

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE HONORS THESIS

Preparing Your Manuscript

1. **Please note:** Your document will be carefully reviewed by the College of Arts and Sciences. If we discover formatting errors, we will electronically return the document to you for corrections.

2. **Preliminary Pages:** These pages may be found in the Forms section on the Emory College Honors Program Blackboard Course. Follow the directions carefully, deleting them when you are done. The easiest way to attach these pages to your thesis is to save the preliminary pages as a PDF and, using Adobe Acrobat Pro, insert them at the beginning of your thesis PDF. **The preliminary 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.

If you choose, and I urge you to, fill out the preliminary pages now and send them to me at ec.honorsprogram@emory.edu. I will take a look and make sure they are correct.

3. **Signatures:** A number of the preliminary pages have space for signatures. **Do NOT include signatures in the electronic copy of your thesis.** Just type the names.

4. **Style Manual:** When a department does not have specific directions or require a specific manual, the general standard is the most recent edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. This manual is available in the University Bookstore as are other standard style manuals. The 6th edition is available at the library.

5. **Margins:** **All material (text, illustrations, graphs, figures, etc.) must be within the 1" margins.**

6. **Footnotes:** The Honors Committee does not have any preference in the placing of footnotes. However, footnote placement must be consistent throughout the thesis and must conform to the margins specified.

7. **Plates, tables and Figures:** If any of these are included in your thesis, it is necessary to include a list of these items. This list should follow the general style of the Table of Contents. Consult style manual for format. Consult the Turabian style manual if your style manual does not include this information.

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9. Page Numbers: Page numbers should be in the upper right hand corner approximately $\frac{3}{4}$ " from the top edge of the paper, in line with the right hand margin. Pages are numbered beginning with "1" on the first page of the text (generally the first page of the first chapter). All pages thereafter must have a number. The preliminary pages must not be numbered.

10. Spacing and Font: Double spacing is required except for block quotes. Acceptable font size is 11 and 12 for the text (excluding foot notes, abstracts and acknowledgements). Please choose a common font (Calibri, Times, Garamond, Georgia, etc.).

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Create the PDF version of your thesis using the Adobe Acrobat Professional software available in Cox Hall's Computer Lab or in your individual departments or 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.

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2. Before you proceed, make sure that you have all necessary items:

- a. Your thesis in **PDF** form including the preliminary pages;
- b. Any **supplemental files** such as datasets, audio, video, etc. (optional) and
- c. A non-Emory e-mail address where you can be contacted after you graduate.

3. Go to etd.library.emory.edu and login using your Emory network ID and password at the top of the page or select the "Submit My ETD" on the left side of the page (see below).

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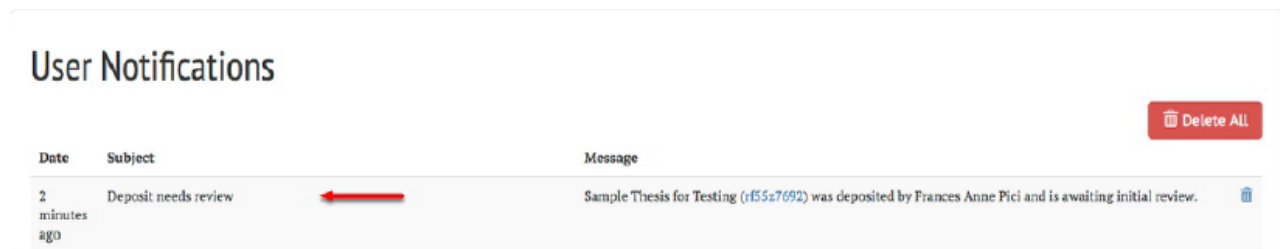
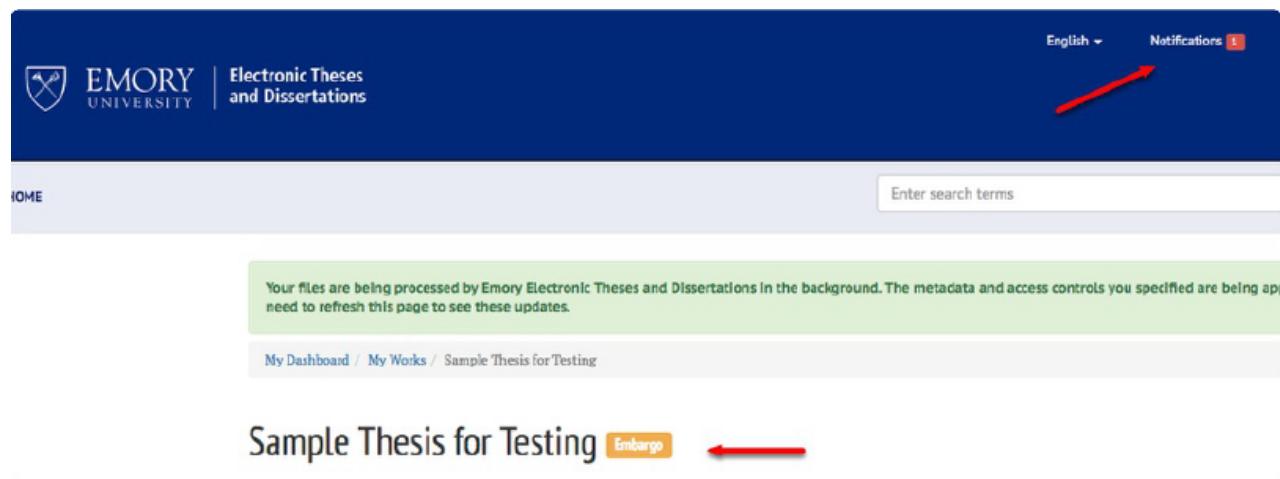
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6. **My ETD:** The ETD System will send notifications listing the activity related to your submitted record. For example, "Awaiting Approval," "Requires Changes," "Approved," etc. **You have not finished your portion of the ETD submission process until you receive the "Approved" message.**



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8. **Completion of your thesis submission does not indicate that you have completed all necessary steps for graduation.** Confirm your graduation status with the registrar—use OPUS and the degree audit to make sure you have required credits, etc. Additionally, your cumulative GPA must be at least 3.5 at the end of your senior year to graduate with Honors.