



Icahn  
School of  
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## Graduate School of Biomedical Sciences Depositing your Doctoral Dissertation

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Your dissertation must be approved and include the Approval Page signed by your dissertation advisor and the Dean of the Graduate School of Biological Sciences. Once you have an approved final version of your dissertation, you must complete the Student Check-Out Form, obtaining signatures from all school divisions listed on the form as well as from the Real Estate office. The final signature on the Student Check-Out Form **must** be that of Nelson Pe or Luke Phillips, Registrar. Once the Registrar has signed and accepted the Student Check-Out Form, you may deposit.

### Formatting Your Dissertation:

It is the student's responsibility to verify that the doctoral dissertation document is prepared in accordance with the guidelines detailed in these instructions. Your dissertation should include these components in the order outlined below (see appendix for sample pages):

- **Title page:** must include the full dissertation title, the complete name of the author (which should match the name on record with the School), the dissertation statement and the year of the degree. See appendix for template. If the title includes formulae, symbols, superscripts, subscripts, Greek letters, or other non-alphabetical symbols, you must use word substitutes. Such symbols, while prohibited from being used in the title, may be used throughout the text of the dissertation.
- **Copyright page:** See appendix for template.
- **Approval page:** The approval page requires two signatures, those of the student's dissertation advisor and the Dean of the Graduate School. It also lists names of faculty members who supervised the writing of the dissertation. See appendix for template.
- **Abstract:** The abstract must be text-only and should not exceed 350 words. Please double space the abstract. See appendix for template.
- **Preface, Foreword, and/or Acknowledgments (optional)**
- **Table of Contents**
- **List of Tables**
- **List of Illustrations, Charts, Diagrams, etc.**
- **Body of Text**, in chapters if appropriate
- **Appendices**
- **Bibliography**

## **Formatting guidelines:**

**Margins:** Top, bottom, left and right margins must be 1 inch.

**Pagination:** Preliminary pages are numbered in lowercase Roman numerals. The title page is not numbered, but is counted in the preliminary pagination. The body of the text must be numbered consecutively starting over from one in Arabic numbers beginning with the first page of the text and including appendix, and bibliography. All pages except the title page must be numbered. Pages should be numbered in the center bottom of the page.

**Spacing:** The text and the abstract should be double-spaced. Each footnote, note, and bibliographical entry should be single-spaced with double-spacing between entries.

**Font:** The font must be uniform throughout the work. The font size should be 10 to 12 point. ETD Administrator requires you to embed all fonts. Embedding the fonts ensures that your manuscript's formatting will translate clearly and consistently when it is converted to PDF. There are several ways to embed fonts:

On a PC:

To embed fonts in Microsoft Word 2003, create your manuscript using a TrueType font (NOT a scalable font). Some examples of TrueType fonts: Arial 10 pt., Garamond 12 pt., Tahoma 10 pt., Verdana 10 pt., and Times New Roman 12 pt. To embed the font, click on Options in the Tools menu. Then click the Save tab. Select the Embed TrueType fonts check box, and save your document. Once embedded in your Word document, the fonts will be embedded in the PDF when it is created.

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On a Mac:

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**Footnotes:** Footnotes should be single-spaced at the bottom of the appropriate page. If you prefer, notes may be arranged as notes at the end of each chapter; in that case, each note should be single-spaced, with double-spacing between notes.

**Illustrations, Charts, Photographs and Multimedia:** You may include color illustrations, charts, graphs, tables, images, spreadsheets, computer code, and multimedia files. Include tables, graphs and images in the document itself. For multimedia or related documents such as spreadsheets or databases, you will be given opportunity to upload them as supplemental files within the ETD Administrator. Do not embed media files in your PDF! If you use multimedia material covered under someone else's copyright, you must provide written permission to ProQuest.

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**Citation Style:** The manual recommended for style and methods of documentation is A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian (Seventh Edition, Chicago, University of Chicago Press, 2007). We recommend that you consult with your advisors about what style guide they recommend.

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To deposit your dissertation, you will use ProQuest’s ETD Administrator:

1. Go to <http://www.etsadmin.com/mtsina> and choose “Submit my dissertation/thesis”.
2. Select Icahn School of Medicine at Mount Sinai from the list.
3. Create an account or log in using an existing account.
4. Once you create an account, ETD Administrator will walk you through the steps of accepting the publishing agreement and uploading the relevant files and information about your submission. Your dissertation must be submitted as a single PDF document. If you have not already converted it to PDF, you will be given the opportunity to convert your Microsoft Word file into PDF using the PDF Conversion tool. All components of your manuscript should be in a single Microsoft Word file before using this tool. You will also be able to submit supplementary files, such as multimedia documents.
5. You **must** include a scanned copy of your signed Approval Page in your dissertation (page iii – see Appendix for example). If you do not have access to a scanner, please feel free to use the scanners in the Levy Library.  
Merge the scanned, signed Approval Page into your dissertation document (e.g. with Microsoft Word or Adobe Acrobat Pro).
6. If you so choose, ProQuest will handle copyright registration on your behalf with the Library of Congress. This is optional, but **STRONGLY RECOMMENDED**.
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Fees must be paid by credit card as part of the submission process. Fees are subject to change.

## Deadlines:

While the doctoral dissertation may be deposited at any time during the year, please contact your department for deadlines and enrollment requirements.

The doctoral degree requirements are considered met after the student's record is cleared by the Graduate School, all fees owed to the Icahn School of Medicine at Mount Sinai and the Mount Sinai Real Estate Department are paid, and on

the date the dissertation is deposited. Students that are delinquent in their accounts with any division of the School or Real Estate office will not be approved for deposit of the doctoral dissertation.

**Sample Title Page**

[Title]

by

[Author Name]

A dissertation submitted to the Graduate Faculty of the Graduate School of Biomedical Sciences,  
[Biomedical Sciences/Neuroscience] Doctoral Program, in partial fulfillment of the requirements  
for the degree of Doctor of Philosophy, Icahn School of Medicine at Mount Sinai

[year degree awarded]

**Sample Copyright Page**

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[year degree awarded]

[Author Name]

All Rights Reserved

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## Sample Approval Page

This manuscript has been read and accepted by the Graduate Faculty of the Graduate School of Biomedical Sciences, in satisfaction of the dissertation requirement for the degree of Doctor of Philosophy.

[signature] \_\_\_\_\_  
Dissertation Advisor – [Typed Name] \_\_\_\_\_ Date \_\_\_\_\_

[signature] \_\_\_\_\_  
Dean – [Typed Name] \_\_\_\_\_ Date \_\_\_\_\_

[typed name of other members of the Dissertation Committee]

[typed name of other members of the Dissertation Committee]

[typed name of other members of the Dissertation Committee]

Icahn School of Medicine at Mount Sinai

## **Sample Abstract Form**

### **Abstract**

[title]

by

[Author Name]

Advisor: [dissertation advisor's name]

[Text of Abstract double-spaced; should not exceed 350 words]