



MOUNT SINAI  
SCHOOL OF  
MEDICINE

GRADUATE  
SCHOOL OF  
BIOLOGICAL  
SCIENCES

## Graduate School of Biological Sciences Depositing your Master's Thesis

After you have defended your Master's Thesis and have an approved final version, you will deposit it via the Levy Library. The Levy Library uses an online thesis submission process, using UMI's *ETD Administrator*. This tool allows you to upload your thesis as a PDF document and pay all fees by credit card. Before depositing, please make sure you read and follow the guidelines below. If you have any questions that are not answered in this document, please contact Joanne McIntyre ([joanne.mcintyre@mssm.edu](mailto:joanne.mcintyre@mssm.edu), 212-241-0745) in the Levy Library before depositing your thesis.

### Eligibility to Deposit:

Your thesis must be approved and the Approval Page signed by your thesis advisor and the Dean of the Graduate School of Biological Sciences. Once you have an approved final version of your thesis, 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, Registrar. Once the Registrar has signed and accepted the Student Check-Out Form, you may deposit.

### Formatting Your Thesis:

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

- **Title page:** must include the full thesis title, the complete name of the author (which should match the name on record with the School), the Master's Thesis 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 Master's Thesis.
- **Copyright page:** See appendix for template.
- **Approval page:** The approval page requires two signatures, those of the student's thesis advisor and the Dean of the Graduate School. It also lists names of faculty members who supervised the writing of the Master's Thesis. See appendix for template.
- **Abstract:** The abstract must be text-only and should not exceed 150 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 in Arabic numbers beginning with the first page of the text and including illustrations, 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.

To embed fonts in Microsoft Word 2007, create your manuscript using a TrueType font. Click on the circular *Office button* in the upper left corner of Microsoft Word. Click the *Word Options* button found in the bottom right hand corner. Choose *Save* from the left sidebar. Check the box next to *Embed fonts in the file*. Click *OK* and save your document. Once embedded in your Word document, the fonts will be embedded in the PDF when it is created.

Using Microsoft Word 2010, create your manuscript using a TrueType font. When you save the document as a PDF (*File* → *Save as* → *Save as type: PDF*), click the *Options* button in the *Save as* dialog window. Under *PDF Options*, check the box next to *ISO 19005-1 Compliant*.

On a Mac:

If you create your PDF using Word 2008 or 2011, fonts are automatically embedded in the document; you don't have to do anything extra.

If you are not using Word 2008 or 2011, create your document and convert it to PDF using any available tool (ETD Administrator offers a PDF conversion tool if you do not have one). Then, open the PDF using the *Preview* function of OS X (e.g., ctrl-click the icon, and choose "Preview"). Select *File* → *Save As...* and choose *PDF*. This re-saves the document, this time embedding the fonts.

**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. For tables, graphs and images, you may include them 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 UMI.

**Previously Copyrighted Material:** If articles, photographs, charts, tables, etc. for which you do not hold the copyright (including articles you've written for which you've signed away the copyright to the publisher) are included in the Master's Thesis, permission must be obtained from the copyright holder for their use, and the written permission must be uploaded as a Supplementary File.

**Citation Style:** While not required, 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. No matter which citation style you use, please be consistent!

## Depositing Your Master's Thesis:

To deposit your thesis, you will use UMI's ETD Administrator:

1. Go to <http://www.etsdadmin.com/mtsina> and choose "Submit my dissertation/thesis".
2. Select Mount Sinai School of Medicine 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 UMI publishing agreement and uploading the relevant files and information about your submission. Your thesis 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 you use 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 (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.  
You may either merge the scanned, signed Approval Page into your dissertation document (e.g. with Microsoft Word or Adobe Acrobat Pro), or submit the scanned, signed Approval Page as a Supplementary File. If you submit it as a Supplementary File, it will be merged into your document as page iii prior to printing.
6. If you so choose, UMI will handle copyright registration on your behalf with the Library of Congress. This is optional, but **STRONGLY RECOMMENDED**.
7. You are required to purchase a bound copy for the Levy Library's collection, and you may also order additional bound copies for personal use.
8. Payment is remitted by credit card as part of the submission process.
9. After you complete your submission, Levy Library staff will review the submission before sending it to UMI. You may be asked via email to make formatting revisions.
10. You will be able to log in to ETD Administrator to check the status of your thesis submission and make revisions.
11. For answers to Frequently Asked Questions about ETD Administrator, please visit: <http://www.etsdadmin.com/cgi-bin/main/faq?siteId=224#submit>. The FAQs provide useful information about the submission and revision process and technical requirements. You may also contact UMI directly at [etdsupport@proquest.com](mailto:etdsupport@proquest.com).

## Fees:

<b>Publishing Fee:</b> choose one		
Traditional Publishing	\$0	Required (choose one)
Open Access Publishing	\$95	
<b>Copyright Fee</b>	\$55	Optional / recommended
<b>Levy Library Copy</b>	\$43	Required
<b>Personal Copies</b>	Varies	Optional

Fees must be paid by credit card as part of the submission process. Fees are subject to change.

## Deadlines:

While the Master's Thesis may be deposited at any time during the year, please review the chart below for deposit deadlines and enrollment requirements:

<b>For the degree to be awarded:</b>	<b>You must deposit by:</b>	<b>And be enrolled during:</b>
September 30	September 15	preceding Spring semester
January 31	January 15	preceding Fall semester
May (MSSM graduation date)	April 15	current semester

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

**Sample Title Page**

[Title]

by

[Author Name]

A Master's Thesis submitted in partial fulfillment of the requirements for the MS degree in  
[Biomedical Sciences / Genetic Counseling], Mount Sinai School of Medicine

[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 Mount Sinai Graduate School of Biological Sciences, in satisfaction of the thesis requirement for the Master's degree.

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

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

[typed name of other members of the Thesis Committee]

[typed name of other members of the Thesis Committee]

[typed name of other members of the Thesis Committee]

Mount Sinai School of Medicine

## **Sample of Abstract Form**

### **Abstract**

[title]

by

[Author Name]

Advisor: [thesis advisor name]

[Text of Abstract double-spaced; should not exceed 150 words]