers may see a conflict with this level of distribution.

2. **No Release (for three months):**

Recommended to students who have a **patent application in process**. Also recommended to students whose ETD **contains material previously published by the author or other third party copyrighted materials (or is about to be published at the time of graduation)**. This option may be required to meet the restrictions placed on dissemination of third party materials. It must be noted that submission to UMI/Proquest enables world-wide access, therefore ETD Access Option 1 should be selected unless the previous copyright, publishing or patent constraints apply. The maximum delay in the release of a thesis or dissertation to the University Libraries and University Microfilms International **shall not exceed three (3) months** from the date the thesis or dissertation is accepted in its final form in The Graduate School. **A request for such a delay must be presented in writing to the Dean of The Graduate School and carry the endorsement of the student, the major professor, the department or program chair and the dean of the relevant school or college.** In special circumstances, the Dean of The Graduate School may grant an **additional delay of sixty (60) days** upon a request of the concerned parties if the case can be made that such a delay is in the best interests of the student and the University. Such a request must be received **at least one month prior** to the expiration of the original period of delay.

3. **Research Supported by Business and Industry (for two months):**

A thesis or dissertation which has been fully or partially supported by business or industry, may be sequestered by The Graduate School for **no more than two months** while the document is being reviewed by the sponsor for patentable material, and if necessary, while a patent application is being filed. **A request for sequestering should be accompanied by a copy of the contract governing the terms under which the research was supported and be endorsed by the Office of the Vice President for Research, the major professor, and the student.** It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis or dissertation will not be disseminated by means other than the written thesis or dissertation.

## **Frequently Asked Questions**

### **Why must ETDs first be converted to PDF format in order to be submitted?**

PDF is the format chosen not only by other universities accepting ETDs but also by the United States Government to provide universal electronic access to government documents. The PDF format from Adobe is widely used in digital document repositories because it was developed to bridge the gap between digital documents that are printed and digital documents that can be read online.

### **What if students cannot convert all of the data included in their manuscripts to PDF?**

In those specific cases, students will utilize PDF for text, with references to files in other formats. Assistance is available from FSU User Services and The Graduate School when those situations arise. A significant advantage of ETDs is the flexible medium provided, with complex combinations of text, graphs, sound, and other multimedia possible for the ETDs.

### **Do I have to have Adobe Acrobat to create an ETD?**

Having Adobe Acrobat is helpful but is not the only way to create an ETD. There are free tools such as MyMorph (windows based) and other tools such as TeX2pdf (unix based) which are open-source products and can be used with very little configuration. Adobe also offers free pdf creations via their Web site at:

<http://createpdf.adobe.com>

### **What type of margins and spacing should I use?**

ETD line spacing should be either one line (single spaced) or one and one half lines (1 1/2). Your committee may prefer the working paper drafts to be double spaced for editing purposes, but smaller spacing is easier to read on a computer screen. A spacing of 1 1/2 may be a compromise that will be accepted by your committee. Please consult your committee members to determine their preference during the draft phase. References and notes should also be single-spaced, with double spacing between entries. There are no specific margin requirements for an electronic manuscript; however, it is recommended that a 1" margin (with 1/2" to the page numbers) on all sides be used to allow readers to print out the manuscript if desired.

### **How do I convert my document to PDF?**

Complete instructions on converting your Word document to PDF are available on the Graduate School's website.

If you do not have Adobe Acrobat Reader (to view PDF files), please download it for free from:

[www.adobe.com](http://www.adobe.com)

### **Why should I submit electronically?**

By preparing an ETD and submitting it electronically you are learning about electronic document preparation and about digital libraries. These two concepts are the future of scholarly communication; therefore, you are preparing yourself for your future in the Information Age.

Furthermore, you may be able to better convey the concepts of your thesis or dissertation by incorporating the use of digital media (audio, video, 3-D renderings, hyperlinks, images, databases, spreadsheets, simulations, virtual reality landscapes). For examples of such groundbreaking ETD's see UNESCO's Exemplary ETD's.

### **Why is a paper version no longer required for the University Libraries?**

By not requiring paper, the University reduces handling and library costs. We are also able to create an atmosphere of scholarly communication that makes our students' work more widely available and enables us to harness this information into a valuable digital library.

### **Will the University Libraries cease storing hard copies of theses, dissertations, and treatises?**

Remaining storage/shelf space in the University Libraries is limited. For materials that are seldom requested, such as theses, dissertations and treatises, the use of shelf space is especially valuable. At present the University Libraries

intends to keep one (1) printed copy of each ETD text as part of the archival preservation and access strategy for ETDs.

### **How will others be able to access my ETD?**

The ETD Digital Library offers several options for access that fit within our Intellectual Property Issues for ETD's. For more information on these access issues please see our Intellectual Property Issues section.

### **As technology changes, will electronically submitted manuscripts (ETDs) be accessible and readable in the future?**

The University and the University Libraries are committed to the investment required to maintain the longevity of ETDs by refreshing, migrating, and/or emulating the ETDs as technology advances and changes. Further, the University and the University Libraries will take steps to ensure future access to the intellectual content of the ETD whether the object containing the intellectual content is a bound volume or digital object.

### **Why should I make my ETD freely accessible?**

The advancement of knowledge in the world, scientific discovery, and scholarly communication all depend upon research being made freely available to others. When this is accomplished electronically via the World Wide Web, it enables a wide audience for your research and can be accomplished in a cost effective manner. This stimulates graduate education and research. It also ensures that you are credited for your work.

For the most complete source of information regarding ETD submission at FSU, please visit The Graduate School's website.

## **Submitting Your Manuscript**

### A. What you will need:

- Your manuscript in PDF format, with embedded fonts (information on embedding fonts can be found on the UMI ETD site)
- A credit card (if you are selecting services beyond Traditional Publishing, or ordering copies)

### B. Decisions you will make:

- You will choose between Traditional Publishing and Open Access Publishing. Traditional Publishing is free and Open Access Publishing costs \$95. Traditional Publishing means that readers have to pay UMI (ProQuest) for access to your

full work. Open Access Publishing means that your work will be available for free, in its entirety, in the ProQuest system.

- You will choose whether or not you want major search engines to find your work in the ProQuest system.
- You will choose whether or not you want to allow ProQuest to allow third party retailers to sell copies of your work.
- You will choose whether to have ProQuest make your work available immediately upon publication, or to embargo your work for two years (or permanently)
- You will choose whether or not you want ProQuest to register a copyright of your thesis/treatise/dissertation, on your behalf, with the U.S. Office of Copyright. This is an optional service costing \$55.
- If desired, you will order printed copies of your thesis/treatise/dissertation from ProQuest (this is optional)

#### C. Steps you will take:

- Create a Registration in the UMI ETD Administration site ([www.etsdadmin.com/fsu](http://www.etsdadmin.com/fsu))
- Read the instructions
- Select publishing options
- Read and accept the ProQuest/UMI agreement
- Enter your contact information
- Enter information about your thesis/treatise/dissertation
- Upload your manuscript
- Select whether or not you want ProQuest to register a copyright on your thesis/treatise/dissertation
- Order copies (optional)
- Double-check your information and click “Submit Dissertation/Thesis” to send your manuscript to the Manuscript Clearance Advisor for initial format check

**Please note:**

- This submission is the **first** step in the manuscript clearance process. At a minimum, you will have to also upload a final version (in PDF). The Manuscript Clearance Advisor will approve your final version, and will deliver your approved final manuscript to ProQuest in a separate step, after all manuscripts have been processed for your semester of graduation.
- You must click the “Submit Dissertation/Thesis” button at the end of the process in order to send your manuscript to the Manuscript Clearance Advisor. The manuscript will not be considered submitted for Initial Format Check until this final step has been completed.
- Your PDF should have a file name formatted the following manner:  
[LastName]\_[FirstInitial]\_[Thesis/Treatise/Dissertation]\_[Year of Graduation]  
(e.g. Doe\_J\_Dissertation\_2011)
- If your manuscript is over 250 MB in size, you will need to upload a two-page placeholder manuscript consisting of your Title page and a note stating that the FSU Manuscript Clearance Advisor will deliver the final, approved manuscript by FTP. You will then send your full manuscript to the Manuscript Clearance Advisor through the FSU Dropbox (dropbox.fsu.edu ).
- Once you complete the submission to the Manuscript Clearance Advisor, there are certain limits to changing your options: If you want to order more copies than you originally indicated, you can do so by contacting ProQuest directly after their publishing unit has received your manuscript.
  1. If you want to subtract copies from your order (and get a refund), you can contact ProQuest directly at any time.
  2. If you want to change from Open Access Publishing to Traditional Publishing, you can contact ProQuest directly at any time.
  3. If you want to change from Traditional Publishing to Open Access Publishing, you will need to Withdraw your submission and create a new submission.

APPENDIX 1 – SAMPLE TITLE AND SIGNATURE PAGES

*\*\*This is only an example. Please consult the Graduate School's website for the appropriately-formatted title page, approved by the University.\*\**

FLORIDA STATE UNIVERSITY

COLLEGE OF MUSIC

THE LIFE AND TIMES OF CARL COMPOSER

By

Sammy Musicstudent

A [Prospectus/Thesis/Dissertation/Treatise] submitted to the  
College of Music  
in partial fulfillment of the  
requirements for the degree of  
Master of.../Doctor of Music

[Spring/Summer/Fall] Semester, 20\_\_

The members of the committee approve the prospectus of (Your Name Here) defended on (Month Day, Year).

---

Peter Performer  
Professor Directing Treatise

---

Tommy Theorist  
University Representative

---

Margaret Musicologist  
Committee Member

---

Edwina Educator  
Committee Member

The Graduate School has verified and approved the above-named committee members, and certifies that the Prospectus has been approved in accordance with university requirements.



## APPENDIX 2 – MUSIC AND STYLE

### Titles of Musical Works

The conventions outlined in the *Chicago Manual of Style* are the best method for citing titles of musical works. As a general rule, titles of operas, oratorios, motets, tone poems, and other long musical compositions are italicized. Titles of songs and short compositions, as well as vocal pieces cited by their incipits (opening words), are usually set in regular type and quoted (7.149). The variable here, of course, is length, and the format may end up to be a judgement call between the writer and the Committee. EXAMPLES: *Don Giovanni*, *Messiah*, “La ci darem la mano,” “Wohin” from *Die schöne Müllerin*.

Works that are identified by their musical form (e.g., symphony, sonata, concerto), often with an opus number and/or key designation, are neither italicized nor quoted but set in regular type with the name of the form and the key capitalized. If the key includes *flat*, *sharp*, or *natural*, that modifying term is in lower case with the key phrase hyphenated. EXAMPLES: Sonata in E-flat, Symphony in B Major, Fantasy in C Minor)

If compositions include an opus number, the abbreviations *op.* and *no.* can either be lower case or upper case. It is NOT acceptable to alternate cases from one title to the next, however. Consistency is the overriding factor. An abbreviation designating a catalog of a particular composer’s works is always capitalized (BWV 4, D. 944, K. 550).

### Punctuation of Titles of Works

1. When a number, an opus number, or catalog number only is used to identify the work, the number is not set off by commas. If the work is otherwise identified the number is set off by commas.

Sonata Op. 45 was composed...

Sonata in E Major, Op. 45, was composed ...

2. A composition number is not set off with commas. When the number is spelled out it is capitalized.

Hungarian Rhapsody No. 12; Brahms’s Twelfth Hungarian Rhapsody  
Symphony No. 9; the Ninth Symphony

3. When both an opus and a composition number are used, a comma separates them.

Sonata Op. 31, No. 3, was first performed....  
Sonata in E-flat, Op. 31, No. 3, was first performed...

4. If the key is given after the composition number, it is considered part of the title and is not set off by commas.

Symphony No. 5 in C Major

5. A catalog number is treated as an opus number. (See #1 above.)

Mozart's Fantasy in C Minor, K. 475, is regarded...  
Mozart's Fantasy K. 475 is regarded...

Descriptive titles of works are normally quoted and printed in regular type.  
EXAMPLE: Piano Concerto No. 5 ("Emperor"); Air with Variations ("The Harmonious Blacksmith") from Handel's Suite No. 5 in E.

### Musical Examples in the Text

*Guidelines & Requirements* does not include the format for including musical examples in the treatise or dissertation. The Manuscript Clearance Advisor does, however, have guidelines for their inclusion, which are much the same as for the insertion of tables and figures. These are as follows: (1) each example is labeled as such, including title of work, measures, etc., as necessary (e.g., Example 1. Brahms Symphony No. 4, meas. 4-6.); (2) the label is placed below the example; and (3) a "List of Musical Examples" is included as part of the "Preliminaries" and follows the same format as lists of tables and figures. See *Guidelines & Requirements* at the previously listed URL for further details. Please be aware that if there is extra space at the bottom of a page due to a musical example, you may need to explain why it is there to the clearance advisor; the elimination of any extra space is encouraged prior to submission.

### Names of notes and keys and terms

Letters standing for musical tones, which in turn are used to identify keys, chords, etc., are usually set in upper case. When the designation *flat*, *sharp*, or *natural* is used, the term is in regular type, lowercase, and preceded by a hyphen. The terms *major* and *minor* are also lowercase unless part of a title (when used as a compound adjective, a hyphen separates the letter from the *major* or *minor* designation).

middle C  
The key of G major  
The D-major triad  
G-natural  
The key of F-sharp minor  
An E string

Although it is sometimes customary to use upper case letters to designate major keys and chords and lower case letters for minor keys and chords, this can be confusing to the reader. It is suggested that the letter always be upper case and followed by *major* or *minor* to eliminate confusion.

(6.88) Terms indicating dynamics are in regular type, lower case, e.g., pianissimo, forte. Abbreviations for these terms are always in lowercase italics and are used without periods, e.g., *pp*, *ff*, *mf*.

### Historical Terms

The *Chicago Manual of Style* recommends capitalizations only for specific eras, e.g., the Middle Ages, the Renaissance, the Age of Enlightenment, etc. All other designations are not capitalized (e.g., baroque, classic, romantic, etc).

### Foreign Terms

In general, foreign words should be italicized in a formal paper. Of course, some foreign terms like *concerto* have become standard English words and do not need to be italicized. If you are unsure, simply consult a standard English dictionary! If the word is listed there, you need NOT italicize it.

### Scientific Pitch Notation

This is an area of potentially great confusion, as there is no one standardized system in use. Please consult the following website for more information:

[http://en.wikipedia.org/wiki/Scientific\\_pitch\\_notation](http://en.wikipedia.org/wiki/Scientific_pitch_notation)

It is important to identify the system you are using early in the treatise/dissertation so that the reader is not confused with other similar systems.