



Submitting Your Thesis or Dissertation: Guidelines and Template Pages

These instructions have changed over time and will change again. Avoid needless delay and frustration:

READ AND FOLLOW THESE INSTRUCTIONS

Questions?

Renee Webb, renee.webb@emory.edu.

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 [LGS academic calendar](#), Degree Completion Page, as well as on the [Registrar website](#). Online access opens one month prior to the application deadline.

The thesis or dissertation and all other items must be submitted by the deadline indicated on the [LGS academic calendar](#). It generally falls about three weeks before the end of the semester.

Important Conditions

- 1.** PhD candidates must be admitted to candidacy at least one semester before receiving the degree. This is a minimum requirement. You should apply for candidacy as soon as all requirements are completed, and no later than August 1 before the start of your fifth year of study. Students should enter candidacy as soon as all requirements have been completed. Students must reach candidacy by September 15 of their fourth year.
- 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 resubmit in the semester in which you will receive the degree. If you will be receiving a certification, please also complete the online [Certificate Declaration Form](#).
- 4.** Any incompletes, IPs, Ps and Fs must have been resolved.
- 5.** All fees and other charges from Emory University must be paid.

On the next page, you'll find a handy checklist, and on the following pages, you will find details about completing forms, preparing manuscripts, and more.

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** (aka "Degree Clearance" form).
- 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. This file is uploaded into the ETD system.
- These two pages are a single combined DocuSign Power Form – you will receive a pdf of all signatures once completed
 - (1) A signed **Distribution Agreement** – signed by you
 - (2) A signed **Approval Page** – signed by all members of your committee
- A completed **Electronic Thesis and Dissertation (ETD) Repository Submission Agreement**, signed by you and your advisor.
- A certificate for completing the online **Graduate Education Exit Survey** (screen shot is ok)
- A certificate for completing the online **Survey of Earned Doctorates** (for doctoral degrees only; screen shot is ok)
- All degree completion items must be submitted online at our degree completion website. Hard Copies are no longer required. [Degree Completion](#)

Help Available

1. Copyright and Intellectual Property issues

Each semester, the University Libraries Intellectual Property Rights Office holds workshops for graduate students on copyright law and author rights and responsibilities. You'll find dates on the [LGS calendar](#). Videos of previous sessions are available on Blackboard.

2. ETD Submission Workshops

Information on submitting your thesis and dissertation to the ETD Repository is now on-line. There are several instructional videos that will walk you through the process. The videos can be found here. <https://sco.library.emory.edu/etds/faq.html>

Several of these items are covered in a document called "Completing Your Degree in [semester]," posted on the [Degree Completion page](#) of the LGS website. It is a good document to print and have handy.

Completing the Forms

1. Application for Degree

This is an Office of the Registrar form, available on the [LGS website](#) as well as on the [Office of the Registrar's website](#). It is now also available online, as part of your OPUS record, in the semester listed as your expected semester of graduation. It must be submitted – online or in-person to LGS – 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 of Requirements for the Doctoral/Master's Degree

This is an LGS form, available on the LGS [Degree Completion page](#) – 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. The Director of Graduate Studies for your program must sign the form.

3. Distribution Agreement and Approval Page

These are combined into one DocuSign Power Form. Once they are signed, you save the pdf version and submit it together with other completion items.

This **distribution 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.

The **approval page** certifies that the dissertation/thesis you submit has been approved by your committee. All members of your committee must sign the Approval Page, and you submit the page with your committee members' signatures as part of your completion packet. **The Dean will sign your Approval Page after you have submitted your completion items**, usually at the very end of the term.

After the Dean has approved, you will receive a copy of the fully signed DocuSign form.

4. 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.

5. ETD Upload

Your Dissertation /Thesis should be uploaded to the ETD repository **before** you submit your paperwork to the Laney Graduate School. No signatures should be included in the ETD submission. None of the required forms including the ETD form should be uploaded with the Dissertation/Thesis. See **A Note on Access** on the next page.

7. Graduate Education Exit Survey

All graduate students are required to complete this online survey and print the certificate of completion for submission to the Laney Graduate School.

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 online, along with information about the purpose of the survey and a confidentiality statement. Students completing doctoral degrees are required to complete this survey and print the certificate of completion for submission to the Laney Graduate School.

A 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. Do not 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 must determine 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. 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.

It is important to know just what information is covered by the access restrictions in the ETD as well as on ProQuest. The ETD website contains information to help you understand access restrictions, and that information is summarized in a brief document on the [ETD page of our website](#), “Making Informed Decisions About Access and Restrictions.”

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.

- 2. Signatures:** Two special pages have space for signatures. **Do NOT include signatures in the electronic copy of your full dissertation/thesis that you upload into the ETD.**
- 3. 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.
- 4. 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.
- 5. Footnotes:** The Laney Graduate School does not have any preference in the placement of footnotes, but they must be consistent throughout the dissertation/thesis.
- 6. 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.
- 7. 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.
- 8. 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).
- 9. 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.

- 10. 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. You can also contact PHD Book Binding at www.PHDBookbinding.com or 512-478-0871. We cannot attest to their products but they do provide binding services.

Electronic Submission

- 1. Generate a PDF:** The electronic version of your dissertation/thesis must 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 #1 on page 5).**

If you need help generating a PDF file, please consult with the appropriate IT help staff.

Your dissertation /thesis should be uploaded to the ETD repository before you submit your paperwork to the Laney Graduate School. No signatures should be included in the ETD submission. None of the required forms including the ETD form should be uploaded with the dissertation/thesis.

- 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 ask 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 progress on the final approval. You will receive automated e-mails informing you when your submission (1) is received by the system; (2) is approved by the Laney Graduate School; and (3) is published in the repository (or embargoed for later publication).
- 6.** Completion of your dissertation submission does not indicate that you have completed all necessary steps for graduation. Confirm your graduation status with your graduate program, and use OPUS to make sure you have all required credits etc. If you have questions or need assistance, contact the Laney Graduate School.

Help!

Complete the ETD help form at <http://sco.library.emory.edu/etds/help-form.html>

Creating the Special Pages

The following pages contain instructions for creating the special pages mentioned on page 5. 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.)

Each sample page is followed by a page with comments.

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

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.

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 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.

[Title of the Thesis or Dissertation]

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](#) 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.

[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

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.) The Abstract may be single-spaced.

[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]