

FORMAT CHECK SAMPLE AND NOTES

DEFINITION OF FORMAT CHECK SUBMISSION:

The format check deadline is earlier in the semester, and it is the date by which you must submit your document *for the first time*. Your document does NOT need to be complete nor perfectly formatted at this point. You will be able to make changes to both the content and formatting after this deadline. This way, you can work on your formatting while continuing to write. This sample shows you the minimum required sections to include and what you can leave incomplete for the format check deadline submission.

KEY ELEMENTS:

Document Organization and Tips

- ◇ Minimum **required** sections:
 - Title page
 - Abstract
 - Table of Contents
 - List of tables (if you have 4 or more tables)
 - List of figures (if you have 4 or more figures)
 - Chapters
 - References
- ◇ Dedication and Acknowledgements are optional.
- ◇ Single space any notes for figures or tables. Leaving them double spaced could cause readers to confuse the notes with the paragraphs of your chapter.

What You Can Leave Incomplete

- ◇ You have the option to leave *some* sections incomplete, such as Dedication or Conclusion.
- ◇ You must include some written chapters and at least a draft of your abstract.
- ◇ This sample uses “placeholder pages” for sections that are left incomplete. Use the same language for your placeholder pages, if you need any. You are not required to leave anything incomplete.
- ◇ Do NOT use comments in Word to indicate a chapter or section is incomplete. Use the language in this sample instead.
- ◇ **Do NOT submit a draft with placeholder pages for *every* section. That submission would not count towards meeting the format check deadline and would be unacceptable.**
- ◇ This sample shows which sections are acceptable to leave incomplete. If you have questions, [contact the Graduate School](#).
- ◇ This sample meets all formatting requirements, even with the placeholder pages. Follow this example for your format check submission.

Policies and Submission

- ◇ Submit your document through [ProQuest ETD Administrator](#). You will create an account for your format check submission and use this same account and same submission ID for *all submissions*, including the final submission.
- ◇ If needed, you can change your title, abstract, committee members, or any other information after creating your account and submitting your format check draft. To do so, update your account online after making changes to your next submission. Make sure all information in your document matches the information in your ETD account for your final submission.
- ◇ Follow all of the Graduate School’s requirements for formatting theses and dissertations. Download [the Formatting Guide](#) for more information.
- ◇ Visit the Graduate School’s [Thesis and Dissertation page](#) to learn more.

PLACE THE TITLE OF YOUR DOCUMENT HERE: CENTERED, SINGLE-SPACED IF
LONGER THAN ONE LINE

By

Full Student Name

Bachelor of Arts
College of Charleston, 2013

Master of Arts
University of South Carolina, 2019

Submitted in Partial Fulfillment of the Requirements

For the Degree of Doctor of Philosophy in

History

College of Arts and Sciences

University of South Carolina

2026

Accepted by:

Aldous Huxley, Major Professor

Frances Perkins, Committee Member

Thurgood Marshall, Committee Member

Helen Keller, Committee Member

Ann Vail, Dean of the Graduate School

SAMPLE

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DEDICATION

***Work in Progress**

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ACKNOWLEDGEMENTS

***Work in Progress.**

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ABSTRACT

This page is **required**, not optional – your document must have an abstract. In this space, write the entire text of your abstract. The abstract is a succinct statement of the significant contents of the document and the value and relevance of the study. Generally, it should be no longer than 350 words, but the length will vary depending on discipline. Your abstract should be double-spaced, left- or fully-justified, and in an approved 12-point font: Aptos, Arial, Calibri, Courier New, Palatino Linotype, Tahoma, or Times New Roman.

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CHAPTER 1: INTRODUCTION

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1.1 Subsection Example

Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.

Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat.

1.2 A Second Example of a Subheading

Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna.

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arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat.

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Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices.

Table 1.1 Example of a small table

Sample 1	Sample 2	Sample 3
Month	January	August
Week	Week 1	Week 2
Day	Thursday	Tuesday

Table 1.2 Example of a table that is longer than one page: Single space any table titles that are longer than one line

Month	Day of Week	Number
January	Monday	123
February	Tuesday	456

Month	Day of Week	Number
March	Wednesday	789
April	Thursday	246
May	Friday	357
June	Saturday	913
July	Sunday	680
August	Monday	147
September	Tuesday	308
October	Wednesday	924
November	Thursday	305
December	Friday	549



Figure 1.1 Sample figure caption

CHAPTER 2: REVIEW OF LITERATURE

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2.1 Another subheading in a chapter

Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat.

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2.2 Subheading in second chapter

Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices.

Table 2.1 Table with Data Sets

Date	Month	Year
12	April	1998
27	September	2002

Table 2.2 More Data for a Sample Table

INFORMATION	NUMBER
LOCATION	14
DATA SAMPLE	16

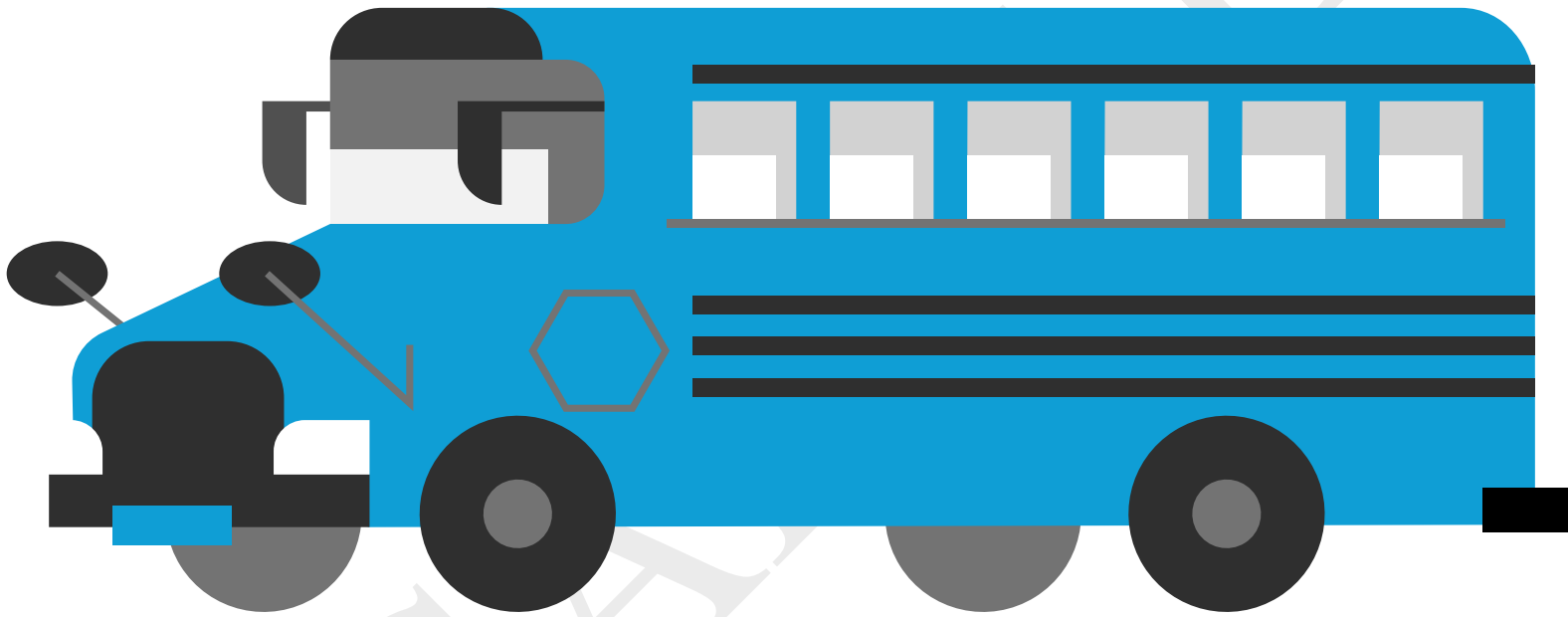


Figure 2.1 A figure on a landscape page

CHAPTER 3: METHODS AND METHODOLOGY

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3.1 Subheading in another chapter

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3.2 Discussion of the topic

Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos.

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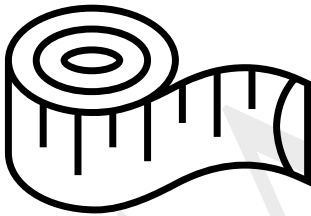


Figure 3.1 Measuring Tape Graphic

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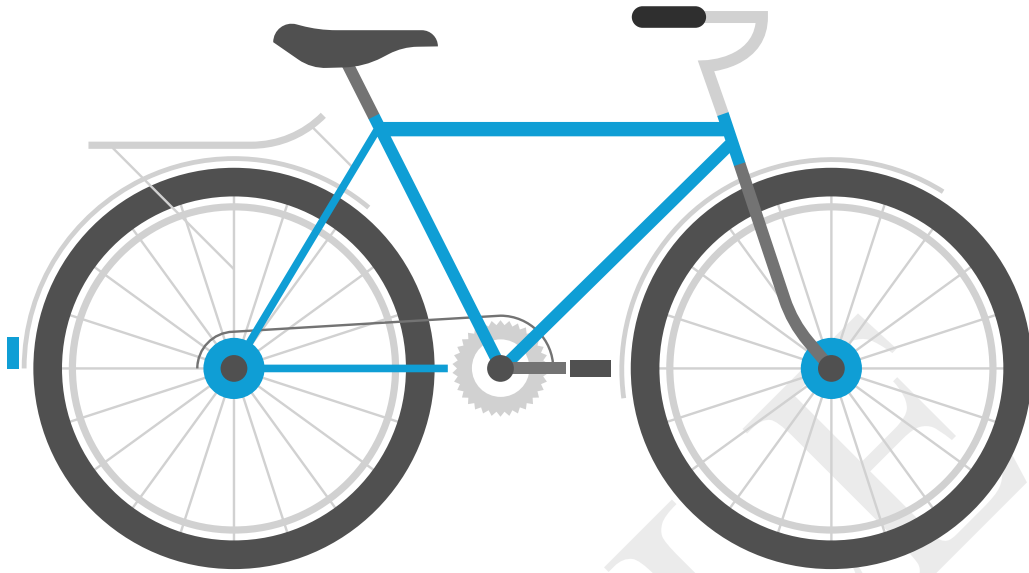


Figure 3.2 Blue and Silver Bicycle

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CHAPTER 4: ANALYSIS AND DISCUSSION

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***Work in Progress**

CHAPTER 5: CONCLUSION

***Work in Progress**

SAMPLE

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