

CHECKLIST FOR SUBMISSION OF DISSERTATION AND 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 the following page order. NOTE: begin page numbers with Item H – Body of the Paper

IMPORTANT: Please do NOT number pages before the body of the dissertation of 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

- Sign a circulation agreement for each copy of the dissertation/thesis
- Have your advisor and at least two of your committee members sign on 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, advisor and Director of Graduate Studies (DGS)
- Survey of Earned Doctorates form for all PhD candidates.
- ETD submission form
- University Microfilms Agreement (UMI) Form. 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 \$65.00 made payable to ProQuest Information and Learning is required. Copywriting is optional. 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 made 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. PhD 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. Degree candidates must submit an Application for Degree. Students who apply and do not complete all requirements must reapply for the semester in which they will receive the degree.
4. Degree candidates must submit the final copy of the dissertation/thesis with all appropriate materials (see checklist below) to the Graduate School by the published deadline.
5. Degree candidates must ensure that all “incomplete” grades have been resolved.

B. DOCUMENT DETAILS

1. **Proofing:** If the Graduate School discovers errors of any sort, including spelling and grammar errors, the Dean will return the document to your advisor unsigned for further proofreading and correction. Responsibility for proofreading rests on the student and the committee members.
2. **Style:** When a department does not have specific directions, the general standard is *A Manual for Writers of Term Paper, Theses and Dissertations* by Kate Turabian. This book is available at the Emory University Bookstore.
3. **Format:** All materials (including text, illustrations, graphs, figures etc.) must fall within the margins (left = 1.5”, all others=1”). The Graduate School will not accept a dissertation/thesis if any of the text falls outside these margins.
4. **Notes:** The Graduate School does not have any preference in the placement of notes, but format and placement must be consistent throughout the dissertation/thesis.
5. **Tables and Figures:** Include a list of all tables or figures in the dissertation/thesis. Follow the general style of the table of contents.
6. **Page Numbers:** The Graduate School has no preference; however, 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. Page numbers are the only items which may fall outside the margin. Numbering should begin on the first page of the BODY of the dissertation/thesis.
7. **Spacing and Font Size:** Double spacing is required. Acceptable font size is 11 or 12 point for the text (excluding foot notes, abstracts and acknowledgements).
8. **Audiovisual Materials:** If your dissertation contains audiovisual material, two copies of the material must be turned in to the Graduate School office for the library.

- ❖ The ETD system software has been updated. New instructions can be found at <https://etd.library.emory.edu/docs/instructions>
- ❖ If you are mailing your dissertation/thesis to the Graduate School, please use the address below:
 - Emory University
Graduate School of Arts & Sciences
200 Candler Library
550 Asbury Circle
Atlanta, Georgia 30322
- ❖ For questions or problems with electronic submissions go to etd-admin@listserv.cc.emory.edu
- ❖ For personal copies go to <https://etd.library.emory.edu/docs/boundcopies>