

Instructions for Submitting Your Thesis or Dissertation

Below is a checklist you can use to make sure that you are doing everything you need to submit your thesis or dissertation. Please read the remaining pages for details.

The Application for Degree must be submitted by the degree application deadline for the semester in which you want to complete. That deadline is available on the Graduate School website as well as on the Registrar website. All other items must be submitted by the deadline indicated on the Graduate School academic calendar.

Everything should be submitted to the Graduate School, 209 Administration Building. If you are not submitting in person, the mailing address is

Emory Graduate School
209 Administration Building
Mailstop 1000-001-1AF
201 Dowman Drive
Atlanta, Georgia 30322

Dissertation/Thesis Submission Checklist

- A completed and signed **Application for Degree**.
- A completed and signed **Report of Completion of Requirements for Doctoral/Master's Degree**.
- A **pdf file of your thesis or dissertation**, prepared from a word processing file that conforms to all formatting requirements, and produced using Adobe Acrobat. The ETD Repository will allow you to upload word-processor files and supplementary items.
- A **printed copy of your thesis or dissertation**. This printed copy must include
 - A signed **Distribution Agreement** – signed by you
 - A signed **Approval Sheet** – signed by all members of your committee
- A completed **Electronic Thesis and Dissertation (ETD) Repository Submission Agreement**, signed by you and your advisor.
- A completed and signed **ProQuest/UMI Publishing Agreement** (required for doctoral degrees, optional for master's degrees), and a check for the relevant fee.
- A completed **Student Activities Questionnaire**
- A completed **Survey of Earned Doctorates** (for doctoral degrees only)

Completing the Forms

1. Application for Degree

This is an Office of the Registrar form, available on the Graduate School website as well as on the Registrar website. It must be submitted – to the Graduate School – in the semester you wish to graduate. **The deadline for this form is earlier than all other items, and late applications incur a late fee.**

2. Report of Completion or Requirements for Doctoral/Master's Degree

This is a Graduate School form, often referred to as the “degree clearance” form, available on the Graduate School website – one for doctoral degrees, one for master's degrees. It certifies that your dissertation/thesis has been accepted and that you have completed all other requirements. All members of your committee must sign the form.

3. Distribution Agreement

This agreement grants Emory University the right to include your dissertation/thesis in the ETD repository. It must be signed and inserted into your dissertation/thesis as indicated below. A sample of the page is included in this document; you need to reproduce the text **exactly as it appears on the sample page** (see page 7, below).

4. Approval Sheet

This form certifies that the dissertation/thesis you submit is the very one that has been approved by your committee. All members of your committee must sign.

5. ETD Repository Submission Agreement Form

This form is available on the ETD website. It needs to be signed by **you and your advisor**. With this form, you specify the terms of distribution of and access to your dissertation/thesis, and you certify that you have obtained appropriate permissions for any copyrighted material in your dissertation. Both these decisions have long term consequences, and it is imperative that you discuss them with your advisor. See the **Note on Access** on the next page.

6. ProQuest/UMI Publishing Agreement (required for doctoral degrees, optional for master's)

This form is available on the ProQuest site. A link and instructions for how to log in are on the Graduate School website. As with the ETD form above, you need to decide about access to your dissertation/thesis. **Note especially these three items (next page):**

Important Conditions

1. PhD candidates must be admitted to candidacy **at least one semester before** receiving the degree. **Note:** This is a minimum requirement. The Graduate School expects candidacy forms to be filed during the term that candidacy requirements are fulfilled.
2. Degree candidates must be **registered** during the semester in which the degree is awarded.
3. You must submit an Application for Degree in the semester you wish to graduate. **If you apply one semester but do not complete all requirements, you must reapply in the semester in which you will receive the degree.**
4. All incompletes and Fs must have been resolved.
5. All **fees and other charges** from Emory University must be paid.

- ProQuest’s access options differ from those provided by our ETD Repository; be careful to make your Emory and ProQuest options consistent.
- This is the form you use to copyright your dissertation/thesis, if you choose to do so.
- ProQuest/UMI charges a fee for publishing your dissertation/thesis. When you submit your dissertation/thesis to the Graduate School, please bring a check made out in accordance with the instructions in the ProQuest/UMI agreement. (The fee ranges from \$55 to \$165.)

7. Student Activities Questionnaire

This is an Emory questionnaire, given to all students who graduate from any school. It is available on the Graduate School website.

8. Survey of Earned Doctorates (for doctoral degrees only)

This is a national survey used to gather information about all students who earn a doctoral degree. The survey is available on the Graduate School website, along with information about the purpose of the survey and a confidentiality statement. You are strongly encouraged to complete the survey.

Preparing Your Manuscript

1. **Please note:** Your document will be carefully reviewed in the Graduate School. If we discover errors of any sort, including spelling and grammar, we will return the document to you for further proofreading and correction.
2. **Paper:** In addition to submitting your dissertation/thesis electronically, you must submit one printed copy of the dissertation. It is essential that you submit to the Graduate School **a printed copy of the exact file you upload to the ETD repository**. If there are **ANY** discrepancies we will return the paper copy to you.

Note on Access

The move to electronic theses and dissertations creates unparalleled opportunities for wide and timely dissemination of the work of Emory graduates, creating greater opportunities for your scholarly work to be recognized by others.

It also creates new parameters for copyright and publishing, and it is important that you make an informed decision about the terms of access to your dissertation or thesis. In particular, you need to learn about two issues:

1. If your dissertation contains articles that were published in scholarly journals or elsewhere, you need to make sure that the terms of access you stipulate with the Emory ETD Repository and ProQuest/UMI are compatible with the permissions granted by those journals or other entities. Don’t assume that articles you have published can be placed in your dissertation and then made available online.
2. If you plan to publish some or all of your dissertation/thesis, you need to find out whether the journals and publishers who would be likely to publish your work regard an electronically accessible dissertation as a prior publication.

The policies on both these issues vary widely across fields and publishers, and are changing fast. Take the time to investigate the conditions in your field, and make your decisions with accurate and up-to-date information – and in consultation with your advisor.

The Library offers regular information sessions on copyright and intellectual property. Dates and times are on the ETD website (<https://etd.library.emory.edu/>). Take advantage of these sessions to learn about issues that will be important throughout your scholarly career.

3. Special Pages: In addition to the text, your dissertation/thesis needs to contain a number of special pages. Directions for formatting those pages are found starting on page 7. You must place these additional pages in this precise order:

1. Distribution Agreement
2. Approval Sheet
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.

- 4. Signatures:** A number of the special pages have space for signatures. **Do NOT include signatures in the electronic copy of your dissertation/thesis.** Upload the file of your dissertation/thesis, print the same file, and then collect the necessary signatures. The printed paper copy you submit to the Graduate School must have all required original signatures.
- 5. 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. This book is available through the Emory University Bookstore.
- 6. Margins:** All materials (including text, illustrations, graphs, figures, etc.) must be within the margins (left = 1.5", all others = 1"). A dissertation/thesis cannot be accepted if any of the text falls outside the margins.
- 7. Footnotes:** The Graduate School does not have any preference in the placement of footnotes, but they must be consistent throughout the dissertation/thesis.
- 8. 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.
- 9. 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.
- 10. 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).
- 11. 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.).

- 12. Production of Bound Paper Copies:** The library will no longer bind paper copies of dissertations/theses. Please ask your program administrator for your program's requirements on the production of paper copies. The ETD website and Queen Watson have instructions for how to arrange for the production of bound copies for your program or your personal use.

Electronic Submission

- 1. Generate a PDF:** The electronic version of your dissertation/thesis should be a PDF file.

Create the PDF version of your dissertation/thesis using the Adobe Acrobat Professional software available in ECIT, Cox Hall's Computer Lab or in your individual programs. Do not use a non-Adobe PDF generator (i.e., freeware or shareware); the long term preservation of PDF files produced using these nonstandard products cannot be assured.

Do NOT produce the pdf file by scanning pages of printed text. This creates an "image-only" unsearchable document that the ETD system cannot process. If necessary, you may scan individual pages that contain tables or figures. If you do, make sure they are inserted at the proper place in the PDF file, and that the quality of the scanned images is good.

Your PDF file **must contain the special pages** (item 3 above), **without signatures**.

If you need help with the process of generating a PDF file, please turn to the appropriate IT help staff.

- 2. Log in to ETD:** To begin the electronic submission process, go to etd.library.emory.edu. At the top of the page there is a log-in area. Log in using your Emory NetID username and password.
- 3. Submit Your File:** Once you have logged into the ETD system, a "Submit Your Thesis" link will appear in the upper left hand corner of the page. Click on that link to proceed with the submission process. Detailed instructions on using the ETD submission software are available on the site under "Help."
- 4.** The ETD system will allow you to upload additional items, such as the original word-processing files, images, video or audio clips, and more. More instructions are on the ETD site.
- 5. My ETD:** After submitting your dissertation/thesis, you may continue to refer to "My ETD" to see the progress on the approval. You will receive automated e-mails informing you when your submission (1) has been received by the system; (2) has been approved by the Graduate School; and (3) has been published in the repository (or embargoed for later publication).
- 6. Help:** Please direct questions on electronic submission to ETD-ADMIN@listserv.emory.edu. Please direct general questions on the submission process to Queen Watson in the Graduate School; queen.watson@emory.edu.
- 7.** Completion of your dissertation submission does not indicate that you have completed all necessary steps for graduation. Confirm your graduation status with the registrar – use OPUS to make sure you have all required credits etc., and call if you have any questions.

Creating the Special Pages

The following pages contain instructions for creating the special pages mentioned on page 3. Please note that (a) these pages should not be numbered, but (b) must otherwise follow the formatting instructions for the thesis or dissertation manuscript (margins, spacing, font, etc.)

Please pay close attention to the comments for each page: they will help you avoid common errors.

Distribution Agreement

The text below should be reproduced exactly as written, on the Distribution Agreement page. Sign the page on the signature line, and type your name under the signature line. Write the date on the date line.

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.

Signature:

[Student's name typed]

Date

Approval Sheet

The approval sheet should be designed according to the plan below. See next page for several comments.

[Title of the Thesis or Dissertation]

By

[Name of author]

[Degree]

[Field]

_____ [Advisor's signature]
[Advisor's name, typed]
Advisor

_____ [Member's signature]
[Member's name, typed]
Committee Member

_____ [Member's signature]
[Member's name, typed]
Committee Member

_____ [Member's signature]
[Member's name, typed]
Committee Member

Accepted:

Lisa A. Tedesco, Ph.D.
Dean of the Graduate School

Date

Approval Sheet

Comments

Degree: Your degree is either Doctor of Philosophy or Master of Arts/Science/or another area. There are a number of possible Master's degree in some programs, particularly Music and Education. If you are unsure, consult with your Director of Graduate Studies.

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, Educational Studies, 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.

There are three exceptions.

Students in the **Graduate Division of Biological and Biomedical Science** and in the **Graduate Division of Religion** 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

Graduate Division of Religion
Theological Studies

Students in **ILA** should write "Graduate Institute of the Liberal Arts."

Advisor: If your committee had co-chairs, refer to each of them as 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 this one. The layout on the previous page 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 Queen Watson in the Graduate School.

Abstract Cover Page

The abstract cover page should be designed according to the plan below. See next page for several comments.

[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 Graduate School 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 you actually applied for and received it; even if master’s degrees are given on the basis of candidacy, they are not automatic.

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 8.

Field: See comment on page 8. 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

The abstract should be designed according to the plan below.

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.)

Cover Page

The cover page should be designed according to the plan below. It is almost the same as the abstract cover page. Please see the comments to that page (on page 10).

[Title of Thesis or Dissertation]

By

[Name of author]
[Previous academic degree]

Advisor: [name of advisor, degree]

A [dissertation/thesis] submitted to the Faculty of the Graduate School of Emory University
in partial fulfillment of the requirements for the degree of
[Doctor of Philosophy/Master of Arts/Science/etc.]
in [field]
[year]