

The dissertation must be completely formatted before submitting to the Editorial Office, or ***it will be rejected***. Allow weeks for the formatting process. ***Consider defending before you make first submission (weeks before)***. ***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@grove.ufl.edu] when you begin writing your dissertation and long ***before*** submitting the dissertation for review by one of our editors. To streamline the use of UF's formatting template and for information regarding how to change settings in it to meet with the Editorial Office's guidelines, please contact the Application Support Center. We also recommend all students register online for one of their ETD workshops as well: <http://etd.helpdesk.ufl.edu/workshops.php>.

Required before submission to the Editorial Office:

_____ **Degree application through ISIS:** You must submit a degree application online through ISIS for the term in which you intend to graduate. This must occur before submitting your dissertation for review by the Editorial Office. 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. It is your responsibility to verify with your department it is on file with the Registrar by the application deadline for the term in which you intend to graduate.

Paper Items required for submission to the Editorial Office: No later than the submission deadline, these items should be brought to Room 224 of the Hub. There, you will find a sign-in/drop-off kiosk for your convenience. Submit all items together in an expanding wallet-styled folder. Place a label in the upper left-hand corner, of the folder, with your name (last name first) and UF ID # on the label.

_____ **Dissertation**, printed one-sided on plain paper, no need for color
Dissertation must be completely formatted in order to pass first submission requirements—troubleshoot your document first with the Application Support Center (224 Hub) to ensure you are not rejected.

_____ **Journal article:** a photocopy of an entire article from the journal whose reference system you used as a model in formatting your dissertation reference citations and list.

_____ **General Audience Abstract:** Follow this model <http://gradschool.ufl.edu/editorial/format.html>.

_____ **Printed correspondence (e-mail directed to you and printed is fine) from your committee chair** indicating, "I have read _____'s dissertation and it is ready for the Graduate School's review."

_____ **ProQuest/UMI Publishing Agreement (Page 4 and 5):** <http://gradschool.ufl.edu/pdf-files/dissertation-publishing-agreement.pdf> Most choose *Traditional* and *Immediate*. The UMI embargo begins *after* the UF embargo period selected on the UF Publishing Agreement. (The embargo periods are cumulative.) *If you elected not to send your dissertation to UMI, you must note that here on this form.*

Forms prepared for your defense: Your department's graduate coordinator designee (or Graduate Secretary) creates the three forms below, from the Graduate Information Management System (GIMS) database. All forms are typically signed *at* the defense and all are submitted electronically through GIMS and must be posted to GIMS by the [Final Clearance Deadline](#). These forms remain on file with your department—do not submit the paper forms to the Editorial Office—the data will be sent to us electronically, once posted to GIMS.

_____ **Final Exam Form:** Your supervisory committee signs. Your graduate coordinator designee submits a confirmation of successful completion of this form electronically through GIMS once you have successfully defended your dissertation.

_____ **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair and remains on file with your department—do not submit to Editorial. Together, you and your chair will decide on a publication release level (most choose *2-year embargo* if planning to publish in a journal; others generally choose *immediate—the majority of students also elect to release the dissertation to UMI, as the service is included in the processing fee of the dissertation. If you do not want it forwarded to UMI, you must also indicate this on the UMI form due to our office with your submission documents*). Your graduate coordinator designee will submit this form in tandem electronically with the final exam form through GIMS. It is your responsibility to confirm this data is recorded correctly in the EDM System when you make your final PDF submission of your dissertation to our office.

_____ **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 and all signatures are in place.

What happens now? A charge of \$12.80 for the Library Processing Fee and the \$65 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. An e-mail acknowledging drop-off of the document should arrive first. In another, you will be advised if your dissertation is reviewable and has passed first submission—if it has not passed, your e-mail will indicate that it has been rejected and you only have 1 business day to remedy this. In the third e-mail, our office will indicate your dissertation has been reviewed and should be picked up promptly. As soon as your committee is satisfied with your document, work quickly and carefully to achieve Editorial Final Clearance by submitting all submission documents and an acceptable pdf through the **EDM System:** <https://edm.gradschool.ufl.edu>. The Application Support Center can help you with this process, if you plan ahead—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 all required revisions due by the Final Clearance deadline, which is the **last** day for your document to be accepted for publication—keep in mind that there are hundreds of you in this process at this time and, therefore, we recommend that you plan far in advance of the final deadline to achieve final clearance with our office.

Final requirement before you can achieve final clearance status with the Editorial Office:

_____ **Survey of Earned Doctorates:** Register for and complete at <http://survey.norc.uchicago.edu/doctorate>. Forward the e-mail confirmation you receive from them with your name and UF ID to gradedit@aa.ufl.edu. Keep their confirmation for your permanent records. Check with us after 3 business days, and certainly before the final clearance deadline, if this remains as a deficiency in the EDM System for you.