

**THE JOHNS HOPKINS UNIVERSITY
BLOOMBERG SCHOOL OF PUBLIC HEALTH**

OFFICE OF RECORDS & REGISTRATION

REVISED: July 2005

PREPARATION OF THESIS
SCM, SCD, & DRPH

(Ph.D. candidates should refer to the guidelines for preparation of dissertations provided by the University Graduate Board Office, 230 Mergenthaler Hall).

GENERAL

1. A copy of the thesis will be provided for each member of the committee of readers. A FULL MONTH SHOULD BE ALLOWED FOR REVIEW, possible revision and report.
2. After reviewing the thesis in its final form, each reader returns his copy of the manuscript to the student, writes a letter addressed to the Associate Dean, with a copy to the Office of Records and Registration, indicating acceptance of the thesis. In the case of doctoral students, reports are not made until after the final oral examination has been held and any alterations recommended at the time of the examination have been made.

THE STUDENT MUST BE CONTINUOUSLY REGISTERED FOR A MINIMUM OF TWO CREDIT UNITS* UNTIL ALL DEGREE REQUIREMENTS ARE COMPLETED. DEGREE REQUIREMENTS HAVE NOT BEEN COMPLETED UNTIL FAVORABLE REPORTS ARE RECEIVED FROM ALL READERS AND THE MANUSCRIPT IS DEPOSITED WITH THE REGISTRAR IN GOOD ORDER AND REQUISITE NUMBER.

3. **AT LEAST TWO BOUND MANUSCRIPTS (THREE FOR EPIDEMIOLOGY DEPARTMENT STUDENTS, PRINTED ON ACID FREE PAPER)** are required by the School, for distribution as follows:
 - a. one copy to Welch Library
 - b. one copy for student's department with the exception of Epidemiology students who will provide two copies (please check with your department, some larger departments require copies for divisions also).
4. The student must also stop by the Office of Records and Registration, room E1002 to make payment for the binding of theses. Additional copies of the thesis may be submitted to the Office of Records and Registration for binding. Effective as of July 1, 1992 the price for binding of Doctoral and ScM theses is as follows:

Currently, \$20.00 per copy (any number)

*(Two credit units for ScM; Three for Doctoral students)

FORMAT

1. Process and Quality

Xerox or multilithed duplication is permissible. Expert facilities of the Copy Center located in the basement of Bloomberg School of Public Health or Printing Services Department at Homewood are recommended. Arrangements for their use may be made by calling x53847 (Bloomberg School of Public Health).

2. Paper and Type

- a. Size: 8 ½ by 11 inches
- b. Weight: 20 lb. per ream
Acid free paper
- c. Spacing: Double space throughout
- d. Font: 10 pt. or larger

3. Margins

- a. Left side: 1 ½ inches
- b. Right side: 1 ¼ inches
- c. Top and bottom: 1 inch

4. Order for Assembling

- a. Blank sheet
- b. Title page: See sample attached.
- c. Abstract: 600 words maximum.
- d. Acknowledgements
- e. Table of contents
- f. Table of Illustrations
- g. Body of thesis
- h. Appendices
- i. Bibliography: or Literature Cited, as appropriate.
- j. Vita and Previous Publications: The “Life” or “Vita” should record the date and location of the author’s birth and the salient facts of academic training and experience in teaching and research.
- k. Blank sheet

5. Paging

- a. Title page: Count but do not number.
- b. Other preface sheets: Use lowercase Roman symbols, starting with ii, at the bottom of page, ½ inch above the edge after title page.

6. Graphic Material

Advice on illustrations and services of the Department of Art as Applied to Medicine, at the School of Medicine are available upon sufficient notification. (410-955-3213 or 410-955-3409).

For assistance with photographic arrangements, take materials to the Director of the Photographic Service of the School of Medicine, in Room 40 of the Turner Building. Where photomicrography is involved, an appointment must be made with the Director (410-955-3561) in advance.

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|----|----------------------------|--|
| a. | Mounting: | Use same paper as text. |
| b. | Margins: | Not less than standard margins referred to in item 3 under format. |
| c. | Photographic paper: | Check with Photographic Service. |
| d. | Adhesive materials: | Should be flexible and non yellowing, Magic-Mend and Duco Household Cement are suggested; rubber cement <u>not</u> acceptable; for photographs, inquire about heat processing (first investigate the possibility of photographic reduction). |
| e. | Outsize graphs and charts: | (First investigate feasibility of photographic reduction). Fold so that right-hand fold is $\frac{1}{4}$ to $\frac{1}{2}$ inch inside left edge of paper; page number appears at top of exposed fold). |
| f. | Tables: | Each must be on separate sheet; double-spaced throughout; except where additional sheet would thereby be necessitated; must be incorporated in, and numbered consecutively with related text. |

***** All graphs and charts and accompanying explanations must be on one sheet of paper on the right hand side of the page. *****

7. Temporary binding

To prevent scattering and fraying, manuscript copies should be enclosed in a box using colored paper as dividers.

STYLE

1. Discuss special requirements of the sponsoring department with your advisor.
2. For general guidance, consult standard manual of style for papers prepared for formal presentation or publication.
3. The following handbook is particularly recommended:

Turabian, Kate L., A Manual for Writers of Term Papers, Theses, and Dissertations, Chicago, The University of Chicago Press, 3rd edition, 1967.
(Welch Library call number LB 2369.T 929, 1967)

Other handbooks, including some on methods of illustration, are also on file at the Welch Medical Library.

4. Existing school theses may be consulted but should not serve as patterns unless the advisor approves and contemporary standards are met.
5. Reference in text
 - a. Citation: Either by number, e.g., (1); or by author and year, e.g., Doe (1958); and listed numerically or alphabetically in collective list ("bibliography," etc.) at the end of paper.
 - b. Footnotes: Use only with sponsor's permission; arrangement and numbering must conform to departmental practice where established; otherwise, to standard manual of style.
 - c. Journal abbreviations: Follow system of Biological Abstracts, Chemical abstracts or Index Medicus.

(TITLE)

by

(Candidate)

DISSERTATION
THESIS

Submitted to the Bloomberg School of Public Health
of The Johns Hopkins University in conformity
with the requirements for the degree of

(Degree written in full)

Baltimore, Maryland
(Year of award of degree)