Doctoral Dissertation Submission Checklist   Deadlines: **http://graduateschool.ufl.edu/editorial/deadlines**

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 to complete 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 asc-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 at least one of their free ETD workshops as well: http://helpdesk.ufl.edu/application-support-center/etd-technical-support/

Required to make submission to the Editorial Office--No later than 5:00 p.m. the first submission deadline, these items must be submitted:

____   **Degree application through ONE.UF:** You must submit a degree application via ONE.UF for the term in which you intend to graduate. Degree applications do not carry over from semester to semester. Our office is not authorized to move forward with the processing of your dissertation without a proper degree application in place.

____   **Transmittal letter:** It is your responsibility to obtain your Committee Chair's signature on this form. Your department's graduate designee can print this form for you and must submit this form through GIMS before you attempt to make submission to the Editorial Office. Please allow your staff adequate time for processing.

____   **Dissertation** in PDF electronic format: This is not a draft; it must be near-final and must be completely formatted in order to pass first submission requirements—troubleshoot your document first with ASC (Rm. 224 of the Hub) to ensure you are not rejected upon first submission. The ASC has developed tutorials on the submission and formatting of your document. You can find those here: http://helpdesk.ufl.edu/application-support-center/etd-technical-support/

____   **Journal article:** a full sample article from the journal whose reference system you used as a model when formatting your document's reference citations and list. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS), upon your first submission of your dissertation, allowing our editors to see a sample of the style that you used to format your reference list.

Next, a Library Processing Fee of $12.80 and a $25 fee for Traditional Publishing with ProQuest will soon appear due in your ONE.UF account. Status updates from the Editorial Office will also arrive in your GatorLink account in the upcoming business days—follow closely, as these advise you of the specifics of how to move forward with the Editorial Office. First, you should receive an auto. E-mail acknowledging submission of the document. Then, within 2 business days, you will be advised via another e-mail if you have passed the Editorial Office's first submission requirements—if rejected, you only have until 5:00 p.m. on the first submission deadline to remedy this situation.

Forms prepared for your defense: Your department's graduate designee creates the four forms below, from the Graduate Information Management System (GIMS). All forms are typically signed at the defense. Although printed for you by your department, the ProQuest form is submitted directly to our office by you. You should upload the completed and signed form into our system prior to making your final submission. Alternatively, you may send the form via email to gradedit@aa.ufl.edu or by direct delivery to 121 Grinter Hall. The other three forms are submitted electronically through GIMS by your department's graduate staff designee. Accordingly, 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 GIMS by the Final Submission Deadline during the term you intend to graduate.

____   **Final Exam Form:** Your entire supervisory committee signs. Your graduate coordinator designee submits a confirmation of completion of this form electronically through GIMS once you have successfully orally defended your dissertation. This must be submitted as soon as you successfully defend your dissertation—your graduate designee 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 the 2-year campus restriction, if planning to publish this research elsewhere. Secret is intended for those seeking a patent, etc. The majority of students also elect to release the full dissertation to ProQuest after UFcampus restriction periods expire. Should you want to restrict it from ProQuest, please submit the abstract only form provided by your dept.

____   **ProQuest Publishing Agreement:** At your defense, this form is printed by your graduate staff designee and provided to you. You complete the form and are responsible for its delivery to the Graduate School by the Final Submission Deadline. See notes above regarding delivery methods. If publishing with ProQuest submit ONLY Pages 4 & 5 to our office for processing. If you are not forwarding your dissertation to Proquest, please complete the entire "abstract only" form provided to you.

Next, within approximately 15 business days, you will receive an e-mail with recommended changes and directions on moving forward with your final submission. As soon as you have defended and you and your committee are satisfied with the final document, work quickly and carefully to achieve Final Clearance status by submitting all submission materials and an acceptable pdf through the GIMS interface. Submit the final document as early in the term as your committee will allow. Our office recommends submitting at least 5 business days in advance of submission deadlines, but you must submit no later than 5:00 p.m. on the Final Submission Deadline for the term in which you intend to graduate. You also must achieve final clearance status by the Final Clearance Deadline listed for your intended term. The ASC can help you during this process, but do not consider waiting until the days nearing deadlines to submit your document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Complete all requirements well in advance, in order to ensure you do not face the chance of not graduating within your intended term. It's your responsibility to ensure all forms are recorded accurately in GIMS by the Final Submission Deadline in the term you intend to graduate, including the

____   **ETD Signature Page:** Your supervisory committee signs this form at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee will submit a confirmation of successful completion of this form electronically through GIMS. You should not submit your final document for review until this form has been posted to GIMS.

____   **Survey of Earned Doctorates:** Complete the survey at https://sed-ncses.org. 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 Editorial Package portal found within the Graduate Information Management System (GIMS) for you.