



MEETING THE GUIDELINES OF THE GRADUATE SCHOOL

ETDS: ELECTRONIC THESES AND DISSERTATIONS

UF GRADUATE SCHOOL'S EDITORIAL OFFICE & WRITING WORKSHOP STUDIO

UF Graduate School

grad-edit@ufl.edu

352.392.1282



GRADUATE SCHOOL EDITORIAL OFFICE

Key Responsibilities of the ETD Office

Review PDFs

Ensure ETD-
related forms are
logged into GIMS

Report to
Graduate Records
students meeting
milestones

Key Personnel

Stacy Wallace
Associate Director,
Graduate School

Lisa De LaCure
Thesis/Dissertation Editor

Anna Pardo
Thesis/Dissertation Editor

THE GRADUATE SCHOOL ETD OFFICE

The Graduate Dean's representatives examine all theses and dissertations in order to ascertain adherence to University-wide standards of scholarship, research, and presentation.

The office publishes the [University of Florida Guide for Preparing Theses and Dissertations](#), a comprehensive guide outlining the procedures required when formatting and submitting a thesis or dissertation to the Graduate School Editorial Office for review and approval.

The Editorial Office can provide referrals to outside editors and formatters available for hire, should further or extensive editorial or formatting assistance be necessitated or desired.

Additionally, the Graduate School's Editorial Office works hand-in-hand with the [Application Support Center \(ASC\)](#), a division of UF Academic Technology. The ASC provides [workshops](#) and one-on-one [consultations via Zoom](#), relating to the thesis and dissertation [formatting templates](#).

THE GRADUATE SCHOOL EDITORIAL OFFICE

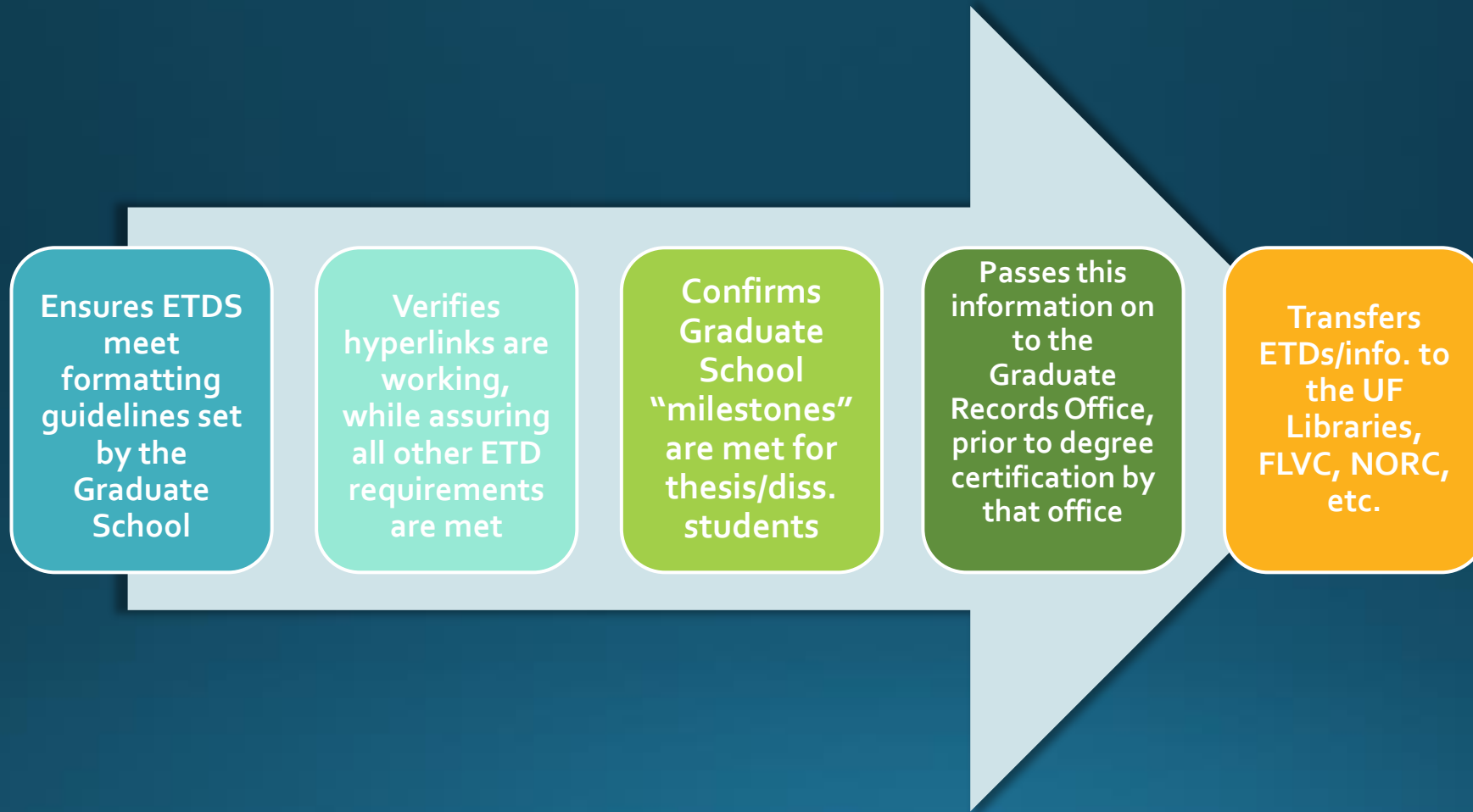
- The UF Graduate School Editorial Office is here to help with thesis, dissertation, and curriculum issues. The office oversees the thesis and dissertation process, offering guidance to students, faculty, and staff ensuring all master's theses and doctoral dissertations meet UF's high standards and are ready for electronic submission and digital archiving within the 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 questions about format and reference systems, tables, figures, and equations, along with those related to copyright and documentation issues.

APPLICATION SUPPORT CENTER

helpdesk.ufl.edu/application-support-center/

- **Partners with the Graduate School's Editorial Office to help shepherd thesis and dissertation students through the submission process to the Graduate School, providing individualized student support.**
- **ASC advises and guides graduate students through the technical challenges they face while formatting their electronic theses or dissertations, providing templates and workshops.**
- **ASC Consultants work hand-in-hand with the Editors from the Graduate School to answer any questions students may have when seeking their assistance.**

Areas of focus for the Editorial Office



ROLES

Major advisor and committee

Content

Grammar

“professional publication quality”

Editorial Office

Offers guidance regarding acceptable Electronic Thesis and Dissertation (ETD) formats

Provides ETD guidelines and checklists

Provides editorial document review and review comments to the student, chair, and staff

Application Support Center

Offers one-on-one consultations within the ASC lab and via email to students and staff

Provides templates and formatting assistance to graduate students free of charge

Offers free training sessions and informational workshops throughout each semester

Answers general questions via phone calls to 392-HELP (available 24 hours/day)

ROLES

Graduate School

Upholds standards of graduate work at UF

Helps to direct the coordination of the graduate programs of the academic units

Evaluates, oversees, and verifies all degree requirements

Graduate Coordinator

Provides clear guidelines for satisfactory progress

Provides vital degree program information

Advises and guides students throughout degree program

Student

Takes responsibility for own graduate program

Becomes responsible producer of knowledge

Actively pursues professional development

SUBMISSION DEADLINES

**Degree
Application
Submitted to
the OUR via
MY.UFL.EDU**

**Initial
Submission is
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Editorial
Office no later
than the First
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Deadline**

**Final
Submission is
made to the
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later than the
Final
Submission
Deadline**

**Final Clearance
of the
document must
be accepted by
the Final
Clearance
Deadline**

**Graduation, if
all other
degree
requirements
are met.**

Editorial Office Deadlines:

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

FINAL-TERM GUIDANCE

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

FIRST SUBMISSION

If the document is accepted for first submission, the Editorial Office will recommend corrections to the main text for use in perfecting the manuscript before the final submission is made.

FINAL SUBMISSION

At final submission, only the final format and corrections recommended upon first submission may be examined, due to time constraints.

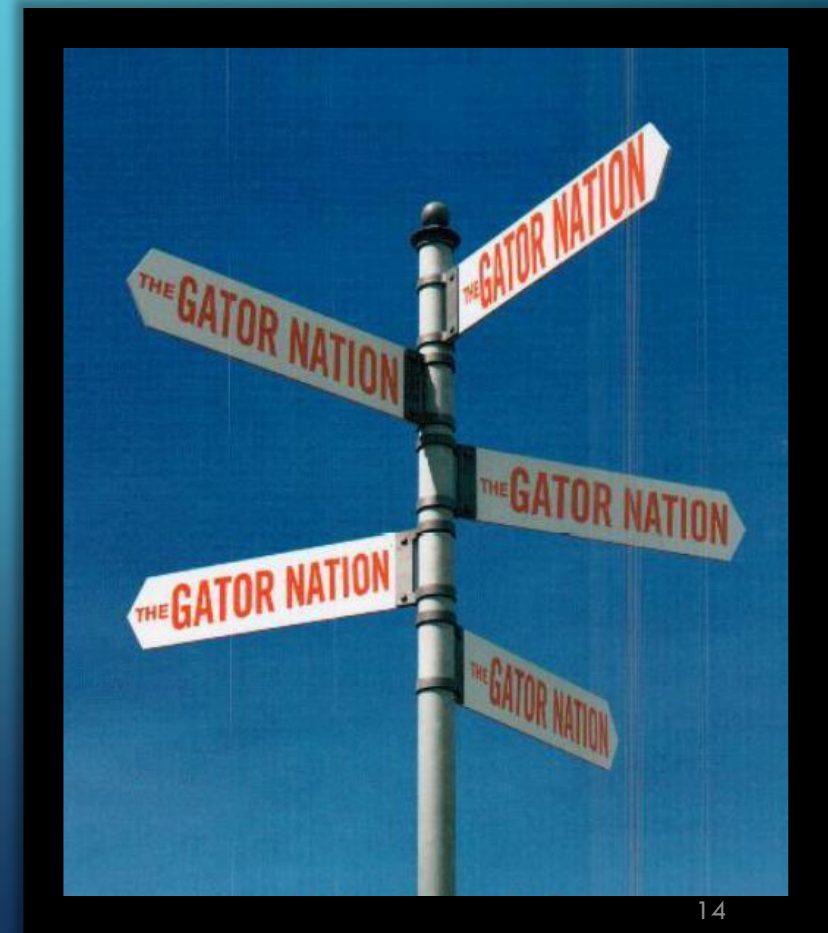
Accordingly, it is the committee's and student's responsibility to ensure all formatting requirements have been applied appropriately throughout.

FINAL CLEARANCE

A student will achieve final clearance status once all dissertation guidelines have been met and all appropriate dissertation forms are recorded with the Graduate School Editorial Office.

GRADUATE SCHOOL EDITORIAL OFFICE

- Two staff members review over 2000 students' documents each year.
- Due to the multiple submission stages, these documents are reviewed numerous times throughout the semester by the editor assigned to the document.



DOCTORAL DISSERTATION SUBMISSION STEPS

Work with
ASC Lab
Templates &
Staff to
Format
Dissertation

Work with
Academic Unit
to Submit
Transmittal
Letter

Work with
ASC Lab to
Make First
Submission to
the Graduate
School's
Editorial
Office

Work with Your
Academic Unit
to Orally
Defend and to
Submit Final
Exam Form and
Publishing
Agreement

Work with
ASC Lab to
Format
Dissertation to
Meet
Committee
Guidelines

Work with
Academic Unit
to Submit ETD
Signature
Page

Work with
ASC to Revise
Dissertation
for Final
Submission to
Graduate
School

Editorial Office Requirements: Doctoral Dissertation

Dissertation Checklist

Due by the **first submission** deadline:

- **Degree Application**
(Student submits through their ONE.UF account.)
- **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 via GIMS when submitting dissertation.)

Editorial Office Requirements: Doctoral Dissertation

Dissertation Checklist

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.)
- **Confirmation of Completion of the 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.)

Master's Thesis Submission Steps

Work with
ASC Lab
Templates &
Staff to
Format Thesis
prior to
defense

Work with Your
Academic Unit
to Orally
Defend and to
Submit Final
Exam Form

Submit your
UF Publishing
Agreement
via GIMS

Work with the
ASC to Format
thesis to meet
your committee's
stipulations and
the Graduate
School's Editorial
Office's
guidelines

Work with
Academic
Unit to
Submit ETD
Signature
Page

Work with the
ASC to Revise
thesis in order
for Final
Submission to
the Graduate
School

Work to
achieve final
clearance
with the
Editorial
Office by the
Final
Clearance
Deadline

Editorial Office Requirements: Master's Thesis

Thesis Checklist

Due by **first submission deadline**:

- Degree application through ONE.UF
- Orally defended master's thesis
- Final exam form posted by unit indicating successful oral defense
- Reference journal article

Due by **final submission deadline**:

- UF Publishing Agreement
- ETD Signature Page
- Final thesis submission document

The Traditional Dissertation/Thesis

Each chapter should be complete within itself and treats one of several aspects included in the entire unified study. Accordingly, a general introductory chapter must be added as the first chapter of the thesis or dissertation. A final chapter must be added that discusses results, conclusions, or further research for the entire study. This requires a minimum of three chapters. There is no page requirement, however.

As with all theses and dissertations, the submission document must be organized into one unified whole and treated as one entire study. The body text must contain a clear introduction; the main body chapters (including tables and figures), in support of that introduction; and a final summary of outcomes and/or conclusions, clearly tying all of your research findings together into one complete study.

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

Note: All pages are counted in sequence—from the Title Page (1) through the Biographical Sketch. Page numbers appear centered on the bottom of each page beginning with the acknowledgments page.

Unacceptable Usage

- Omission of material that unites components to form a complete manuscript (for example, omitting the general introductory chapter or the conclusion chapter)
- Inclusion of coauthored material is not allowed; however, portions and materials contributed by each of the students may be used. Regardless, it is the student's and the Committee Chair's responsibility to ensure that the student has appropriately addressed all copyright issues or concerns that may arise.
- Tables and figures cannot be grouped at the end of the entire thesis or dissertation. They should be grouped logically at the end of the chapter where they are first mentioned, or alternatively, they may appear near first mention within the body text, as long as blank white space is not used excessively around each of them.
- Direct duplication of shared author publications/works
- Double-spaced or divided reference lists
- References listed at the end of each chapter
- Use of an abstract at the beginning of each chapter
- Subheadings within the body in ALL CAPS
- Chapter headings in bold
- Beginning 1st-level subheadings on separate pages
- Repeating a chapter's heading as a subheading
- Chapters paged individually, beginning anew on the first page of each chapter

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 thesis or dissertation must be organized into a unified whole and treated as one entire study. The Graduate School stresses the fact that the thesis or dissertation is the primary objective and publication is the secondary objective.

Students must follow the formatting guidelines set by the Graduate School regarding spacing and margins, pagination and copy sequence, heading formats, and overall preparation of the thesis or dissertation document.

Students should look to their committee members for guidance regarding academic rigor and the content of the document.

Articles as Dissertation/Thesis

Chapter One must be a general introduction, tying everything together into one clear study. Generally, this chapter is aptly titled "INTRODUCTION," but may be appropriately renamed.

The last chapter should include general conclusions, again tying everything together into a unified whole. This chapter is generally titled "CONCLUSIONS," but also may be appropriately retitled.

There is no page minimum, but a minimum of three chapters is still required.

If the chapter headings of INTRODUCTION and CONCLUSION are used, there should not be multiple subheadings titled "introductions" and "conclusions" throughout the body chapters.

These research areas should be addressed in these chapters, but should be titled appropriately, keeping in mind that a subheading in the body should never repeat a chapter's heading directly. Either forego the subheadings simply introducing the introductory text directly following the chapter heading, or rename the subheadings (e.g., Concluding Remarks, Summary, In Closing, Findings).

Articles as Dissertation/Thesis

A thesis or dissertation may include journal articles as chapters, if all copyright considerations are addressed appropriately with the copyright holder. Even if the student is the sole copyright holder, any chapter representing a journal article needs an unnumbered footnote at the bottom of the first page of the chapter indicating, "Reprinted with permission from . . ." giving the source, just as it appears in the List of References.

Regardless of the previous publications of the author, the thesis/dissertation must have only one abstract and one reference list and must form one clearly coherent piece of research.

It is the student's and the Committee Chair's responsibility to ensure that the student has appropriately addressed all copyright issues or concerns that may arise.

Material produced by coauthors should be so noted and cited appropriately.

It is the supervisory committee's responsibility to ensure the thesis or dissertation reflects a sufficient level of original and scholarly work by the candidate; the student's committee must advise the student appropriately on how to go about indicating their specific contributions to the published article—students are not authorized to simply 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 used; the chapters must vary to indicate your direct contribution to the studies.

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Graduation, if
all other
degree
requirements
are met.

Editorial Office Deadlines:

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

NOW YOU ARE....

PHINALLY DONE

UNIVERSITY OF FLORIDA

The image features a blue gradient background with white circuit-like lines in the corners. These lines consist of straight paths that branch out and terminate in small circles, resembling a stylized PCB or network diagram. The lines are most prominent in the top-left, top-right, and bottom-left corners, with a few also visible in the bottom-right corner.

OR, MAYBE NOT . . .

EDITORIAL TIMELINES

- There are **HUNDREDS** of students in this process with the SAME final DEADLINES.
- Should they miss these deadlines, no exceptions can be granted; however, clearing prior extends the final submission and/or clearance deadline and potentially waives the final-term registration requirement for the term of degree award.

CLEARING PRIOR

- Clearing prior is an option only for thesis and dissertation students
 - Student was on track to graduate this term
 - Student met all requirements and all deadlines EXCEPT Editorial Final Submission and/or Final Clearance
 - This only extends the deadline to achieve final submission/clearance with the Editorial Office—it does not affect any other deadlines.
 - 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 and you will be informed of this fact via email.
- Petitions to waive final term registration for any other reason should still be directed to the Graduate School for appropriate processing.

EXTENDED DEADLINES FOR FINAL SUBMISSION AND/OR FINAL CLEARANCE

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-or-

Final Clearance
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Clearing Prior
to the first day
of classes:
Although
degree will be
awarded in
upcoming
term,
registration
requirements
will be
waived (if all
other degree
requirements
have been
met.

Editorial Office Deadlines:

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

ANY QUESTIONS OR FOLLOW-UP

Email:

grad-edit@ufl.edu

Phone:

352 392 1282

