Editorial Office
Submitting Your Electronic Thesis/ Dissertation (ETD) for Review

Stacy Wallace
Associate Director
UF Graduate School
Editorial Office
UF Graduate School
Electronic Theses and Dissertations (ETD)

Responsibilities of the ETD Office

Key Personnel

- **Stacy Wallace**
  Associate Director, Editorial Office

- **Lisa De LaCure**
  Thesis/Dissertation Editor

- **Anna Pardo**
  Thesis/Dissertation Editor
Editorial Office

- Two staff members review nearly 2,000 students’ documents each year.
- Due to multiple submission stages, documents are reviewed numerous times throughout the semester by the editor assigned.
For the Graduate School and as representatives of the Graduate School Dean, the Editorial Office:

- Oversees the thesis and dissertation process
- Offering guidance to students, faculty, and staff, while ensuring all master’s theses and doctoral dissertations meet UF’s high standards for electronic submission and permanent digital archival within UF Libraries
- Assists candidates with organizing theses and dissertations into proper format
- Editors do not examine or critique content, scholarship, research methods or writing style
- The editorial team is happy to answer any questions about format, reference systems, tables, figures, and equations, along with those related to copyright, documentation, etc.
The Editorial Office

UF Guide for Preparing Theses and Dissertations outlines UF’s formatting requirements for all electronic thesis and dissertation (ETD) publications.

Provides Master’s Thesis and Doctoral Dissertation Checklists.

Provides referrals to outside editors and formatters available for hire.

Assists in publishing agreements and necessary forms throughout the process.
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The UF Graduate School Editorial Office
Areas of focus for the Editorial Office

- Checks formatting
- Checks ETD
- Confirms milestones
- Communicates with Degree Certification Team
- Transfers ETDs to the UF Libraries et al.

UF Graduate School  Editorial Office
Application Support Center (ASC)
• Help Desk Application Support Center (ASC)
• The ASC provides Online tutorials
• One-on-one consultations via Zoom
• Communication by email: asc-hd@ufl.edu
• Trouble shoot or converting to PDF
• Provides formatting templates
  • Word
  • LaTeX
APPLICATION SUPPORT CENTER (ASC)

- Partners with the Graduate School to help shepherd thesis and dissertation students through the ETD submission process, providing individualized student support and guidance
- ASC advises and guides graduate students through the technical challenges they face while formatting their electronic theses or dissertations
- Provides templates and tutorials to assist
- Conducts personalized Zoom meetings for your needs
- ASC Consultants work hand-in-hand with the Editors from the UF Editorial Office to answer any questions students may have when seeking their assistance

helpdesk.ufl.edu/application-support-center/
**Graduate School**

- Upholds standards of Top-5 Institution
- Directs coordination of graduate programs
- Evaluates, oversees, & verifies all graduate degree requirements

**Graduate Coordinator**

- Guides progress
- Provides degree program requirements
- Advises students

**Student**

- Takes responsibility for own graduate research
- Becomes responsible producer of valued academic knowledge
- Actively pursues professional development
**ROLES**

**Major Advisor and Committee**
- **Content**
- **Grammar**
  - “professional publication quality”

**Editorial Office**
- Electronic Thesis and Dissertation (ETD) formatting guidance
- ETD guidelines, checklists & deadlines
- Editorial review comments to the student & chair

**Application Support Center (ASC)**
- One-on-one consultations via Zoom or email
- Templates and formatting assistance
- Training sessions
- Formatting Help 24/7: 392-HELP
Submission Deadlines

- Degree Application (ONE.UF)
- Submit PDF before First Submission Deadline
- Submit again before Final Submission Deadline
- Achieve Clearance by Final Clearance Deadline
- Graduation, if all other degree requirements are met

http://graduateschool.ufl.edu/editorial/deadlines
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Final-Term Guidance

• The Editorial Office coordinates final-term Graduate School requirements and deadlines, making them easy-to-find and accessible to all Graduate students completing a thesis or dissertation.

• Once accepted for first submission, the Editorial Office will recommend perfecting the manuscript before final submission.

• The student and the Committee must ensure all scholarship needs are addressed & formatting requirements have been applied throughout.

• The student will achieve final clearance status once all guidelines have been met and all appropriate ETD forms are recorded with the Graduate School.
Doctoral Dissertation Submission Steps

- ASC Templates
- First Submission (Transmittal Letter)
- Orally Defend (Final Exam)
- Publishing Agreements
- ASC Format Final Submission
- ETD Signature Page
- Final Submission (SED)
Editorial Office Requirements: Doctoral Dissertation

Due by the **first submission deadline**:

- **Degree Application**  
  (Student submits through ONE.UF.)

- **Transmittal Letter**  
  (Student gains permission from Committee Chair; Department submits form via GIMS)

- **Dissertation**  
  (Student submits via GIMS—if in a draft format, it is likely to be rejected)

- **Reference Journal Article**  
  (Student submits dissertation and article via GIMS)
Editorial Office Requirements: Doctoral Dissertation

Due by the **final submission deadline:**

- **Final Exam Form**
  (Department submits after successful oral defense in SIS)

- **Final dissertation**
  (Student submits the document in final format in GIMS—no further changes expected on student’s behalf—must still achieve final clearance by deadline)

- **ETD Signature Page**
  (Department submits in GIMS after final document approved by committee)

- **UF Publishing Agreement**
  (Student submits via GIMS)

- **ProQuest Publishing Agreement**
  (Student submits to ProQuest—UF is notified of submission)

- **Survey of Earned Doctorates**
  (Student submits SED directly—UF is notified of submission)
Master’s Thesis Submission Steps

1. ASC Templates
2. Orally Defend (Final Exam)
3. First Submission
4. UF Publishing Agreement
5. ASC: Format Final Submission
6. ETD Signature Page
7. Final Submission
Editorial Office Requirements: Master’s Thesis

Due by first submission deadline:

- Degree application through ONE.UF
- Final exam form posted by unit indicating successful oral defense
- Orally defended master’s thesis
- Reference journal article
Editorial Office Requirements: Master’s Thesis

Due by **final submission deadline**:

- UF Publishing Agreement
- ETD Signature Page
- Final thesis submission document (No further changes on student’s behalf; must achieve final clearance by deadline to do so)
Dissertation & Thesis Components

All manuscripts must contain the following components, in the order listed:

• Title page
• Copyright page
• Dedication (optional)
• Acknowledgments
• Table of Contents (covering the entire study)
• List of Tables (if necessitated)
• List of Figures (if necessitated)
• List of Symbols/Abbreviations/Nomenclature (if necessitated)
• List of Acronyms/Terms (if necessitated)
• List of Examples (if necessary and only for music)
• Abstract (for entire study, preceding Chapter One)
• Body chapters (number and titles will vary according to manuscript organization)
• Appendix (optional)
• List of References (however named) covering entire study
• Biographical Sketch
Published Articles as Dissertation/Thesis

Candidates often plan to publish results of their research as journal articles. A chapter of the thesis or dissertation may later become a journal article, for example. Alternatively, previously published journal articles by the author can be included as part of the student’s thesis or dissertation. Perhaps the thesis or dissertation contains several such chapters.

- This format still requires a minimum of 3 chapters.
- In such cases, the ETD must be organized into a unified whole and treated as one entire study.
- Students must follow Graduate School guidelines.
- All copyright considerations must be addressed.
- The ETD must have only one TOC. Abstract, Ref. List, etc.
- Material produced by coauthors should be so noted and cited appropriately.

Students are not authorized to present co-authored work as their own scholarship; accordingly, students should not be presenting a chapter in their document that directly duplicates another’s work or dissertation chapters; the chapters must vary to indicate the direct contribution to the studies.
Chapter 1 will be an introductory chapter, often commonly titled INTRODUCTION.

Followed by the supporting body chapters.

The hypotheses are then concluded within the final summary chapter, which is generally titled something along the lines of CONCLUSION.

This format requires a minimum of 3 chapters.

If INTRODUCTION and CONCLUSION are the chosen chapter headings, there should not be multiple subheadings titled Introduction and Conclusion within the body chapters. Subheadings in the body should never repeat a chapter’s heading directly.

Introductory paragraph text may begin directly following the chapter title, without the Introduction subheading appearing at all.
Potential Reasons for Rejection

- Incomplete manuscript (Less than 3 chapters, omitting academic continuity)
- Unauthorized coauthored work/direct duplication within shared author publications
- Tables and Figures grouped at the end of the entire document
- Double-spaced, divided reference lists, or ones at the end of each chapter
- Abstract at the beginning of each chapter
- Subheadings within the body in ALL CAPS or chapter headings in bold
- Subsections on separate pages
- Repeating a chapter heading as a subheading
- Beginning numbers anew on the first page of each chapter
- Nonworking hyperlinks
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Now, you are . . .
OR, MAYBE NOT . . .
Clear Prior

- Clearing Prior essentially extends the final deadlines

- The First submission must be successfully met (from previous term)

- Student must meet all of the Editorial Office’s requirements prior to the start of classes for the following semester.

- Waives final-term registration requirements for the graduating term of degree award.
Clearing Prior: Extended Deadline for Final Submission and/or Final Clearance

Degree Application (ONE.UF)

Made First Submission Deadline

Missed Final Submission Deadline

Missed Final Clearance Deadline

Clearing Prior to the first day of classes: Degree will be awarded in upcoming term, nominated for registration waiver

Editorial Office Deadlines: http://graduateschool.ufl.edu/editorial/deadlines
Helpful Links

- Editorial Website
- GIMS
- Application Support Center
- UF Library
- UF Publishing Options
- UF Institutional Repository
- ONE.UF
For questions or follow-up

Email: grad-edit@ufl.edu

Phone: (352) 392-1282