

Editorial Office & Writing Workshop Studio

- **Stacy Wallace**
Associate Director
- UF Graduate School
Editorial Office



UF Graduate School Editorial Office

Contact us:

(352)392-1282

grad-edit@ufl.edu

UF Graduate School's Editorial Office

Key Responsibilities of the ETD Office

Reviews
PDFs

Records &
Tracks ETD-
Related Forms

Certifies ETD
milestones

Key Personnel

Stacy Wallace
Associate Director,
Graduate School

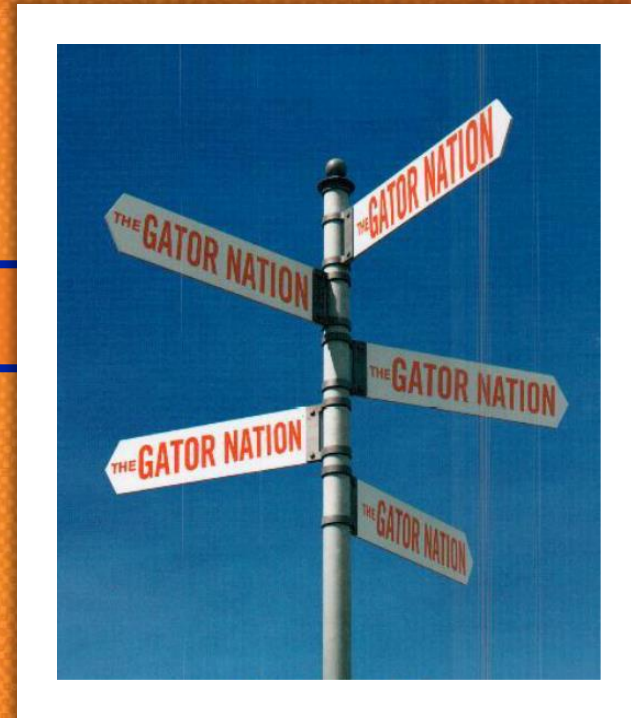
Lisa De LaCure
Thesis/Dissertation
Editor

Anna Pardo
Thesis/Dissertation
Editor

Two staff members review nearly 2,000 students' documents each year.

Editorial Office

Due to multiple submission stages, documents are reviewed numerous times throughout the semester by the editor assigned.



The UF Graduate School's ETD Office

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

The Graduate School Editorial Office

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

THE GRADUATE SCHOOL'S EDITORIAL OFFICE

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.

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

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**

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

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 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 . . .





UF

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>

For questions or follow-up

Email:
grad-edit@ufl.edu

Phone:
352 392 1282

