

The Thesis 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. All master's theses must be orally defended before making submission to the Editorial Office. Therefore, the final exam form must be posted to GIMS before an attempt at submission can be made. Additionally, without a degree application in place by the degree application deadline, a submission cannot be made. Promptly contact the Application Support Center, by visiting Room 224 in the Hub, by calling 392-HELP (Option 5), or by e-mailing etd-hd@ufl.edu, when you begin writing your thesis and long before submitting the thesis for review by one of our editors. The Application Support Center (ASC) can help you ensure that you will pass the 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 the ASC. We also recommend that all students register for one of their free ETD workshops as well: <http://etd.helpdesk.ufl.edu/workshops.php>.

By the **published deadline**, within your intended term of degree award, YOU MUST SUBMIT A DEGREE APPLICATION. The degree application deadline falls before our submission deadline; therefore, file early, as degree applications cannot be accepted by the Registrar after the **late degree application deadline**.

_____ **Degree application through ISIS:** You must submit a degree application for the term in which you intend to graduate by the **published degree application deadline**. 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. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

Required to make submission to the Editorial Office—promptly after your defense, but no later than the first submission deadline, these items should be submitted:

_____ **Thesis**, 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/etd-submission.html>.

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

_____ **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 thesis. This must be submitted in GIMS as soon as you successfully defend your thesis—your Graduate Secretary should not hold this form for revisions to your thesis. 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. Most choose a 2-year embargo if they are planning to publish their master's research in another outside publication or journal.

Next, a charge of \$12.80, for the Library Processing Fee, will appear due in your ISIS account, and status updates from the Editorial Office will start arriving via email. Follow closely, as these will advise you of specifics. You should first receive a system-generated e-mail acknowledging submission of the document. Then, you will be advised, via another e-mail, if you have passed the first submission requirements—if rejected on deadline day, you only have 1 business day to remedy this situation. Finally, within 15 business days, you should receive another e-mail with our recommended changes and directions on moving forward with the final submission.

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. It's your responsibility to ensure all forms are recorded accurately in the **EDM System** by the **Final Submission Deadline** in the term you intend to graduate, including the

_____ **ETD Signature Page:** Your supervisory committee signs 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. Your graduate coordinator designee submits a confirmation of successful completion of this form *electronically* through GIMS, once the Committee approves the final thesis for publication. You should not be submitting your final document for review until this form has been posted to GIMS.

***Information regarding the forms prepared for your defense:** Your department's graduate coordinator designee (or Graduate Secretary) creates the final exam form, UF Publishing Agreement, and the ETD Signature Page, through the Graduate Information Management System (GIMS) database. All forms are typically signed at the defense. A confirmation of successful completion is sent *electronically* through GIMS. The final exam form and the publishing agreement must be submitted prior to the first submission of your document for review to our office. If after your defense, your committee wants additional changes made to the thesis before publication, **your committee may elect to hold the ETD Signature Page until all provisos have been addressed; but, if they elect to do so, a confirmation of completion must be posted to GIMS no later than the Final Submission Deadline.**