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# Submitting Your Thesis or Dissertation:

# Manuscript Guidelines and Template Pages

#### Preparing Your Manuscript

**Documents with errors, including spelling and grammar, will be returned for further proofreading and correction.**

1. **Special Pages**: In addition to the text, your dissertation/thesis must contain a number of special pages. Directions for formatting those pages are found starting on page 8. **You must place these additional pages in this EXACT order**:

**\*\* Note \*\*** For the manuscript, you can **either** create items #1 and #2 using the templates below with no signatures at all, **or** include the DocuSign Power Form of these two pages, electronically signed by everyone except the Dean.

* 1. Distribution Agreement
  2. Approval Page
  3. Abstract Cover Page
  4. Abstract
  5. Cover Page
  6. Acknowledgments (optional)
  7. Table of Contents (including a list of tables and figures, if needed)

**These pages should NOT be numbered**. The body of the dissertation follows immediately after the Table of Contents, and the first page of the body is page 1.

1. **Signatures**: Two special pages have space for signatures. **Do NOT include real signatures in the electronic copy of your full dissertation/thesis that you upload into the ETD**.
2. **Style Manual**: When a program does not have specific directions, the general standard is *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian.
3. **Margins**: All materials (including text, illustrations, graphs, figures, etc.) must be within the margins (all margins = 1"). A dissertation/thesis cannot be accepted if any of the text falls outside the margins.
4. **Footnotes**: The Laney Graduate School does not have any preference in the placement of footnotes, but they must be consistent throughout the dissertation/thesis.
5. **Tables and Figures**: If you include tables or figures in your dissertation/thesis it is necessary to include a list of these items. This list should follow the general style of the table of contents.
6. **Non-printed Sources**: If your dissertation/thesis refers to items other than books and journals – films, music discs, etc. – then these items should not be mixed into the bibliography but should be listed in a separate reference section. Consult recent editions of style guides for information about how to refer to such items.
7. **Page Numbers**: Page numbers should be in the upper right-hand corner. Page numbers are the only items which may fall outside the margin. **Begin numbering on the first page of the BODY of the dissertation/thesis**. Page numbering must be consistent throughout the dissertation/thesis (if you start numbering pages in the upper right-hand corner you must continue numbering pages in the upper right-hand corner throughout the document).
8. **Spacing and Font**: Double spacing is required. Acceptable font size is 11 and 12 for the text (excluding foot notes, abstracts, and acknowledgements). Please choose a common font, preferably a serif font (Times, Garamond, Georgia, etc.). Two of the special pages may be single-spaced: the Distribution Agreement and the Abstract.
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## Distribution Agreement

The text below should be reproduced exactly as written. If you make this page for the ETD manuscript, include an unsigned version. You may also use the electronically signed version from the DocuSign Power Form. (Delete these instructions before submission).

## Distribution Agreement

### In presenting this thesis or dissertation as a partial fulfillment of the requirements for an advanced degree from Emory University, I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including display on the world wide web. I understand that I may select some access restrictions as part of the online submission of this thesis or dissertation. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

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## Approval Page

### The approval page should be designed according to the plan below. If you make this page for the ETD manuscript, include an unsigned version. You may also use the electronically signed version from the DocuSign Power Form. (Delete these instructions before submission).

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### By

[Name of author] [Degree]

[Field]

[Advisor’s name, typed]

### Advisor

[Member’s name, typed]

### Committee Member

[Member’s name, typed]

### Committee Member

[Member’s name, typed]

### Committee Member

Accepted:

Kimberly Jacob Arriola, Ph.D, MPH

Dean of the James T. Laney School of Graduate Studies Date

**Approval Page**

#### Comments

**Note:** if you use version created by the DocuSign Power Form, it will comply with the requirements below.

**Degree**: Your degree is either Doctor of Philosophy or Master of Arts/Science/Development Practice or another area.

Your degree does **not** include a subject matter: your degree is **not** “Doctor of Philosophy, Sociology” or any such combination. Your degree is a level of educational attainment with no subject-matter area attached.

**Field**: Generally, your field is the subject-matter name of your program: English, Chemistry, Health Services Research and Health Policy, Nursing, Business, etc.

The field does **not** include the word “program,” and does **not** include any sub-field you specialize in. For example, your field is not “19th Century American Literature,” “Finance Program,” “Neurology Department,” “African Studies” or any other sub-field or entity.

Students in the **Graduate Division of Biological and Biomedical Science** should write the name of their division, and then on a new line, the name of their program/course of study. Like this:

Graduate Division of Biological and Biomedical Science Molecular Systems Pharmacology

**Advisor**: If your committee had co-chairs, refer to each of them as Co-Advisor, and list them in alphabetical order.

**Committee Members**: List the members in alphabetical order.

**Layout**: Remember that **the page margin rules apply to all pages**, including the special pages, like the Approval Sheet. The layout on the Approval Sheet can likely accommodate one more committee member, for a committee of 5, without violating the margin rules. But with committees of 5 or 6 members, you may use a two-column layout for the committee members.

If you have questions about any of these items, contact your Director of Graduate Studies or [Renee Webb](mailto:rlwebb@emory.edu) in the Laney Graduate School.

## Abstract Cover Page

### The abstract cover page should be designed according to the plan below. See next page for several comments. (Delete these instructions before submission).

[Title of Thesis or Dissertation]

### By

[Name of author] [Previous academic degree]

Advisor: [name of advisor, degree]

### An abstract of

A [dissertation/thesis] submitted to the Faculty of the James T. Laney School of Graduate Studies of Emory University

in partial fulfillment of the requirements for the degree of

[Doctor of Philosophy/Master of Arts/Science/etc.]

in [field] [year]

## Abstract Cover Page

#### Comments

**Previous academic degree**: List your degree, the name of the university, and the year you received the degree. For example, “B.A., Yale University, 2004” or “M.Sc., University of Pennsylvania, 2003”. You can list several degrees, including master’s degrees from your current program here at Emory. Note that you can only list a master’s degree from your Emory program if it was applied for and conferred. Even if master’s degrees are awarded on the basis of candidacy, they are not automatic and must be formally conferred.

**Advisor**: If your committee had co-chairs, list both, each noted as “Advisor.” List them in alphabetical order.

**Name of advisor, degree**: Ask your advisor/s how he or she or they should be listed.

**Dissertation/thesis**: List only the one that applies to you. If you are getting a doctoral degree, you are submitting a dissertation; if you are getting a master’s degree, you are submitting a thesis.

**Doctor of Philosophy/Master of Arts/Science/etc.**: List the degree that applies to you. See the comment on page 11, “Degree.”.

**Field**: See comment on page 11. Your entry here should be the same as on your approval sheet.

**Year**: Write the calendar year you receive your degree (not the academic year).

## Abstract

Abstract

[Title of Thesis or Dissertation]

By [Name of Author] [Text of Abstract – no more than 350 words]

**Length**: The Abstract may not exceed one page, formatted according to the regular page formatting instructions (margins, spacing, font). The text itself cannot exceed 350 words (not counting the title etc.) The Abstract may be single-spaced.

## Dissertation Cover Page

### The dissertation cover page should be designed according to the plan below. (Delete these instructions before submission).

[Title of Thesis or Dissertation]

### By

[Name of author] [Previous academic degree]

Advisor: [name of advisor, degree]

### A [thesis/dissertation] submitted to the Faculty of the James T. Laney School of Graduate Studies of Emory University

in partial fulfillment of the requirements for the degree of

[Doctor of Philosophy/Master of Arts/Science/etc.]

in [field] [year]