



Guidelines for Video Components of Theses and Dissertations *Approved March, 2013*

These guidelines are intended to ensure that video components of master's theses and doctoral dissertations posted in the Emory ETD system are identified as such components. They provide for this identification inside the video itself, in order to ensure that any video accessed through the ETD system will carry information about its origin, even if it is viewed by someone who has not seen the ETD entry or read relevant text parts of the thesis or dissertation.

Opening Titles

Videos should contain opening titles with the following information. Items in brackets and green font are further explained below.

[Video title]

This video [is part of chapter two] of a [thesis/dissertation] submitted to the James T. Laney School of Graduate Studies at Emory University.

[Thesis/Dissertation Title]
[Author]
[Field]
[Year]

Explanations:

- [Video title] Include this if the video has a title.
- [is part of chapter two] Include an accurate description of how the video fits into the dissertation. For example, “constitutes chapter three” or “is the second of three videos contained in chapter six.”
- [thesis/dissertation] “Thesis” is for master's theses, while “dissertation” is for doctoral dissertations.
- [Dissertation Title], [Author], [Field] and [Year] These should be just the same as on the cover page for the entire thesis or dissertation.

The opening titles should display for five seconds or more. They can be either one or more still screens or rolling titles.

The titles can continue with additional information, such as some indication of the role of the video within the chapter or other unit, or other information the author deems helpful or necessary to contextualize the video itself.

Closing or End Titles

Consider adding end title information as well. Keep in mind that the video may be viewed in separation from the text components of the thesis or dissertation, and the information in the ETD

record. This may mean that closing titles with some information would be valuable: copyright and/or licensing information, the time and location of the recording, the names or other information about people who appear, or other information.

The inclusion of closing or end credits is the author's choice.

Formatting

Title screens should be black/white or dark blue/white. Emory's dark blue is RGB 51, 63, 127; CMYK 100, 67, 0, 23; Hex 000066 or PMS 280C.

Preferred fonts are Garamond and Arial, but similar fonts may also be used.

The opening titles may include a Laney Graduate School logo. If the logo is used, it must be an approved version, available at <http://www.identity.emory.edu/downloads.cfm?id=graduate>.

Front title screen should display for five seconds or longer.