PREPARING A DISSERTATION AND SCHEDULING A DISSERTATION DEFENSE IN THE MSP PROGRAM

Guidelines for preparation of the Dissertation:

Before beginning to write the dissertation, students should obtain an information packet from the GDBBS office. This packet includes: a checklist for submission of the dissertation, graduate school instructions and requirements for preparation of the dissertation, and various necessary forms.

The following program guidelines have been developed in order to minimize confusion among students, their mentors and committee members as to the acceptable format of the document. They are entirely consistent with Graduate School requirements, many of which are incorporated into the guidelines:

Document and page order

Use the following order: Circulation agreement, approval sheet, abstract cover page, abstract, dissertation cover page, acknowledgements (optional), table of contents, list of figures, list of abbreviations, and body of the dissertation.

Figures and figure legends

Each figure should be drawn on a separate page, which should be placed immediately following the page on which it is first mentioned in the text. Figure legends should begin with the figure number and an appropriate title. Numbering should contain the Chapter number and the sequence of citation (e.g. Fig 4.1 or IV-1). The legend can be typed on the same page, or it can be typed on a separate page preceding the figure. The same legend position should be used throughout the dissertation.

Tables and Table legends

Follow the same rules as for figures with the following modifications: Table legends should be on the same page as the Table, and can be placed above or below the Table. If desired, the table number and title may be typed above the Table, and the rest of the legend can be typed below it. Follow the same convention throughout the dissertation.

Abbreviations

All abbreviations should be defined in parentheses at the place of their first use in the text (or in the appropriate figure or Table legend), and should also be listed alphabetically in the List of Abbreviations. The abbreviations of some important biochemical compounds, *e.g.* ATP, NADH, DNA, and amino acids in proteins, need not be defined. Simple chemical formulae (e.g. NO) may also be used without definition.

References

Follow the formats of one of the following two journals: *Molecular Pharmacology; Annual Reviews in Pharmacology and Toxicology.* Templates for these styles can be found in the Endnote software program.

Dissertation Defense-Information and Timeline for Scheduling

1. Obtain approval from the dissertation committee as to the content and format of the dissertation. Inform the Senior Student DGS that approval has been given.
2. Read the Graduate School and MSP Program guidelines and regulations for preparation and submission of a dissertation.
3. Write the dissertation. Give it to your advisor for comments. Revise the dissertation if necessary. Get approval from your advisor to distribute the dissertation to your committee.
4. Distribute the dissertation to the committee. Make any revisions suggested by the committee. At least two weeks after distributing the dissertation, get the committee members to sign the Provisional Dissertation Approval Form.
5. ALL OF THE FOLLOWING MUST BE DONE AT LEAST TWO WEEKS BEFORE THE DEFENSE:

   i. Set a date for the defense that can be attended by all members of the dissertation committee. You must avoid conflict with classes, national meetings attended by a large number of Program faculty or students (e.g. Experimental Biology or Neuroscience). T avoid conflicts, discuss date/time options with the Senior Student DGS and/or Program Director.

   ii. Reserve an appropriate room for the defense. It is recommended that the defense be held on the main Emory campus, to encourage maximum attendance by faculty and students.

   iii. The Provisional Dissertation Approval Form is signed by the Senior Student DGS, and the form is submitted to the Program Administrator.

   iv. Obtain a template of the formal announcement flyer from the Program Administrator. Use this to enter your information as indicated. Get your mentor to proof it, and then forward it to the Program Administrator for distribution. The completed flyer should be submitted at least two weeks prior to the defense. It will not be sent until the Provisional Dissertation Approval Form is received by the Program Administrator.

   v. Submit minor corrections to the dissertation, if any, to members of the dissertation committee.

   vi. Submit a final electronic copy of the revised dissertation with the Program Administrator, for interested faculty and students to read.

6. At the defense, bring copies of the signatures page of your dissertation and the form "**REPORT OF COMPLETION OF REQUIREMENTS FOR DOCTORAL DEGREE"** for the committee to sign. A copy of the form is on the Laney Graduate School web site.
7. **ALWAYS** check the LGS Handbook to assure that you have the current form and instructions for the completion procedure!