# **Editorial Workshop Questions/Answers**

**Templates**

**Where will I get the LaTex template?**

LaTex template link:   
 <https://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/>

**Is there any requirement for the figure format, especially for the LaTex?**

Yes, The Figure caption is under the Figure, and there is a general title and then the subparts. See the LaTex template and ASC for assistance.

**What are some of the typical reject-first-submission issues seen when students use the LaTeX template?**

Missing sections, not completed formatted, not in template.

**In the Word template, the text described 007 Body Text or 013 Table Caption styles, but I do not see those styles included in the corresponding button at the home bar.... Where are those styles?**

That would be a formatting question for the ASC. Contact them for assistance at (352) 392-HELP option #5 or [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu).

**Articles—Previous Publications**

**Do I need copyright permission from the journal where my article was published already to make it a chapter for my dissertation?** We always tell students to get permission from other publications. Typically, they will provide this via email to you upon your request. Particularly when this is an educational document. (There is a sample letter request for permission to use in the template).

**Could you talk about the format of a dissertation that consists of different papers?** The dissertation is one body of work. Therefore, these should be formatted according to UF standards and guidelines and not the journal. Each article can be a chapter or part of a chapter. One Abstract, 1 table of Contents, Lis of Tables , List of Figures, Reference list and Biographical sketch.

**Is a conclusion chapter required if I have three published articles as my thesis?** The thesis should contain all the parts mentioned in the 3 different published articles and then something at the end recapping the three published articles. There should be only 1 Abstract, 1 List of References

**If you are using an article you published as a chapter in your thesis, how do you cite it?**

The article should be cited on the first page of the chapter in a footnote with a full reference and listed in the List of References.

**Regarding a published article, where is the best place to put the footnote number to properly cite the article?**

You would need to use an unnumbered footnote on the first page of the applicable chapter. Then you would include a full citation in your List of References.

**How does the copyrighted work for a dissertation chapter that has already been published?**

You would need to cite it properly (as having been previously published and the information) —you would need to include additional information such as co-authors, etc. If you have more specific copyright questions, we can refer you to our contact with the UF Libraries.

**I have published an article as the first co-author, and I am planning to include it as a chapter, should I ask the approval from other co-authors?**

Yes, Make sure to acknowledge any work that your co-authors have done for you.

**Can I include content from published papers in my chapters as a whole.?** **If yes, do I need to cite my own work?**

While you can do this, you must still format it within our UF ETD template. Yes, you would need to include citations.

**Figures and Tables**

I**f I have made a figure all by yourself (For example, causes of climate change), but by reading many sources. How should the reference be given in the General note under the Figure?**

In the figure caption, after the description, you should reference every source that you used to get this data or information. Ex: Figure 1-1. Climate Changes. (Adapted from [*https://climate.nasa.gov*](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiTmeaA-pT6AhVfQzABHe-6Cn0QFnoECE8QAQ&url=https%3A%2F%2Fclimate.nasa.gov%2Fnews%2F&usg=AOvVaw3w-k0hTnWpnWRMI9tIDWYz) *,* [*https://data.worldbank.org*](https://data.worldbank.org)*,* [*https://climatedata.imf.org*](https://climatedata.imf.org/)*)*

**If tables and figures are grouped at the end of each chapter, do we then place one Figure (or table) per page? In other words, do we then not need to worry about white space?**

You can fit more than one Table or one Figure on a page as space allows—you are not restricted to just having a single Table or Figure on a page. You do not need to worry about the white space when you put the Tables and Figures at the end of the chapter in the same way that can be problematic for you when you include them within the body text.

**Is drawing content from your own MA allowed?** Yes, it would be a Figure.

**References**

**For references, is it okay to group references that are for different chapters?** For instance, at the end, I provide "References" and put Chapter 1 and references for that chapter, and then Chapter 2 and related references, etc.

No, the List of References is a cohesive alphabetical or numerical list of the references used in the entire dissertation or thesis.

**Self-plagiarism**

**How do I address self- plagiarism?**

See Guides at UF on copyright https://guides.uflib.ufl.edu/copyright/plagiarism

**Deadlines**

**What happens if my first submission is rejected? Is that the end until next semester?**

You would still have the opportunity to try again in advance of the submission deadline for the first submission (within a reasonable time of the first deadline)—but, if for any reason you are not able to do this, then you would move ahead to the next semester for submission.

**Can the Ph.D. oral defense happen after the first submission acceptance?**

Yes, for Ph.D. students only. For a master's thesis, they must have completed a successful oral defense before the first thesis submission deadline.

**If I do not meet the final submission deadline, but I am able to submit, say in mid-December, to meet the clear prior deadlines, how does it work with the holidays?**

Then you would make Final submission. We will review again, and if there are any changes needed, they will need to be completed and resubmitted and achieve Final Clearance by the Clear Prior deadline

**Does the Editorial office work over the holidays?**

We will not be available between December 24, 2022, through January 2, 2023.

**What happens if I cannot submit the final version of the ETD before the deadline?**

If you do not meet the final submission deadline, then you are no longer eligible for current term graduation. Your next opportunity for graduation would be the Clear Prior option. That will be discussed later in the presentation. If you do not wish to Clear Prior, then you move ahead to the next semester and must meet the Final Submission and Final Clearance deadlines for the upcoming term.

**So, if we are doing a master’s, we must do our oral defense before October 26?**

Master's students must complete their oral defense before the First Submission Deadline for Thesis (October 26 for the fall of 2022 semester**)**

**If we know that we are planning to go for clear prior status, do we change the copyright date to 2023 on our first submission?** Yes, but remember, most people do not plan to Clear prior.

**If the final submission is made ahead of time to the final submission deadline (let us say 5 days ahead), and if the document is not accepted due to some issue, do we get a chance to make the necessary changes and resubmit within the timeline (before the deadline)?**

Yes, you would. We review documents in the order they are received. We suggest that students submit early whenever possible. This gives us time to review it and either accept it early or return it to you for any further corrections we need. Once your document is accepted from your Final Submission, you are not able to continue to make further changes or updates though.

**First submission deadline: Does it mean the date of submitting my dissertation? If the draft is rejected, should I submit the revised form by the first submission deadline?**

The first submission deadline is the last day to meet the Editorial Office's deadline for you to submit your first "draft" of your document (formatted in our template) for graduating this term. You make corrections and changes between the first and final submission deadlines.

**Requirements**

**Does the first submission need to be a complete draft of the dissertation? Or could it be 4 out of 5 chapters, for example?** We expect 75-80% completion (approximately) formatted in our template for the first submission.

**What happens if your document is not accepted for first submission?**

We will try to give you an opportunity to work with ASC to get the formatting issues corrected and resubmit again for the first submission deadline. If the issues are too numerous for you to resolve in a timely manner, then you may need to consider a future term. But our goal is to help you finish everything on time.

**What fonts are preferred**

Arial or Times New Roman 12pt. are preferred.

**What is a biographical sketch?**

This is the 3rd person information that you include about yourself, your study, your document, your educational background, etc. This is the very last part of your document (it appears after the LIST OF REFERENCES at the end.)

**Can we simply rename the first chapter and keep subheadings throughout with “introduction” and/or “conclusion”?**

Yes, you can. That is a common solution to this issue.

**If using Chicago-style endnotes, can these go at the end of each chapter?**

End of chapter notes are generally reserved for such things as personal communications, etc. as these are not retrievable and thus do not belong in the reference list. However, these should be properly attributed as endnotes or footnotes within each of the body chapters in which they appear.

**Can two chapters have subheadings that are titled the same? Examples: A sub-heading called "motivation" (or something like that) in two chapters to emphasize the background.** Yes, you can do this-- the main thing you need to avoid is a repetition of the same title for the chapter name and subheadings within the chapter; EX: Introduction

**So, even a master’s thesis must have three chapters?** Yes, that is correct.

**Page numbering**

**So line one is on page one, continues then until the end of documents—does that include tables and figures?**

Page 1 would be your "Title page" and forward from there.

**Transmittal Letter**

**Where can I get the transmittal letter form from?**

The transmittal letter is found in GIMS, but only the department and Chair can submit the form.

**Is the Letter of Transmittal submitted before we submit our first submission? Also, does the student submit the Letter of Transmittal or the department?**

The department will post the Transmittal Letter. Yes, the letter is required before First submission for doctoral students

**Formatting assistance- Application Support Center (ASC)**

**Is an appointment required?** Yes

The formatting assistance is done through the Help Desk -ASC Thesis and Dissertation Support. They provide support remotely. You can contact them for assistance or appointments for one-on-one help.

**I was trying to find the format for interview transcripts in the Appendix/instruments, but it is not in the pdf provided by ASC**

The ASC should still be able to help you with this—possibly via Zoom appointment with them.

Does the ASC have a Physical location on campus?

You can call them at (352) 392-HELP (4357) ext. #5 or [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu) or Submit a Request at <https://helpdesk.ufl.edu/application-support-center/>

If I am having difficulties with the formatting of the Table of Contents. Is it best to contact the Editorial Office or the Application Support Center?

Contact the ASC for formatting issues such as you mentioned, or see the online tutorials: [https://helpdesk.ufl.edu/appl](https://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/)ication-support-center/etd-technical-support/online-tutorials/

**Is it possible that we can have one on one session to go over the document and get feedback? If so, please provide the information to have an in-person meeting.**

Yes, The Thesis and Dissertation support team will review a document or have a one-on-one Zoom meeting

**Publishing Agreements and Embargo Periods**

**What is the ProQuest submission?**

This is an additional publishing agreement that Ph.D. students are required to complete. We will provide you with the link to submit the form to them. After you have completed it, they will let us know, and we will mark your GIMS record as having received this form.

**I heard doc students can publish abstract only, and the dissertation content can be published within 3 years (to allow further revision).**

While you can publish the abstract only and then publish independently with changes from your submission to us, you would not have the opportunity to update or change the final document that you submit to UF and what is ultimately the document that is accepted here at UF. If you have further questions, you can ask us.

**Footnotes**

**How about footnotes? End of each chapter or at the end of the entire document. If the latter, do they go before or after the references?**

Footnotes appear on the page of the citation. For end of Chapter notes , insert at the end of each chapter.

**Miscellaneous**

**What is the maximum number of chapters for the dissertation?**

That is a discussion you would have with your dissertation chair.

**What is the procedure for setting up a master's thesis oral defense?**

You would speak with your thesis chair or graduate coordinator in your department.

**If a dissertation chapter has already been published, is there a disclosure page required citing the journal it was originally published in? How similar does this chapter have to be to the original published paper, i.e., small grammar shifts versus adding or removing whole sections?**

You would ask permission from the journal to use the article since you probably gave them the copyright. Then, you include the reference in the List of References. Insert a footnote at the bottom of the first page of the chapter.

**Is there an option to attach digital supplementary materials for your dissertation? For example, many journal articles contain primary figures and tables but then a digital file with supporting additional information. Can this be linked to a dissertation, or do all relevant figures and or tables have to be c https://guides.uflib.ufl.edu/etds/supplemental obtained in the dissertation?**  **T**his is addressed with The UF Institutional Repository (IR). They will give you a permanent URL(pURL). Uploading supplemental materials https://guides.uflib.ufl.edu/etds/supplemental

**For the first submission, do all chapters which are planned to / intended to be in the final draft need to be there? Or can we have just the minimum number of chapters: Introduction (Chapter 1) - Technical (Chapter 2) - Conclusion (Chapter 3)**

You do not need to include blank chapters or "placeholders" with your first submission.

**What would be the recommended date for the first submission in order to allow time for the Editorial Office to review and, in the case of rejection, allow enough time to resubmit? Can we send our dissertation to the Editorial Office or ASC to let them check everything before we make our first submission (if so, how many days ahead should we send it before our first submission)?**

We review them in the order that they are received. If you are ready to submit ahead of the deadline, we strongly encourage that. If the extra days are helpful to you, then wait until you are ready (but by the deadline).

**On the contrary, is there a minimum number of chapters required? (If I am including already published work, would an introduction chapter, a body chapter, and a final conclusion chapter would suffice?)** Yes, 3 chapters is the minimum.

**If I am a co-author on a paper but not the first author, can I still use that research in my dissertation with the permission of all other authors and journal?**

Yes, with the permission of your committee chair

**If we submit early, do we have to submit the revisions by the original "first" date or take our time?**

If you submit before the deadline, you will know if you have been accepted for review or rejected. If rejected, you will need to resubmit prior to the deadline for first submission. If your first submission document is accepted for review and you receive your review comments, you will not re-submit for the First submission Deadline.

**What are the "Potential Reasons for Rejection"?**

The document will get rejected if it is not formatted correctly, not in template, hyperlinks are not working, missing parts such as Acknowledgments, Abstract, References, and the Biographical Sketch

**Will the editorial board review submissions over the holiday break to meet the clear prior deadline on January 6?**

No, we are not working from December 24 through January 2 (nor any weekends), so we will be back from the Holiday break on January 3rd (excluding weekends) to review any clear prior documents.

**Do we need to write three introductions for three chapters?**

That is not necessary.

**Can I just have the three chapters for the first submission and then add additional chapters later for the final submission?** For Ph.D. students, yes—we expect some changes after your defense. Master students should submit the first submission without missing chapters since they have already had an oral defense.

**Piggybacking on that answer about the first submission, if the first submission is rejected, however, we still need to resubmit it before the first submission, correct?** YES

**Can we add a chapter between the first and final submission?**

Yes, we expect changes after the defense.

**Are abstract, biographical sketch, and acknowledgments required for the first submission?** Yes

**Do we submit the acquisition permission forms to you or just work with the committee about that?** You will have an opportunity to upload a copy of the permissions into GIMS (ProQuest Forms section)

**When should we contact the Editorial Office for Fall 2022 graduation?** The editorial office will be notified that your document has been submitted for review. You should meet with the ASC (Thesis and Dissertation support) prior to your first submission.

**Where can the recording and the slides be viewed for future reference after this session?**

Yes, they will be posted on the OGPD website: <https://gradadvance.graduateschool.ufl.edu/programs/workshop-series/>

**Contact Information:**

**UF Editorial Office:**

* email: [grad-edit@ufl.edu](mailto:grad-edit@ufl.edu)
* Phone: 352-392-1282
* Website: <http://graduateschool.ufl.edu/about-us/offices/editorial/>

**Thesis/Dissertation Support (ASC)**

To contact us (or to make an appointment for consultation), please either:

* Call us at 352-392-HELP, option 5
* [Submit a Request](https://forms.office.com/Pages/ResponsePage.aspx?id=-KBNDTFKdk2s5gpiMx4bhJTtqftYljlNg5eDElO_asFUQ0pRRjNTUk5aS0NHUjlKNlo4SUZCMjExMi4u)
* Email us at: [T&DSupport-hd@ufl.edu](mailto:T&DSupport-hd@ufl.edu)
* No walk-ins are being accepted at the physical location.