

CHECKLIST FOR SUBMISSION OF DISSERTATION/THESIS

- Meet the deadline for the semester you plan to graduate.
- Check margins on each page, including those with illustrations, tables, graphs, etc.
- Check page numbers. Only number pages in the BODY of the dissertation/thesis.
- Use this document page order (**begin page numbers with item h - body of the paper**)
***PLEASE DO NOT NUMBER PAGES BEFORE THE BODY OF THE DISSERTATION/THESIS WITH ROMAN NUMERALS or ANY NUMBERS**
 - a. circulation agreement (**student must sign each copy**)
 - b. approval sheet (**list your department and degree received**)
 - c. dissertation/thesis abstract cover sheet
 - d. abstract
 - e. dissertation/thesis cover page
 - f. acknowledgments (optional)
 - g. table of contents (list of figures and tables if needed)
 - h. dissertation/thesis body
- The circulation agreement must be signed on all copies of the dissertation/thesis.
- Have your adviser and at least two of your committee members sign one copy of the approval sheet. Type each committee member's name below his/her signature.**
- Submit the following with your dissertation/thesis:
 - Graduate School Departmental Degree Clearance Form (Report of Completion Requirements) signed by your committee members, adviser, and DGS;
 - Cashiers' receipt for the binding fee. \$45.00 covers the cost for all thesis copies; \$85.00 covers the cost for all dissertation copies. Pay at the cashier's window, first floor B. Jones Bldg., 9:a.m.-4:p.m.,M-F.
 - Survey of Earned Doctorates form for all Ph.D. candidates.
 - All Ph.D. candidates** are required to sign and return the University Microfilms Agreement form and attach a copy of the abstract and the abstract cover page to this form. If you decide to copyright, a check/money order in the amount of \$45.00 payable to ProQuest Information and Learning, is required. Copyrighting is optional, but **Ph.D. Candidates** must submit the UMI agreement form. The dissertation abstract must not exceed 350 words.
 - Master candidates, **who plan to copyright**, must sign and return the University Microfilms agreement form and attach a copy of the abstract and the abstract cover page. A certified check or money order, payable to ProQuest Information and Learning, will be necessary. Thesis abstract must not exceed 300 words.

INSTRUCTIONS FOR THE PREPARATION OF DISSERTATIONS AND THESES

A. GENERAL PREPARATION FOR RECEIVING THE DEGREE

1. Ph.D. candidates must be admitted to candidacy **at least one semester before** receiving the degree.
2. Degree candidates must be registered during the semester in which the degree is awarded.
3. You must submit an Application for Degree. **If you apply and do not complete all requirements, you must apply again for the semester in which you will receive the degree.**
4. Degree candidates must submit final copies of the dissertation/thesis with all appropriate materials (see checklist below) to the Dean of the Graduate School by the deadline stipulated for the semester in which they receive the degree.
5. Candidates make sure all “incomplete” grades’ and/or Administrative F’s are resolved by time the Clearance Form has been approved.

B. DOCUMENT DETAILS

1. **Alert:** Your document will be reviewed carefully in the Graduate School prior to being signed by the Dean. If we discover errors of any sort, including spelling and grammar, the Dean will return the document to your adviser unsigned for further proofreading and correction.
2. **Paper:** Ph.D. candidates must submit an original and four copies. The **original** and three copies must be on **acid-free 20-pound or 24-pound weight paper**, an additional copy for University Microfilms Inc. is “disposable,” it can be on regular copy paper (**5 total**). **Master** candidates must submit an original and three copies on **acid-free 20-or 24-pound weight paper (4 total)**. Master candidates must submit a **disposable** copy if you plan to copyright.
3. **Style Manual:** When a department 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.
4. **General Format:** 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.**
5. **Footnotes:** The 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. **Page Numbers:** Page numbers should be in the upper right hand corner. Page numbers are the only items which may fall outside the margin. Began numbering on the first page of the **BODY** of the dissertation/thesis. **Please note 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 Size:** Double spacing is required. Acceptable font size is 11 and 12 for the text (excluding foot notes, abstracts and acknowledgements)
9. **Number of Copies:** Ph.D. candidates (A total of 5 copies, an original and **four** copies are turned into the Graduate School office). Master candidates (A total of 4 copies, an original and **three** copies are turned into the Graduate School office, and a **disposable copy if you plan to copyright**). **Bound or Stapled Dissertations/Theses Will Not Be Accepted.**
 - original becomes the library's archival copy
 - one copy for library circulation
 - one copy goes to your department
 - one copy goes to UMI (Ph.D.)
 - one copy will be for the student (distributed by your Department)

If your dissertation/thesis contains audiovisual material, two copies of the material must be turned into the Graduate School office for the library.

NOTE:

If you are mailing your dissertation/theses to the Graduate School, please use the address below:

**Emory University
Graduate School of Arts and Sciences
550 Asbury Circle
200 Candler Library
Atlanta, GA 30322**

For personal copies contact:

The National Library Bindery Co.
100 Hembree Park Drive
P.O. Box 428
Roswell, GA 30076

phone number 770-442-5490

(EXAMPLE-CIRCULATION AGREEMENT)

Note: The student must omit example titles and change signature titles to be appropriate for his/her document.

In presenting this dissertation/thesis as a partial fulfillment of the requirements for an advanced degree from Emory University, I agree that the Library of the University shall make it available for inspection and circulation in accordance with its regulations, governing materials of this type. I agree that permission to copy from, or to publish, this thesis/dissertation may be granted by the professor under whose direction it was written, or, in his/her absence, by the Dean of the Graduate School when such copying or publication is solely for scholarly purposes and does not involve potential financial gain. It is understood that any copying from, or publication of, this thesis/dissertation which involves potential financial gain will not be allowed without written permission.

Student's signature

Student's name typed

(EXAMPLE--APPROVAL SHEET)

Charles Dickens as a Writer
of Short Stories

By

John Doe
Doctor of Philosophy or Master of Arts

Note* Please list only the degree that applies to you

Department of English

Please type name below signature (John I. Doe)
Adviser

John Doe
Committee Member

Susan Doe
Committee Member

Accepted:

Dean of the Graduate School

Date

(EXAMPLE--ABSTRACT COVER PAGE)

Charles Dickens as a Writer
of Short Stories

By

John Doe
B.A., University of Hartford, 1984

Adviser: June I. Doe, Ph.D.

An Abstract of
A dissertation or 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 or Master of Arts

Note* please list only what applies to you, if you are getting a Ph.D. yours should read An Abstract of a dissertation. MA or MS should read An Abstract of a Thesis

Department of Psychology

2004

(EXAMPLE--COVER PAGE)

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