

Doctoral Dissertation Submission Checklist

Deadlines: <http://gradschool.ufl.edu/pdf-files/deadlines-editorial.pdf>

The dissertation must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. Consider defending before you make first submission. Although not required for dissertation students, it is strongly recommended. Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or e-mail etd-hd@ufl.edu] when you begin writing your dissertation and long before submitting the dissertation for review by one of our editors. **The Application Support Center (ASC)** can help you ensure that you will pass first submission requirements of the Editorial Office. To streamline the use of UF's formatting template and for information regarding how to change settings in it to meet with the Graduate School's guidelines, please contact **ASC**. We also recommend all students register for one of their free ETD workshops as well: <http://etd.helpdesk.ufl.edu/workshops.php>.

Required to make submission to the Editorial Office--No later than the first submission deadline, these items should be submitted:

- ___ **Degree application through ISIS:** You must submit a degree application for the term in which you intend to graduate. Degree applications do not carry over from semester to semester. If you have previously submitted a degree application, you must submit a [Graduation Date Change Form](#) with the Registrar, if changing intended terms.
- ___ **Transmittal letter from your committee chair:** It is your responsibility to obtain your Committee Chair's signature on this form. Your department's graduate coordinator designee (or Graduate Secretary) can print this form for you and must submit this form through GIMS before you attempt to make submission. Please allow adequate time for processing.
- ___ **Dissertation**, printed on paper or in pdf electronic format. This document is not a draft; it should be near-final format. It must be completely formatted in order to pass first submission requirements—troubleshoot your document first with **ASC** (Rm. 224 Hub) to ensure you are not rejected upon first submission. The **ASC** has developed a tutorial on electronic submission, you can find that here: <https://etd.helpdesk.ufl.edu/present/edm-submission.html>.
- ___ **Journal article:** an entire sample article from the journal whose reference system you used as a model in formatting your dissertation reference citations and list.

What happens now? A charge of \$12.80, for the Library Processing Fee, and a \$25 fee for Traditional Publishing with UMI (regardless of whether or not you send the dissertation to UMI for publication) will soon appear due in your UF ISIS account. Status updates from the Editorial Office will arrive in your [GatorLink](#) email account in the upcoming business days—follow closely, as they will advise you of specifics. You should receive an auto. e-mail acknowledging submission of the document. Within 2 business days, you will be advised via e-mail if you have passed submission requirements—if rejected, you only have 1 business day to remedy this.

Forms prepared for your defense: Your department's graduate coordinator designee (or Graduate Secretary) creates the four forms below, from the Graduate Information Management System (GIMS). All forms are typically signed at the defense. The Proquest/UMI form is submitted by you directly to our office, either by electronic submission or direct delivery to Room 224 of the Hub. The other three are submitted electronically through GIMS by your Grad. Staff. These three forms remain on file with your department—do not submit the paper forms to Editorial. It is your responsibility, however, to ensure all of these forms are recorded accurately in the **EDM System** by the **Final Submission Deadline** in the term you intend to graduate.

- ___ **Final Exam Form:** Your entire supervisory committee signs. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once you have successfully orally defended your dissertation. This must be submitted in GIMS as soon as you successfully defend your dissertation—your Graduate Secretary should not hold this form for revisions to your dissertation. If revisions to the document are necessitated the ETD Signature Page should be held instead (see below).
- ___ **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair. You two will decide when to release your dissertation. Most choose 2-year embargo if planning to publish their doctoral research in a journal. The majority also elect to release the full dissertation to ProQuest/UMI as well.
- ___ **ETD Signature Page:** Your supervisory committee signs at your defense. If your committee wants revisions made to the dissertation, your chair (or designee) may hold this form until all stipulations are met. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once the Committee approves the final dissertation for publication. You should not be submitting your final document for review until this form has been posted to GIMS.
- ___ **ProQuest/UMI Publishing Agreement:** This form will only be printed by your Graduate Secretary and provided to you. You will complete the form and deliver it to our office (Room 224 Hub) immediately after your defense and no later than the **Final Submission Deadline**. A scan of this form may also be sent electronically. Please do not place any orders for copies using this form. If you elected to send your dissertation to Proquest/UMI for publication, please complete Pages 4 & 5 in full, providing only these pages to our office. If you are not forwarding your dissertation to Proquest/UMI, please complete the entire "abstract only" form provided to you.

As soon as your committee and you are satisfied with the final document, work quickly and carefully to achieve Editorial **Final Clearance** by submitting all submission documents and an acceptable pdf document through the **EDM System** no later than the **Final Submission Deadline**. Do not wait until this deadline to submit this document, as there are hundreds of students in this process. Get in the list early. Submit the final document as early in the term as your committee will allow.

However, **you must submit this document no later than the Final Submission Deadline for the term in which you intend to graduate** and you also must achieve **final clearance** status by the **Final Clearance Deadline** listed for that term. No exceptions can be granted to these deadlines. If you plan ahead, **The ASC** can help you during this process—do not consider waiting until the days nearing the deadline to submit your final document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Most students complete all requirements well in advance, in order to ensure they do not face the chance of not graduating in their intended term. Once your pdf has been submitted, please complete the survey below:

- ___ **Survey of Earned Doctorates:** Complete the survey at <https://sed.norc.org/survey>. Keep the confirmation of completion with your permanent records. Check with our office after 3 business days, and certainly before the final clearance deadline, if this remains as a deficiency in the **EDM System** for you.