

Requirements for Electronic Submission of ScM Dissertations

Department of Biostatistics

Starting with 2nd term of the 2013-14 academic year, the Department of Biostatistics is switching to a “paperless” format for final copies of PhD and ScM dissertations. Below are the procedures Biostatistics ScM students must now follow to submit the required final university and departmental copies of their dissertations.

1. Online Submission of Dissertation to Eisenhower Library:

a. Submission of electronic thesis or dissertation (ETD)—Submit a PDF/A copy of your final thesis/dissertation to the Johns Hopkins ETD Submission Tool <http://etd.library.jhu.edu>. Instructions for formatting and submitting may be found at <http://guides.library.jhu.edu/etd>

b. **“Thesis/Dissertation Format Guidelines”** - Follow these guidelines when incorporating your examining committee’s recommendations and finalizing your thesis/dissertation. You can also send your thesis electronically to the Eisenhower Library for review, before making any changes or copies for department or personal use: dissertations@jhu.edu. **You can review the formatting guidelines on our ETD LibGuide <http://guides.library.jhu.edu/aecontent.php?pid=450528&sid=3765608>. When you are ready to submit your dissertation, electronically, please make sure you review the section in the formatting guidelines, pertaining to PDF/A. YOUR ELECTRONIC COPY WILL NOT BE ACCEPTED IF IT IS NOT IN THIS PDF/A FORMAT.**

2. Submission of Dissertation for Department Copy

a. Email the same file that you submitted in 1A to [Mary Joy Argo](mailto:MJoyArgo@jhsph.edu), who will arrange for the file to be stored in our secure departmental repository (which will not be publicly-available).

For those students who would still like to have printed, bound copies of their dissertations for their own personal use: The university’s current bindery, the HF Group, offers a Thesis on Demand service (<http://www.thesisondemand.com/>) that enables students to upload their dissertation, have it printed, bound, and shipped back to them, and pay via credit card. Depending on the number of pages, and whether or not color is needed, the cost should be around \$40 plus tax and shipping. Additionally, as of this writing, the SPH Registrar's Office is still able to facilitate getting printed, bound copies of theses for personal use. Anyone interested should contact Edda Budlow (Room E1002; ebudlow@jhsph.edu), who can provide more detailed information.

For those students who wish to register a copyright for their thesis: Further information is available at <http://guides.library.jhu.edu/content.php?pid=450528&sid=3691715>. Please note that copyright registration is optional and that the work is copyrighted as soon as it is put down in tangible form—registration is just an additional form of protection.

For additional information about post-dissertation requirements: please go to <https://my.jhsph.edu/Offices/StudentAffairs/RecordsRegistration/MastersCandidateInformation/Documents/MASTER%20OF%20SCIENCE%20WRAP%20UP.pdf>. Please contact [Mary Joy Argo](mailto:MJoyArgo@jhsph.edu) if you have any further questions.