



Editorial Office

Submitting Your Electronic Thesis/ Dissertation (ETD) for Review

Stacy Wallace
Associate Director

UF Graduate School
Editorial Office



The background image shows a university campus scene with a brick building, trees, and students walking on a path. A blue overlay with a geometric pattern is on the left side.

UF

UF Graduate School Editorial Office

Contact us:

(352) 392-1282

grad-edit@ufl.edu

UF Graduate School Electronic Theses and Dissertations (ETD)

Responsibilities of the ETD Office

Reviews
PDFs

Records &
Tracks ETD-
Related Forms

Certifies ETD
milestones

Key Personnel

Stacy Wallace
Associate Director,
Editorial Office

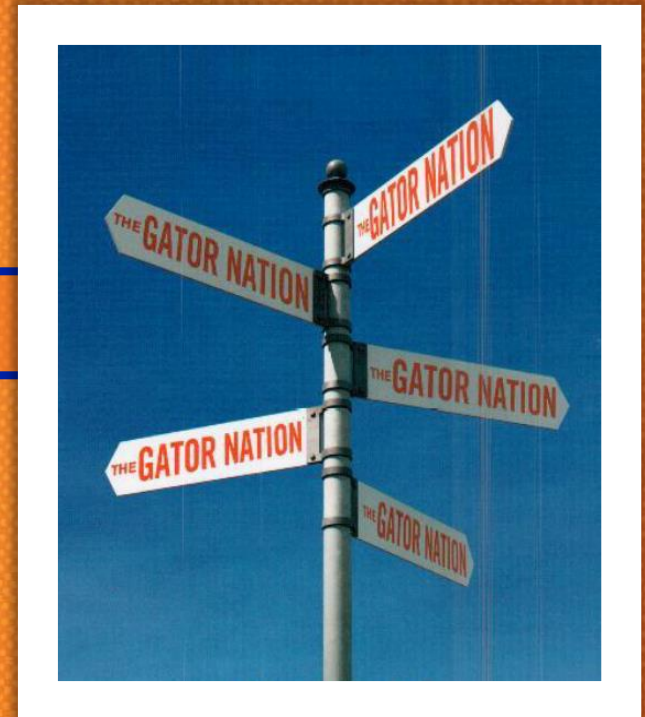
Lisa De LaCure
Thesis/Dissertation
Editor

Anna Pardo
Thesis/Dissertation
Editor

UF Graduate School Electronic Theses and Dissertations (ETD)

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.



THE GRADUATE SCHOOL 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
- 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

GRINTER HALL



UF Graduate School Editorial Office

Checks
formatting

Checks
ETD

Confirms
milestones

Communicates
with Degree
Certification
Team

Transfers ETDs to the
UF Libraries et al.

Application Support Center (ASC)

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

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

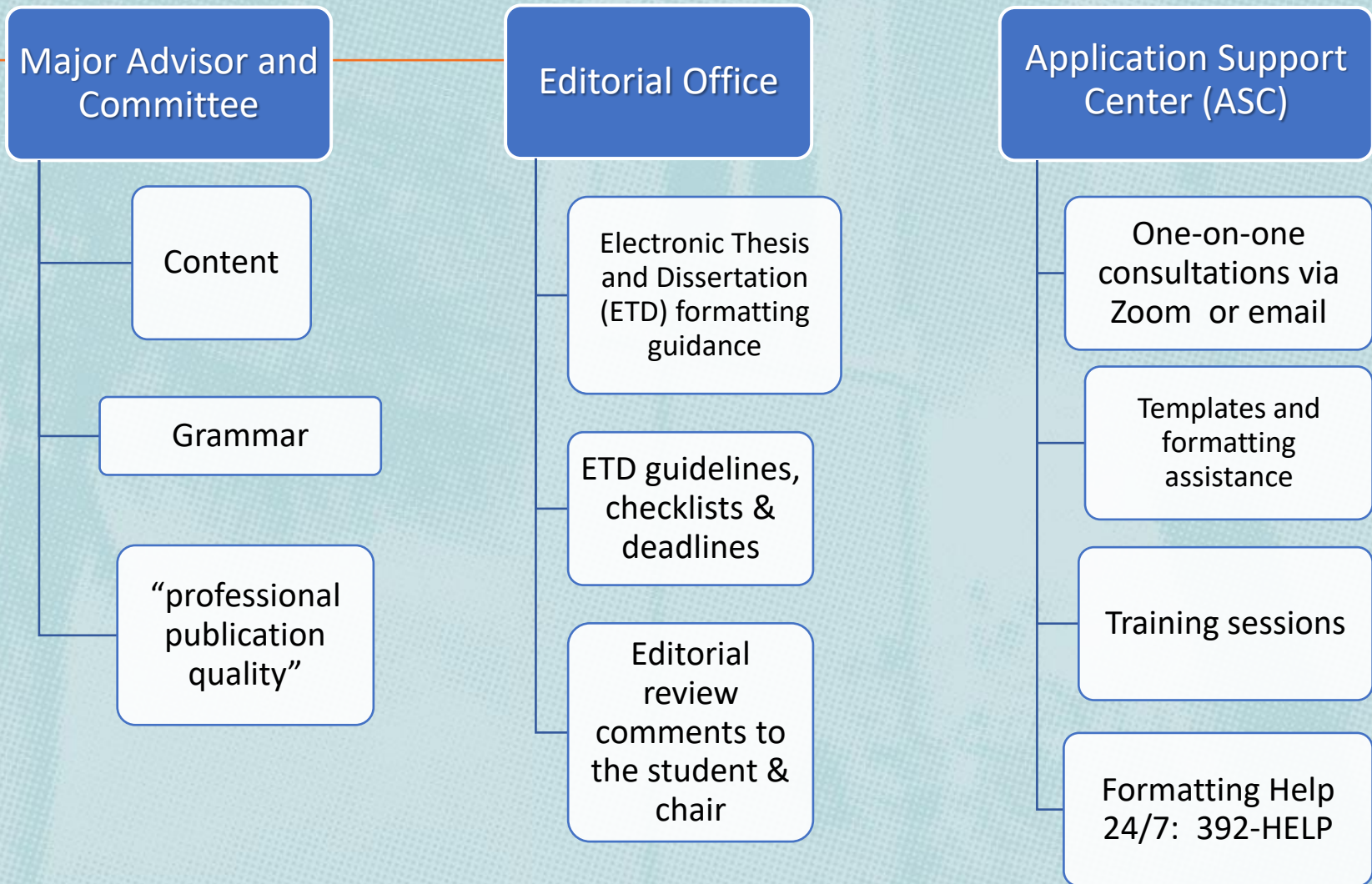
Advises students

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

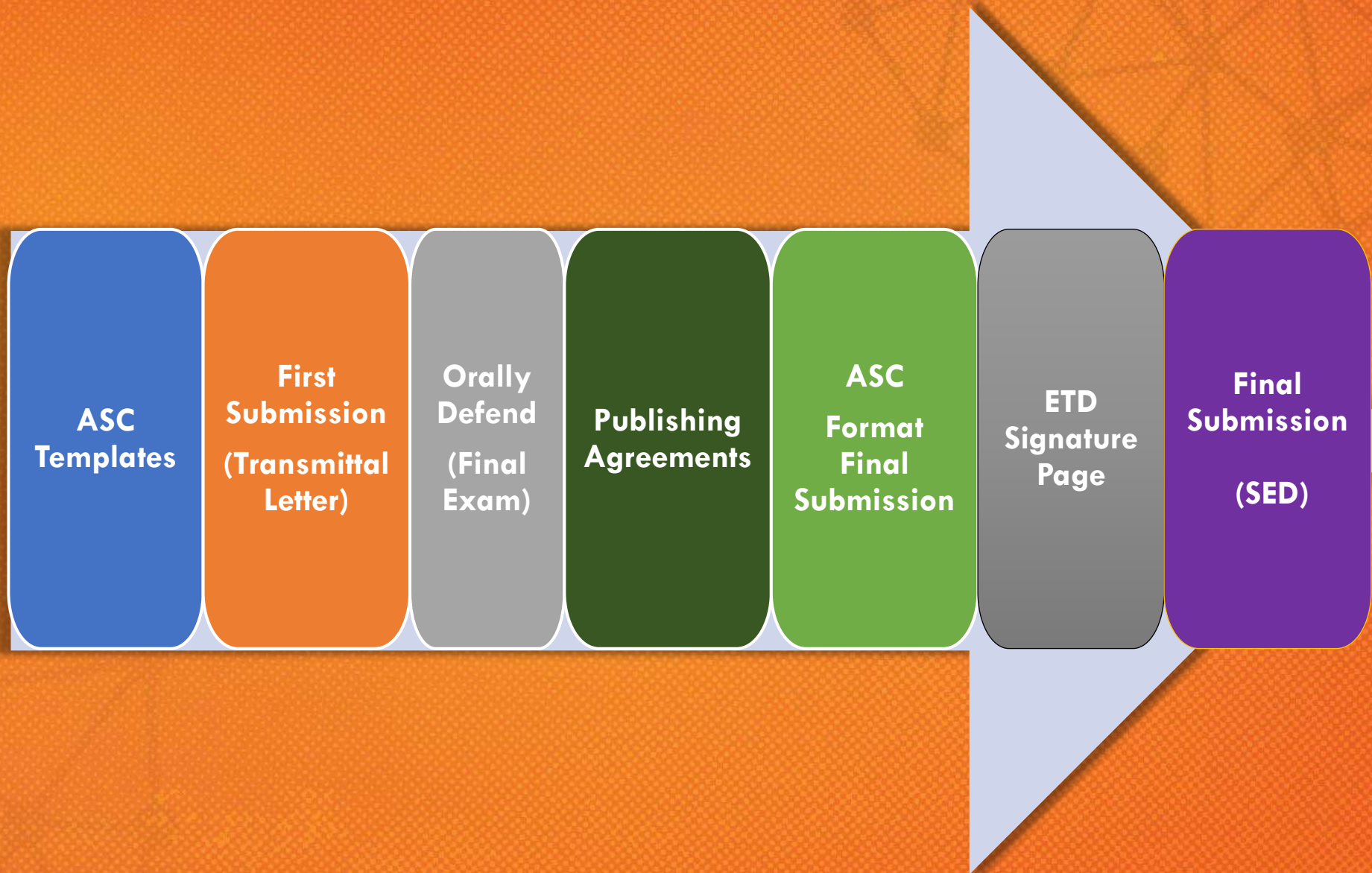
<http://graduateschool.ufl.edu/editorial/deadlines>

Deadlines: Electronic Thesis and Dissertation (ETD)	Fall 2022	Spring 2023	Summer 2023
Classes Start	Aug 24	Jan 9	May 15
Degree Application	Sep 16	Feb 3	July 6*
Doctoral Dissertation Submission	Sep 30	Feb 8	June 16*
Master's Thesis Submission	Oct 26	March 3	July 14
Final Submission (all ETD students)	Nov 18	April 7	July 28
Final Clearance (Approval)	Dec 7	April 26	Aug 11
Clear Prior (to the upcoming term)	Jan 6	May 12	Aug 22

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



Editorial Office Requirements: Doctoral Dissertation

Due by the first submission deadline:

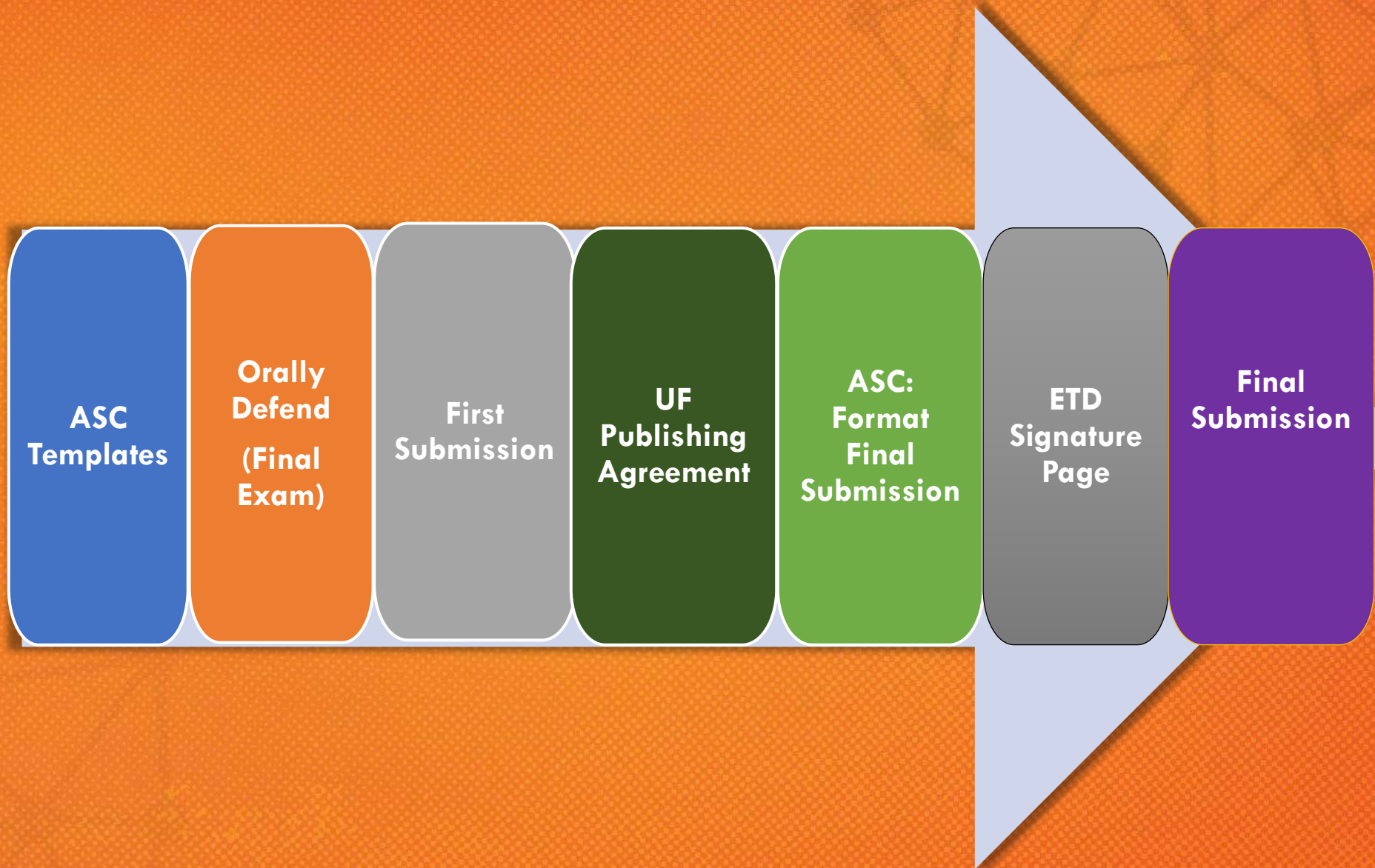
- **Degree Application**
(Student submits through ONE.UF.)
- **Transmittal Letter**
(Student gains permission from Committee Chair; Department submits form via GIMS)
- **Dissertation**
(Student submits via GIMS—if in a draft format, it is likely to be rejected; it should be 75-80% near completion upon first submission)
- **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



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 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; coded by chapter)
- List of Figures (if necessitated; coded by chapter)
- 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 (not by chapter)
- 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.
- There must be introductory and concluding chapters.
- The ETD must be organized into a unified whole and treated as one entire study.
- Students must follow Graduate School guidelines and not those of the journal.
- 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 in the dissertation must vary to indicate the direct contribution to the studies. Be sure to also obtain copyright permission from the journal and any other coauthors as appropriate before republishing the work as your dissertation, making sure to add an unnumbered footnote to the chapter heading, indicating the chapter has been adapted from the full citation (as it appears in the reference list).

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 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

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 . . .

PHINALLY **D**ONE

UNIVERSITY OF FLORIDA



UF

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
-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>

Helpful Hyperlinks

- [Editorial Thesis and Dissertation Website](#)
- [Graduate Information Management System \(GIMS\)](#)
- [Doctoral Dissertation and Master's Thesis Checklists](#)
- [Thesis and Dissertation General Format Requirements](#)
- [UF Guide for Preparing Theses and Dissertations](#)
- [Application Support Center \(ASC\) Lab Assistance](#)
- [Electronic Thesis/Dissertation \(ETD\) Submission Tutorials](#)
- [UF Libraries Subject Matter Specialists](#)
- [Copyright and Fair Use Guidance](#)
- [UF Publishing Options](#)
- [Uploading Supplemental Materials to the UF Institutional Repository \(IR\)](#)
- [Information about Commencement](#)
- [Writing Resources from UF's Writing Program](#)
- [UF's Writing Studio](#)
- [Outside Editors and Formatters Available for Hire](#)
- [ONE.UF](#)



Thesis & Dissertation Support

The Graduate School

Email: grad-edit@ufl.edu

Phone: 352-392-1282

Website: <http://graduateschool.ufl.edu/about-us/offices/editorial/>

The UF Help Desk

Submit a Request

Email: T&DSupport-hd@ufl.edu

Phone: 352-392-HELP, option 5

No walk-ins are being accepted at the physical location.



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For questions or follow-up

Email:
grad-edit@ufl.edu

Phone:
(352) 392-1282

