Editorial Office & Writing Workshop Studio

- Stacy Wallace
  Associate Director

- UF Graduate School
  Editorial Office
UF Graduate School’s Editorial Office

Key Responsibilities of the ETD Office

Key Personnel

- Stacy Wallace
  Associate Director, Graduate School
- Lisa De LaCure
  Thesis/Dissertation Editor
- Anna Pardo
  Thesis/Dissertation Editor

Reviews PDFs
Records & Tracks ETD-Related Forms
Certifies ETD milestones
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.
Editors examine all graduate theses and dissertations to ascertain adherence to University-wide standards of scholarship, research, and presentation, while working as student advocates, helping them to polish their spectacular research, readying it for publication.

Our office works hand-in-hand with the Application Support Center (ASC), a division of UF’s Helpdesk. The ASC provides tutorials and one-on-one consultations via Zoom, relating to the formatting templates used when submitting a thesis or dissertation to the Graduate School’s Editorial Office for review and subsequent approval by one of our editors.
Publishes the *University of Florida Guide for Preparing Theses and Dissertations*, outlining UF’s formatting requirements for all electronic thesis and dissertation (ETD) publications.

Provides referrals to outside editors and formatters available for hire, should further editorial or formatting assistance be necessitated or desired.
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.

The office also assists candidates with organizing theses and dissertations into proper format, helping to polish them into finished works, ready for publication.

Editors do not examine or critique content, scholarship, research methods or writing style, as this falls under the responsibility of the student and their supervisory committee members.

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.
APPLICATION SUPPORT CENTER

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, providing templates and tutorials to assist.

ASC Consultants work hand-in-hand with the Editors from the Graduate School to answer any questions students may have when seeking their assistance.

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

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

Training sessions and informational workshops

Formatting Help 24/7: 392-HELP
**Roles**

**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
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
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.

Final-Term Guidance

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.)

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

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

- **Electronic Submission of ProQuest Publishing Agreement**
  (Student submits to ProQuest—UF is notified of submission by PQ.)

- **Survey of Earned Doctorates**
  (Student submits SED directly—UF is notified of submission by RTI.)

- **Final dissertation**
  (Student submits the document in final format—no further changes expected on student’s behalf—must still achieve final clearance by deadline to do so)
Master’s Thesis Submission Steps

- ASC Templates
- Orally Defend (Final Exam)
- First Submission
- UF Publishing Agreement
- ASC: Format Final Submission
- ETD Signature Page
- 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

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
Unacceptable Usage

• 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
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 Grad. 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.
Published Articles as Dissertation/Thesis

• 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, in turn, 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. Subheading 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.
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
Now, you are . . .
OR, MAYBE NOT . . .
Editorial Timelines

• Clearing Prior essentially extends the final deadlines.

• The First submission deadline must still be met.

• If the student meets the Editorial Office’s requirements prior to the start of classes for the following semester, they will be nominated as a clear prior candidate, potentially waiving final-term registration requirements during the upcoming term of degree award.

• Petitions to waive final term registration for any other reason should still be directed to the Graduate School for appropriate processing.
Clearing Prior: Extended Deadline for Final Submission and/or Final Clearance

- **Degree Application (ONE.UF)**
- **Made First Submission Deadline**
- **Missed Final Submission Deadline** - or - **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](http://graduateschool.ufl.edu/editorial/deadlines)
For questions or follow-up

Email: grad-edit@ufl.edu

Phone: 352 392 1282