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Paperwork to turn into Student Affairs, 114 Parran, Joanne Pegher																			
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•	<ul style="list-style-type: none"> • One original abstract <ul style="list-style-type: none"> ○ 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 (<i>a</i>; initialed abstract; <i>b</i>; abstract in word doc <u>or</u> in pdf if you choose to submit a pdf [no bookmarks required]; <i>c</i>; the abstract you copy and paste in DETAIL at D-Scholarship. 																		
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•	<ul style="list-style-type: none"> • 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. 																		
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NOTES of Importance																			
•	Meet with Joanne Pegher to go over formatting 412-624-3004 or jpegher@pitt.edu sometime before final submission. Email for an appointment. BELOW is order of formatted essay.																		
•	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. <u>Title page</u></td> <td style="width: 50%;">1. Small Roman numeral i assumed, but not numbered</td> </tr> <tr> <td>2. <u>Committee signature sheet</u></td> <td>2. Small Roman numeral ii</td> </tr> <tr> <td>3. Copyright page</td> <td>3. Small Roman numeral iii</td> </tr> <tr> <td>4. <u>Abstract</u></td> <td>4. Small Roman numeral continuation</td> </tr> <tr> <td>5. Table of Contents (including appendix titles if any)</td> <td>5. Small Roman numeral continuation</td> </tr> <tr> <td>6. List of Tables (if any)</td> <td>6. Small Roman numeral continuation</td> </tr> <tr> <td>7. List of Figures (if any)</td> <td>7. Small Roman numeral continuation</td> </tr> <tr> <td>8. Preface</td> <td>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.</td> </tr> <tr> <td>9. Body of essay</td> <td>9. Start with Arabic numeral “1” and continue with this number to the end of your essay.</td> </tr> </table> <p style="text-align: right;">Continued over</p>	1. <u>Title page</u>	1. Small Roman numeral i assumed, but not numbered	2. <u>Committee signature sheet</u>	2. Small Roman numeral ii	3. Copyright page	3. Small Roman numeral iii	4. <u>Abstract</u>	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.
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	<p>10. Appendix or appendices (if any) 10. Arabic numeral continuation to the end of your essay <i>(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)</i></p> <p>11. Bibliography 11. Arabic numeral continuation</p>
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