

# PhD in Translational Health Sciences (THS)

## For the Written Doctoral Dissertation

August 2022

School of Medicine  
& Health Sciences

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THE GEORGE WASHINGTON UNIVERSITY

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# PhD in Translational Health Science (THS)

THE GEORGE WASHINGTON UNIVERSITY (GW)  
SCHOOL OF MEDICINE AND HEALTH SCIENCES (SMHS)  
CLINICAL RESEARCH AND LEADERSHIP(CRL)

Washington, D.C.

## **Style Guide**

### **For the Written Doctoral Dissertation**

This text acts as a guide for PhD in Translational Health Sciences (THS) dissertation defense and preparing for graduation within the Department of Clinical Research and Leadership (CRL) in the School of Medicine and Health Sciences.

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## INTRODUCTION

This Style Guide, for the written dissertation for the PhD in Translational Health Sciences, outlines the format for preparing the different sections of the dissertation. It has been adapted from the general guidelines for dissertations at the George Washington University to meet the purposes of the PhD in THS program.

All the front matter (described below) and supplemental materials follow the format and style described below. The content of the chapters is determined in consultation with the dissertation chair and committee members and should be appropriate for the type of study conducted. The formatting of the chapters including margins, page numbering, type face, and order should follow those shown in this guide.

PhD in THS dissertations use the current version of the APA style for all references and citations. Footnotes and endnotes also follow current APA style. You can find APA style guidance [here](#).

A template for the front matter is provided within this document and is also available for download on the PhD in THS website under "Student Resources."

### Preliminary Approval of Dissertation Format

As of Fall 2022, students planning to defend in Spring 2023 and beyond must submit their dissertation for preliminary format review in the semester *prior* to their dissertation defense. Beginning Spring 2023, students will not be allowed to schedule a dissertation defense if preliminary review of their dissertation has not been completed. A preliminary review takes 3-4 weeks to complete. Students are referred to the Guide to Planning the Dissertation Defense for detailed timelines.

## FRONT MATTERS

The front matter of the dissertation for the PhD in THS includes:

- Title Page (Required)
- Certification Page (Required)
- Copyright Page (Optional)
- Dedication (Optional)
- Acknowledgments (Recommended)
- Abstract (Required)
- Table of Contents (Required)
- List of Figures (Required if figures are used)
- List of Tables (Required if tables are used)
- List of Abbreviations (Recommended)
- Glossary of Terms (Optional)

Small screenshots of each component with annotations are provided in the figures below. These are intended as a guide; full details of font size, spacing, etc., can be found [here](#).

**Title Page**

Translating Assessments into Practice Using Principles of Patient-Centered Measurement:  
An Exemplar Using the Coma Recovery Scale-Revised

by Jennifer Ann Craft Weaver

B.S. in Biology, May 2008, California Lutheran University  
M.A. in Occupational Therapy, May 2011, University of Southern California

A Dissertation submitted to

The Faculty of  
The School of Medicine and Health Sciences  
of The George Washington University  
in partial fulfillment of the requirements  
for the degree of Doctor of Translational Health Sciences

April 26, 2021

Dissertation directed by  
Trudy Mallinson, PhD  
Associate Professor of Clinical Research and Leadership  
Associate Professor of Health, Human Function, and Rehabilitation Sciences

Title is centered, important words capitalized

Your full name, centered

Your prior degrees

Date of your dissertation defense

Your dissertation chair, degree(s), title(s), and department(s)

Figure 1: Title Page



## Certification Page

Insert your name and the date of your dissertation defense

The School of Public Health, Division of Health Sciences, of The George Washington University certifies that Jennifer Ann Craft Weaver has passed the Final Examination for the degree of Doctor of Philosophy as of April 26, 2021. This is the final and approved form of the dissertation.

Name, degree, title, department, role of chair and committee members

Translating Assessments into Practice Using Principles of Patient-Centered Measurement: An Exemplar Using the Coma Recovery Scale-Revised  
Jennifer Ann Craft Weaver

### Dissertation Research Committee

Trudy Mallinson, PhD, Associate Professor of Clinical Research and Leadership, Associate Professor of Health, Human Function, and Rehabilitation Sciences, Dissertation Director

Christina Papadimitriou, PhD, Associate Professor of Interdisciplinary Health Sciences and Sociology, Oakland University, Committee Member

Leslie Davidson, PhD Associate Professor of Clinical Research and Leadership Associate Professor of Health, Human Function, and Rehabilitation Sciences, School of Medicine and Health Sciences, Committee Member

Philip Van der Wees, PhD Adjunct Professor of Clinical Research and Leadership, The School of Medicine and Health Sciences, Professor of Allied Health Sciences, Radboud Institute of Health Sciences, Committee Member

Name, title, institution, of your readers

### Dissertation Readers

Noelle Carlozzi, PhD, Professor, School of Medicine, University of Michigan

Ellen Schultz, Senior Researcher, Health Policy Research, American Institutes for Research

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ii

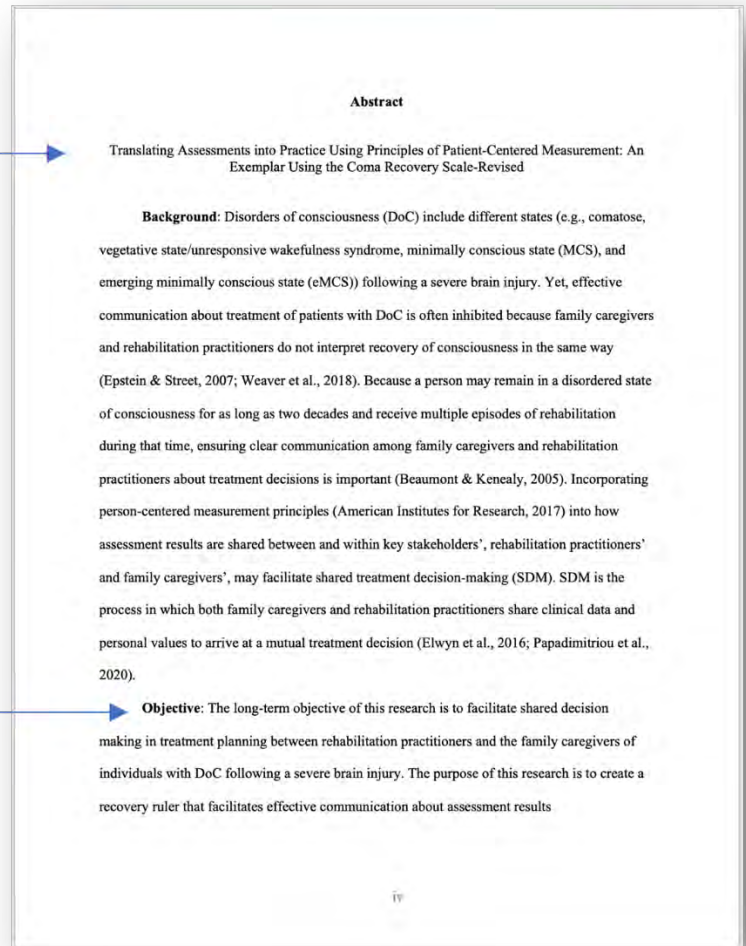
Figure 2: Certification Page



## Abstract - Structured

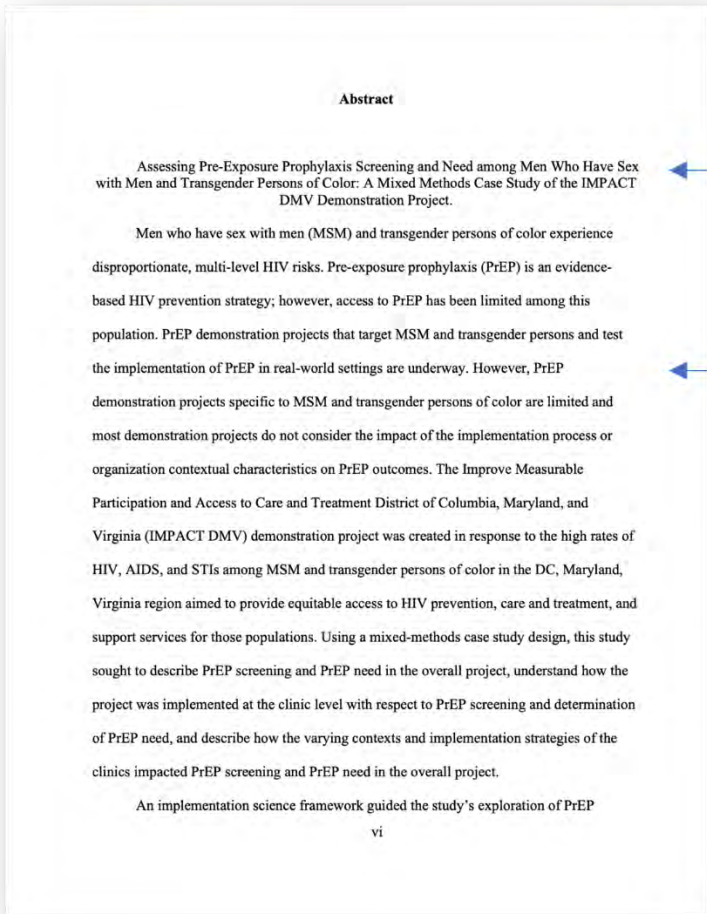
Title of your dissertation with key words capitalized, single spaced, 2 single spaces above and below

For structured abstracts (i.e., with section headings) sub-headings are in bold and indented. Double spaced, left justified.



*Figure 4: Abstract Structured*

**Abstract - Unstructured**



Title of your dissertation with key words capitalized, single spaced, 2 single spaces above and below

For unstructured abstracts (i.e., no sub-section headings) indent first line of each paragraph. Double spaced, left justified.

*Figure 5: Abstract Unstructured*

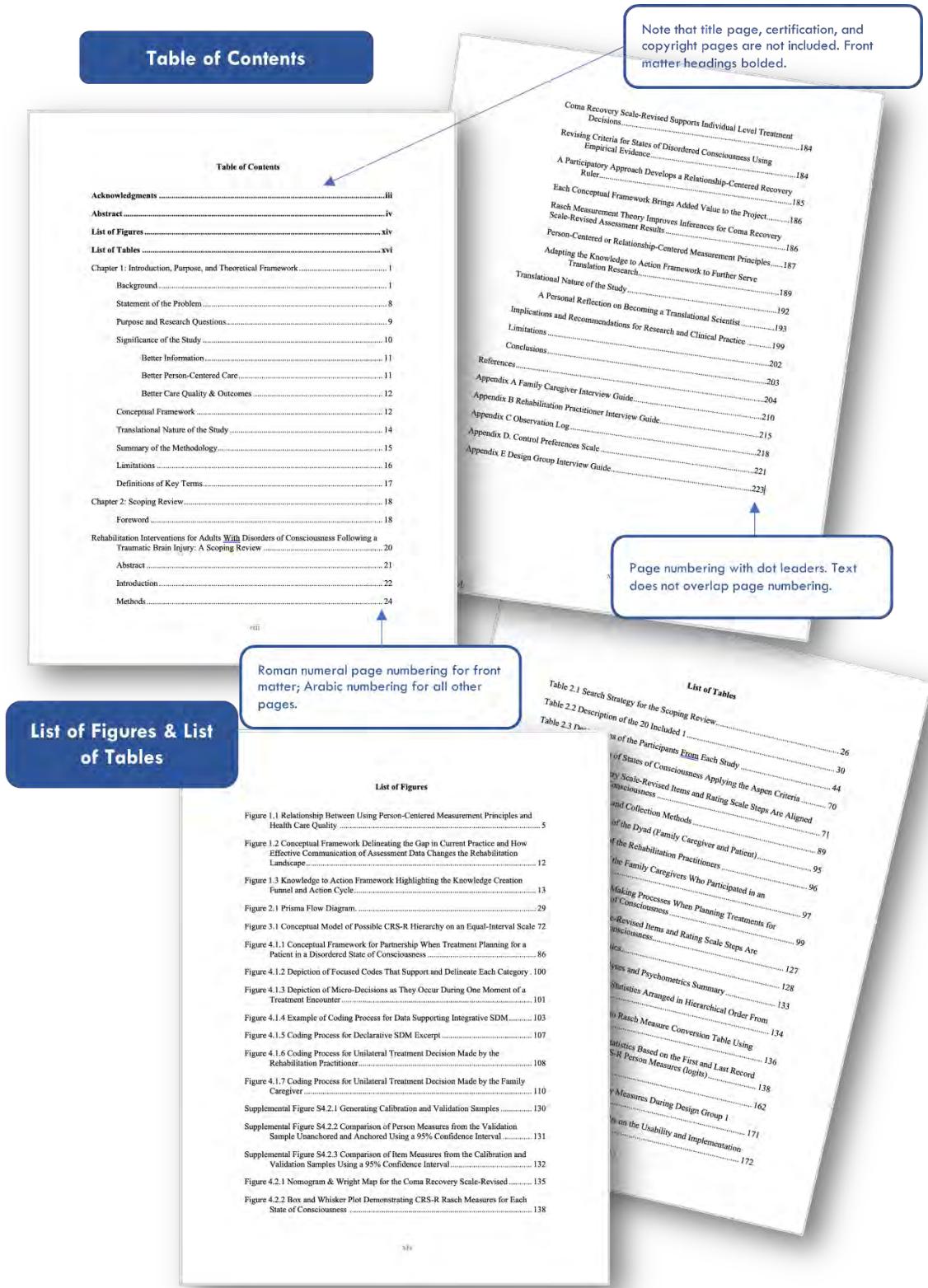
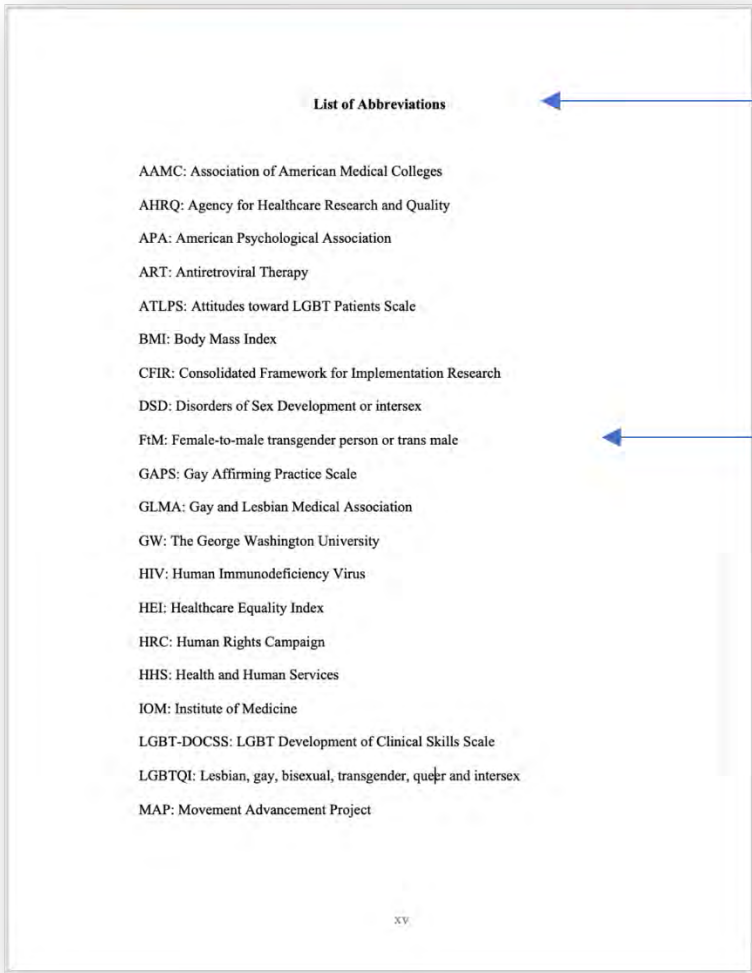


Figure 6: Table of Contents/List of Figures

**List of Abbreviations**



Title of page centered with key words capitalized, single spaced, 2 single spaces below.

Abbreviations in caps followed by semi-colon. Definition with key words capitalized. Double-spaced.

*Figure 7: List of Abbreviations*

**Reminder:**

These images are provided as a guide to help with formatting different sections of the dissertation for the PhD in THS. Not all aspects of all images follow the correct format.

Information regarding type face, font size, margins, order of sections can be found on the [University website](#).

Other student dissertations available at [Himmelfarb Health Sciences Research Commons](#) maybe a useful source of information regarding content of sections but should not be relied on as a style guide.



## MAIN BODY OF THE DISSERTATION

All information regarding type face, font size, margins, order of sections can be found on the [University website](#).

The main body of the dissertation consists of Chapters 1 through 5 and References.

All citations and references follow current [APA style guidelines](#).

Supplemental materials such as interview guides, assessment score sheets, transcripts, consent forms, other informational material provided to study participants, supplemental figures and tables are provided in the appendices in the order in which they are referred to in the main chapters.

The table that follows provides general guidance on the content of the five dissertation chapters relative to the overall chapter structure provided by GW. Students, in collaboration with their dissertation committee, may choose to include published and/or publishable material within the content of their chapters. Guidance for how manuscripts (either published, submitted for publication, or to be submitted in the future) are to be included within the body of the chapter(s) is provided in the table.

Each manuscript, regardless of whether it has been submitted for publication or not, should be accompanied by a foreword and afterword. The foreword places the manuscript in context relative to the dissertation study questions, highlights any relevant issues to the reader, describes the status of the manuscript including journal(s) it may have been submitted to or plans for future submission. The afterword briefly describes any feedback from reviewers, revisions made as a result of the feedback or other lessons learned from the submission process.

Manuscripts will generally be placed in Chapter 2 as a scoping or systematic review and/or in Chapter 4 as description of study results. Students may include one manuscript in Chapter 2 and/or one manuscript in Chapter 3 and/or at least one but not more than three manuscripts in Chapter 4. In general, students should not plan to include more than four manuscripts total within the dissertation.

GW Dissertation Outline	GW THS Dissertation Outline	Proposed Guidance when including published and/or publishable material
Title Page (Required)	Title Page (Required)	
Certification Page (Required)	Certification Page (Required)	
Copyright Page (Optional)	Copyright Page (Optional)	
Dedication (Optional)	Dedication (Optional)	
Acknowledgments (Optional)	Acknowledgments (Recommended)	
Abstract of Dissertation	Abstract of Dissertation	
Table of Contents (Required)	Table of Contents (Required)	
List of Figures (Required if there are Figures.)	List of Figures (Required if there are figures.)	
List of Tables (Required if there are Tables.)	List of Tables (Required if there are tables.)	
List of Symbols/Nomenclature (Optional)	List of Abbreviations (Required if there are abbreviations)	
Glossary of Terms (Optional)	Glossary of Terms (Optional)	
<p><b>Chapter 1: Introduction</b> [or Your Heading]</p>	<p><b>Chapter 1: Introduction</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Introduction, Purpose, and Theoretical Framework</i></li> </ul> <p>Chapter generally includes: Purpose statement, Background &amp; Significance of Study, including the translational nature of the work, Theoretical/Conceptual Framework, Research Aims, Limitations, Definition of Terms, Assumptions, Summary</p>	<p><b>Chapter 1: Introduction</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Introduction, Purpose, and Theoretical Framework</i></li> </ul> <p>Chapter generally includes: Purpose statement, Background &amp; Significance of Study, including the translational nature of the work, Theoretical/Conceptual Framework, Research Aims, Limitations, Definition of Terms, Assumptions, Summary</p>
<p><b>Chapter 2: Literature Review</b> [or Your Heading]</p>	<p><b>Chapter 2: Literature Review</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Review of Literature</i></li> <li>• <i>Literature Review Including Systematic Review</i></li> </ul> <p>Chapter generally includes: Methods of identifying literature, review of literature relative to content area, translational science, theoretical model(s), conceptual model(s) used in the proposed study, implications for proposed study</p>	<p><b>Chapter 2: Literature Review</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Review of Literature</i></li> <li>• <i>Literature Review Including Systematic Review</i></li> </ul> <p>Chapter generally includes: a) Includes introduction to the published literature review, translational sciences focus, role of literature in framing the empirical methods of the proposed study, conceptual model(s) used in the proposed study, and</p>



GW Dissertation Outline	GW THS Dissertation Outline	Proposed Guidance when including published and/or publishable material
		b) Foreword to manuscript 1 including scope and purpose of the review, information regarding submission/review status if applicable c) Manuscript 1: Scoping/systematic review or other literature submitted for publication d) Afterword: includes reflection on review process and/or plans for future submission, issues that reviewers identified that will be address in a future submission
<b>Chapter 3: Methods</b> [or Your Heading]	<b>Chapter 3: Methods</b> [or Your Heading]  Examples: <ul style="list-style-type: none"> <li>• <i>Research Methods &amp; Study Design</i></li> <li>• <i>Methods and Methodology</i></li> </ul> Chapter generally includes: Overview of methodological approach including alignment with conceptual model and translational science foci, research questions, study design, qualitative and quantitative methods including data collection and data analysis, mixed methods and approach to data triangulation, ethical considerations, and human subjects’ participation,	<b>Chapter 3: Methods</b> [or Your Heading]  Examples: <ul style="list-style-type: none"> <li>• <i>Research Methods &amp; Study Design</i></li> <li>• <i>Methods and Methodology</i></li> </ul> Chapter generally includes: Overview of methodological approach including alignment with conceptual model and translational science foci, research questions, study design, qualitative and quantitative methods including data collection and data analysis, mixed methods and approach to data triangulation, ethical considerations, and human subjects’ participation,  This chapter serves as a detailed overview of methods that will be discussed in the manuscripts in Chapter 4.  A manuscript describing a novel method or revision to an established method may be included along with a foreword and afterword.
<b>Chapter 4: Results</b> [or Your Heading]	<b>Chapter 4: Results</b> [or Your Heading]  Chapter generally includes: The order of presenting results will depend on the	<b>Chapter 4: Results</b> [or Your Heading]  Chapter generally includes: This chapter will include study results in a published

GW Dissertation Outline	GW THS Dissertation Outline	Proposed Guidance when including published and/or publishable material
	<p>nature of the research conducted. In general, provide a summary overview/introduction and organize reporting of results to align with order of analysis presented in chapter 3. This may not always be feasible or appropriate and will determined in collaboration with your committee. How the results address the dissertations main research questions should be clear.</p>	<p>or publishable format (e.g., manuscripts). Students should include two (but not more than three) manuscripts or other published or publishable material. Material does not need to be submitted for publication but if it has been, student should follow guidance found at: <a href="https://library.gwu.edu/etd/previous_published_works">https://library.gwu.edu/etd/previous_published_works</a></p> <p>Each manuscript should be accompanied by a foreword and afterword which provide context for the reader and briefly describe where the manuscript sits in relationship to the dissertation translational research question(s). The afterword should provide brief reflection on the findings, lessons learned, and considerations for revision or submission for publication.</p> <p>The pre-publication version, formatted per GW standards, should be included. At least one of the manuscripts should address knowledge translation or implementation of knowledge.</p>
<p><b>Chapter 5: Discussion, Conclusion</b> [or Your Heading]</p>	<p><b>Chapter 5: Discussion, Conclusion</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Interpretations</i></li> <li>• <i>Conclusions and Recommendations</i></li> <li>• <i>Discussion and Dissemination Activities</i></li> </ul> <p>Chapter generally includes: This chapter will briefly summarize what has been learned in the series of studies and how the translational nature of the work was reflected in the findings. This chapter will briefly summarize what has been learned in the series of studies and how the translational nature of the work was reflected in the</p>	<p><b>Chapter 5: Discussion, Conclusion</b> [or Your Heading]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• <i>Interpretations</i></li> <li>• <i>Conclusions and Recommendations</i></li> <li>• <i>Discussion and Dissemination Activities</i></li> </ul> <p>Chapter generally includes: This chapter will briefly summarize what has been learned in the series of studies and how the translational nature of the work was reflected in the findings. This chapter will briefly summarize what has been learned in the series of studies and how the translational nature of the work was reflected in the</p>

GW Dissertation Outline	GW THS Dissertation Outline	Proposed Guidance when including published and/or publishable material
	findings. Possible topics: summary of major findings, implications for research and practice, overall strengths and limitations of the research, reflection on the process of becoming a translational health scientist, future directions including possible dissemination plans.	findings. Possible topics: summary of major findings, implications for research and practice, reflection on the process of becoming a translational health scientist, future directions including possible dissemination plans. While overall strengths and limitations of the research should be discussed briefly, less emphasis on this is needed if this has been thoroughly described in manuscripts in Chapter 4.
Bibliography or References	References	References
Appendices	Appendices List of presentations or other disseminations arising from this dissertation	Appendices List of presentations or other disseminations arising from this dissertation

## FAQs: INCLUDING PUBLISHED/PUBLISHABLE MATERIAL WITHIN THE DISSERTATION

### **What does “published or publishable material” mean?**

Students may include material that has been peer-reviewed and/or published in a journal or other format prior to the dissertation defense. To be considered for inclusion, such material must have gone through some form of thorough peer review. This may include review by peers selected by a journal or review of representatives of a public agency (such as the Federal Drug Administration, Centers for Medicare and Medicaid Services, etc.). Reviews may be blinded or unblinded, but reviewers should have no perceived conflict of interest with the student, dissertation chair, or committee members.

Publishable material is content that has either been submitted for peer-review and returned for revisions, or which has not been submitted for publication but that would, in the judgement of the dissertation chair, committee, and external readers, pass peer review at a later time.

### **Who decides what published or publishable material to include within the dissertation?**

The student, dissertation chair, and committee members collaborate to decide the content of the written dissertation.

### **Does all the content need to be published at the time of dissertation defense?**

No, but at least one document (most likely the literature review) must at least be under peer review prior to scheduling the dissertation defense.

### **What is the latest time at which the student and the committee need to determine if published/publishable material will be included?**

Ideally, this decision will be made at the time of proposal defense. For students in earlier cohorts who have already defended their proposals, they may confer with their chair and committee members and determine the appropriate content of their dissertation. Whether the dissertation will include published/publishable material is determined by the student and dissertation committee and does not need to be approved by the directors of the PhD program.

### **When will this guidance take effect?**

Immediately. Students who have already successfully defended their dissertation proposal may, in consultation with their chair and committee members, elect to include published/publishable material within their dissertation. Students may also choose, in consultation with their chairs and committee members, continue with the format agree to at their proposal defense. Students who have already defended their proposal may collaborate with their chair and committee to consider the student’s career goals, writing proficiency, and proximity to scheduling the dissertation defense in deciding whether to include published/publishable material within the dissertation chapters. Students in Cohorts 4 and 5 will collaborate with their chairs and committee on this format following successful proposal defense.

### **How is authorship of the materials decided?**

The student, dissertation chair, and committee members will collaborate to determine authorship. In general, the student will be first (and communicating) author on each of the materials and the dissertation chair will be last (senior) author, but this should be determined as appropriate by discipline. Other committee members and collaborators may be included as appropriate. Nothing in these comments should be read as excluding other key stakeholders from acting as co-authors. See more details in the section on copyright.

**How long should these materials be?**

There are no specific recommendations set for these published/publishable materials. However, collectively the materials will, in the opinion of the chair, committee, and external readers, contain as much substantive information as usually expected in a doctoral dissertation. In addition, these materials do not stand alone; rather they are embedded within the usual dissertation chapters, with relevant forewords, afterwords, and any additional materials the chair deems, that place the findings in context of the overall dissertation questions.

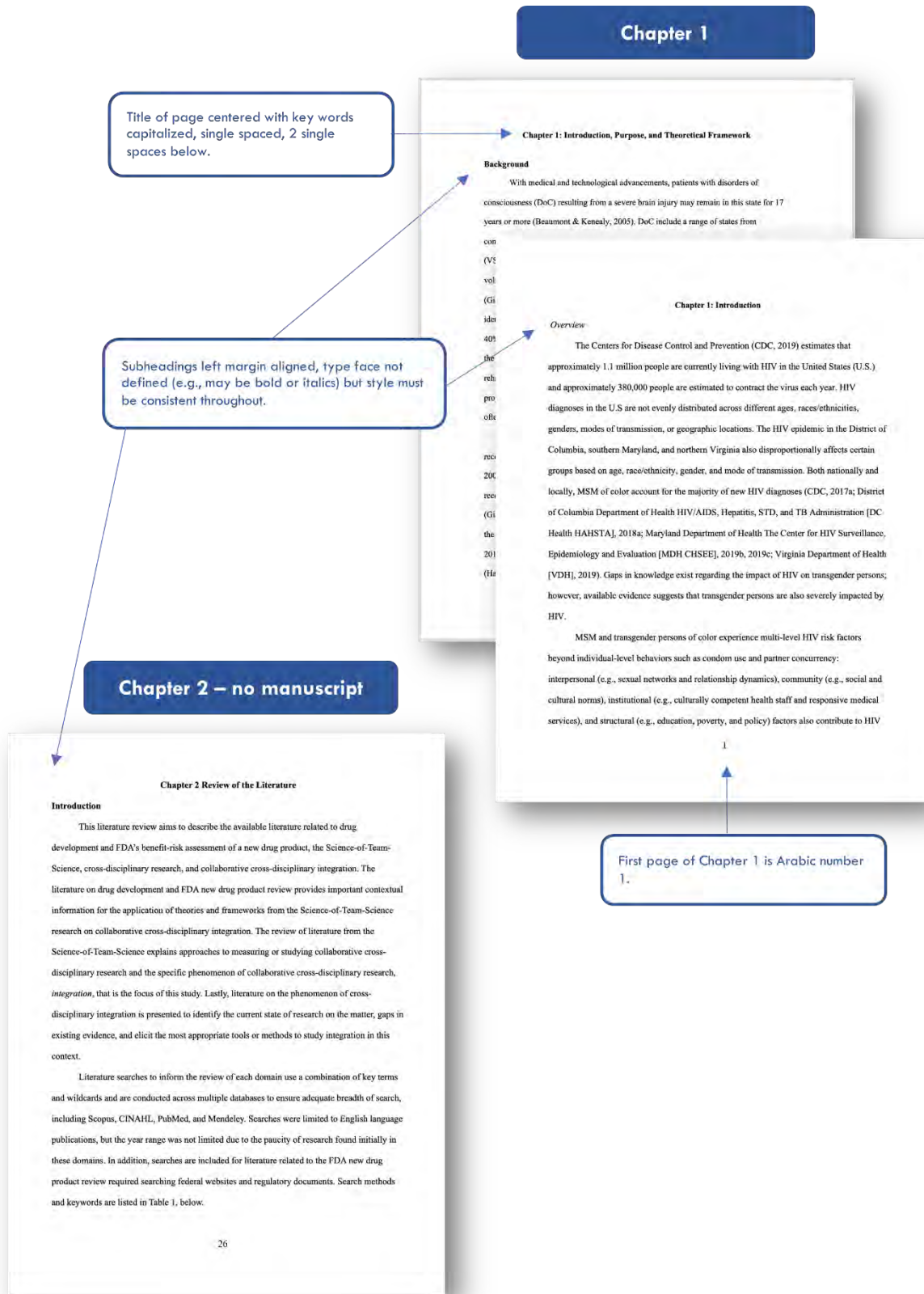
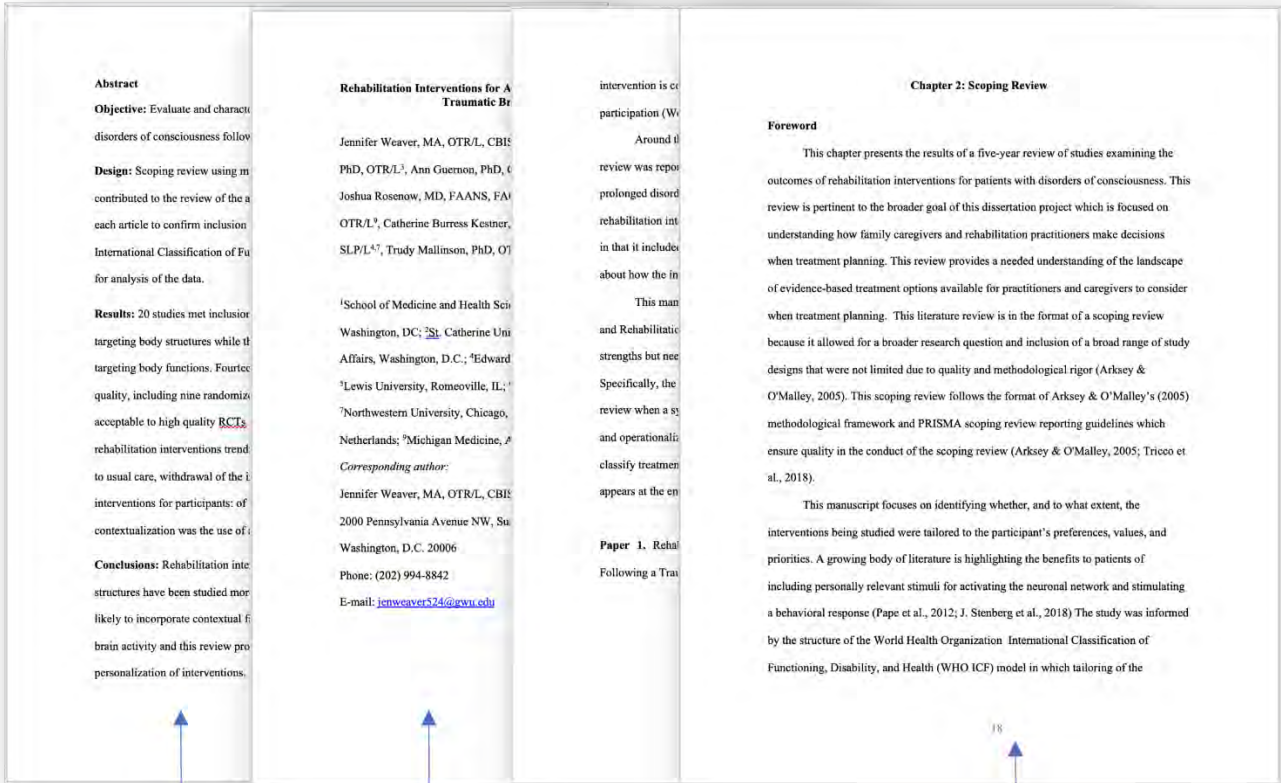


Figure 8: Chapter 1/Chapter 2 (No Manuscript)

**Chapter 2 – with manuscript**

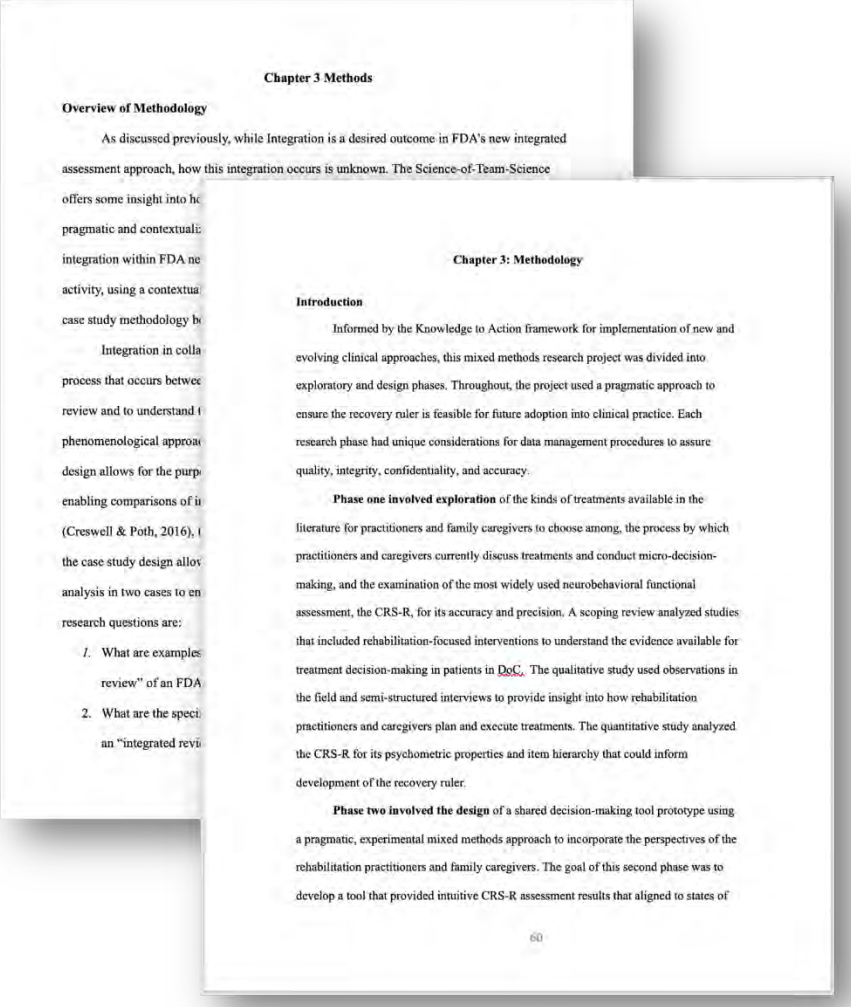


Title page of manuscript as it was/would be formatted for submission, followed by abstract and rest of manuscript

First page includes title and foreword.

**Figure 9: Chapter 2 (Manuscript)**

**Chapter 3 Examples**



**Figure 10: Chapter 3 Examples**



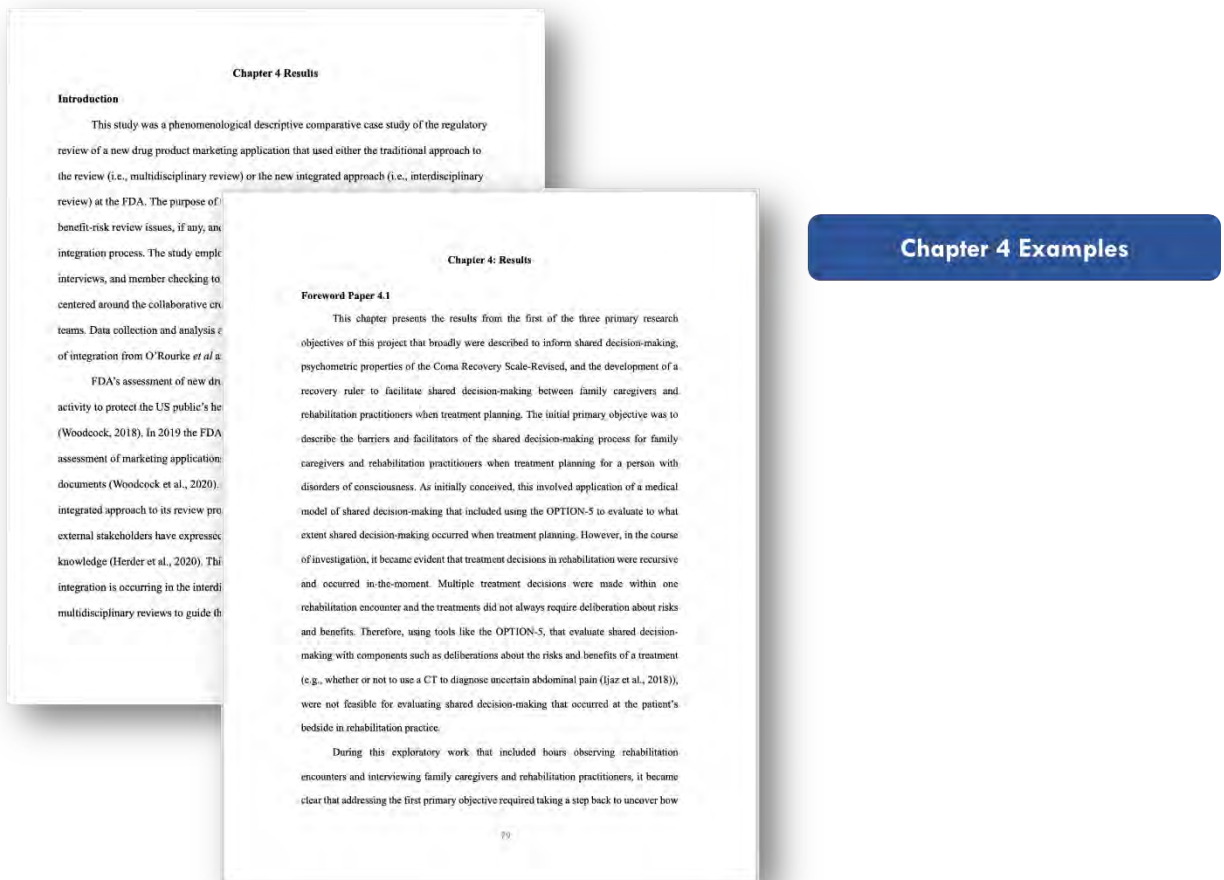


Figure 11: Chapter 4 Examples

**Chapter 5 Examples**



**Figure 12: Chapter 5 Examples**

**Reminder:**

Chapters 3, 4, and 5 all follow the examples and style provided in Chapters 1 and 2. All formatting, font, typeface, margins, spacing, and headings should be consistent throughout the dissertation.

## HEADINGS

Follow current [APA style](#) for headings throughout the main body of the dissertation.

Follow APA format for size, typeface, justification of headings. Please note that APA style has five heading levels, plan accordingly.

**Level 1** uses text that is center-justified, bold, with each major word starting with a capital letter. The heading is double-spaced, and the paragraph text begins on a new line.

**Level 2** uses text that is left-justified, bold, and each major word starting with a capital letter. The heading is double-spaced, and the paragraph begins on a new line.

**Level 3** uses text that is left-justified, bold, italicized, with each major word starting with a capital letter. The heading is double-spaced, and the paragraph text begins on a new line.

**Level 4** uses text that is indented, left-justified, bold, with each major word starting with a capital letter; the heading ends with a bolded period. The heading is double-spaced, and the paragraph text follows directly after the bolded period.

**Level 5** uses text that is indented, left-justified, bold, italicized, with each major word starting with a capital letter; the heading ends with a bolded, italicized period. The heading is double-spaced, and the paragraph text follows directly after the bolded, italicized period.

### **This is an Example of a Level One Heading**

The text that follows a level one heading is indented on the first line, left side justified and double-spaced.

### **This is an Example of a Level Two Heading**

The text that follows a level two heading is indented on the first line, left side justified and double-spaced.

### ***This is an Example of a Level Three Heading***

The text that follows a level three heading is indented on the first line, left side justified and double-spaced.

**This is an Example of a Level Four Heading.** The text that follows a level four heading is on the same line as the heading, left side justified and double-spaced.

***This is an Example of a Level Five Heading.*** The text that follows a level five heading is on the same

line as the heading, left side justified and double-spaced.

## WIDOWS AND ORPHANS

Unlike APA style, which is primarily designed to facilitate editing, widows and orphans are not allowed in your dissertation. Unlike APA style, a heading may not fall on the last line on a page and should be moved to the top of the next page. Readability should be the priority.

Do not allow tables (unless they are very long) or figures, including table/figure numbers, titles, and footnotes, to split across pages.

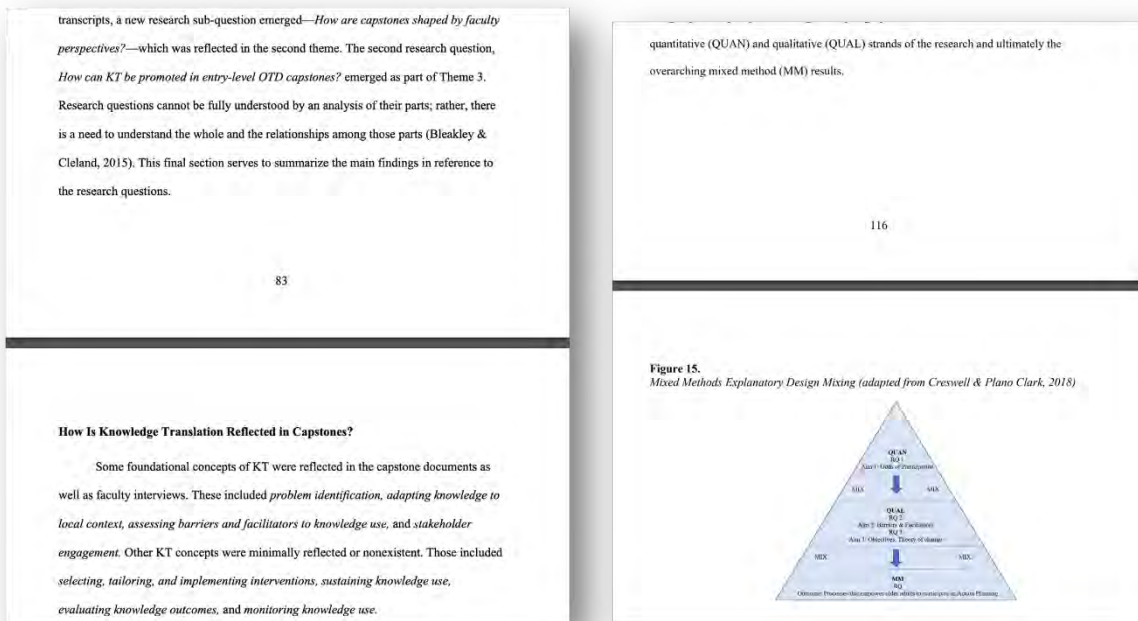


Figure 13: Table/Figures Examples

## TABLES AND FIGURES

Tables and figures should be numbered consecutively throughout the document and follow current APA style and format. Numbering may refer to the chapter number, for example, Table 3.9 would refer to the ninth table in chapter 3. The preferred style is Table and number, table title, and then table, each with one single line between (Figure 4.1 below is not the preferred style).

**Table 9**  
*Estimate Number of Patients with PCOS Annually*

Number of patients	Pediatric focused practice		Family medicine focused practice		Total	
	n	%	n	%	n	%
< 25	10	22.7	26	59.1	36	81.8
25-50	3	6.8	3	6.8	6	13.6
>75	1	2.3	1	2.3	2	4.5

**Figure 14: Table Example #1**

Table titles that exceed one line are single spaced. Follow APA format for footnotes and abbreviations, including p-values.

Unlike APA style manual, tables should not be double-spaced but instead should be single spaced. Figures and tables always fit within the specified page margins.

Text in figures and tables are at least 8-point font. Colors may be used but should not distract from the readability of the text. If using dark colors, change text to white for maximum contrast.



**Figure 15: Table Example #2**

## QUALITATIVE DATA AND QUOTATIONS

Direct quotes from study participants are set apart and single spaced. APA guidance suggests quotes longer than 40 words are set apart and single spaced. The use sub-headings should provide additional or clarifying information for the reader. Although you may “anonymize” quotes, all quotes should be attributable to an individual. Italicizing quotes is optional.

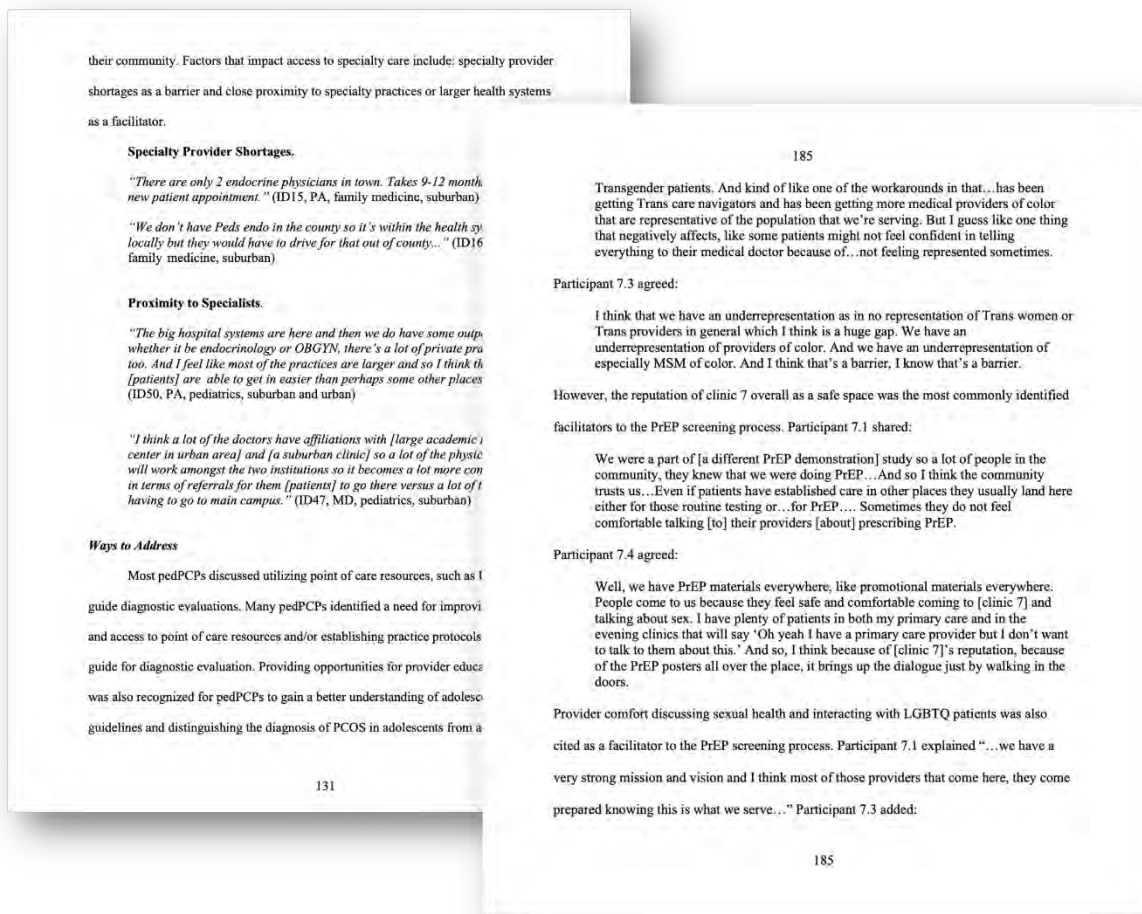


Figure 16: Qualitative Data and Quotations

All thumbnails in this guide are from the dissertations of students who have graduated from the PhD in THS and can be found at [Himmelfarb Health Sciences Research Commons](#).

## APPENDICES

The content of appendices is largely dependent on the specific details of the study undertaken. As a general rule, err on the side of sharing more, rather than less, information. At a minimum, appendices should include a copy of the IRB approval (or the letter stating that the study is exempt), any consent/assent forms, and a list of dissemination materials produced related to the dissertation such as meeting abstracts, posters.

Data collection forms are included if these are original to the dissertation study. Do not include materials copyrighted by others in the appendices. Appendices are not required to follow the strict formatting guidelines of the body of the dissertation; however, they should be readable and legible.

Appendices begin with a title page that lists the name of each appendix in the order in which they appear in the text. This is also the order in which they appear in the appendices.



## OTHER CONSIDERATIONS

### Fair use of text and figures

Fair use refers to using materials (such as tables, figures, text) in your own work that were created by others. For example, you may wish to include a copy of an image of the CFIR model within your dissertation. In general, make limited and judicious use of other's materials, and when you do, cite that material appropriately. Whenever possible, request use from the copyright holder. In the case that you need to modify a figure to reflect the nuances of your own study, careful reference to original sources is required.

If you have questions about including material from other sources within your dissertation, please contact a GW librarian. GW Libraries has additional information regarding fair use and copyright issues that you are responsible for reading [here](#).

If you publish part of your dissertation before final deposit of the written dissertation in Himmelfarb Research Commons, you may have given up rights to material. This will vary by journal and students, chairs, and committee should check on this issue at the time of submission to the journal. In general, journals have policies regarding use of pre-publication versions. Students including published manuscripts will generally include the pre-publication version approved by the relevant journal. Use [Sherpa-Romeo](#) for guidance.

### Academic Honesty and Integrity

Students in the PhD in THS program are taught how to correctly cite and avoid plagiarism during orientation and each subsequent semester, the University policy regarding plagiarism is documented in course syllabi. As you move from the didactic portion of the program to the dissertation phase, it is equally important that you do not plagiarize others' work within your dissertation. For University guidance on plagiarism refer to the following [website](#).

Academic honesty and integrity in the doctoral dissertation go beyond the written text. As a collaborative activity that reflects the principles of team science, the doctoral dissertation should reflect honest acknowledgement of the work done by the student/candidate and the work done by others including, but not limited to, the dissertation chair and committee members, and readers. Other individuals whose contributions should be fully acknowledged include those providing methodological support (e.g., statisticians, qualitative coding experts), access to and/or recruitment of study participants, access to secondary data, logistical support, and writing/editing services. The acknowledgements page is an important venue for providing full and clear credit for materials, intellectual contributions, and time and effort that substantively contributed to the work of the dissertation research and written dissertation.

Acknowledging receipt of grant, award, or other funding to directly support the dissertation work is required.

### Writing/Editing services

Students who require support with editing and formatting their dissertation may choose to hire a consultant for such purposes. Students are reminded of the high standards for academic honesty to which the program holds students and that 'ghost' writing of dissertations or even substantive re-writing of material by an editor will not be tolerated.



## FORMAT APPROVAL

### Review Process

Initial review of the dissertation format occurs in the semester prior to the dissertation defense. Request a preliminary dissertation format review from the Director of Doctoral Research. When requesting a preliminary review, both the candidate and the dissertation chair should state that every good faith effort has been made to align the written dissertation to this style guide. Revisions and feedback are expected, but submission of a dissertation with little effort to follow the style guide will be summarily returned. This may delay dissertation defense. The dissertation defense may not be scheduled without an approved preliminary review of your written dissertation. Plan on at least 3-4 weeks to receive comments and feedback on your dissertation format.

### Review Submission Requirements

For the preliminary review, you will need to submit the title page, all front matter, chapters 1 and 2, references, and appendices, in **PDF format**. While these materials may not be in final form and/or entirely complete, they should be formatted in compliance with the style guide and include as much material as you have at the time of submission.

### Review Summary Form

The review summary form will provide feedback on necessary revisions to the format that need to be made before final review. The review will provide feedback on the following areas:

- Margins
- Font/Typeface
- Headings
- Line spacing, Indents, and Alignment
- Paragraph Spacing
- Headers, Footers, and Page Numbering
- Table of Contents

Not every instance of a needed correction will be detailed. It is the student's responsibility to make needed changes throughout the document.

### Final Summary Review

Prior to depositing the dissertation in Himmelfarb Research Commons, the student must receive final approval of the written dissertation from the program. Himmelfarb librarians will not upload a dissertation without form CP5: Final Approval of the Written Dissertation. Please allow at least one week for final review. The review may not be initiated until after form CP4: Final Approval of Dissertation Revisions is signed and filed.

## TIMELINES AND GRADUATION

### Dissertation Review, defense, and deposit timeline and deadlines

For a detailed presentation of timelines, students are referred to the Guide to Planning the Dissertation Defense. Students are advised that final dates vary by semester of graduation. Latest dates for request final review are:

- Spring Graduation: Friday, 3<sup>rd</sup> week April
- Summer Graduation: Friday, 1<sup>st</sup> week August
- Fall Graduation: Friday, 2<sup>nd</sup> week November

### Depositing the dissertation in HS Research Commons

Students must deposit the final approved version of their written dissertation to Himmelfarb Research Commons and the entry must be visible to the Director of Doctoral Research before clearance for graduation is provided.

Answers to many questions related to Research Commons are available at the following [website](#). Students should consult with the Metadata and Scholarly Publishing Librarian, at [hsrc@gwu.edu](mailto:hsrc@gwu.edu) for more details about the submission process.

### Copyright and Embargoing and Open Access Policy

Students who plan to publish their work in the years after dissertation defense may choose to embargo their dissertation for up to three years. You may not embargo your work for longer than three years. Depositing the dissertation to Research Commons does not constitute publishing and students may publish with their collaborators in the future. As of July 2022, the PhD in THS program does not have a policy regarding Open Access of data from student dissertations.

## Frequently Asked Questions (FAQS)

### **How early can I submit a draft of my written dissertation for format review?**

You can submit your preliminary components of your written dissertation for format review as soon as you are able after successful proposal defense. You do not need to wait until the latest date provided on the Gantt chart. In fact, the program recommends you submit your written dissertation for format review as early as possible.

### **When does the program do a final review of my written dissertation?**

The program conducts a final review and approval of written dissertation format after final approval is provided by the chair/committee.

### **Can I schedule my dissertation defense date (future), at the same time I submit my draft for review?**

We recommend that you submit your written dissertation well in advance of planning your dissertation defense. You can submit the draft sections of your written dissertation any time after your proposal defense. The dates provided on the Gantt chart are the absolute latest by which the program can reasonably support graduation in the desired semester.

### **How final must the draft be that is submitted for pre-review?**

The draft must include the relevant components listed in the style guide. You may submit your written dissertation draft any time after your successful proposal defense. Please remember, as stated in the style guide, you must have made a good faith effort to follow the style guide before submitting it for program review.

### **Can I have someone format my written dissertation for me?**

Students are welcome to provide this style guide to an editor to format their written dissertation. The program does not provide financial support for formatting and students considering using an editor will need to locate and pay for those services on their own. Remember that the program has high standards for academic integrity and editors may not be hired to write the content of the dissertation.

## APPENDICES

### Summary Review Form

This is a sample of the type of format feedback the student will be provided. Actual form may vary from the example provided.

### Dissertation Page Templates

These pages are for review only. Students should download the template pages provided on the program website.

### Summary Review Form

Topic	Comment	Page
Typeface		
Font family		
Font size		
Titles and Headings		
Paragraphs		
Indenting		
Spacing		
Widows & orphans		
Figures		
Tables		
Page Layout		
Page numbering		
Margins		
Dissertation Sections		

Additional comments:

Manuscript Title

By: Student Name

Degree e.g., B.S. in discipline, month, year, University  
Degree e.g., M.S. in discipline, month, year, University

A Dissertation submitted to

The Faculty of  
The School of Medicine and Health Sciences  
of the George Washington University  
in partial fulfillment of the requirements  
for the degree of Doctor of Translational Health Sciences

Date of your dissertation defense (e.g., April 5, 2022)

Dissertation directed by

Chair Name, Credentials  
Title and  
Department

The School of Medicine and Health Sciences of the George Washington University certifies that [student full name](#) has passed the Final Examination for the degree of Doctor of Philosophy as of [date of defense](#). This is the final and approved form of the dissertation.

[Dissertation Title](#)

[Student Name](#)

Dissertation Research Committee

[Name, degree, title, department, role of chair and committee members](#)

[Name, degree, title, department, role of chair and committee members](#)

[Name, degree, title, department, role of chair and committee members](#)

[Name, degree, title, department, role of chair and committee members](#)

Dissertation Readers

[Name, degree, title, institution, of your readers](#)

[Name, degree, title, institution, of your readers](#)

## **Acknowledgements**

I would like to thank my research participants, colleagues, mentors, friends, and family.

In addition, I would like to acknowledge and thank...



## **Abstract**

Dissertation Title

**Background:** Insert background information here. Text here is indented on the first line of the paragraph with the paragraph title in bold.

**Objective:** Insert objective here. Text here is indented on the first line of the paragraph with the paragraph title in bold.

## **Abstract**

Dissertation Title

Insert unstructured abstract here. Paragraphs in this section are indented and do not have paragraph titles.

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Statement of the Problem .....	<b>Error! Bookmark not defined.</b>
Significance of the Study .....	<b>Error! Bookmark not defined.</b>
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No table of figures entries found.

## **List of Tables**

**No table of figures entries found.**

## List of Abbreviations

[Insert Abbreviations](#)

## **Chapter 1: Introduction (or your heading)**

### **First section e.g., Background or Introduction**

The text in the chapters of the dissertation is double-spaced, with the first line of each paragraph indented. Titles throughout the chapters are left justified, may be bold or italics but must be consistent throughout the text. Details regarding the different levels of headings are described in the style guide.

## **Chapter 2: Literature Review (or your heading)**

### **First section**

The text in the chapters of the dissertation is double-spaced, with the first line of each paragraph indented. Titles throughout the chapters are left justified, may be bold or italics but must be consistent throughout the text. Details regarding the different levels of headings are described in the style guide.



## **Chapter 3: Methods (or your heading)**

### **First section**

The text in the chapters of the dissertation is double-spaced, with the first line of each paragraph indented. Titles throughout the chapters are left justified, may be bold or italics but must be consistent throughout the text. Details regarding the different levels of headings are described in the style guide.

## **Chapter 4: Results (or your heading)**

### **First section**

The text in the chapters of the dissertation is double-spaced, with the first line of each paragraph indented. Titles throughout the chapters are left justified, may be bold or italics but must be consistent throughout the text. Details regarding the different levels of headings are described in the style guide.

## **Chapter 5: Discussion, Conclusion (or your heading)**

### **First section**

The text in the chapters of the dissertation is double-spaced, with the first line of each paragraph indented. Titles throughout the chapters are left justified, may be bold or italics but must be consistent throughout the text. Details regarding the different levels of headings are described in the style guide.

## References

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