DrPH Dissertation Guidelines  
School of Public Health  
(Approved, EPC, October 2003)

The dissertation is the final product in evidence that a student has fulfilled the requirements for the Doctor of Public Health awarded by the School of Public Health. The doctoral degree is granted in recognition of scholarly competence in public health and distinctive achievement in a specific area of public health practice: Environmental Health, International Health, Maternal and Child Health, or Public Health Nutrition. The first component is demonstrated by successful completion of advanced course work, a field placement if required or appropriate, and satisfactory performance on qualifying examinations. The second component is demonstrated by completion of a major, independent research project. The doctoral dissertation must comprise a genuine contribution to knowledge in the field. Although publication is not required, the quality of a dissertation must be sufficient to warrant its publication in a professional journal, book, or monograph. Also, dissertation research can begin only after the protocol is approved and IRB approvals are obtained.

The DrPH dissertation is presented publicly and defended during a final examination administered by the student’s dissertation committee. Approval of the dissertation is required as part of the final recommendation for awarding the degree.

The student and his or her dissertation committee are responsible for ensuring that the dissertation is correct in form and grammar as well as in content. This section of the DrPH manual describes the processes for formatting and publishing the final document. It also offers recommendations on how to meet these requirements efficiently.

The reputation and quality of a university’s graduate programs are measured in part by the quality of dissertations, which are available for close scrutiny by scholars and lay persons alike. All doctoral dissertations are published on microfilm by University Microfilms, Incorporated, Ann Arbor, Michigan. Dissertation abstracts are published in Dissertation Abstracts, a widely circulated periodical. These provide permanent, tangible evidence of the scholarly achievements and standards of the author, dissertation advisor, and the School of Public Health, University of Alabama at Birmingham.

For these reasons, dissertations must be prepared with exceptional care, not only with respect to proper references and conclusions, but also with respect to grammar, spelling, consistency of terminology and citations, and appearance. All dissertations are reviewed by a reader, but should be presented as complete as possible, in conformity with these guidelines and the chosen style guide, APA or APHA.

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Ethics

Attribution

Copying another authors’ work, either verbatim or in slightly paraphrased form, with missing or faulty documentation of the original sources constitutes plagiarism. Any act of plagiarism is in direct violation of the School of Public Health Honor Code and could result in dismissal from the University, revocation of the degree and civil penalties. See the School’s Honor Code, located on the web and available in Ryals Building Room 120, and the UAB Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities, also available on the web.

Human Subjects

Before beginning the research project, and prior to admission to candidacy, students must consult the Institutional Review Board office to determine whether approval is necessary. If approval is necessary, documentation of review by the IRB must be provided by including in an appendix a copy of the approval letter issued to the faculty advisor under whose auspices the work was performed. Human subjects are defined as not only living persons, but also human tissue, blood samples, pathologic or diagnostic specimens, studies of medical records, observations of public behavior and all questionnaires. Further information and deadlines for applications are available by contacting the IRB office (934-3789) or visiting the IRB web site (http://www.uab.edu/uabra/).

Data Integrity

In addition to complying with all IRB rules, students are expected to carefully maintain the integrity of any data they use or collect for use in their dissertation work. This includes protecting the data from corruption, maintaining the data in a secure place, retaining copies of data and data bases in the event of loss, and not in any way altering, adulterating or falsifying data to be used in a dissertation. Failure to maintain the integrity of the data to be used in the dissertation is a direct violation of the School of Public Health Honor Code and could result in dismissal from the University, revocation of the degree, and civil penalties.

Forms and Final Examinations

Application for Degree Forms

Students who plan to complete their dissertations and all requirements for the DrPH degree should submit an Application for Degree to the Office of Student and Academic Services by the deadlines posted in the Year Long Schedule and on the School’s web page for the term in which they expect to graduate. Failure to submit this form on time will delay graduation; failure to graduate after submitting a form will require a new form and a reorder fee.

Distribution of Copies for Final Defense

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Before the dissertation is distributed to the members of the dissertation committee, the student and faculty advisor, who serves as Chair of the committee, should be in essential agreement about all details presented. Conferences with individual committee members can often clear up discrepancies in preliminary versions of the dissertation.

Copies of the dissertation must be distributed to committee members at least 10 business days before the scheduled defense. The dissertation should be complete, error-free and paginated. The final defense is a public event open to all members of the university. The time and location of the defense must be widely advertised through the posting of notices and through publication in the UAB Reporter. It is the student’s responsibility to ensure that the defense is publicized.

Dissertation Approval Forms

Prior to the final defense, the student should obtain Dissertation Approval Forms from the Department or the Office of Student and Academic Services.

Approval Copy to the Associate Dean

After the defense meeting with the dissertation committee and acceptance of the dissertation, any changes should be carefully noted and the final editing completed under the supervision of the dissertation committee chair. No later than one term after the final defense, the completed dissertation, and signed approval and recommendation for degree forms must be submitted to the Office of Student and Academic Affairs. If all requirements are not completed within one full term of the final defense, a fee of $250 will be assessed each term and the diploma will have to be re-ordered each term until all requirements have been met. An original copy of the completed dissertation must be submitted error-free, unbound, on regular white typing paper. Students must also submit the microfilming contract completed and signed by the student with the microfilm fee; the completed survey of earned doctorates; and the copyright agreement with copyright fee, if desired (this is optional).

A positive of each microfilmed dissertation is sent to the Library of Congress and entered in its subject and author files. The negative is retained by University Microfilms, which will provide copies on order.

Format for Dissertations

With the approval of the dissertation committee, students may choose to prepare their dissertation in one of two formats: one, the traditional dissertation option, and two, the publication or preprint/reprint option. Each will be described in turn.
Option I: Traditional Dissertation

The dissertation includes three main sections: the preliminary pages, the body of the dissertation, and the references. The dissertation should follow the order described below:

Preliminary Pages

Title Page - required

The title of the dissertation should be as concise as possible and must occur consistently in every respect on the abstract and approval forms. On the title page, the title must appear in all capital letters. Consistently use your legal name.

Copyright Page - optional

Though dissertations are protected under so-called common law copyright, many authors elect the additional protection provided by applying for copyright through the Library of Congress. If the student decides to secure a copyright, this must be clearly indicated on the University Microfilm contract and through the use of a copyright page and by payment of the copyright fee. The second page of the document must be a copyright page with the following information, single spaced and centered within the margins, 1.0" up from the bottom of the page:

Copyright by
Your Full Legal Name
The Year the Degree will be Conferred

Abstract - required

An abstract is required and will be bound into the document. The abstract should give information about the work that will enable readers to decide whether they wish to read the entire dissertation. In general, useful abstracts include a brief statement of the problem or issue being addressed, the research methods used, and the major findings of the study. The abstract should be limited to no more than 650 words.

Approved 10-03-03
Dedication - optional

Acknowledgments - optional

Table of Contents - required

The Table of Contents should start with the abstract and show the correct designation, Roman or Arabic numerals, for each entry. Chapters should be given Arabic numerals, and the Table of Contents should show all first-, second- and third-level headings exactly as they appear in the text, single spaced. Titles in all contents lists (tables, figures, etc) must exactly match titles in texts, up to the first period. All titles, heading and captions that extend to more than one typed line must be single spaced in the contents lists and in the text. Numerals indicating page numbers must be aligned at the right-hand margin and connected to the appropriate entry by a line of evenly spaced dots (periods) on all contents lists.

List of Tables - required if any tables are used; do not list material from appendices

All tables must have an overall title. Combined number and letter titles are not acceptable. If the caption appears on the page preceding the table, list the page number of the caption

List of Figures - required if any figures are used; do not list material from appendices

All figures must have an overall title. Combined number and letter titles are not acceptable. If the caption appears on the page preceding the figure, list the page number of the caption

List of Illustrations - required if any illustrations are used; do not list material from appendices

List of Abbreviations - required if more than ten abbreviations, not including units of measure, are used

These should be standard, accepted abbreviations and should be used consistently

Text

For the text, the main body of the dissertation, the detailed organization of the text will vary for different subjects, but a consistent style must be followed. Each major division of the text, which is comparable to a chapter and is listed in the table of contents, must begin on a new page. For example:

Approved 10-03-03
I. Introduction

This section should explain the genesis of the research, clearly state the problem, provide a literature review, and introduce the research proposed/conducted.

II. Research Question, Study Aims

This section should explain the basic hypothesis or problem under investigation.

III. Methods

This section should explain the overall research design, the relationship among the various discrete parts of the research, and methods that will be used to answer the research question(s), along with explicit definitions of variables used.

IV. Results

This section should describe the findings of the study, including all tables and figures displaying the data and the results of statistical analyses. This section should be straightforward and objective, i.e. there is little to no interpretation in this section, rather a succinct and objective description of the actual study findings.

V. Summary Discussion or Conclusions

This section should briefly restate the general goal of the project(s) and discuss relevant findings, conclusions, and implications of the overall study. This is the section in which the findings are interpreted and placed within their larger research context. Also, as these are dissertations toward a Doctor of Public Health degree, a professional degree, the implications for public health programs, policies, and the allocation of resources can also be discussed, in addition to suggestions for future research. It is also customary to include a brief section on study strengths and limitations.

Reference Materials

List of References - required

Follow consistently either the APA or APHA styles. Single space individual entries, with a double space between entries.
Appendices

If the original data or other materials are too voluminous to be placed within the text itself, these should be assembled appropriately so that each type of collected information is placed in a separate, numbered or lettered appendix. Individual figures or tables that are mentioned in the text must be included in the text, not in an appendix. Published articles should not be included in appendices if they are readily available in published form. The IRB approval form, if required for the research, must be included as an appendix.

Each appendix must have a descriptive title, a cover page, and a listing in the Table of Contents corresponding to the number of the cover page. If there is more than one appendix, each should be lettered or numbered in addition to the title. Appendix text page numbers must continue the Arabic numerals used in the text. If the appendix contains references, it must also contain a list of references which is printed immediately after the end of the text of the appendix.

Option II: Publication or Preprint/Reprint

In some cases with the approval of the candidate’s dissertation committee, it is permissible to include manuscripts prepared for publication or already published in scholarly journals as the results section (or chapter) of the dissertation the preprint/reprint approach in no way lessens the importance or rigor of the requirement that the final document fulfills. The articles must be submitted for publication and preferably accepted. Articles that have not yet been accepted may be used at the discretion of the student’s dissertation committee.

All parts of the dissertation must conform to the provisions set forth in this manual in all matters regarding style and mechanics, except where the circumstances of a specific project required deviation. Students considering this approach should contact the Associate Dean for Academic Affairs before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.
Multiple Authorship

In general, the student is expected to be the first author on papers to be used in a dissertation. If the reprint material has co-authors beyond the dissertation advisor, the student must submit letters from these coauthors to the Associate Dean giving their approval for the reprints to be used. In no case shall the same paper be included in more than one dissertation. Students are advised to have candid discussions with their research advisors about the division of credit for a project. Such discussions should take place early in the project, and decisions should be reviewed if projects change. All collaborators on a project should be in agreement about authorship before submission of a document for approval as a dissertation. All authors must be given a reasonable opportunity to review manuscripts on which their names appear.

The list of authors for a publication is used to establish both accountability and credit. Authorship practices are generally guided by disciplinary rules. In the absence of an explicit alternative, papers and manuscripts in dissertations should follow the policies of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Thus, the following conditions define “authorship”:

Authorship may be earned only by substantially contributing to (1) conception and decision, or analysis and interpretation of data; and to (2) drafting the article or revising it critically for important intellectual content; and on (3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship . . . The order of authorship should be a joint decision of the coauthors (http://jama.ama-assn.org/info/auinst_req.html)

An explanatory note in the Introduction or in an appendix briefly explaining the authors’ individual participation is often appropriate. So-called honorary authorship, the practice of listing the name of a person who made little or no contribution to the work is unacceptable.

Research Performed at Other Institutions

The student’s advisor and committee should determine whether research performed by the student at another institution and resulting in publication satisfied wholly or in part the requirement of the dissertation. Research performed prior to admission to a DrPH program in the School of Public Health is not sufficient to satisfy the requirement. Also, research performed prior to obtaining protocol and IRB approvals is not acceptable.

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Parts of the Manuscript

A preprint/reprint dissertation includes three parts, preliminary pages, text and reference material.

Preliminary Pages

Title Page - required

The title of the dissertation should be as concise as possible and must occur consistently in every respect on the abstract and approval forms. On the title page, the title must appear in all capital letters. Consistently use your legal name.

Copyright Page - optional

Though dissertations are protected under so-called common law copyright, many authors elect the additional protection provided by applying for copyright through the Library of Congress. If the student decides to secure a copyright, this must be clearly indicated on the University Microfilm contract and through the use of a copyright page and by payment of the copyright fee. The second page of the document must be a copyright page with the following information, single spaced and centered within the margins, 1.0" up from the bottom of the page:

Copyright by
Your Full Legal Name
The Year the Degree will be Conferred

Abstract - required

An abstract is required and will be bound into the document. The abstract should give information about the work that will enable readers to decide whether they wish to read the entire dissertation. In general, useful abstracts include a brief statement of the problem or issue being addressed, the research methods used, and the major findings of the study. The abstract should be limited to no more than 650 words.

Dedication - optional

Acknowledgments - optional
Copyright information

If any portion of the dissertation has not been copyrighted by another party, the student may copyright that portion by including a traditional copyright page and paying the copyright fee.

Table of Contents - required

The Table of Contents should start with the abstract and show the correct designation, Roman or Arabic numerals, for each entry. Chapters should be given Arabic numerals, and the Table of Contents should show all first-, second- and third- level headings exactly as they appear in the text, single spaced. Titles in all contents lists (tables, figures, etc) must exactly match titles in texts, up to the first period. All titles, heading and captions that extend to more than one typed line must be single spaced in the contents lists and in the text. Numerals indicating page numbers must be aligned at the right-hand margin and connected to the appropriate entry by a line of evenly spaced dots (periods) on all contents lists.

In the results section, each preprint or reprint included should be identified in the Table of Contents as a separate section with the complete title as it appears on each manuscript. Do not list subheadings that occur within the individual manuscripts.

List of Tables - required if any tables are used; do not list material from appendices

All tables must have an overall title. Combined number and letter titles are not acceptable. If the caption appears on the page preceding the table, list the page number of the caption

List of Figures - required if any figures are used; do not list material from appendices

All figures must have an overall title. Combined number and letter titles are not acceptable. If the caption appears on the page preceding the figure, list the page number of the caption

List of Illustrations - required if any illustrations are used; do not list material from appendices

List of Abbreviations - required if more than ten abbreviations, not including units of measure, are used

These should be standard, accepted abbreviations and should be used consistently

List of Tables, Figures, and Abbreviations - as applicable

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If each article contains separate sequential numbering of these items, the lists must reflect this arrangement. List all abbreviations in preliminary pages and omit them from individual manuscripts.

Text

The text must include all the same sections as Option I, namely an introduction, research question, methods, the retyped preprints or reprints as results and a summarizing discussion or conclusions. All sections must share one style and format. The articles must be suitable for submission to a professional, peer-reviewed journal.

For each article already under copyright, the student must include a copyright permission statement, 0.5" - 0.75" from the bottom of the applicable title page. **It is the responsibility of the student to obtain permissions from the copyright holders to use and format such materials as the basis for the dissertation.** A copy of the permission statement must be filed with the Office of Student and Academic Services. The copyright owners must agree to “save and hold harmless” University Microfilms International from damages that may arise from copyright violations, or the dissertation will not be accepted for microfilming. When permission is received from the copyright holder(s), copyright permission statement(s) must be included on the applicable title pages.

I. Introduction (same as in traditional)

This section should explain the genesis of the research, statement of the problem, literature review, etc

II. Research Question, Study Aims (same as in traditional)

This section should explain the basic hypothesis or problem under investigation.

III. Methods (same as in traditional)

This section should explain the overall research design, the relationship among the various discrete parts of the research, and methods that will be used to answer the research question(s), along with explicit definitions of variables used.
IV. Results *Preprints/Reprints*

The beginning of this section should specify that the articles were submitted or published as a result of the student’s work. (Articles should be introduced.) Preprints or reprints should be presented in the most appropriate order and in their entirety (including all illustrative material, footnotes, and references). The preprints or reprints must be retyped according to the provisions of this manual. Copies of original typescripts submitted to the journal(s) or offsets of already published material may not be used. The wording of copyright material must exactly match the published version. It is therefore necessary to review the article as published, not as it was submitted.

V. Summary Discussion or Conclusions (same as in traditional)

This section should briefly restate the general goal of the project(s) and discuss relevant findings, conclusions, and implications of the overall study. In this section the results of all articles presented in the results section and their implications are discussed. It is not enough to merely restate the discussion sections from each article. This is the section in which the findings are interpreted and placed within their larger research context. Also, as these are dissertations toward a Doctor of Public Health degree, a professional degree, the implications for public health programs, policies, and the allocation of resources can also be discussed, in addition to suggestions for future research. It is also customary to include a brief section on study strengths and limitations.

*Reference Materials*

*List of General References*

Each preprint or reprint will have its own list of references, all of which must share one format. A List of General References for only the introduction, research question, methods, conclusions and any supplementary sections should be included after the summary conclusions and should follow the same format. Follow consistently either the APA or APHA styles. Single space individual entries, with a double space between entries.
Appendices

If the original data or other materials are too voluminous to be placed within the text itself, these should be assembled appropriately so that each type of collected information is placed in a separate, numbered or lettered appendix. Individual figures or tables that are mentioned in the text must be included in the text, not in an appendix. Published articles should not be included in appendices if they are readily available in published form. The IRB approval form, if required for the research, must be included as an appendix.

Each appendix must have a descriptive title, a cover page, and a listing in the Table of Contents corresponding to the number of the cover page. If there is more than one appendix, each should be lettered or numbered in addition to the title. Appendix text page numbers must continue the Arabic numerals used in the text. If the appendix contains references, it must also contain a list of references which is printed immediately after the end of the text of the appendix.

Style and Mechanics

The School of Public Health will not accept dissertations that do not conform to the latest editions of a clearly identified style manual or journal’s guidelines throughout the manuscript. We recommend either the APA or APHA styles. Students using the preprint/reprint option who have articles submitted to or published in several journals must select one stylistic format and apply that format to all manuscripts included in the dissertation. If a style guide other than APA or APHA is used, a copy of at least one article from the journal, as well as a copy of the journal’s “Guidelines for Authors,” must be submitted with the approved copy of the dissertation.

Journal articles submitted as style guidelines must contain the same major elements of the dissertation: (a) figure captions and tables; (b) abbreviations; (c) references. The requirements included in this booklet take precedence whenever there is conflict regarding matters of format (e.g., line spacing, indentation, margins, etc).

Do NOT use other dissertations as guides for style or format. The existence of a particular style or usage in a previously approved dissertation does not establish a precedent for its continuation. Choosing a style manual early can prevent time-consuming corrections later. Again, we recommend either APA (The Publication Manual of the American Psychological Association) or APHA (What AJPH Authors Should Know, found in every issue of the American Journal of Public Health, or at www.apha.org/journal). Questions about style and formatting not answered in the style manual, journal guidelines, or in this booklet should be addressed to the Office of Student and Academic Services in the School of Public Health Graduate School, 934-4993.

Typists
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An experienced dissertation typist may be of more assistance than someone who is simply a good typist. The Graduate School maintains a list of competent typists, which is available online, but does not recommend individual typists. The student should be sure that the typist is thoroughly acquainted with the requirements of the UAB School of Public Health and with the selected style manual. The student should (a) supply the typist with legible copy that is ready for exact reproduction, (b) give the typist precise instructions, including any special departmental requirements, and (c) demand a professionally finished product from the typist—a clean, correctly typed copy. If the typist uses a word processor, the student should obtain a copy of the document on a computer diskette for the purpose of making corrections or revisions, as well as for safe keeping.

Preparation of academic manuscripts can be expensive. The student should have a clear understanding in advance with the typist and any agency involved in drawings, photography, or other means of duplication about the costs involved and the quality of work expected. The School of Public Health cannot act as a referee in disputes between students and others in such matters. When using a word processor, be certain that you or your typist understands how to modify the default settings and other features. Software default settings are not a valid reason to alter formatting.

Fonts

Do not change fonts within the document. Twelve-point Courier and Times New Roman are the acceptable fonts; the Symbol font may be used as needed. The type must be black and uniform throughout in size, face, and color. (See “Illustrative Material” for one exception.) Boldface type may be used only if an example of usage exists in the style guide. Underlining and italics may not exist within the same document. Choose one or the other for all formatting that indicates underlining or italics. Italics are recommended. The one exception to this rule is the Abstract Form, which must use underlining for the information sections at the top of the form.

Line Spacing and Indentation

Type the document on one side of the paper. Use standard double spacing throughout the manuscript, with the following exceptions: Single space multiple-line titles and subheadings, block quotes, figure captions and table titles, individual notes and reference entries, and, if applicable, copyright statements. Quadruple space above subheadings that follow normal text, and above and below tables. Subheadings that fall near the bottom of a page must be followed by at least two lines of text or moved to the next page. Otherwise, do not begin new pages for subheadings.

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Use standard 0.5" paragraph indentation. Left-hand justification is preferred. Full justification is permitted only if Times New Roman is used and if gaps between words or punctuation marks are avoided. Text within a chapter must be continuous. Only the last page of each major division may be a partial page, and it must contain at least two lines of type. Widows, the last line of a paragraph typed as the first line of a new page, and orphans, the first line of a paragraph as the last line of a page, are not permitted.

Margins and Hyphenation

Each page must have a left margin of 1.5" and a 1.0" margin on the other sides. (See Reversed Caption Pages,” below, for one exception.) Use automatic hyphenation to avoid a right-hand margin larger than 1.5" and to avoid gaps between words on full-justified lines. The first page of every major division of the manuscript (dedication; acknowledgments; table of contents; list of tables, figures, and abbreviations; first page of a chapter or title page of reprint; appendix; and references) must have a 2.0" top margin. On all other text pages, begin the first line 1.0" from the top edge of the sheet. Contents lists that extend to more than one page should begin 1.0" from the top with the appropriate heading and “(Continued)” [e.g., Table of Contents (Continued)]. To account for differences in computer printer settings, variations ± 0.2" are allowed.

Illustrative Material

Drawings, figures, tables, graphs, photographs, maps, and other types of illustrative material may be included if they are of high quality. Tables are composed entirely of text. Items that contain any graphic element must be labeled as figures. If previously published material is used—such as a drawing from a text book—written permission of the copyright holder must be obtained and filed with the School of Public Health. When a drawing or hand-lettering pen is required, black, permanent drawing ink with a lettering set or similar device must be used. The use of ballpoint pens, free-hand lettering, and dot-matrix printing is not acceptable. Horizontal (i.e., landscape) figures must face the right-hand side of the page.

In most cases, each figure should be presented on one page, with no text other than the caption and page number that immediately follows the first mention of the figure in the text. Students whose documents contain a great many figures or tables in proportion to the number of text pages should contact the Office of Student and Academic Services for possible exception to this requirement. Two formats of figures are accepted, but these may not be combined in one document: (A) The vertical distance between all figures and captions may be approximately equal, with the combined figure and caption centered within the four page margins. (B) The top of the figure may be placed at a 1.0" top margin, with the bottom of the caption at a 1.0" bottom margin.

Approved 10-03-03
Tables, on the other hand, must be included in the flow of text on a page when the size of the table permits. A table may begin on the page following its first mention if doing so will prevent splitting the table across a page break. If the size of a table necessitates horizontal printing, it must be presented on a separate page. If reducing the size of the font within the table will allow the table to fit more easily on a page, the font size may be reduced. The table title, however, must remain in 12-point type. If it is necessary to use more than one page, repeat the table number and heading row but not the table title (e.g. Table # (Continued).

Mathematical equations and chemical formulas that contain two or more lines—with characters such as superscripts or square roots—should be displayed (i.e., placed in the horizontal center of the page between the appropriate lines of text) to avoid irregular line spacing. Do not leave more than one blank line before or after equations. Number equations in accordance with the chosen style guide.

All illustrative material in the text should be prepared either on paper of the same size and weight as that of the rest of the manuscript or on a stronger grade of paper. All illustrative material must conform to the margin requirements. Photographic reduction may be necessary. High-quality scanned images on white paper made for such purposes are often acceptable. Photographs should be printed on photographic paper cut 8.5" x 11". Smaller photographs may be attached to acceptable paper by a plastic lamination process; the finished size of such pages must be 8.5" x 11". It is not acceptable to paste, staple, or use corner fasteners to mount small photographs on a page. Original scans or photographs are required for the two library copies.

Captions

Each figure or table must have an overall number and title, which must exactly match the title in the contents lists. In the contents lists, number-and-letter designations (e.g., 1a, 5b) are unacceptable. The caption, which includes the title and descriptive information, and page numbers must be in the font size and style of the text. The page number of the caption is listed in the appropriate contents list, along with the overall title.

If the figure is vertical, the title and caption must be vertical. If the figure is horizontal, the title and caption must be horizontal; however, page numbers are always vertical. All landscape-oriented material must face to the right (i.e., left margin becomes top margin). All figure pages are counted and numbered in sequence. Figures on photo-quality paper may remain unnumbered but must be counted in the sequence of page numbers.
Reversed caption pages.

Wherever space permits, the illustration and caption should appear on the same page. If the entire caption of an illustration is too long to be placed on the same page as the illustration, it should be placed on the left side, vertically centered, facing the illustration. On such pages, the right-hand margin must be at least 1.5", the left margin should be no more than 1.0", and the page is numbered in the upper left corner, mirroring normal page-number placement.

Page Numbering

Although a very few pages are unnumbered, every page must be counted. Page number placement must be consistent throughout the document. Preliminary pages are given lowercase Roman numerals in the bottom center of the page, 0.5" up from the bottom edge. Text pages are given Arabic numerals. The first page of each major section is numbered in the bottom center of the page, 0.5" up from the bottom edge; however, title pages and appendix cover pages are not numbered. Each remaining page of the text, illustrative material (including separate captions), references, and appendices should be assigned an Arabic numeral in proper order. Place text-page numbers in the upper right-hand corner, 0.5" down and 1.0" in from the edges of the paper. (See “Reversed Caption Pages,” above, for one exception.) Page numbers with letter designations (e.g., 91a) are unacceptable.

Corrections

Clean copy is essential. All but very minor corrections require retyping or reprinting of the page, a matter that should be understood clearly by the typist. Correction fluid or paper is not acceptable. After the manuscript has been read by the reader, requested corrections should be made as quickly as possible. The copy with corrections marked, the corrected manuscript, and a written explanation of any corrections not made must be returned to the Office of Student and Academic Services.

No revision should be made after turning in the document to the Office of Student and Academic Services. Revision after reading by the reader may result in the necessity of re-reading the document at the student’s expense. After approval by the Dean of the School of Public Health, the document is ready for the student to make copies of it for binding.

Reproduction

A dissertation may be reproduced by computer printer, photocopy, or a comparable process. If the student wishes to use another reproduction method, approval must be obtained from the Office of Student and Academic Services. In all cases, the printing must be of high quality.

Paper Stock Requirements

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After the document has been approved by the School of Public Health, at least two unbound copies of the dissertation must be submitted to the School on paper that is 8.5" x 11", 20-pound weight, acid-free, at least 25% cotton content, and has a watermark (e.g. Simpson). These two copies are bound and placed in Mervyn Sterne Library or Lister Hill Library.

**Binding**

The student returns to the Office of Student and Academic Services all the copies that are to be bound. The binding process usually takes from four to eight weeks after the diploma date. The Office of Student and Academic Services will notify the student when the bound copies are ready and will deliver two copies to the university libraries. The student is responsible for having the other copies delivered to the appropriate persons.

**General Stylistic and Mechanical Guidelines**

**Beginning a Sentence**

Most style guides do not allow sentences that begin with a numeral, symbol, or lowercase abbreviation (except titles, such as Dr., Mrs., Mr.).

**Capitalization**

Check the style guide. On the abstract and approval forms, capitalize nouns, verbs, adjectives, adverbs, and words of four or more letters.

**Colon**

When a colon is used to introduce a list, it should be preceded by an independent clause (e.g., “Our study included five elements:...,”, not “The ingredients were:...”).

**Ellipses**

An ellipsis is three periods separated by spaces. In most cases, do not use ellipses at the beginning or end of a quote. An ellipsis that falls at the end of the sentence is preceded by a period, as shown here.... In such cases, the next phrase must begin with a capital letter.
Hyphenation

Do not confuse hyphens (-) with dashes (--). Neither hyphens nor dashes have surrounding spaces. Where possible, allow the word processor to automatically hyphenate the document. Where necessary, divide words only between syllables and do not allow one-letter syllables.

Hyphens indicate compound modifiers and distinguish meaning in cases when confusion is possible. Many compound modifiers are hyphenated when used before a noun but not after a noun (e.g., a well-known fact; a fact that is well known). Hyphens also link words that might be otherwise misconstrued (e.g., all inclusive studies vs. all-inclusive studies). Hyphens should be used consistently throughout the manuscript. Check the style guide for rules of use, especially with prefixes.

Levels of Headings

In the traditional format, first-, second-, and third-level headings should be listed in the table of contents. Do not change font size for headings. Use the same levels in each section of the dissertation. Italics may be substituted for underlining (see “Fonts”). Boldface type may be used for sub-headings if shown in the style guide, but boldface may not be used on title pages or for first-level headings. With numbered chapters, the first-level heading comprises the number and title of a chapter (e.g., CHAPTER 1 and INTRODUCTION). The following levels are recommended for all papers.

<table>
<thead>
<tr>
<th>Three Levels</th>
<th>Four Levels</th>
<th>Five Levels</th>
</tr>
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<tbody>
<tr>
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<td>ALL CAPS CENTERED</td>
<td>ALL CAPS CENTERED</td>
</tr>
<tr>
<td>Upper and Lower Case, Flush Left, Italics</td>
<td>Upper and Lower Case, Centered</td>
<td>Upper and Lower Case, Centered</td>
</tr>
<tr>
<td>Initial cap, indented, italics, with a period. Text follows...</td>
<td>Upper and Lower Case, Flush Left, Italics</td>
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<tr>
<td></td>
<td>Initial cap, indented, italics, with a period. Text follows...</td>
<td>Initial cap, indented, Italics</td>
</tr>
</tbody>
</table>

Note. Underlining and italics may not exist within the same document. Choose one or the other for all formatting that indicates underlining or italics. Italics are recommended. The one exception to this rule is the Abstract Form, which must use underlining for the information sections at the top of the form.

Approved 10-03-03
FINAL WORDS OF ADVICE

The School of Public Health will not accept for approval any dissertation that does not meet the minimum requirements for acceptance; therefore, the manuscript in final form should be carefully proofread and corrected before it is submitted to the Office of Student and Academic Services. Content questions may be best answered by the Dissertation Committee, style questions (e.g., language use, abbreviations) by the style guide, and format questions by the Office of Student and Academic Services. Final approval rests with the School of Public Health.

Avoid Common Errors

· Check carefully for correct margins, page numbering, references, and citations.
· Do not use another dissertation as a model. Choose a style guide early, and adhere to its guidelines.
· Do not change the font face or size, except in specific instances described above.
· Align numerals vertically at the right-hand margin in contents lists (set a right-justified dot-leader tab at 6.0") and at the decimal in most tables.
· Note to WordPerfect users: Adjust margins so that inserting page numbers does not make text drop below the 1.0” top margin or end above the 1.0” bottom margin.
· Do not use contractions except in direct quotations.
· Do not produce pages with widows and orphans. The bottom margin may be slightly greater than one inch to avoid producing a page with a widow or orphan.
· Use standard double spacing for the entire manuscript. Exceptions, which are single or quadruple spaced, are noted above in “Line Spacing and Indentation.”
· Place periods and commas inside quotation marks; place colons and semicolons outside quotation marks.
· Headings, subheadings, and titles of figures and tables in contents lists must exactly match titles in text. Carefully check spelling, capitalization, and punctuation.
· All landscape-oriented material must face to the right. If a separate page is used for the caption, the caption must also be landscape oriented. Page numbers on landscape pages are placed vertically.
· Carefully review the rules for figure and table format and placement.

Approved 10-03-03
### CHART OF PAGES IN FINAL DOCUMENT
See samples of preliminary pages in Appendix

<table>
<thead>
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<tr>
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### Reference Material

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