Pitt Public Health Academic Handbook Academic Year 2015-16

Format Instructions for Pitt Public Health Essays, Theses, and Dissertations

September 2013

Before you start: In addition to these format instructions, be sure you are aware of the following:
- general requirements for the research and document as specified by your department and your advisor, and
- rules regarding committee or readers.

Before you finish: Early in the semester in which you intend to graduate you should start looking at the detailed information on how to submit the electronic essay, thesis, or dissertation on the graduation Web page of Pitt Public Health. Questions should be directed to Joanne Pegher in the Office of Student Affairs.

Generic research document outline: Many students have found the following description of the components of a typical thesis/dissertation helpful as they begin to plan the layout of the document. Some essay writers may also choose to use this format.

Other sources of format information: You will also find it useful refer to a style guide such as Strunk and White's *Elements of Style* or the *Chicago Manual of Style*. Consult with your department and/or advisor about recommended style guides.

Bibliography: You may find it useful to use software such as Endnote for managing your bibliography.

ETD (electronic thesis and dissertation) Web site: Your basic source for format instructions is the University's ETD Web site. This includes instructions, templates, forms, support, and a portal to view all University of Pittsburgh theses and dissertations that have been submitted in the past. However, there are some minor differences in format requirements between the general University guidelines and Pitt Public Health. Some instructions on the University ETD site may conflict with Pitt Public Health instructions, in which case you should follow the Pitt Public Health instructions outlined in the sections below.

MPH/MHA essay format: The preferred method for formatting your essay is to use this template. If you do not use the template, be sure that your essay formatting follows ETD guidelines. However, the essay sections should be ordered and numbered as in the table below, which is slightly different from the university ETD instructions. In addition, you do not need bookmarks in the essay. Your final essay can be deposited as a Word document or as a PDF.

Required Order of Pages for Essays

Section/Page	Page Numbering
Title page	Small Roman numeral i assumed, but not numbered
Committee signature sheet	Small Roman numeral ii
Copyright	Small Roman numeral iii
Abstract	Small Roman numeral continuation

Table of contents (including appendix titles)	Small Roman numeral continuation
List of tables (if any)	Small Roman numeral continuation
List of figures (if any)	Small Roman numeral continuation
Preface/Acknowledgments (optional, and if used should be brief)	Small Roman numeral continuation
Body of essay	Start with Arabic numeral 1 and continue
Appendices (if any)	Arabic numeral continuation (If there is more than one appendix, denote them with letters, e.g. "Appendix A, Appendix B." 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. The appendix title can either follow the heading or it can be centered below.)
Bibliography	Arabic numeral continuation

Thesis and dissertation format: Follow the ETD guidelines, except for the title page, committee page, and abstract page, for which you should use the templates linked here. In addition, Pitt Public Health requires more complete bookmarks than the University guidelines indicate (see below).
Thesis title page
Thesis committee page
Thesis abstract page
Dissertation title page
Dissertation committee page
Dissertation abstract page

Bookmarks: MPH/MHA essays do not need to have bookmarks. Theses and dissertations MUST include complete bookmarks. All items in the thesis or dissertation, beginning with the title page and ending with the bibliography, must be bookmarked. This includes headings/subheadings, heading numbers, committee member page, abstract, table of contents, list of tables, list of figures, preface, acknowledgements, appendices, etc. See the ETD bookmark help sheet for instructions on how to insert bookmarks, and the following notes may also be helpful.

Note 1: Hyperlink the following sections: table of contents, list of tables, and list of figures. You may either create drop-down lists for the items belonging in the list of tables and the list of figures or nest the table and figure bookmarks under the heading they fall under.

Note 2: Any bookmarks or links already in place before the thesis/dissertation is converted from an MS Word document to a PDF document will automatically be tagged "inherit zoom," a feature that ensures that the destination window is displayed at the magnification level the reader uses when viewing links or bookmarks. If you add bookmarks or links after the document has been converted, you will have to manually change them to "inherit zoom" using the following instructions.
1) Right-click on bookmark or link and choose "properties."
2) Choose "actions" tab.
3) Click "edit."
4) Change zoom to "inherit zoom."

5) If multiple bookmarks/links need to be changed, click through them individually.
6) Close bookmarks (press minus sign so that a plus sign appears).
7) Save.

Using published papers in your essay, thesis or dissertation: Some departments and advisors allow students to submit published or publication-ready manuscripts as thesis or dissertation chapters. Such papers may be included either in the body of the document or in the appendix. They must be based on work done during the student's enrollment at Pitt Public Health. In general the student should be the primary author on such a paper, but that is not absolutely required. The thesis or dissertation should include a preface listing the authors, the full citation (if published), and the role of the student in the work.

The articles must be logically connected by added text and be integrated into the document in a coherent manner. They must be presented in a manner consistent with the remainder of the text, i.e., identical typeface, paper, margins, and consistent numbering of tables, figures and footnotes. Bibliographic citations should be integrated with those for the rest of the document. Everything must be consistent with University ETD guidelines.

If your article is already published or in press, you will need permission from the publisher in order to reuse the article, unless you own the copyright (see below).

Copyright – general information: The following links contain helpful information on copyright rules.

1. Copyright Information for Graduate Students Writing a Thesis or Dissertation;
2. The University Library System's copyright page.

Registering for copyright: Any work "fixed in a tangible medium of expression" is automatically afforded copyright protection, even without registration for a copyright. However students who wish to register for copyright should see the ProQuest/UMI (University Microfilms, Inc.) instruction sheet for information on registration. Students applying for copyright registration must complete page 6 of the UMI/Proquest form, and submit the form and a $55 check or money order payable to ProQuest, LLC. Then turn in these documents to Office of Student Affairs with graduation paperwork.

Use of copyrighted material: When using text, tables, or figures from a published work, whether your own article or that of another author, you must receive the permission of the journal in which it was published. As a courtesy, you should also request permission of the author. A sample letter for requesting permission to use published text is available here for doctoral dissertations, and here for master's theses. Click here for instructions on preparing a letter or e-mail if time sensitive to the journal. Many journals have on their Web sites a "copyright permission request form."

More detailed copyright information is available on the ETD Web site.

A copy of the letter or email giving you permission to use the article, table, or figure must be submitted along with other documents that you submit for your thesis or dissertation. Do not incorporate the permission letter into the paper.

You must give notice of copyright in your paper, it should appear on a page immediately following the Committee Membership Page, and numbered 'iii', with the following text:

Copyright by [Name of Author]20__ [year of publication]