MPH/MSPH THESIS
Rollins School of Public Health

PREPARING YOUR MANUSCRIPT

1. **Special Pages**: In addition to the text, your thesis needs to contain a number of special pages. Directions for formatting those pages follow. **You must place these additional pages in this EXACT 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, optional)

   These pages should NOT be numbered. The body of the thesis follows immediately after the Table of Contents, and the first page of the body is page 1.

2. **Signatures**: A number of the special pages have space for signatures. **Do NOT include signatures in the electronic copy of your thesis**. Forms with signatures must be submitted to your Department ADAP.

The following formatting are suggested:

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. **Footnotes**: The RSPH does not have any preference in the placement of footnotes, but they must be consistent throughout the thesis.

5. **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 thesis**. Page numbering must be consistent throughout the 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).

6. **Margins**: All margins should be 1", and all materials (including text, illustrations, graphs, figures, etc.) must be within those margins. However, if you wish to physically bind your thesis for your own use, it would be best to use a 1.5" left margin.

7. **Non-printed Sources**: If your 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. **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.

9. Production of Bound Paper Copies: The library will no longer bind paper copies of theses. A list of available binding services can be found on the on the ETD Frequently Asked Questions webpage: http://sco.library.emory.edu/etds/faq.html

ELECTRONIC SUBMISSION

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

    Create the PDF version of your 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 2 on page 5 above), **without signatures**.

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

2. Before starting the submission process, navigate to http://sco.library.emory.edu/etds/faq.html and watch the "ETD Submission Demonstration" instructional video to familiarize yourself with the platform interface and steps for submission. There are also helpful videos for editing or deleting your submitted record in the "Changes Required" video, and the "RSPH Only: Partnering Agencies" video will point out a special step that is important for Rollins students. A bit farther down the page, you'll discover videos on finding information on the ETD website and filling out your submission form.

3. Submit Your File: Ensure to "Submit Your Thesis" in the system to proceed with the submission process. Detailed instructions on using the ETD submission software are available on the site under "ETD Help" or "Frequently Asked Questions" linked in the ETD website footer.

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 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. Completion of your thesis submission does not indicate that you have completed all necessary steps for graduation. Confirm your graduation status with your ADAP – 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 earlier. 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.)

You will submit two slightly different versions of the Distribution Agreement and the Approval Form. One version is to obtain signatures and submit to your ADAP, and one version will not have signatures that you will include with your electronic submission.

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

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

4/28/2020

Approval Sheet

[Title of the Thesis]

By

[Name of author]
[Degree to be awarded: MPH or MSPH]

[Department]

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

_____ [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

Approval Sheet

Comments

Degree: Your degree is either Master of Public Health or Master of Science in Public Health.

> Your degree does **not** include a subject matter: your degree is **not** "Master of Public Health in Epidemiology" or "Master of Public Health in Global Health," etc. Your degree is a level of educational attainment with no subject-matter area attached.

Department: List your department, such as Behavioral, Social, and Health Education or your interdepartmental program such as Global Environmental Health or Global Epidemiology.

Committee Chair: If your committee had co-chairs, refer to each of them as Committee Chair and list them in alphabetical order.

Committee Members: List the members in alphabetical order. Delete lines as necessary to reflect the number of committee members you have.

Layout: Remember that **the page margin rules apply to all pages**, including the special pages like this one. The layout on the previous page will accommodate multiple committee members but with committees of 5 or 6, you may use a two-column layout for the committee members.

You will submit two slightly different versions of the Approval Form. For the version that you will submit to your ADAP, keep the lines to obtain signatures; for the second version that you will submit electronically with your thesis, delete the physical lines where the signature is designed to go so that only the committee member names and titles remain.

If you have questions about any of these items, contact your ADAP.

Abstract Cover Page
The abstract cover page should be designed according to the plan below. See next page for several comments. Replace the green bracketed text with the corresponding information. Delete this instructional text prior to submitting.

[Title of Thesis]

By

[Name of author]

[Previous academic degree(s)]
[Name of university awarding the degree]
[Year degree was awarded]

Thesis Committee Chair: [name of thesis committee chair, degree]

An abstract of
A thesis submitted to the Faculty of the
Rollins School of Public Health of Emory University
in partial fulfillment of the requirements for the degree of
[Master of Public Health/Master of Science in Public Health]
in [department or program]
[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.

Thesis Committee Chair: If your committee had co-chairs, list both, each noted as "Chair." List them in alphabetical order. Committee members will not appear on this page.

Name of chair, degree: Ask your advisor/s how he or she or they should be listed.

Master of Public Health or Master of Science in Public Health: List the degree that applies to you.

Department or Program: 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.   Replace the green bracketed text with the corresponding information. Delete this instructional text prior to submitting.

Abstract

[Title of Thesis]
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.

Cover Page
The cover page should be designed according to the plan below. It is almost the same as the abstract cover page. See the comments referring to the abstract page. Replace the green bracketed text with the corresponding information. Delete this instructional text prior to submitting.

[Title of Thesis]

By

[Name of author]

[Previous academic degree(s)]
[Name of University Awarding the Degree]
[Year of the degree]

Thesis Committee Chair: [name of thesis committee chair, degree]

A thesis submitted to the Faculty of the
Rollins School of Public Health of Emory University
in partial fulfillment of the requirements for the degree of
[Master of Public Health or Master of Science in Public Health]
in [Department or Program]
[Year]

4/28/2020