Be sure that your Essay Committee has been approved by Mary Derkach. (Give the names to your department liaison.)	
Check	**Paperwork to turn into Student Affairs, G011 Public Health, Joanne Pegher**
•	• Effective Nov. 2018 use of (new) Essay Approval form to collect committee signatures, in addition to signatures on the Report on Requirement for Master Degree form (RR). No electronic or faxed signatures without approval from Mary Derkach. • Turn in unsigned committee page (page ii) with signed Essay Approval Form.
•	• One original abstract (no more than 350 words—body of abstract) 　○ Essay advisor's name with degree at top right margin 　○ Essay advisor initials by their name in black or blue ink 　○ Must have a clear statement of public health (using the words public health relevance, or public health importance, or public health significance, etc.) 　○ Cannot be two sided when printing 　○ Do not Staple 　○ Be sure all abstracts have EXACT WORDING and no citations 　　*(a;* initialed abstract; *b;* abstract in word doc or in pdf if you choose to submit a pdf [no bookmarks required]; *c;* the abstract you copy and paste in DETAIL at D-Scholarship)
•	• Two title pages
•	• After you obtain signatures of your committee members, give your SIGNED Report on Requirement form to your department liaison so they can obtain verification of your degree requirements and obtain department chair signature. They will give this form to Joanne Pegher/Student Affairs.
•	• Complete the EXIT SURVEY 　Link is available at www.publichealth.pitt.edu/graduation Upon completion of the survey, you will be redirected to a separate page where you will be prompted to enter your name and department. Your identifying information will not be linked to the survey, so your responses will be confidential. When you submit the form, your department and the Office of Student Affairs will receive notification that you met the survey requirement.
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	NOTES of Importance
•	Meet with Joanne Pegher to go over formatting 412-624-3004 or jpegher@pitt.edu sometime before final submission. **Email for an appointment.** BELOW is order of formatted essay.
•	1. Title page — 1. Small Roman numeral i assumed, but not numbered 2. Committee signature sheet — 2. Small Roman numeral ii 3. Copyright page — 3. Small Roman numeral iii 4. Abstract — 4. Small Roman numeral continuation 5. Table of Contents (including appendix titles if any) — 5. Small Roman numeral continuation 6. List of Tables (if any) — 6. Small Roman numeral continuation 7. List of Figures (if any) — 7. Small Roman numeral continuation 8. Preface — 8. Optional and, if used, should be brief. Acknowledgments in the form of a brief statement of appreciation for special assistance or support, including research and editorial assistance, should be included in this section. 9. Body of essay — 9. Start with Arabic numeral "1" and continue with this number to the end of your essay.

	Continued over	
	10. Appendix or appendices (if any)	10. Arabic numeral continuation to the end of your essay *(If more than one appendix is needed, the appendices may be divided into APPENDIX A, APPENDIX B, etc. Separate cover sheets for each appendix are not required, although each appendix must begin at the top of a new page. The heading for each appendix is centered without punctuation and the title is centered below the heading)*
	11. Bibliography	11. Arabic numeral continuation
•	• **Deposit** your essay: log into http://d-scholarship.pitt.edu/ to begin the submission process. Then enter your University of Pittsburgh computing account username and password. Once you have logged in, you will be at the "Manage Deposits" screen. Click "new item" to begin entering information in the fields; when done you must click on **DEPOSIT** and **DEPOSIT ITEM NOW buttons in order for me to see your record**—IT WILL ONLY BE SENT to Joanne Pegher's REVIEW QUEUE. Can be a draft. ***DIRECTIONS TO REMOVE OR RE-DEPOSIT (can do this as many times as needed)***: **Your file at this point is in my queue. You will need to place it back in your queue to make any changes to your record or to replace your file.** **Log back into D-Scholarship with your Pitt username and password—will take you to Manage Deposits.** **"VIEW ITEM" (shows your name, item type, item ID, status change, thesis type) (click on the hourglass, and your completed fields appear). In VIEW ITEM, you will have a few tabs (PREVIEW, DETAILS, ACTIONS, MESSAGES, HISTORY, ISSUES). Click on 'ACTIONS' TAB**—pick RETURN TO WORK AREA, and then the DETAILS tab comes up, which will give you the tab on the far right **"EDIT ITEM"**, click on it—so that your fields open back up and you can update/change any info if necessary, keep going to NEXT, you will get to the page that has your deposit, and a TRASH CAN is on the right. If you want to remove current file and replace file, click on the TRASH CAN and it asks you if you want to delete, and you will say yes. THEN go to BROWSE and pick new document and then "upload". "Update Metadata" at the bottom. Click on the **DEPOSIT** button and then go to the bottom of the agreement page and **DEPOSIT ITEM NOW** again—you must do this for it to come back to my queue. **[Even if you don't replace file, but log back into your record to review, you MUST-- DEPOSIT /DEPOSIT ITEM NOW so that your record/file comes back to my queue.** **NOTE:** • **If you somehow create more than one record; these items have date/time status, duplicate records will be deleted; most current dated one will be reviewed.** • **If you don't pick your Department, your deposited record will not come to my queue. You will need to go back into your record (as directed above) and choose your department so I can see your record. Again, I will be sure to check the date and time so that the current record is reviewed. I will delete records that are old.** • **Your essay will stay in D-Scholarship until it has been RE-reviewed for formatting which will not be until after the graduation date.**
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•	• Refer to the GSPH website to view graduation information http://www.publichealth.pitt.edu/graduation **Essay Format**: Using the template will be helpful to you, BUT if you don't use the template you still need to follow the principle of the formatting. Essays will follow the ETD (electronic theses and dissertations)guidelines. Be sure to include the page number within the one inch bottom margin. The template has been adjusted for the essay. The Essay template is in the Academic Handbook under. "Detailed essay, thesis, and dissertation rules" http://www.publichealth.pitt.edu/home/academics/academic-requirements