Be sure that your Essay Committee has been approved by Mary Derkach. (Give the names to your department liaison.)

**Paperwork to turn into Student Affairs, 114 Parran, Joanne Pegher**

- One signed committee page (page ii)---print a committee page and obtain signatures; may want to have the Report on Requirement for Master Degree form (RR) with you so you can obtain the signatures for both the RR and committee page (page ii) at the same time.

- One original abstract
  - Essay advisor’s name with degree at top right margin
  - Essay advisor initials by their name in black or blue ink
  - Must have a clear statement of public health (using the words public health relevance, or public health importance, or public health significance, etc.)
  - Cannot be two sided when printing
  - Do not Staple
  - Be sure all abstracts have EXACT WORDING and no citations
    - (a; initialed abstract; b; abstract in word doc or in pdf if you choose to submit a pdf [no bookmarks required]; c; the abstract you copy and paste in DETAIL at D-Scholarship.

- Two title pages

- After you obtain signatures of your committee members, give your SIGNED Report on Requirement form to your department liaison so they can obtain verification of your degree requirements and obtain department chair signature. They will give this form to Joanne Pegher.

- Complete the EXIT SURVEY [https://pitt.co1.qualtrics.com/jfe/form/SV_dg5Wm5DChS7xx](https://pitt.co1.qualtrics.com/jfe/form/SV_dg5Wm5DChS7xx)
  
  Upon completion of the survey, you will be redirected to a separate page where you will be prompted to enter your name and department. Your identifying information will not be linked to the survey, so your responses will be confidential. When you submit the form, your department and the Office of Student Affairs will receive notification that you met the survey requirement.

- Permissions: if you use tables or figures that are not yours, or are including a published article, you need to obtain permission. You can email the journal and/or author or the University Library System. If open access, provide info that states this. Either give me a paper copy of the permission or email it to Joanne Pegher [jpegher@pitt.edu](mailto:jpegher@pitt.edu)
  
  You can view the sample letters for correct wording for your emails from the ETD site at [http://www.pitt.edu/~graduate/etd/copyright.html](http://www.pitt.edu/~graduate/etd/copyright.html) go to “Quick Links” at the top right corner.

**NOTES of Importance**

- Meet with Joanne Pegher to go over formatting 412-624-3004 or [jpegher@pitt.edu](mailto:jpegher@pitt.edu) sometime before final submission. Email for an appointment.

  **BELOW is order of formatted essay.**

| 1. Title page | 1. Small Roman numeral i assumed, but not numbered |
| 2. Committee signature sheet | 2. Small Roman numeral ii |
| 3. Copyright page | 3. Small Roman numeral iii |
| 4. Abstract | 4. Small Roman numeral continuation |
| 5. Table of Contents (including appendix titles if any) | 5. Small Roman numeral continuation |
| 6. List of Tables (if any) | 6. Small Roman numeral continuation |
| 7. List of Figures (if any) | 7. Small Roman numeral continuation |
| 8. Preface | 8. Optional and, if used, should be brief. Acknowledgments in the form of a brief statement of appreciation for special assistance or support, including research and editorial assistance, should be included in this section. |
| 9. Body of essay | 9. Start with Arabic numeral “1” and continue with this number to the end of your essay. |

*Continued over*
<table>
<thead>
<tr>
<th>Number</th>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>10.</td>
<td>Appendix or appendices (if any)</td>
<td>Arabic numeral continuation to the end of your essay. If more than one appendix is needed, the appendices may be divided into APPENDIX A, APPENDIX B, etc. Separate cover sheets for each appendix are not required, although each appendix must begin at the top of a new page. The heading for each appendix is centered without punctuation and the title is centered below the heading.</td>
</tr>
<tr>
<td>11.</td>
<td>Bibliography</td>
<td>Arabic numeral continuation</td>
</tr>
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**YOU ARE NOT SUBMITTING AN ETD---YOU ARE SUBMITTING AN ESSAY----BE SURE TO PICK THE ITEM 'OTHER THESIS, DISSERTATION, OR LONG PAPER'.**

- Deposit your essay (file): log into http://d-scholarship.pitt.edu/ to begin the submission process.
- Enter your University of Pittsburgh computing account username and password. Once you have logged in, you will be at the “Manage Deposits” screen. Click “new item” to begin entering information—refer to electronic submission instructions; when done you must click on DEPOSIT AND DEPOSIT ITEM NOW buttons in order for me to see your record—IT WILL ONLY BE SENT to Joanne Pegher’s REVIEW QUEUE. Can be a draft.

You can “REMOVE” AND “DEPOSIT” AS MANY TIMES AS YOU WANT within deadlines. **INSTRUCTIONS BELOW:**

Log back into D-Scholarship with your Pitt username and password. This time there will be an ITEM, and it will have your name and title, and an hourglass by it. Click on the hourglass, and you will see your info (the completed fields). Now when you VIEW ITEM, you will have a few tabs (DETAILS, PREVIEW, ACTIONS, EDITORIAL ACTIONS, EXPORT, HISTORY—I think you have all these tabs). ONLY USE ‘EDITORIAL ACTIONS’ TAB—click on this tab and you will see RETURN TO WORK AREA, once you click on that tab then go to “EDIT ITEM” on the right. This opens your fields back up and you can update/change any info if necessary, if not, keep going to NEXT, you will get to the page that has your deposit, and a TRASH CAN is on the right. Click on the TRASH CAN and it asks you if you want to delete, and you will say yes. THEN go to BROWSE and pick new document and then “upload”. Update Metadata at the bottom. Click on the DEPOSIT button and then go to the bottom of the agreement page and DEPOSIT ITEM NOW again.

If you somehow create more than one deposit record; these items have date/time status, so I will remove/delete “older” record /deposits and view the most current.

If you don’t pick your Department, your deposited record will not come to my queue. You will need to go back into your record (as directed above) and choose your department so I can see your deposit. Again, I will be sure to check the date and time and view current record. I will delete records that are old.

Your ETD will stay in D-Scholarship until it has been re-reviewed for formatting which may not be until after the graduation date.

- If you use a MAC you may have some problems. You may need to contact ETD support for assistance.
- You will need Adobe Acrobat Professional software to convert your word doc to pdf (if you choose to make your essay a pdf; and essays are not required to have bookmarks, but you may have them if you wish.

**NOTE: AN UPDATE OF Adobe Prof 11 will be coming out approximately JUNE 2015 so you cannot purchase it at this time. But when the update is available (Adobe Prof 12 or DC) the info to purchase below is correct.**

All the University Labs and our Pitt PH computer lab on the 3rd floor of Parran Hall is still available with Adobe Prof 11.

- You can also purchase this software at Software Licensing Services, 315 S. Bellefield Avenue, Room 204, 412-383-7617, http://technology.pitt.edu OR The University Store on Fifth, Technology Services http://technology.pitt.edu/service-locations/walkin.html (currently the price is $25.00).

- Refer to the GSPH website to view graduation information
  http://mypublichealth.pitt.edu/students/academics-and-student-services/graduation

**Essay Format:** You may use the template if it will be helpful to you, BUT if you don’t use the template you still need to follow the principle of the formatting. Essays will follow the ETD guidelines. Be sure to include the page number within the one inch bottom margin. The template has been adjusted for the essay. The Essay template is in the Academic Handbook under “Detailed essay, thesis, and dissertation rules”
http://mypublichealth.pitt.edu/students/academics-and-student-services/academic-handbook