

All master's theses *must be defended before first submission, preferably long before*. The thesis must be completely formatted before submitting to the Editorial Office, or **it will be rejected**. Allow weeks for the process. Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or e-mail [etd@grove.ufl.edu](mailto:etd@grove.ufl.edu)] when you begin writing your thesis and long *before* submitting the thesis 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>.

**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. Your graduate coordinator designee/secretary submits a confirmation of successful completion of these 3 forms *electronically* through GIMS. 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 Clearance Deadline for our office in order for the degree to be awarded—it is the student's responsibility to ensure that all deficiencies are cleared from his/her EDM Record by the Final Clearance Deadline.**

- \_\_\_\_\_ **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. This form must be posted in GIMS by the Final Clearance Deadline Date for the intended term of graduation.
- \_\_\_\_\_ **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 thesis. You must ensure this has been posted to GIMS prior to submitting your thesis for review.
- \_\_\_\_\_ **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair. 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*). 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 thesis to our office.

**Items required before submission to the Editorial Office:** These electronic forms must be on file before you attempt to submit your thesis for review.

- \_\_\_\_\_ **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 thesis 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.
- \_\_\_\_\_ **Final Exam date appears in the Graduate Information Management System (GIMS):** Your Graduate Secretary will post electronically after your successful defense.

**Paper items required for submission to the Editorial Office:** Promptly *after* your defense, and no later than the submission deadline, these items should be submitted to Room 224 of the Hub. There, you will find a sign-in/drop-off kiosk for your convenience. Submit 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 number on the label.

- \_\_\_\_\_ **Thesis,** printed one-sided on plain paper, no need for color  
*Thesis must be completely formatted in order to pass first submission requirements—troubleshoot your document first with the Application Support Center 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 thesis reference citations and list.
- \_\_\_\_\_ **General Audience Abstract:** Follow this model <http://gradschool.ufl.edu/editorial/format.html>.

**What happens now?** A charge of \$12.80 for the Library Processing Fee 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 thesis 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 thesis 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.