



**THESIS/ DISSERTATION
FORMAT GUIDE**

The formatting rules in this guide take precedence over previous guides issued by the Provost's Office or issued by a academic unit, department, or program.

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OVERVIEW

For a graduate student, the thesis or dissertation is the culmination of an intense period of professional growth and development. The thesis or dissertation is a representation of a student's academic work and also a reflection on the faculty advisor, the graduate program, the College or School, and Mercer University. The signed Approvals Page signifies the document has been examined and approved by the faculty advisor, committee, and program director and meets the content expectations and stylistic requirements of the program and school.

As a condition of graduation, students are required to publish their graduate thesis or dissertation. Publication documents are submitted in PDF format and are digitally published. Once published, submissions will be available for other scholars globally. As such, the University sets forth basic guidelines to ensure that all theses and dissertations are professional in appearance and consistent with institutional standards.

The Provost's review of submissions is limited to formatting and publication requirements and does not extend to the discipline-specific content of the submissions. Each program, department, college, or school may have additional requirements for the written presentation of graduate research, which may complement but may not supersede this Guide. This Guide outlines the formatting requirements, as well as information regarding submitting and publishing the thesis or dissertation. Mercer University will only accept document submissions that meet these requirements. This Guide is not intended to be a template for formatting, except where noted. Your academic department may have a template available for your use. Failure to adhere to these standards may result in the delay of degree conferral.

The signed Approvals Page must be received by the Office of the Provost and uploaded as a supplementary file in ProQuest ETD Administrator prior to University Review of your submission. ProQuest ETD Administrator is the online tool for electronic submissions, and documents are published by ProQuest Dissertation Publishing both of which will be referred to as ProQuest. In addition to the thesis or dissertation, students are required to electronically

submit the signed Approvals Page as a supplementary file in ProQuest. Approval signatures do not appear in the published thesis or dissertation. Additionally, a copy of the Title Page, Abstract Page, signed Approvals Page, and the Mercer University Electronic Thesis/Dissertation Submission Form must be submitted electronically to snow_la@mercer.edu. Alternatively, hard copies may be submitted to:

ATTN: Dean of Graduate Studies
Office of the Provost
Godsey Administration Building Room 307
Mercer University Campus Mail

STUDENT RESPONSIBILITIES

Graduate students are expected to adhere to the highest standards of professional ethics and academic integrity in research and scholarship. Plagiarism, falsification or fabrication of data, or other unethical behaviors are violations of the University Honor Code. Allegations of misconduct are handled according to the [Graduate Honor System](#).

Graduate students engaged in research, regardless of venue or academic requirement, must ensure compliance with the policies and procedures established by the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), as appropriate. If approval is relevant to the research, a student must verify compliance with the appropriate approval procedures prior to the initiation of the related research. Consult with the research advisor, department chair, program director, and/or the [Office of Research Compliance](#) for guidance on compliance.

Although your advisor and committee supervises the preparation and final drafts of your manuscript to assure the highest level of quality, the responsibility for writing, editing, and formatting rests on you, the student. It is also your responsibility to meet applicable submission deadlines and degree approval processes. The deadlines are published on the [Provost's website](#).

As a permanent record of scholarly research, all theses and dissertations completed at Mercer University are publicly available through the University Library and are published online by [ProQuest](#).

CHAPTER 1

FORMATTING THE THESIS/DISSERTATION

When preparing the thesis or dissertation for submission, students must follow strict formatting requirements. Any deviation from these requirements will lead to required revisions. Failure to adhere to formatting requirements may result in rejection of the submission and delay in conferral of the degree.

Name

The name on your submission is to be the official, legal name recognized by Mercer University. Your name must match in all documents associated with your submission. This includes Title Page, Abstract Page, Copyright Page, and Approvals Page.

Nontraditional Formats

The inclusion of nontraditional theses or dissertations, in part or whole, such as digital, artistic, video, or performance materials (i.e., no written text, chapters, or articles) is acceptable if approved by your committee and graduate program. If the dissertation is comprised entirely of such nontraditional content, a PDF document with a Title Page, Copyright Page, and Abstract Page at minimum is required to be submitted along with any relevant supplemental files.

Multimedia content shall be submitted as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed in *Table 1* will be migrated by ProQuest. File types other than those listed in *Table 1* are not guaranteed to be migrated.

Table 1. File Types Migrated by ProQuest

Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)

Adapted with permission from ProQuest

Page Size

- All pages in the document are to be $8.5'' \times 11''$. Landscape pages, where needed, are acceptable but they must be $11'' \times 8.5''$.

Margins

- Margins must be uniform throughout the document.
- Margins must be at least $1''$ and equal on all sides (top, bottom, left, and right).
- Margin requirements apply to all materials, including figures, headers/footers, footnotes/endnotes, and full-page images.
- Margin requirements do not apply to page numbers, which should be inserted within the page footer. Page numbers must be at least $0.75''$ from the edge of the page.

Style

- Students should employ the style manual (e.g. Chicago, APA, ASA, MLA, etc.) or journal format adopted by their program or approved by their committee.
- Where the adopted style manual conflicts with this Guide, this document takes precedence.
- A consistent style must be employed throughout the document.

Spacing

- Doublespacing is required for the abstract, dedication, acknowledgments, and within the body of the text.
- Spacing in the table of contents requires doublespacing between major heading entries and single spacing between subheadings.
- Singlespacing or 1.5 spacing is acceptable for long tables, lengthy quotations, footnotes, appendices, or other areas in which readability would be improved.
- Lengthy quotations (a prose quotation of two or more sentences that run to five or more typewritten lines) must be in block form.
- Adhere to governing style manual for guidelines regarding the spacing of footnotes, bibliographic entries, long quoted passages, figure and table captions, and items in lists and tables.
- Each individual entry in the reference list should be singlespaced. Doublespace between

entries.

- In the body of the document, indent the first sentence in each paragraph by 0.5". Indent consistently throughout the document.
- Do not begin new pages for subheadings and do not leave gaps on pages, except when required to correctly place a figure or table.
- Avoid excessive division of words at the end of a line. Do not divide words between pages.
- Do not center the text or use right justification.

Pagination

- Page numbers are bottom centered within the margins, at least 0.75" from the edge of the page.
- Count, but do not place visible page numbers on, the Title Page, Copyright Page, or Approvals Page.
- All visible page numbers in the front matter are lowercase Roman numerals (iii, iv, v, etc.).
- Page numbers for the body and back matter are Arabic numerals (1, 2, 3, etc.).
- There must be a double space between the page number and the nearest line of text.

Font

- To ensure clear and legible text for all copies, choose a TrueType font recommended by ProQuest Dissertation Publishing. A list of recommended fonts can be found on the [ProQuest website](#).
- Recommended fonts are identified in *Table 2*.
- Text requires a minimum of 10-point font; the norm is 12-point font.
- All document text with the exception of items embedded in figures must be black.
- Font size and font type must be consistent throughout the document.
- Follow the approved style guide on the acceptable use of italics.
- Different fonts can be used to highlight examples, quotations, tables, and charts from the rest of the text, as long as all fonts are of similar size and are easily readable.
- Superscripts and subscripts (e.g., formulas, or footnote or endnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.

Table 2. Fonts Recommended by ProQuest

Font Name	Font Size	Font Name	Font Size
† Arial	10 pt	Century	11pt
† Courier New	10pt	Garamond	12 pt
† Georgia	11pt	Lucinda Bright	10pt
Microsoft Sans Serif	10pt	Tahoma	10pt
† Times New Roman	12pt	† Trebuchet MS	10pt
† Verdana	10pt		

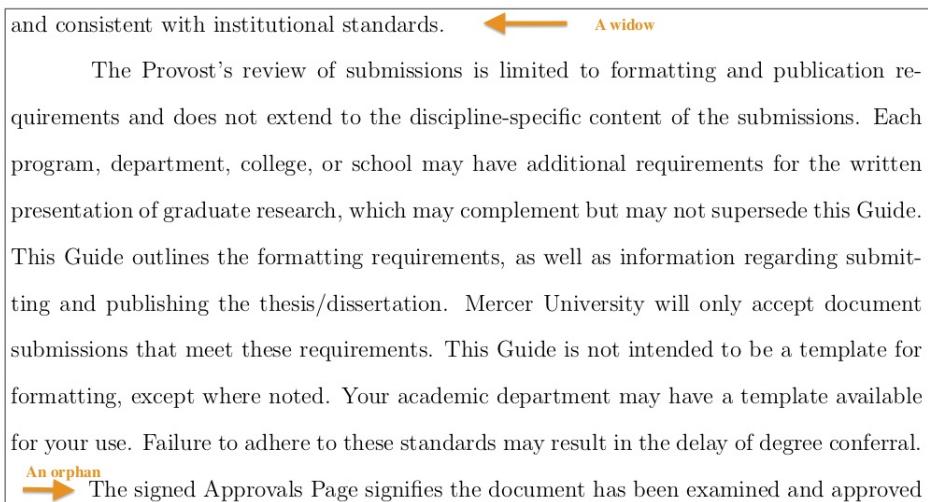
† Web font. Designed to improve screen readability in a virtual format. Indicated fonts are recommended since many readers are likely to view your thesis or dissertation online.

Adapted with permission from ProQuest

Widows and Orphans

- A widow line occurs when the last line of a paragraph appears at the top of a page. An example is given in *Figure 1*.
- An orphan lines occurs when the first line of a paragraph appears at the bottom of a page. An example is given in *Figure 1*.
- Widows and orphans are not prohibited but should be minimized. Avoiding widows and orphans improves the professional appearance and readability of the document.

Figure 1. An example of a widow and an orphan.



Original Image. This figure is presented in color.

Color Text and Images

- The use of color is discouraged because, in some formats, reproductions of the document may not be true.
- If the use of color is necessary and approved by the advisory committee, add an appropriate statement such as, *This figure is presented in color*, to the caption or within the section where color is necessary.
- Native digital manuscripts will appear in color when viewed electronically.
- PDF and print reproductions will include all color material.
- Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.
- Data and information that are color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.

Figures and Tables

- Figures and tables are numbered consecutively, in a separate series, throughout the body of the document.
- There may not be any duplication of numbering of figures or tables.
- The numbering style of figures and tables must be consistent throughout the document.
- Figures and tables are respectively referred to as *Figure #* or *Table #* (in italics), where # denotes the appropriate number in the body.
- Each figure or table should have a title or caption as designated by your governing style guide or program requirement. The figure number and title are presented consistently in either the title or caption.
 - A title is single spaced, above the figure or table.
 - A caption is single-spaced, below the figure or table.
 - All notes are placed immediately below the table, i.e., not as footnotes. Use superscript lowercase letters for table notes.
- Text within figures or tables may be single spaced with consistency throughout the document.

- A legend, where required, is placed within the figure or table.
- In placing a figure or table with text, it is preferable to leave two lines (triple space) above and two lines (triple space) below the figure.
- A figure or table is inserted as close as possible to its reference in the text or within the appendix. For body placement, it is generally best to complete the paragraph of text in which the reference occurs before inserting the figure or table.
- If, after including the paragraph with reference to the table, the remaining space on the page cannot accommodate the entire figure or table, the figure or table should be placed on the next page, either by itself or with text following.
- Figures and tables should conform to the standard margin requirements.
- Large figures or tables may be continued on the following page.
 - The heading should not repeat the title but should read “Table # - continued.” or “Figure # - continued.”
- A wide image may be placed in landscape orientation on the page.
 - These pages must be formatted such that, when viewing the page in portrait orientation, the bottom of the figure or table is toward the right margin.
 - The figure’s title and/or caption must be landscape oriented to match.
 - The page number for the landscape-oriented page(s) must be in the same location and orientation as page numbers found on all other pages in the document.
 - Only figures or tables should be placed on landscape pages; no paragraphs should be included on a landscape page.
- Figure or tables taken or adapted from other sources must adhere to the copyright requirements in Chapter 3. All figures must identify the production status in the caption or notes. Examples of such identifying statements include:
 - *Original image.*
 - *Reprinted (with permission) from <insert reference >.*
 - *Adapted (with permission) from <insert reference >.*
 - *Reprinted (public domain) from <insert reference >.*

- Adapted (public domain) from <insert reference >.*
- Modifying the size of a figure or table may make text or images illegible. After modification, all lettering must be large enough to fulfill the font size requirements, and must be clear and readable.

CHAPTER 2

ORGANIZATION OF THE THESIS/DISSERTATION

The thesis or dissertation is a multiple sectioned academic document based on original research. Such documents can be intimidating to know where to start. Within this chapter, the organization and structure of the document is made explicit.

Major Heading and Subheadings

CENTERED, BOLD ALL UPPERCASE headings should be used as major headings for the following: DEDICATION, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, ABSTRACT, CHAPTER TITLES, REFERENCES, and APPENDICES. Guidelines for subheadings are detailed below.

- If subheadings are used, at least two subheadings are required per section.
- Avoid putting headings together without text between them.
- Avoid using a heading for a single paragraph.
- Major Heading and five levels of headings are shown in *Figure 2*.
- Check with the individual department, school, or college for heading requirements if more than five levels of subheadings are needed.

Figure 2. Levels of headings.

<p style="text-align: center;">MAJOR HEADING: CHAPTER #</p> <p style="text-align: center;">SECOND LINE TITLE NAME: CENTERED, BOLD, UPPERCASE</p> <p>The first paragraph of any chapter is understood to be introductory and thus is not require to be headed as such. If the introduction has subsections, those subsections should begin with Level 2 headings.</p> <p style="text-align: center;">Level 1: Centered, Bold, Title-Case</p> <p>The text following a Level 1 heading begins as a new paragraph with appropriate indentation.</p> <p>Level 2: Flush Left, Bold, Title-case</p> <p>The text following a Level 2 heading begins as a new paragraph with appropriate indentation.</p> <p>Level 3: Flush Left, Bold, Italic, Title-case</p> <p>The text following a Level 3 heading begins as a new paragraph with appropriate indentation.</p> <p>Level 4: Indented, Bold, Title-case, Ending With a Period. The text following a Level 4 heading begins on the same line and continues as a regular paragraph.</p> <p>Level 5: Indented, Bold, Italic, Title-case, Ending With a Period. The text following a Level 5 heading begins on the same line and continues as a regular paragraph.</p>
--

Original Image

Document Order

Every thesis and dissertation is comprised of some basic elements. Some of these pages are required, but some are optional. These pages are listed below, including some general information about them, including whether they are required or optional. The broad structure of the document can be divided into three main sections: (1) Front Matter, (2) Text Body, and (3) Back Matter as illustrated in *Figure 3*.

Figure 3. Document order.

Front Matter	Title Page
	Approvals Page
	Copyright Page
	Dedication (optional)
	Acknowledgments (optional)
	Table of Contents
	List of Figures (if applicable)
	List of Tables (if applicable)
	Other lists (such as nomenclature or symbols, when necessary)
	Abstract
Body	Chapters
Back Matter	References
	Appendices (if applicable)

Original Image

Front Matter

The front matter provides a guide to the content and the nature of the thesis or dissertation. Page numbers for front matter elements are lowercase Roman numerals (e.g. iii, iv, v, etc) placed at the bottom center of the page. Formatting requirement for each front matter element follows.

Title Page

The Title page is the first page of the document. The title page includes the title, subtitle, author, academic unit, and degree. The tile page is formatted as prescribed below with college or

school specific samples included in Appendix A.

- The Title page is page i but pagination is not visible.
- The Title page is not included in the Table of Contents.
- Doctoral candidates, use dissertation on the title page. All others, use thesis.
- Use your legal name and use it consistently in all cases.
- Typeset the title in CAPITAL LETTERS, centered 2" from the top of the page.
- Typeset your name in CAPITAL LETTERS.

Approvals Page

The Approvals page includes the title, author, and full list of committee members. The page is formatted to allow for approval signatures of each committee member, the program director, and the academic dean, and the date of that approval. The unsigned Approvals page must be included in the published document. A signed copy of the Approvals page, with original signatures on a single page, must be uploaded in ProQuest separately as a supplemental document. Format features of the Approvals page are given below with college or school specific samples included in Appendix B.

- The Approvals page is page ii but pagination is not visible.
- The Approvals page is not included in the Table of Contents.
- Signatures do not appear in the published version of the thesis or dissertation.
- Typeset the title in CAPITAL LETTERS, centered 1" from the top of the page.
- Sample Approvals pages are provided in Appendix B.

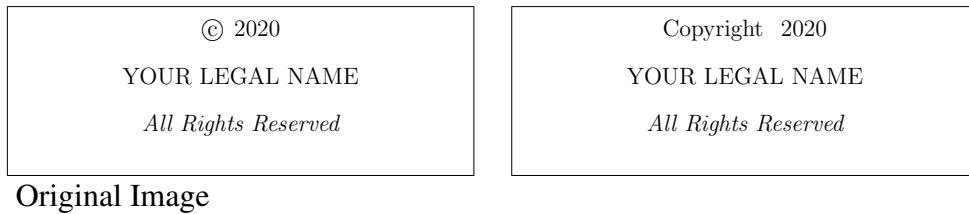
Copyright Page

All theses/dissertations are copyrighted and the University requires the inclusion of a copyright notice —the copyright symbol (©), the year of publication, and the name of the copyright holder— as an explicit statement of protection. The Copyright page is the appropriate location of that statement with the required format features given below and samples provided in Appendix C.

- The Copyright page is page iii but pagination is not visible.
- The Copyright page is not included in the Table of Contents.

- Two options for formatting the notice appears in *Figure 4*.

Figure 4. Copyright notice.



Original Image

- No other text should appear on the Copyright page.
- Registration of the copyright is optional. Information regarding copyright registration is found in Chapter 3.

Dedication

The Dedication provides the author the opportunity to name the person(s) for whom the book is written. It is for the author to decide whether to have a dedication or not. It is not necessary to identify the person(s) to whom the work is dedicated. Formatting of the Dedication must adhere to the following:

- The Dedication is optional.
- Pagination is visible, bottom-centered.
- The Dedication, if included, is listed in the Table of Contents.
- The heading, DEDICATION, is centered, 1" from the top edge of the page.

Acknowledgments

The Acknowledgments provides an opportunity to thank those who have contributed to your research by providing academic supervision or administrative, physical, emotional, or spiritual support. The Acknowledgments are the only place in the thesis or dissertation where you may reveal personal information about yourself and your life. It is less formal than the rest of the document and can include jokes, sentences in a foreign language, etc. Keep in mind though that the thesis or dissertation is a public document, so you should not be too personal and revealing. Acknowledgments meets the following formatting guidelines.

- The Acknowledgments is optional.

- Pagination is visible, bottom-centered.
- Acknowledgments, if included, is listed in the Table of Contents.
- The heading, ACKNOWLEDGMENTS, is centered, 1" from the top edge of the page.

Table of Contents

The Table of Contents should identify and provide the initial page number of each section of the document that follows the Table of Contents. All sections of the document with visible numbering, with the exception of the Table of Contents, should be listed in the Table of Contents. The Table of Contents is formatted as prescribed below with a sample included in Appendix D.

- Table of Contents is required for all theses or dissertations.
- Pagination is visible, bottom-centered.
- The heading, TABLE OF CONTENTS, is centered, 1" from the top edge of the page.
- Each subsequent page of the Table of Contents is headed “TABLE OF CONTENTS (Continued)” on the left margin, with a 1" margin at the top of the page.
- Include all levels of subheadings, with exact wording, followed by a dot leader and the initial page number, which is right justified at the margin.

List of Figures

The List of Figures contains all figures and illustrations in the document and the page numbers where they can be found. If there are various types of figures, the list may be divided into parts, such as Figures, Maps, etc. The title of a figure need not correspond exactly to the captions; shortened titles are allowed. The List of Figures is formatted as prescribed below with a sample included in Appendix E.

- List of Figures is required only if the document contains figures in the body of the document.
- Pagination is visible, bottom-centered.
- The List of Figures is listed in the Table of Contents.
- The heading, LIST OF FIGURES, is centered, 1" from the top edge of the page.
- After the first page, type “LIST OF FIGURES (Continued)” on the left margin, leaving a 1" margin at the top of the page.

- Single space within entries, double space between entries.

List of Tables

A List of Tables contains all tables in the document and the page numbers where they can be found. The titles of the tables may be shortened, if needed. The List of Tables is formatted as prescribed below with a sample included in Appendix F.

- List of Tables is required only if the document contains tables in the body of the document.
- Pagination is visible, bottom-centered.
- The List of Tables is listed in the Table of Contents.
- The heading, LIST OF TABLES, is centered, 1" from the top edge of the page.
- After the first page, type “LIST OF TABLES (Continued)” on the left margin, leaving a 1" margin at the top of the page.
- Single space within entries, double space between entries.

Other Lists

A List of Appendices may be included, provided an iterated listing of appendices is not included in the Table of Contents. Other lists may also be included as appropriate based upon the contents of the document body. Formatting for all other lists is consistent with the formatting guidelines for the List of Figures and List of Tables. A sample independent List of Appendices included in Appendix G.

Abstract

The abstract includes a concise description of the research presented in the document. The abstract must focus on the result of the research, rather than the background and methodology for the investigation. The abstract is a self-contained text and should not contain references; if needed, include the whole reference in the abstract. Formatting guidelines for the Abstract are given below and a sample is provided in Appendix H.

- Pagination is visible, bottom-centered.
- The heading, ABSTRACT, is centered, 1" from the top edge of the page.
- After a double space, left justified, type your name in all caps.
- After a double space, type the title of the document in all capital letters, single spaced and

left justified.

- After a double space, left justified, type Under the direction of <your committee chairs name (in all caps) and degree>.
- After a double space, begin the abstract text without paragraph indentation.
- The abstract must not exceed 350 words.
- Include at least the following: a general statement of the problem; purpose of the study; research methodology; summary of procedures; results and conclusions; and recommendations for further study.
- Abstract contents may vary for different programs; consult your committee chair or program director for the contents of the abstract required by your program.

Text Body

The body contains the main text of the thesis or dissertation, divided into distinct chapters. Each chapter title should provide a reasonable clue to the contents of the chapter. Short chapter titles are preferable to avoid formatting issues in the Table of Contents.

Each chapter must begin on a new page and all pages must be numbered consecutively with Arabic numerals starting with page 1 for the first page of the first chapter. The Body must not contain blank pages.

Long chapters may be divided into sections, which may be further divided into subsections and sub-subsections. When a chapter is divided in sections, there should be at least two of them. Just one section in a chapter is illogical and asymmetric — you should not have any sections at all in such case. The same applies to subsections and sub-subsections.

Formatting within the Body must adhere to the following guidelines:

- Page numbers are bottom centered within the margin, at least three-fourths of an inch from the edge of the page. Chapter 1 begins at page 1.
- All pages begin at the top margin.
- A common structure for dissertations and theses is a five-chapter organization (usually INTRODUCTION, REVIEW OF LITERATURE, METHODOLOGY, RESULTS, and DISCUSSION). The number of chapters and their titles may vary according to the topic

and discipline. Follow the specific requirements of your academic program or college.

- Provide a full reference citation for a chapter that represents a published paper. This will appear on the first page of the chapter, double-space following the chapter title and centered. The citation should begin with the text “This chapter published as:” and then insert the full citation.

Back Matter

The body of the thesis or dissertation is followed by the back matter. The back matter consists of the the References (Bibliography or Literature Cited) and Appendices. The back matter is paginated consecutively from the last page of the body and must meet the same margin requirements as the rest of the document.

References

A reference list includes all sources cited in the document. A bibliography contains all sources the author has consulted, including sources that are not cited in the work such as background readings, relevant articles, etc. Regardless, whether you have a reference list or a bibliography, make sure that all works cited in the text are included. Common formatting for the References is as follows:

- Reference materials typically appear in the back matter, but may be presented at the end of each chapter with consistency for all chapters.
- The heading, REFERENCES, or appropriate substitute is centered, 1" from the top edge of the page.
- Use the specific style guide adopted by your academic program or college for listing your sources.
- Each individual entry in the reference list should be singlespaced. Doublespace between entries.
- Use digital object identifiers (doi numbers) when possible.
- Do not divide a reference at the bottom of the page.

Appendices

The material found in the appendix is not appropriate for inclusion in the body, but can be helpful for the reader who seeks further information. Examples of items appropriate to the appendix includes source texts, lists, survey questionnaires, and sometimes even charts and tables. The appendix should not be a repository of raw data that the author has not been able to work into the main text. Formatting for the Appendices is as follows:

- For only one appendix, the cover page should say APPENDIX typed 1" from the top edge of the page with the page number at the bottom center. The title of the appendix after a double space. The contents of the appendix begin on the next page.
- For multiple appendices, include a cover page with the word APPENDICES typed 1" from the top edge of the page with the page number at the bottom center. The Appendices begin on the next page.
 - Each appendix must be lettered and titled (e.g., APPENDIX A (double space) MERCER IRB APPROVAL) on a cover page before the appendix item. The cover page begins 1" from the top of the page and has the page number in the bottom center.
 - If the number of appendices is small, it is advisable to provide a distinct listing within the Table of Contents. For a more extensive listing, or if different heading levels are listed in the appendices, a separate List of Appendices is suggested. A separate List of Appendices may be located after the Table of Contents or after the Appendices cover page.
- Include a copy of any IRB or IACUC approval letter(s) necessary for your study.

CHAPTER 3

COPYRIGHT

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which they are invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. In this chapter we discuss the appropriate use of copyrighted sources and how you may protect the intellectual property rights of your document.

Use of Copyrighted Materials

The U.S. Copyright Act of 1976 established the concept of “fair use” of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses The Chicago Manual of Style definition of “fair use.” You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author’s work is not “fair.” However, be aware that “fair use” also touches on scholarly ethics and the use to which the quotation or excerpt will be put in your work. Another author’s work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted.

- You are responsible for securing all necessary permissions and paying any permission fees in advance of using copyrighted materials in your work.
- Documentation of permission or open access status should either be included in the appendix or as a supplementary file in ProQuest.
- Copyright requirements apply to figures and tables taken or adapted from another work. Figures and tables must include a statement acknowledging appropriate copyright permissions for inclusion in the caption or notes. Copyright permission is required to reuse a survey or assessment instrument in original or amended form.

- Questions regarding usage of copyrighted materials should be directed to the Mercer University library staff.

Registering Copyright

You may wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a limiting condition to copyright protection. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication.

- Copyright protection automatically exists from the time the work is created in fixed form.
- There is no requirement that the work be published or registered to obtain protection under copyright law.
- The copyright of any work immediately becomes the property of the author who created the work, unless it is a work-for-hire, or unless ownership has been assigned by written agreement.
- By completing the required *Non-Exclusive Distribution License*, you grant to Mercer University the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission, including the abstract.
- While you are not required to register your copyright with the U.S. Copyright Office, there are advantages to registration, particularly if you have a claim of infringement on your copyright.
- There are two main ways for you to file for copyright of your thesis or dissertation:
 1. You may empower ProQuest to file the application on your behalf. When you submit your thesis or dissertation, ProQuest charges a fee for this service (\$55, subject to change). The service includes preparing an application in your name, submitting your application fee, depositing the required copy or copies of the manuscript, and mailing you the completed certificate of registration from the Library of Congress.
 2. Alternately, you may file for copyright directly. Visit the [U.S. Copyright website](#) for more information about registering your work. There is a copyright fee for filing copyright directly with the U.S. Copyright Office (\$35, subject to change).

CHAPTER 4

SUBMISSION TO THE PROVOST

- All theses and dissertations must be submitted to the Provost for processing and approval before the degree audit can be completed and the degree conferred. There are three submission deadlines each year: April 1, July 1, and November 1. If the submission deadline is during the weekend, then submissions will be accepted the Monday following. Additional information is published on the [Provost's webpage](#).
- The Provost will examine all works and verify adherence to the University policies specified in this Guide for materials and format.
- Note that the specified requirements of the Guide take precedence over all style guides. Do not use other theses or dissertations as guides for format. Any exceptions to the procedures outlined in this Guide must be preapproved IN ADVANCE by the Provost.
- Doctoral dissertations must be published electronically by ProQuest.
- The student has the option to copyright the thesis or dissertation.
- The signed Approvals Page must be submitted electrically on ProQuest as a supplementary file.
- The following items must be submitted directly to the Office of the Provost:
 - Title Page
 - Abstract
 - Signed Approvals Page
 - Mercer University Electronic Thesis/Dissertation Submission Form
- The above items are to be submitted electronically to snow_la@mercer.edu. Alternatively, hard copies may be submitted to:

ATTN: Dean of Graduate Studies
Office of the Provost
Godsey Administration Building Room 307
Mercer University Campus Mail

- The submission form and instructions are found in Appendix I.

APPENDICES

APPENDIX A
SAMPLE TITLE PAGES

EXPLORING SOCIAL MEDIA USE AND BODY IMAGE CONCERNS IN MIDLIFE
AND OLDER WOMEN: A MIXED METHODS APPROACH.

by

KATHLEEN E. BAZILE

A Dissertation Submitted to the Faculty
in the Counselor Education and
Supervision Program of the College of
Professional Advancement
at Mercer University
in Partial Fulfillment of the
Requirements for the Degree

DOCTOR OF PHILOSOPHY

Atlanta, GA

2019

TITLE OF YOUR NURSING DISSERTATION IN ALL CAPS CENTERED, DOUBLE SPACED, TWO
INCHES FROM TOP OF PAGE

(two double spaces)

by

(two double spaces)

YOUR OFFICIAL LEGAL NAME RECOGNIZED BY MERCER

(two double spaces)

A Dissertation Submitted to the Graduate Faculty
of Georgia Baptist College of Nursing of Mercer University
in Partial Fulfillment of the
Requirements for the Degree

(two double spaces)

DOCTOR OF PHILOSOPHY

(FOUR double spaces)

Atlanta, GA

YEAR

USING A 1" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type the following)

A Thesis Submitted to the Faculty

of the School of Theology

at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

DOCTOR OF MINISTRY

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2020

USING A 1" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 2" FROM THE TOP OF THE PAGE: DOUBLE SPACE

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by

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YOUR FULL NAME

(after a double double-space, type the following)

A Thesis Submitted to the Faculty

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at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

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MASTER OF DIVINITY

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(after a double double-space, type the following)

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at Mercer University

in Partial Fulfillment of the

Requirements for the Degree

(after a double double-space, type the following)

MASTER OF THEOLOGICAL STUDIES

(after a quadruple double-space, type the location, double space, then the year)

Atlanta, GA

2020

VAPOR SORPTION EQUILIBRIA AND OTHER WATER-STARCH

INTERACTIONS: A PHYSIOCHEMICAL APPROACH

{Note: if more than one line is required for the title, it should be double-spaced}

by

ALICE W. MCWILLIAMS

B. S. Pharm., The University of South Carolina, 1994

{Note: Undergraduate Degree, Major, University Name, Date Degree Awarded}

A Dissertation Submitted to the Graduate Faculty

of Mercer University College of Pharmacy and Health Sciences

in Partial Fulfillment of the

Requirements for the Degree

DOCTOR OF PHILOSOPHY

Atlanta, GA

2004

THE ANALYTICAL DETERMINATION OF THE TEMPERATURE
DISTRIBUTION AND THE INVERSE SOLUTION TO THE THERMAL
CONDUCTION OF FLAME RETARDANT EPOXY RESIN COMPOUNDS
{Note: if more than one line is required for the title, it should be double-spaced}

By

STEVEN LAWRENCE ALEXANDER

B. M. E., Georgia Institute of Technology, 1990
{Note: Undergraduate Degree, Major, University Name, Date Degree Awarded}

A Thesis Submitted to the Graduate Faculty
of Mercer University School of Engineering
in Partial Fulfillment of the
Requirements for the Degree

MASTER OF SCIENCE IN ENGINEERING

Macon, GA

2004

STILL OUT THERE DOING IT: A PHENOMENOLOGICAL STUDY OF MOTIVATIONS AMONG
FEMALE AFRICAN AMERICAN TEENS IN AN AFTER-SCHOOL PHYSICAL FITNESS PROGRAM

by

CAROLYN COUTURE MURPHY

A Dissertation Submitted to the Faculty
of Tift College of Education
at Mercer University
in Partial Fulfillment of the
Requirements for the Degree

DOCTOR OF PHILOSOPHY

Atlanta, GA

2017

TITLE

by

YOUR NAME

Your degree, Field, Undergraduate Institution, Date

A Thesis Submitted to the Faculty
of Mercer University School of Medicine
Department of Biomedical Sciences
in Partial Fulfillment of the
Requirements for the Degree

MASTER OF SCIENCE IN BIOMEDICAL SCIENCES

Macon, Georgia

Month, Year

APPENDIX B

SAMPLE APPROVALS PAGES

EXPLORING SOCIAL MEDIA USE AND BODY IMAGE CONCERNS IN MIDLIFE
AND OLDER WOMEN: A MIXED METHODS APPROACH.

by

KATHLEEN E. BAZILE

Approved:

R. Tyler Wilkinson, Ph.D.
Dissertation Committee Chair

Date

Caroline Brackette Ph.D.
Dissertation Committee Member

Date

Morgan Kiper-Riechel, Ph.D.
Dissertation Committee Member

Date

Karen Rowland, Ph.D.
Chair, Department of Counseling

Date

Priscilla R. Danheiser, Ph.D.
Dean, College of Professional Advancement

Date

TITLE OF YOUR NURSING DISSERTATION BEGINS ONE INCH FROM THE TOP OF THE
PAGE CENTERED IN ALL CAPITAL LETTERS

(two double spaces)

by

(two double spaces)

YOUR OFFICIAL LEGAL NAME RECOGNIZED BY MERCER IN ALL CAPS

(two double spaces)

Approved:

Name, Credentials Date
Dissertation Chair

Name, Credentials Date
Committee Member

Name, Credentials Date
Committee Member

Name, Credentials Date
Associate Dean, Graduate Programs

Name, Credentials Date
Dean

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(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type "Approved" 1" from the left)

Approved:

Full Name, Ph.D. (or other degree, as applicable)
Faculty Supervisor

Full Name, Ph.D. (or other degree, as applicable)
Ministry Coach (or Preaching Consultant or Spiritual Director, as applicable)

Full Name, Ph.D. (or other degree, as applicable)
Faculty Reader

Robert N. Nash, Jr., Ph.D.
Associate Dean, D.Min. Degree Program, School of Theology

C. Gregory DeLoach, D.Min.
Dean, School of Theology

USING A 1" MARGIN ON THE LEFT, 1" RIGHT AND BOTTOM, TYPE THE TITLE OF YOUR
THESIS, CENTERED 1" FROM THE TOP OF THE PAGE: DOUBLE SPACE

(after a double double-space, type "by")

by

(after a double double-space, type your name)

YOUR FULL NAME

(after a double double-space, type "Approved" 1" from the left)

Approved:

Full Name, Ph.D. (or other degree, as applicable)
Faculty Supervisor for Thesis

Date _____

Nancy L. deClaissé-Walford, Ph.D.
Faculty Advisor for Thesis

Date _____

Karen G. Massey, Ph.D.
Associate Dean, Masters Degree Programs, School of Theology

Date _____

C. Gregory DeLoach, D.Min.
Dean, School of Theology

Date _____

VAPOR SORPTION EQUILIBRIA AND OTHER WATER-STARCH
INTERACTIONS: A PHYSIOCHEMICAL APPROACH

by

ALICE W. MCWILLIAMS

Approved:

Advisor Date _____

Ph.D. Dissertation Committee Member Date _____

Dean, College of Pharmacy and Health Sciences Date _____

THE ANALYTICAL DETERMINATION OF THE TEMPERATURE
DISTRIBUTION AND THE INVERSE SOLUTION TO THE THERMAL
CONDUCTION OF FLAME RETARDANT EPOXY RESIN COMPOUNDS

by

STEVEN LAWRENCE ALEXANDER

Approved:

Advisor Date _____

Committee Member Date _____

Committee Member Date _____

Committee Member Date _____

Dean, School of Engineering Date _____

MORE THAN MONEY: AN EXAMINATION OF CULTURAL CAPITAL
VARIABLES ON FOUR-YEAR COLLEGE ENROLLMENT

by

MATTHEW MCLENDON

Approved:

[Chair's full name & degree] Date
Dissertation Committee Chair

[Member's full name & degree] Date
Dissertation Committee Member

[Member's full name & degree] Date
Dissertation Committee Member

Jane West, Ed.D. Date
Director of Doctoral Studies, Tift College of Education

Thomas R. Koballa, Jr., Ph.D. Date
Dean, Tift College of Education

TITLE

by

YOUR NAME

APPROVED:

Name of your mentor Advisor	Date
Christy C. Bridges, PhD Program Director	Date
Name of committee member Committee Member	Date
Name of committee member Committee Member	Date
Jean R. Sumner, MD Dean, School of Medicine	Date

APPENDIX C
SAMPLE COPYRIGHT PAGE

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APPENDIX D

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SAMPLE ABSTRACT

ABSTRACT

YOUR NAME IN ALL CAPS

DISSERTATION (OR THESIS) TITLE IN ALL CAPS

Under the direction of COMMITTEE CHAIR'S NAME and degree

Do not indent and begin typing your abstract. The abstract, which must not exceed 350 words should give a succinct account of the work including general statements of: (a) the problem and purpose of the research, (b) research methodology and summary of procedures, (c) results and conclusions, and (d) recommendations for further study. The abstract will probably be several paragraphs, which should be indented as necessary.

APPENDIX I
SUBMISSION FORM AND INSTRUCTIONS

Electronic Thesis/Dissertations Submission Process

Visit the Provost's website for the format guide and templates. Candidates must adhere to the following procedures to submit a thesis or dissertation electronically:

1. Upon successful defense of the dissertation, obtain the requisite signatures of all committee members and relevant administrators on the Approval Page of the dissertation/thesis.
2. Once your committee has determined that your document is in its final form and consistent with the Format Guide, prepare and convert the document to a PDF. The unsigned Approvals page should be included in the document. Please note that the PDF conversion may be achieved on the ProQuest Administrative site. When preparing your PDF, be sure to do the following:
 - Embed all fonts
 - Ensure there is no password protection on the PDF
 - Ensure that security settings allow printing
 - Format as individual, single pages
3. Go to www.etdadmin.com/mercer to complete the submission process. Give attention to all required information and permissions. By submitting the dissertation online there is no publishing fee; however, if you chose to register a copyright, the fee is \$55 and is payable at the time of submission. If you want to order bound (paper) copies of your document or if your school requires the submission of copies, you should purchase the copies through ProQuest.
4. In addition to the thesis/dissertation, upload the signed Approvals Page as a supplemental file with the description labeled Approvals Page. Please note that the signed Approvals page will not appear in the published document for the protection of the committee members.
5. Submit a hard copy of the following:
 - Mercer University Electronic Thesis/Dissertation Submission Form (next page)
 - From the thesis/dissertation
 - Title Page
 - Signed Approvals page
 - Abstract

Mail to: Dean of Graduate Studies, Office of the Provost, Godsey Administration Building, Room 307, Mercer University Macon Campus or electronically to snow_la@mercer.edu.

6. A representative in your school will receive notice of the submission from the ETD Administrator and will review the document to ensure the document is complete and meets formatting guidelines. You may be asked to make appropriate formatting changes and reload your corrected document as part of this review.
7. Once your school approves your document, the Dean of Graduate studies will provide a final review of your document. You will receive an email notification of approval or additional revision requirements two to three weeks after the official submission deadline.

Mercer University Electronic Thesis/Dissertation Submission Form

Name

Student ID

Date

Submission Type: Thesis Dissertation

Publication Status: Available for immediate publication Embargoed for ___ years

Submission due date: Nov. 1 Apr. 1 Jul. 1

College/School:

Business	Education	Engineering	Health Professions
Law	Liberal Arts & Sci	Medicine	Music
Nursing	Prof. Advancement	Pharmacy	Theology

Campus Location:

Macon	Atlanta	Savannah	Columbus
Henry County	Douglas County	Other	

Department/Program

Degree

Program Director

Committee Chair

Title of Thesis/Dissertation

Attachments:

Title Page

Abstract

Signed Approvals Page

Restricted Thesis/Dissertation Submission Request

*Note: All materials submitted are open to public access.

AUTHORIZATIONS:

Signature of Student: _____ **Date:** _____

Signature of Advisor/Chair: _____ Date: _____

Signature of Dean: _____ Date: _____

Signature from Provost Office: _____ Date: _____

ETD Administrator Site Guidance

Overview

There are two major sections in the Mercer University (MU) ETD Administrator Site:

- **My ETDs** – step-by-step ETD submission instructions
- **Resources & Guidelines** – information such as format guidelines; copyright issues; creating PDFs; copyright and open access questions

Activate your account

To get started, you must activate your account in the MU ETD Administrator Site. You are encouraged to do so well before you submit your thesis or dissertation so you can become familiar with the MU ETD Administrator Site.

1. Go to the [Mercer ETD Administrator Site](#)
2. Select “Submit my dissertation/thesis” under “Ready to begin?”
3. Select “Create an Account” under “New user?”
4. Fill in the required fields and select the “Sign Up” button
5. Check for an email message from “UMI ETD Administrator <etdadministrator@proquest.com>” with the subject line “UMI ETD Administrator: Account Confirmation for [your name]”

Troubleshooting:

If the email message is not in your inbox, it may have been blocked or filtered into your spam or junk email box. If it is not in one of these locations, you can try to login to re-send the email message but first make sure your account is set-up to accept email messages from the domain@proquest.com. If you need further technical assistance retrieving the email message, please call ProQuest at 1.877.408.5027 – available 9:00 a.m. – 6:00 p.m. EST, Monday through Friday (excluding U.S. holidays).

6. The email message includes a link to activate your account. Select the link to confirm your account. You should be taken to Instructions under the My ETDs section.

Submit your thesis/dissertation

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2. Select “Submit my dissertation/thesis” under “Ready to begin?”
3. Login with your username and password.
4. Read the Instructions under the My ETDs section.
5. Begin the submission process. Submission steps are outlined in the left-hand column.

ProQuest Dissertation Publishing

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