

NBB Honors Packet 11-12

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**APPLICATION FOR NBB HONORS 2011-2012
(NBB 495A & 495BWR)**

STUDENT NAME

ID NUMBER

MAILING ADDRESS

TELEPHONE

EMAIL: _____

Semester during which the proposed research will begin _____

1. I request that the NBB Sr. Program Facilitator verify that I am a declared NBB major.

_____ (Nadia Brown: please initial)

2. **STUDENTS:** List the coursework you have had that is relevant to this research project, and the grade earned.
(NBB 221 - Research Methods or NBB470: Clinical Research Practicum is required as co-requisite for NBB 495A and pre-requisite for NBB 495BWR)

3. **STUDENTS:** Read and sign the following statement.

I am aware that, if I am taking NBB 495A or NBB 495BWR, I will have to personally add it to my schedule each semester via the normal registration procedure. The NBB Program will NOT do it for me. I have read and agree to abide by the course requirements as described on the NBB Website.

*****I will ___ or will not ___ allow written reports of the work I have done in the NBB Honors program to be posted on the Emory University Learnlink System (password protected; Emory students only).**

*****I will ___ or will not ___ allow them to be posted on the NBB website as well.**

Signature _____ Date _____

4. **MENTORS:** Obtain a signature from a research advisor who has agreed to supervise your work in his/her laboratory, and understands that this will involve an Honors Thesis. Your NBB Honors work may be in the laboratory of any member of the NBB faculty. If you wish to pursue work with a non-NBB faculty member, you must petition the undergraduate Honors Coordinator (Dr. Easterling) or the NBB Director (Dr. Lennard) in writing, and receive approval.

Mentor Signature: _____

Email address: _____

Mailing Address: _____

Department: _____

Telephone: _____

******Please include your email address******

I have reviewed this student's former coursework, and I agree to supervise a research **Project Entitled:**

Signature _____ Date _____

******If I sign/approve the work, then I will ___ or Will not ___ allow written reports of work done in my laboratory to be posted on the Emory University Learnlink System (password protected; Emory students only).***

******I will ___ or will not ___ allow them to be posted on the NBB website as well.***

5. Obtain the signature of the NBB Honors Program Director
(Dr. Keith Easterling, 1462 Clifton Road, Suite 304, (404-727-4743),
keaster@emory.edu)

Approval for NBB Honors

Date

NBB HONORS CHECKLIST 2011-2012

Please note: Students who do not hand in the second-semester HONORS PROGRESS REPORT by February 7th or September 20st are excluded from the Honors Program. In addition, NBB faculty may resign from Honors Committees if they do not receive the written thesis by April 4 (Spring) or November 19 (Fall). The consequence of this is the loss of your Honors Degree.

- Register for NBB 495A & 495BWR, or if two semesters have already been taken, make a final presentation (poster or oral).
- Attend College Honors meeting organized by Harvey Klehr.
- Complete a Graduate Course.
- Hand in research proposal to Dr. Easterling by [September 23 \(Fall Semester\) or February 10 \(Spring Semester\)](#).
- Select committee by [October 7 \(Spring Graduates\) or February 24 \(Fall Graduates\)](#) and provide them with a copy of your proposal and a brief written progress report at that time. You don't have to give it to Dr. Easterling. He and your advisor should already have it.
- 15 minute oral progress report to committee by [February 3 \(Spring Graduates\) or September 16 \(Fall Graduates\)](#).
- HONORS PROGRESS REPORT form to Dr. Easterling by [February 6 \(Spring\) or September 19 \(Fall\)](#).
- Publication quality thesis to each committee member by [~ April 7 \(Spring\) or November 18 \(Fall\)](#).
- All students must give a poster and oral presentation in NBB 495A or 495BWR by the last day of the seminar.
- 30 minute oral thesis defense two weeks before College Deadline.
- POSTER** presentation the NBB Spring Symposium poster [session ~Week of April 18 \(required for all graduates\)](#).
- Final Oral Examination Report and corrected (hardcopy) version of thesis due at NBB office by Last day of class. Also due online to Emory Libraries & College office.
- 1. Two copies on "**Thesis Paper**" (Acid Free) due at NBB office on the last day of classes.
- 2. Program copy letter.

[] [] 3. Honors Examination Report and.

FIRST SEMESTER HONORS STUDENTS

Keep in mind that you need to attend the Fall meeting run by Harvey Klehr for all college Honors students; if you miss this meeting, you may be dropped from the program.

- 1) **You must be a senior, maintain a 3.50 GPA**, complete one semester of NBB 495A (4 hr) and 1 semester (4 hr) NBB 495BWR), and have taken the NBB research methods course NBB 221 (or another course as approved).
- 2) You must pass a **graduate level course** (500 level or higher). If the class is three or four credits, it can fulfill an NBB Program course requirement, assuming that your NBB academic advisor feels it is appropriate. A two-credit course can fulfill the Honors requirement. **The graduate course, which is usually taken spring semester, must be taken for a letter grade.** It is recommended that you talk with the Instructor about the syllabus, requirements, etc. The "Schedule of Courses" booklet lists past acceptable graduate courses. Check with your advisor for ideas. You may obtain permission to register for the graduate course from the College office. You will also need to obtain the course instructor's signature.
- 3) This first semester, you will need to prepare a short research proposal (3-5 pages) describing your project. Introduce the research area, then address the hypotheses to be tested and methods utilized. Submit it online, and submit a signed written copy, to Dr. Easterling, by [September 23 \(Fall\) or February 10 \(Spring\)](#).
- 4) By [October 7 \(Fall\) or February 24 \(Spring\)](#), **select a committee and give the committee members that you have selected a copy of your written proposal.** The committee of **three** (or more) must have **two NBB Program** faculty (not from the same **Department**) and **one** faculty member who is **not** a **NBB Program** faculty member. Additional (>3) committee members may be from any department or institution agreed upon by the student and advisor. If your research advisor is from outside the NBB Program, then he/she is considered the non-NBB committee member. **Please note: all of the minimum required (3) committee members must have faculty appointments at Emory University.** For instance, if your research advisor is at CDC and not an Emory faculty member, then he/she cannot be a voting member of your committee (you need three voting members). Remember, your committee members should be knowledgeable in the research area. It is a professional courtesy to seek the advice of your research advisor in selecting them, and the advisor must indicate approval by signing the form that is submitted to Dr. Easterling.

From the beginning of the semester, you should work with your research adviser to define a project, learn laboratory techniques, and read the scientific literature pertaining to the work.

SUGGESTIONS FOR NEW NBB HONORS STUDENTS

Over the course of the semester, you will interact often with your research adviser; however, you should note that the key word for NBB HONORS is independence. NBB HONORS is a completely different kind of experience--**simply completing all of the suggestions that your adviser makes is not good enough**. Research scientists are accustomed to working with graduate students, and thus they expect a student to go beyond the basic requirements that are laid out.

1) Time Requirements

Early in the semester, ask your research adviser how much time you are expected to devote to the project, and then put in more than that. The minimum requirement is 3-4 hours/week/credit hour or about 12-16 hrs per week for a typical four credit enrollment. Failure to work the minimum number of hours per week probably won't provide enough data to make a thesis. Your presence in the laboratory is important. You will find that as you become engaged in your project that this may often not be sufficient so you should plan ahead accordingly. Failure to work in lab the required minimum number of hours is sure to result in an unsatisfactory Mentor rating, and a poor showing at your Thesis defense.

2) Be Seen

Your research adviser will develop an opinion of you that is based in large part on how often you are present in the lab. Even if you go there to study, it makes a good impression. Be seen on weekends, like everybody else in the lab.

3) Library Work

Your research adviser will give you articles from the scientific literature to read. At the end of every article is a section called the "Literature Cited". By reading this list, you should be able to find other research that is relevant to your project. Go online or to the library and copy some of these articles, then read them on your own.

4) Writing

Most all honors students will also be enrolled in NBB 495A or NBB 495BWR. For that course, you will write one report every semester that you are enrolled. Your adviser is a coauthor on the report, and thus should work with you on it. Generally, the student does 85% of the work, and the adviser serves as an editor. The report should not be turned in until it has met with your adviser's approval. **It is a professional insult to turn in a report that your adviser has not approved. All writing assignments given to the NBB honors coordinator must be approved by the advisor – NO EXCEPTIONS.**

5) Feedback

Periodically, ask your adviser how you are doing. "Am I progressing fast enough?" "Is there anything I should be doing that I'm not?" Many advisers will not offer feedback, positive or negative, unless asked. It is important for you to know how you stand.

Every NBB HONORS project is different, as is every research adviser. In some cases, not all of the suggestions above will apply. You will be able to discern which ones are applicable to your case.

If problems arise, contact Dr. Easterling. He always wants to be informed.

There is only one report due in your first semester--a research **proposal**. The due dates are listed below.

Deadlines for Proposals	
Fall Semester 2011	Spring Semester 2012
September 23rd	February 10th

The proposal must have a title page, introduction, methods, and literature cited and a “flowchart and/or calendar” that addresses benchmark dates for your progress. Prior to writing the proposal, you and your adviser should agree upon the default APA format for your work, or select a scientific journal whose format you will follow. The name of this journal must be given on the title page.

Your proposal should be a collaborative effort in which your adviser serves as an editor who reviews the work. The quality of your work reflects upon the lab in which you are working, so your adviser has a vested interest in seeing that it is done well. NBB seniors will be taking NBB401SWR, which will fulfill their College writing requirement. However, a completed Honors thesis also fulfills a writing requirement when you complete NBB 495BWR.

Policy on Extensions: Because of the large number of proposals that have to be evaluated each semester, you must receive permission from the HONORS COORDINATOR (Dr. Easterling) for an extension of the deadline. You might be requested to provide a letter from your research adviser saying that the proposal is late due to reasons beyond your control.

THE LAST SEMESTER OF THE NBB HONORS PROGRAM

***You must be enrolled in NBB 495BWR!!!!**

At the beginning of the semester you will need to give a short **oral progress report** (15 minutes) and a **short written progress report** for the committee before **February 3 (Spring) or September 16 (Fall)**. Your progress report should address the following: hypothesis tested, aims/goals of project, experimental approaches, results to date, interpretation/assessment of results, and planned experiments prior to end of project. The February date should allow time for additional experiments if suggested by the committee. Remember that you are responsible for reserving a conference room for your presentation.

At this meeting, determine when your committee wants the publication quality written thesis; I have listed the NBB deadlines of **April 7 (Spring graduation) and Nov 18 (Fall graduation)** on the checklist. You should also plan to schedule your final oral exam date at this time; and then reserve a room for 90 minutes. The NBB staff can help with that.

6) Complete the honors progress report form and return it to Dr. Easterling by **February 3 (Spring graduates) or September 23 (Fall graduates)**.

PLEASE NOTE: STUDENTS WHO ARE MORE THAN A WEEK LATE SUBMITTING THEIR PROGRESS REPORT WILL BE DROPPED FROM THE NBB HONORS PROGRAM.

7) Your **final oral presentation** during the thesis defense should last about 20-30 minutes; this will be followed by questions from your committee. The guidelines for Degrees of Honors (Honors, High Honors, Highest Honors) are discussed on the COLLEGE HONORS PROGRAM sheet. In the NBB Program, as in Departments, **Highest Honors** is usually restricted to a thesis that contains data that will be published. However, this is necessary but not sufficient to qualify for Highest Honors. In addition, your ability to discuss your research in the context of its field will contribute to your Honors level. If your research was a collaboration, be certain to address explicitly what work was performed by you vs. others, including technicians. Copies of former student's Honors theses are available for you to peruse at the NBB office; please do not remove the theses.

8) Provide a photocopy of your **Honors Examination Report and your poster** to Dr. Easterling. However, the signed original exam report should be handed in to the College Office by their deadline, and your final thesis submitted online to Emory Libraries (ETD) by the usual April 15th deadline.

TWO COPIES OF THE FINAL THESIS SHOULD ALSO BE SUBMITTED TO DR EASTERLING BY THIS DEADLINE (SHOULD BE ON THESIS PAPER)

9) If you decide at any time this academic year not to complete the Honors Program, please contact Dr. Easterling at 404-727-4743 or Learnlink..

10) **Honors advisors are expected to attend a special Honors graduation ceremony.** Please remind them. If they cannot attend, have them contact Dr. Easterling.

Your THESIS, if you're concurrently enrolled in NBB 495BWR, should be a continuation of your research proposal and/or progress reports from the course. You should have taken NBB 401SWR, and thereby already fulfilled your post-freshman College writing requirement.

NBB Deadline to Submit HONORS Theses to Committee	
Fall Semester 2011	Spring Semester 2012
November 19th	April 8th

College Deadlines for HONORS Theses	
Fall Semester 2011	Spring Semester 2012
TBA	TBA (~April 15)

The Emory College Deadlines above refer to the deadlines for the submission of completed, defended, and approved/signed theses at the College Office. **The NBB program can and does require that you turn in duplicates at the NBB office, and participate in the NBB SPRING POSTER session.** Since the committee will often require some last-minute changes, you should plan on having your thesis defense scheduled 7-14 days prior to the deadline above. It is critical that you extend the PROFESSIONAL courtesy to your faculty committee members of having the completed thesis (pre-defense) in their hands a minimum of 7 days prior to this. Therefore, you should consider your "REAL" submission deadline for your thesis to be 3 weeks prior to the dates above (April 1 by the latest)

Policy on extensions: You must call me before the NBB deadline, and specify a firm date that your Thesis will be turned in to the committee. There will be no penalty unless you miss the specified re-scheduled date.

Your continued presence in the laboratory this semester is as important as before. The minimum amount of time you should spend in lab is 3-4 hours/week/credit hour or 10-14 for a typical 4 hour course. Failure to work in lab the required minimum number of hours, or keep in close contact with your advisor is sure to result in an unsatisfactory Mentor rating, and a poor showing at your Thesis defense.

Committee Declaration

****THIS FORM MUST BE COMPLETED AND RETURNED****

TO: KEITH EASTERLING BY **October 7 (Spring Graduates) or February 24 (Fall Graduates)**.

Research advisors should sign the form when they agree to be a member of the Honors committee. **Please print the names of the other committee members and their departmental affiliation.** Do NOT mail the form; students should hand deliver the form to Dr. Easterling or Nadia Brown at the NBB Office, 1462 Clifton Road, Suite 304.

Student's Name: _____

Advisor/Dept.: _____

OTHER COMMITTEE MEMBERS MUST SIGN BELOW.

PLEASE PRINT NAME AND DEPARTMENTAL AFFILIATION NEATLY.

Committee Member(s)/Department(s):

**** While two of the *minimum* 3 committee members must be NBB PROGRAM faculty (from different Emory Departments), one Honors Committee member must NOT be a NBB Program faculty member, but still have a faculty appointment at Emory. Additional (>3) “outside readers”/committee members may be chosen without restriction (e.g. institution or department) – except approval of the Thesis Advisor and Honors Coordinator.**

NBB HONORS PROGRESS REPORT

**THIS FORM MUST BE COMPLETED AND RETURNED
TO KEITH EASTERLING BY February 6th (Spring graduates) or
September 19th (Fall graduates).**

Research advisors should sign the form after the student presents an oral progress report to the committee. ***Please print the names of the other committee members and their departmental affiliation.*** Do NOT mail the form; students should hand deliver the form to Dr. Easterling or Nadia Brown at the NBB Office, 1462 Clifton Road, Suite 304.

SIGNATURE without comment indicates that the committee members feel that the student will be able to schedule a final Oral defense by the deadline for graduation.

Student's Name: _____

Advisor/Dept.: _____

Committee Member(s)/Department(s):

*** Additional work that the committee feels must be completed prior to the final defense should be outlined briefly below:

Comments

HONORS EXAMINATION REPORT
(Please print or type-It will not be accepted if illegible.)

Name _____ Student ID #: (7 digits) _____

Major of honors work: _____

Degree of Honors: *(Check only one)* _____ Highest Honors

_____ High Honors

_____ Honors

Title of Thesis: _____

Committee: **(Please print or type names here-NO signatures. Sign by printed name.)**

(1) _____ Dept./Program _____
(Adviser)

(2) _____ Dept./Program _____

(3) _____ Dept./Program _____

(4) _____ Dept./Program _____

Signed** : _____ Date _____

(Thesis Advisor, Department/Program Honors Coordinator, or Department/Program Chair, PLEASE RETURN TO BOTH NBB AND COLLEGE OFFICE)

**** Exam report will not be accepted as complete without above signature.**

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE HONORS THESIS

1. Thesis must follow the style of the Publication Manual of the American Psychological Association, 5th Edition, 2001. [Be consistent.](#)
2. Paper: ***The two copies submitted to the NBB office*** must be on **acid-free paper at least 20 pounds in weight**. This paper is available at the University Bookstore and at office supply stores. Be sure to obtain paper well ahead of time. All copies must be on the same paper as the original. If a copy is illegible, it will not be accepted. [-no blurs from copying accepted. Get your paper ASAP. Do NOT use blue-lined thesis paper in the Bookstore. \(You will turn in at least 2 copies, many of you will turn in 3 since you will want one. The College office and/or NBB do not bind a copy for you. See number 9 on how to bind one for yourself.\)](#)
3. **General Format: All material (text, illustrations, graphs, figures, etc.) must be within the margins (left 1.5"; all others 1").** If reducing oversized charts or graphs to conform with the margin regulation would make them so small as to be illegible, then the oversized material when folded must be of such size as to fall within the specified margins. Artwork, photographs, etc., should be mounted with rubber cement. All material must be on the right-hand page. [Binding requires these specifications.](#)
4. **Page Numbers: Page numbers should be approximately 3/4" from the top edge of the paper, in line with the right hand margin. Pages are numbered beginning with "1" on the first page of the text (generally the first page of the first chapter). All pages thereafter must have a number. The preliminary pages should not be numbered.** [-title page, dept. page, etc. Ask if you are not sure which ones these are.](#)
5. Plates, Tables, Figures: If any of these are included in your thesis, it is necessary to include a list of these items. This list should follow the general style of the Table of Contents. Consult style manual for format. [Be consistent.](#)
6. Spacing: All pages of text should be double-spaced.
7. Each copy of the thesis must include the attached preliminary pages. [All copies must have original signatures from you and advisor -so do not photocopy those pages that require signatures.](#)
- 8.. Each copy of the thesis must contain an original signature by you and by your adviser on the appropriate preliminary pages.
10. Number of copies: **Two copies must be turned in to the NBB Program. The Honors committee of the College will also require the "official" copy to be submitted to the Emory Libraries online (ETD, details below). The Emory College submission process will be explained in a meeting with their representatives. No personal copies can be handled by the Honors Committee or by the Library.**
11. If you wish to have a copy of your thesis bound for yourself at your own expense:

Honors Theses: Brown buckram (color #840); **spine** (label): author (last name) and year, **cover:** title and whole author name; gold stamping, Binder collates (as outlined in II. C. 4)

Vendors: 1) The National Bindery Co., 100 Hembree Park Drive Roswell, GA 30076– tel 770-442-5490 (**traditional bindery used by Emory library**, contact Jack Tolbert) (**minimum order \$35**) **Can send pdf** (nlbga@mindspring.com) **at \$0.15/page copying charge plus \$17.50 to bind each copy.** 2) Another vendor to consider is ACME Bookbinding - <http://www.acmebook.com/bindery/thesis> 3) PhD Book Binding - <https://www.phdbookbinding.com/index.asp> About \$40/copy, submit pdf

12. If your thesis contains audio-visual material (cds, dvds, videocassettes, etc.), you should have a copy of the cd, dvd, or videocassette for each copy of your thesis. They should be in protective covers and submitted at the same time as your paper copies. You should use a permanent marker to write your name on each copy. The bindery will create a way for it to be bound with your thesis.

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2011 College INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE HONORS THESIS

Thesis Submission Checklist:

- A completed and signed **Application for Degree by deadline on Registrar website**. **The Application for Degree must be submitted by the degree application deadline for the semester in which you want to graduate.** That deadline is available on the College Honors Learnlink conference as well as on the Registrar website. Please contact 300 White Hall for further details. All other items must be submitted by the appropriate deadline indicated on the College Honors Learnlink conference.
- A PDF file of your thesis**, prepared from a word processing file that conforms to all formatting requirements, and produced using Adobe Acrobat. The ETD Repository will allow you to upload PDF files, Word-processor files and supplementary items.
- A signed **Exam Report** – initialed by all members of your committee and signed by your advisor. This form is to be hand delivered to Maureen Sweatman by the report deadline. This form and deadline can be found on the College Honors Learnlink conference. Please submit prior to deadline if possible.
- A completed **Electronic Thesis and Dissertation (ETD) Repository Submission Agreement**, signed by you and your advisor. Submit to Maureen Sweatman by appropriate deadline. This form can be found on the ETD website and the Learnlink College Honors conference.
- A completed **Distribution Agreement**, signed by you. Submit to College Representative by appropriate deadline. This form can be found below.

Completing the Forms

1. Application for Degree

This is an Office of the Registrar form, available on the College of Arts and Sciences website as well as on the Registrar website. It must be submitted – to the College of Arts and Sciences – in the semester you wish to graduate. **The deadline for this form is earlier than all other items, and late applications incur a late fee.** <http://college.emory.edu/current/graduation/index.html>

2. Distribution Agreement

This agreement grants Emory University the right to include your thesis in the ETD repository. It is inserted into your thesis as indicated below. A sample of the page is included in this document; you need to reproduce the text **exactly as it is appears on the sample page** (see page 7, below). It needs to be signed by **you and submitted to Maureen Sweatman with your exam report and ETD Submission Agreement.**

3. Approval Sheet

This form certifies that the thesis you submit is the very one that has been approved by your committee. A sample of the page is included in this document; you need to reproduce the text **exactly as it is appears on the sample page** (see page 8, below).

4. ETD Repository Submission Agreement Form

This form is available on the ETD website. It needs to be signed by **you and your advisor and submitted to Elizabeth Fricker with your exam report.** With this form, you specify the terms of distribution of and access to your thesis, and you certify that you have obtained appropriate permissions for any previously copyrighted material included in your thesis. Both of these decisions have long term consequences, and it is imperative that you discuss them with your advisor.

5. Exam Report

This form certifies the degree of honors given to you by your committee. It is to be initialed by all committee members and signed by your advisor. The exam report form may be found on the College Honors Learnlink conference. This form is to be hand delivered to Maureen Sweatman by the appropriate deadline. Please submit earlier if possible.

Preparing Your Manuscript

1. **Please note:** Your document will be carefully reviewed by the College of Arts and Sciences. If we discover errors of any sort, including formatting and grammar, we will return the document to you for further proofreading and correction.

2. **Preliminary Pages:** In addition to the text, your thesis needs to contain a number of preliminary pages.

Directions for formatting those pages are found starting on page 7.

You must place these additional pages in this order:

1. Distribution Agreement
2. Approval Sheet
3. Abstract Title Page
4. Abstract
5. Title Page
6. Acknowledgments (optional)
7. Table of Contents (including a list of tables and figures if your thesis contains table and figures)

These pages should NOT be numbered. The body of the thesis follows immediately after the Table of Contents, and the first page of the body is page 1.

3. **Signatures:** A number of the preliminary pages have space for signatures. **Do NOT include signatures in the electronic copy of your thesis.**

4. **Style Manual:** When a department does not have specific directions or require a specific manual, the general standard is the most recent edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. This manual is available in the University Bookstore as are other standard style manuals.

5. **Margins:** All material (text, illustrations, graphs, figures, etc.) must be within the margins (left 1.5"; all others 1").

6. **Footnotes:** The Honors Committee does not have any preference in the placing of footnotes. However, footnote placement must be consistent throughout the thesis and must conform to the margins specified.

7. **Plates, Tables and Figures:** If any of these are included in your thesis, it is necessary to include a list of these items. This list should follow the general style of the Table of Contents. Consult style manual for format. Consult the Turabian style manual if your style manual does not include this information.

8. **Non-printed Sources:** If your thesis refers to items other than books and journals – films, music discs, etc. – then these items should not be mixed into the bibliography, but should be listed in a separate reference section. Consult recent editions of style guides for information about how to refer to such items.

9. **Page Numbers:** Page numbers should be in the upper right hand corner approximately $\frac{3}{4}$ " from the top edge of the paper, in line with the right hand margin. Pages are numbered beginning with "1" on the first page of the text (generally the first page of the first chapter). All pages thereafter must have a number. **The preliminary pages should not be numbered.**

10. **Spacing and Font:** Double spacing is required except for block quotes. Acceptable font size is 11 and 12 for the text (excluding foot notes, abstracts and acknowledgements). Please choose a common font, preferably a serif font (Times, Garamond, Georgia, etc.).

11. **Production of Bound Paper Copies:** The library will no longer bind paper copies of theses. Instructions for NBB paper copies are above.



Electronic Submission

1. Generate a PDF: The electronic version of your thesis **MUST** be a PDF file.

Create the PDF version of your thesis using the Adobe Acrobat Professional software available in ECIT, Cox Hall's Computer Lab or in your individual programs. Do not use a non-Adobe PDF generator (i.e., freeware or shareware); the long term preservation of PDF files produced using these nonstandard products cannot be assured.

Do NOT produce the PDF file by scanning pages of printed text. This creates an "image-only" unsearchable document that the ETD system cannot process. If necessary, you may scan individual pages that contain tables or figures. If you do, make sure they are inserted at the proper place in the PDF file, and that the quality of the scanned images is good.

Your PDF file **must contain the preliminary pages without signatures**.

If you need help with the process of generating a PDF file, please turn to the appropriate IT help staff in Cox Hall.

2. Log in to ETD: To begin the electronic submission process, go to etd.library.emory.edu. At the top of the page there is a log-in area. Log in using your Emory NetID username and password.

3. Submit Your File: Once you have logged into the ETD system, a "Submit Your Thesis" link will appear in the upper left hand corner of the page. Click on that link to proceed with the submission process. Detailed instructions on using the ETD submission software are available on the site under "Help."

4. The ETD system will allow you to upload additional items, such as the original word-processing files, images, video or audio clips, and more. More instructions are on the ETD site.

5. My ETD: After submitting your thesis, you may continue to refer to "My ETD" to see the progress on the approval. You will receive automated e-mails informing you when your submission (1) has been received by the system; (2) has been approved by the College of Arts and Sciences; and (3) has been published in the repository (or embargoed for later publication).

6. Help: Please direct questions on electronic submission to ETD-HELP@listserv.emory.edu. Please direct general questions on the submission process to Maureen Sweatman in the College of Arts and Sciences; mabell@learnlink.emory.edu

7. Completion of your thesis submission does not indicate that you have completed all necessary steps for graduation. Confirm your graduation status with the Registrar—use OPUS and the degree audit to make sure you have required credits, etc. Contact 300 White Hall if you have questions.

Creating the Preliminary Pages

The following pages contain instructions for creating the preliminary pages mentioned on page 3.

Please note:

- These pages should **not** be numbered.
- These pages **must** follow the formatting instructions for the thesis (margins, spacing, font, etc.)

Please pay close attention to the comments for each page. They will help you avoid common errors.

Delete the page numbers and “Emory College...” header on the preliminary pages in your thesis. They are given here for reference sake.

Preliminary Page 1 notes (to be deleted): The text below should be reproduced **exactly** as written, on the Distribution Agreement page. Type your full name as indicated under the line and delete [Student's name typed].

Distribution Agreement

In presenting this thesis as a partial fulfillment of the requirements for a degree from Emory University, I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display my thesis in whole or in part in all forms of media, now or hereafter known, including display on the world wide web. I understand that I may select some access restrictions as part of the online submission of this thesis. I retain all ownership rights to the copyright of the thesis. I also retain the right to use in future works (such as articles or books) all or part of this thesis.

Signature:

[Student's name typed]

Date

Preliminary Page 2 notes (to be deleted): The approval sheet should be designed according to the plan below. Your adviser's name should be typed in after "Adviser". After "Department of," type the name of your department or program, for example, *Department of History* or *Film Studies Program*. All other signature

should be left BLANK. Type each committee member's first and last name as indicated below the lines and delete "Full Name of Committee Member 2, typed, etc." Leave the "Advisor, Committee Member" below the person's name.

Title of Thesis

by

Joan A. Turner

Advisor

Department of

Full Name of Adviser, typed
Adviser

Full Name of Committee Member 2, typed
Committee Member

Full Name of Committee Member 3, typed
Committee Member

Date

Preliminary Page 3 notes (to be deleted): The abstract title page should be designed according to the plan below. Your adviser's name should be typed in after "Advisor" above. The line below reading "Bachelor of Arts/Sciences" with Honors should be revised according to the degree you will be awarded: either "Bachelor of Arts **OR** Bachelor of Sciences." After "Department of," type the name of your department or program, for example, *Department of History* or *Film Studies Program*.

Title of Thesis

By

Joan A. Turner

Adviser

An abstract of
A thesis submitted to the Faculty of Emory College of Arts and Sciences
of Emory University in partial fulfillment
of the requirements of the degree of
Bachelor of Arts/Sciences with Honors

Department of

2010

Preliminary Page 4 notes (to be deleted): The Abstract may not exceed one page, formatted according to the regular page formatting instructions (margins, spacing, font). The text itself cannot exceed 350 words (not counting the title etc.).

Abstract

Title of Thesis
By Joan A. Turner

[Text of Abstract – no more than 350 words]-delete this note

Preliminary Page 5 notes (to be deleted): The Title page should be designed according to the plan below. Your adviser's name should be typed in after "Adviser" above. The line below reading "Bachelor of Arts/Sciences" with Honors should be revised according to the degree you will be awarded: either "Bachelor of Arts **OR** Bachelor of Sciences." After "Department of," type the name of your department or program, for example, *Department of History* or *Film Studies Program*.

Title of Thesis

By

Joan A. Turner

Adviser

A thesis submitted to the Faculty of Emory College of Arts and Sciences
of Emory University in partial fulfillment
of the requirements of the degree of
Bachelor of Arts/Sciences with Honors

Program in Neuroscience and Behavioral Biology

2012

In presenting this thesis as a partial fulfillment of the requirements for a degree with honors from Emory College, I agree that the Library of the University shall make it available for inspection and circulation in accordance with its regulations governing materials of this type. I agree that permission to copy from, or to publish, this thesis may be granted by the professor under whose direction it was prepared, or, in his/her absence, by the chairperson of my major department when such copying or publication is solely for scholarly purposes and does not involve potential financial gain. It is understood that any copying from, or publication of, this thesis that involves potential financial gain will not be allowed without written permission.

(Signature)

Note: line 5 above reads as follows. “in his/her absence”

If your adviser is a woman, the line should read: “in her absence” and if your adviser is a man, the line should read: “in his absence”

This sheet should be aligned as it is here and meet the required margins. Please delete the notes section before printing.

This sheet should be on each copy of your thesis and each one should have an original (not photocopied) student signature.

2011-2012 NBB Faculty Research Mentors

Dear Colleagues:

Since a student has requested that you supervise them as they gain “research” or other academic credit through the NBB Program, I’d like to welcome you aboard and give you some information that will make you an informed advisor, and enrich the experience for you and the student. Some of you may not be familiar with the interdisciplinary NBB Program and the NBB major. NBB majors select their coursework primarily from the Biology, Psychology, and Anthropology Departments, as well as from specially-developed NBB courses. Students are encouraged to seek a research experience that is centered in neuroscience and/or behavioral biology. However, if they desire to work with a non-neuroscience researcher, or a researcher at another institution, they may file a written petition with us to waive that requirement. We have often done so.

There are 3 general research-credit opportunities offered in NBB. The first, [NBB497(WR): Directed reading/writing] can be taken for variable credit hours and is designed for students working with a mentor on some project that doesn’t make them responsible for gathering their own novel laboratory data. It is also appropriate for beginning students not ready for *an independent* laboratory project. The NBB499 (Undergraduate Research, non-honors) and NBB495 (Honors Undergraduate Research) courses are both mainly intended for students that are gathering novel data in the laboratory in pursuit of their “own” hypothesis(es), and the students will also attend a bi-weekly class (1 hr) where they will be required to turn in written research proposals to Dr. Easterling, and make PowerPoint and poster presentations on their work in the classroom, and at our Spring Research Poster Session.

Along with this letter, students seeking Honors should be giving you a complete packet of information and forms outlining the requirements. It is expected that they will be working with mentors for two semesters. Whether or not they have maintained the ≥ 3.5 GPA that will allow them to enter the College Honors program their senior year, we encourage them to spend a year doing research under the joint supervision of a mentor of their choice and the NBB undergraduate research coordinator (Dr. Keith Easterling). They must enroll for 2 semesters in research seminar courses (NBB 495A and 495BWR) coordinated by Dr. Easterling. Therefore, “your” NBB undergraduate will “normally” be enrolled in this required course, which meets every-other week while they are working with you. We ask that you make sure they are free to attend at this time and that you return your written (HONORS/495A or 495BWR PERFORMANCE EVALUATION) sheet to Dr. Easterling each semester in plenty of time to help him with the final grade submission process in this course. Further, students are now being required to enroll in a Methods/statistics course prior to completing their work with you, and I hope this will better prepare them to meet the challenges of completing a “quality” undergraduate research project.

The College Honors program requires that, in addition to enrolling in the NBB 495A/NBB 495BWR courses, students must take a Graduate-Level NBB-related course their senior year. We encourage students to ask for your input in selecting an appropriate graduate course, which must be taken for a grade. So be aware that your Honors student will be attempting some challenging course work outside the lab. Students may be graduating Fall or Spring semester, but regardless their first semester of the program they will be required to write a detailed research proposal, pick a 3-person committee (with your input), and submit the proposal to that committee. A few weeks into the second semester, they will be required to schedule a 15-minute oral report to the committee, and set a date for a final hour-long defense (20 min student presentation). They are required to give their thesis to the committee at least 2 weeks before the final is due at the College office, allowing time for reading, defense, and corrections. You should be aware that students have been instructed to take your advice on committee-member selection, and graduate course selection, and to obtain your signature on ALL written work originating from your laboratory. You will serve as Thesis Committee Chair, and should return the Committee's written exam report to NBB.

Along with this letter, you should receive a checklist containing program deadlines and requirements. Also, students who apply to the College may receive travel money for a conference, or money to travel abroad, or even College Grant money to support their work in your laboratory. For the majority of our students, this will be their first "professional" mentored research experience, and they may not know what to expect. **They have been told that they should not submit any work (in-class, poster, or paper) originating from your laboratory without your advance review and signature.** If you have questions about the program at any time, please contact me (keaster@emory.edu). Again, thank you for participating. I look forward to working with you and your student during the coming year.

Keith W. Easterling, PhD

Senior Lecturer, NBB

NBB Director of Undergraduate Studies

NBB Undergraduate Honors Program Coordinator

(404) 727-4743



This info should be in the same place on the page as it is here on this template and meet all required margins.

TITLE OF THESIS- Your title goes here-centered on page-can be more than one line. Remove “Title of Thesis”

Approved for the Neuroscience and Behavioral Biology Programe

Must have original signature of advisor here –and on all copies of thesis.

Adviser

Have advisor fill in date

Date

**Lots of students forget to add in their department name in the appropriate place above. Students who forget to do so will become acquainted with our office typewriter.

This info should be in the same place on the page as it is here on this template meeting all required margins.

TITLE OF THESIS- Your title goes here-centered on page-can be more than one line. Remove “Title of Thesis”

by

Joan A. Turner- substitute your full name here-this is centered too

Adviser-add your advisor’s name to the word “Adviser”-centered

A thesis submitted to the Faculty of Emory College
of Emory University in partial fulfillment
of the requirements of the degree of
Bachelor of Arts/Sciences with Honors (choose arts or sciences and center)
Neuroscience and Behavioral Biology Program

2012

Delete the notes in blue and the ones below.

NBB. Your adviser’s name should be typed in after “Adviser” above.

The line above reading “Bachelor of Arts/Sciences” with Honors should be revised according to the degree you will be awarded:
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