

**Welcome to the PRELIMINARY FORMAT**  
**CHECK SAMPLE dissertation.**

Use this sample as a guide for submitting your document for the first time. As you can see, you can leave some sections incomplete.

TITLE OF DISSERTATION: IF IT IS LONGER THAN ONE LINE, SINGLE SPACE  
THE TITLE

By:

Full Student Name

Bachelor of Arts  
College of Charleston, 2008

Master of Arts  
University of South Carolina, 2015

Your name on the title page must match what is in the ETD Administrator system, Self-Service Carolina, and all other university records.

Do not include the major with your previous degrees. List them in chronological order.

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

2024

Your graduation year

Accepted by:

Roger Federer, Major Professor

Marie Curie, Committee Member

Serena Williams, Committee Member

Lionel Messi, Committee Member

Ann Vail, Dean of the Graduate School

For all formatting requirements and policies, download a copy of the Graduate School's [Formatting Guide](#).

All text on the title page must be centered vertically *and* horizontally.

Do not put "Dr.", "Prof.," etc. with your committee members' names or Dean Vail's name.

This section is **REQUIRED**.

No page # displayed on title page.

## PRELIMINARY FORMAT CHECK SAMPLE

This sample will show the basic required sections you need to include in a preliminary format check. To view a sample with complete samples, visit the [Graduate School's formatting page](#).

Your name on the copyright page must be exactly the same as your name on the title page, in the ETD system, and in all university records.

The copyright year must be the same as your year of graduation.

© Full Student Name, 2024  
All Rights Reserved.

After the title page, begin numbering in lowercase Roman numerals, starting with "ii". Use lowercase Roman numerals for all front matter sections.

This section is  
**OPTIONAL.**

Every portrait-oriented page must have 1.25" left and right margins.

2"

**DEDICATION**

\*Work in progress

1.25"

1.25"

You can leave some sections incomplete. As you can see, putting a note on incomplete sections to serve as a "placeholder page" is acceptable for sections such as the dedication or conclusion.

This section is **OPTIONAL.**

SAMPLE

2"

Use a 2" top margin on pages with **major headings**. All subsequent pages of the section have 1" top margins.

## ACKNOWLEDGMENTS

\*Work in progress

It is acceptable to leave your acknowledgements incomplete for the preliminary format check. Be sure to leave a note such as "Work in Progress" for the ETD Coordinator.

This section is **OPTIONAL**.

SAMPLE

*The abstract is **REQUIRED**.* However, you have the option to revise your abstract later. For the preliminary format check, **you must have at least a draft of your abstract to show you are working on one.**

2”

Every major heading must use the same style regarding bold, italics, capitalization, etc. The font must be size 12-14.

This section is **REQUIRED**.

## ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. 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. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. 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.

It is acceptable for the abstract to be longer than one page. The structure of your abstract will depend on the requirements for your field and discipline. Be sure to keep it brief and approximately 350 words.

This section is **REQUIRED.**

2"

Do **not** include the title page, copyright page, or table of contents as entries in the table of contents.

**TABLE OF CONTENTS**

Dedication..... iii

Acknowledgments..... iv

Abstract..... v

List of Tables..... ix

List of Figures ..... x

Chapter 1: Introduction ..... 1

    1.1 Overview of Dissertation ..... 1

    1.2 Definition of Terms..... 1

Chapter 2: Review of the Literature ..... 3

    2.1 Print Sources..... 3

    2.2 Electronic Resources ..... 4

Chapter 3: Methods and Methodology ..... 5

    3.1 Qualitative Instrument ..... 5

    3.2 Quantitative Instrument ..... 5

    3.3 Tables and Figures ..... 6

Chapter 4: Results and Analysis: An Example of a Long Chapter Title  
that Must be Double Spaced ..... 10

    4.1 Introduction to Analysis ..... 10

    4.2 Final Results..... 10

1.25"

1.25"

You can only have **ONE** level of subdivision in the table of contents.

4.3 Conclusions.....	10
4.4 Tables and Figures .....	10
Chapter 5: Conclusions and Suggestions for Future Research .....	13
5.1 Conclusion.....	13
5.2 Suggestions for Future Research.....	13
References .....	14

Each entry in the table of contents must be identical to its corresponding section in the body of the document.

If you make revisions after the preliminary format check, update the table of contents as needed.



If you have **4 or more tables**, then you are **REQUIRED** to have a list of tables.

2"

You can update the list of tables as you make revisions. It is acceptable for the list of tables to be a work in progress, but you need to set up the structure correctly at the very least.

## LIST OF TABLES

Table 3.1 Example of a long table .....	6
Table 3.2 Example of a table with a long title: Keep table titles to only one sentence or phrase .....	7
Table 4.1 An example of a table longer than one page .....	10
Table 4.2 A short table.....	11
Table 4.3 Another short table .....	11

Your entries must be **identical** to their corresponding table titles in the body of your document.

SAMPLE

If you have **4 or more figures**, then you are **REQUIRED** to have a list of figures.

2"

You can update the list of figures as you make revisions. It is acceptable for the list of figures to be a work in progress, but you need to set up the structure correctly at the very least.

## LIST OF FIGURES

Figure 3.1 Large image of a school bus.....	8
Figure 3.2 Image of colorful unicorn.....	9
Figure 4.2 Image of a shoe with yellow shoestrings.....	12
Figure 4.1 Image of a pirate's hat .....	12

Your entries must be **identical** to their corresponding table titles in the body of your document.

SAMPLE

Chapters are **REQUIRED**. See notes on subsequent sample chapters for more information.

2"

For the preliminary format check, you need to have written an introduction. You can revise the content later, but you need some substance in your chapter.

## CHAPTER 1: INTRODUCTION

### 1.1 Overview of Dissertation

1.25" Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. 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. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

### 1.2 Definition of Terms

Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac

On the first page of your first chapter and/or introduction, the pagination sequence starts over in Arabic numbers. Start with 1.

magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis.  
Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas  
auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non  
magna vel ante adipiscing rhoncus.

Vivamus a mi. Morbi neque. Aliquam erat volutpat. 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.

2"

For the preliminary format check, you need to have most of your chapters written. You can revise the content later, but you need to include at least a draft of most of your chapters.

## CHAPTER 2: REVIEW OF THE LITERATURE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

1.25"

1.25"

### 2.1 Print Sources

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 venena aliquet pede non pede.

It is acceptable to have multiple levels of subdivision in the chapter itself; however, you cannot *display* more than one level in the table of contents.

#### 2.1.1 Manuscripts

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. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

#### 2.1.2 Archives

Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac

magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus.

## **2.2 Electronic Resources**

### *2.2.1 Online Archives*

Vivamus a mi. Morbi neque. Aliquam erat volutpat. 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.

### *2.2.2 Recordings*

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. 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.

For the preliminary format check, you need to have most of your chapters written. You can revise the content later, but you need to include at least a draft of most of your chapters.

## CHAPTER 3: METHODS AND METHODOLOGY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

### 3.1 Qualitative Instrument

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. 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. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

### 3.2 Quantitative Instrument

Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis.



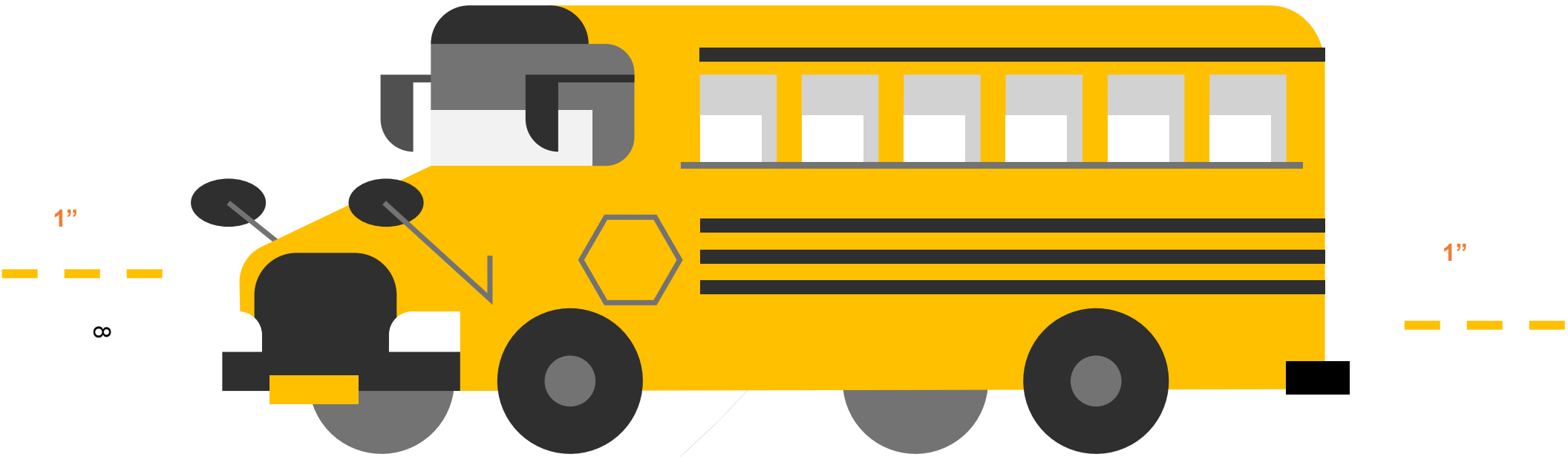



Table titles go **above** tables.

*Table 3.2 Example of a table with a long title: Keep table titles to only one sentence or phrase*


1.25"

Place large tables and figures on landscape-oriented pages. These pages are only for content that does not fit on a portrait-oriented page.

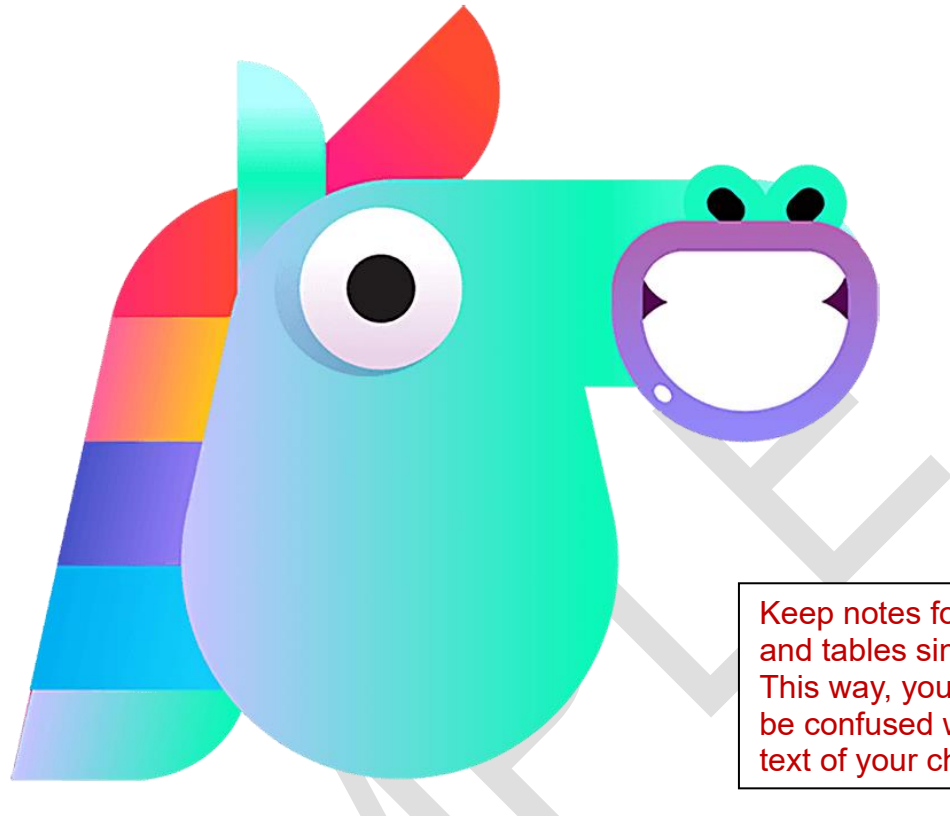


*Figure 3.1 Large image of a school bus*

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Figure captions go **below** figures.

1.25"



Keep notes for your figures and tables single spaced. This way, your notes will not be confused with the actual text of your chapter.

*Figure 3.2 Image of colorful unicorn*

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

## CHAPTER 4: RESULTS AND ANALYSIS: AN EXAMPLE OF A LONG CHAPTER

### TITLE THAT MUST BE DOUBLE SPACED

#### 4.1 Introduction to Analysis

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

#### 4.2 Final Results

\*Work in progress

#### 4.3 Conclusions

\*Work in progress

For the preliminary format check, your analysis chapter can be incomplete. This way, you can submit for your first format check while you continue to write your analysis.

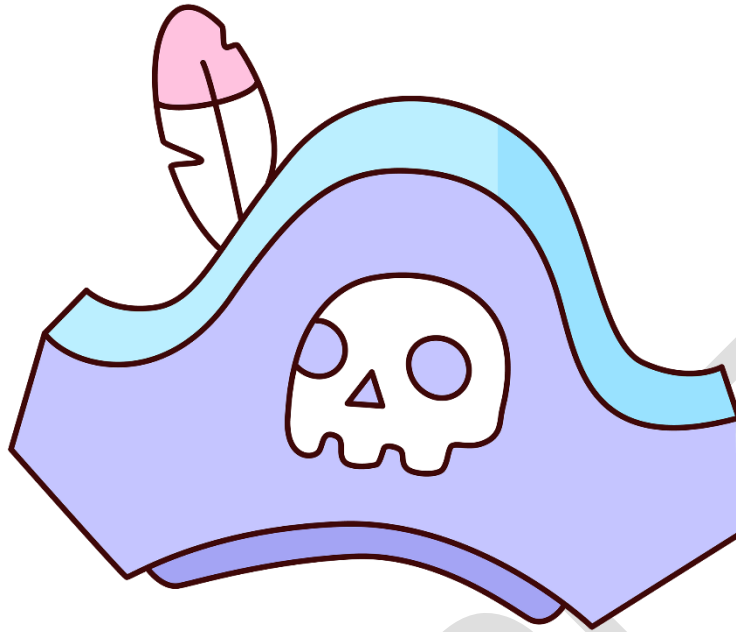
#### 4.4 Tables and Figures

*Table 4.1 An example of a table longer than one page*



*Table 4.2 A short table*


*Table 4.3 Another short table*

*Figure 4.1 Image of a pirate's hat*

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.



*Figure 4.2 Image of a shoe with yellow shoestrings*

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.

## CHAPTER 5: CONCLUSIONS AND SUGGESTIONS FOR FUTURE RESEARCH

### 5.1 Conclusion

\*Work in progress

### 5.2 Suggestions for Future Research

\*Work in progress

For the preliminary format check, your conclusion can be incomplete. This way, you can submit for your first format check while you continue to write your conclusion. As with all placeholder sections, be sure to insert a note for the reviewer to indicate this section is a work in progress.

This section is  
**REQUIRED.**

2"

For the preliminary format check, you still need to include a bibliography or references section. It is acceptable for the references to be incomplete or for you to add/remove entries later.

## REFERENCES

Abumrad, J., & Krulwich, R. (Hosts). (2018, February 14). Smarty plants [Audio podcast episode]. In *Radiolab*. WNYC. <https://www.wnycstudios.org/podcasts/radiolab/articles/smarty-plants>

1.25"

Australian Bureau of Statistics. (2017). *Childhood education and care* (No.4402.0). <https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4402.0Main+Features1June%202017?OpenDocument>

1.25"

Blakey, N., Guinea, S., & Saghafi, F. (2017). Transforming undergraduate nursing curriculum by aligning models of clinical reasoning through simulation. In R. Walker & S. Bedford (Eds.), *Research and Development in Higher Education: Vol. 40. Curriculum Transformation* (pp. 25-37). Higher Education Research and Development Society of Australasia. <http://www.herdsa.org.au/research-and-development-higher-education-vol-40-25>

Department of the Prime Minister and Cabinet. (2017). *Understanding the needs of Aboriginal and Torres Strait Islander women and girls: A joint project with the Australian Human Rights Commission*. Australian Government. <https://pmc.gov.au/sites/default/files/publications/factsheet-supporting-indigenous-women-girls.pdf>

Egan, D. (Writer), & Weyr, T. N. (Director). (2019, October 14). Take my hand (Season 3, Episode 4) [TV series episode]. In D. Shore (Executive producer), *The good doctor*. ABC Studios; Sony Pictures Television.

Fletcher, D. P. (2018). *Disrupters: Success strategies from women who break the mold*. Entrepreneur Press.

Hernández-Romero, L. (2017). *Re-evaluating creativity: The individual, society, and education*. Palgrave Macmillan.

Haile, L., Gallagher, M., & Robertson, R. J. (2015). *Perceived exertion laboratory manual: From standard practice to contemporary application*. Springer. <https://doi-org/10.1007/978-1-4939-1917-8>



- Idato, M. (2018, May 10). Art of cutting humanity down to size. *The Age: Green Guide*, 20.
- Ireland, P. (Director). (2016). *Pawno* [Film]. Toothless Pictures.
- Johnson, A. (2018, May 24). “It doesn’t need to be this way”: The promise of specialised early intervention in psychosis services. IEPA. <https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/>
- Marion, T., Reese, V., & Wagner, R. F. (2018). Dermatologic features in good film characters who turn evil: The transformation. *Dermatology Online Journal*, 24(9), Article 4. <https://escholarship.org/uc/item/1666h4z5>
- markps2. (2017, May 31). For researchers to study... when people stop taking “Antipsychotics also known as neuroleptics or major tranquilizers” they can have withdrawal. [Comment on the article “What triggers that feeling of being watched?”]. *Mind Hacks*. <https://mindhacks.com/2017/05/26/what-triggers-that-feeling-of-being-watched/#comments>
- Moran, A., & Toner, J. (2017). *A critical introduction to sport psychology* (3<sup>rd</sup> ed.). Routledge.
- Mosek, E. (2017). *Team flow: The missing piece in performance* [Doctoral dissertation, Victoria University]. Victoria University Research Repository. <http://vuir.vu.edu.au/35038/>
- Ooi, Daniel. (2018, October 31). *Session 3 presentation: AEB1804 Young People in a Global Community* [Course presentation]. First Year College, Victoria University. <https://login.vu.edu.au/cas/login?service=http://vucollaborate.vu.edu.au&forceAuthentication=form>
- Overton, P. (Executive Producer). (2018, July 17). *The truth about getting fit* [TV documentary]. BBC TV.
- Pearson, J. (2018, September 27-30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGStHP>

- Perry, S. M. (Ed.). (2018). *Maximizing social science research through publicly accessible data sets*. IGI Global. <https://doi.org/10.4018/978-1-5225-3616-1>
- Power, J. (2011). *Movement, knowledge, emotion: Gay activism and HIV/AIDS in Australia*. ANU E Press.  
<https://www.doabooks.org/doab?func=search&query=rid:15033>
- Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>
- Shah, T. H. (2018). Big data analytics in higher education. In S. M. Perry (Ed.), *Maximizing social science research through publicly accessible data sets* (pp. 38-61). IGI Global. <https://doi.org/10.4018/978-1-5225-3616-1>
- Standards Australia, & Standards New Zealand. (2018). *Interior and workspace lighting part 2.5: Hospital and medical tasks* (AS/NZS 1680.2.5-2018). SAI Global. <https://www.saiglobal.com/>
- Western Health. (2019). *2018-19 annual report*.  
[http://www.westernhealth.org.au/AboutUs/CorporatePublications/Documents/AnnualReport/WH\\_Annual\\_Report\\_%202018-19.pdf](http://www.westernhealth.org.au/AboutUs/CorporatePublications/Documents/AnnualReport/WH_Annual_Report_%202018-19.pdf)
- Woodman, D. (2018, May 16). Internships have much to offer but provisions are necessary to ensure the young truly benefit. *The Australian*, 29.