How The Graduate School’s Editorial Office Can Help You and Your Students Navigate toward Degree Award

Ms. Stacy Wallace, Associate Director
UF Graduate School, Editorial Office
The Graduate School’s Editorial Office

Our main mission lies in our desire to smoothly guide UF graduate students toward their degree awards by providing clear curricular paths for them to follow throughout their graduate school journeys.
How the Editorial Office Can Help

We Provide Guidance to

• Students
• Staff
• Faculty
How the Editorial Office Can Help

We Provide Guidance with Graduate

- Catalog
- Curriculum
- ETDs (Electronic Theses and Dissertations)
- Academic Deadlines
- Publishing Agreements
- Other Required Forms for Degree Award
- Petitions
- Commencement
- Referrals to Other Pertinent Offices
How The Graduate School’s Editorial Office Can Help

The Editorial Office Publishes the Graduate Catalog

• Updates should be sent throughout the year to gradcatalog@aa.ufl.edu

The Editorial Office Coordinates Graduate Curriculum

• Updates should be requested throughout the year via https://approval.ufl.edu

• Inquiries should be addressed to
  • Grad-Curriculum@ufl.edu
  • GraduateCouncil@aa.ufl.edu
How The Graduate School’s Editorial Office Can Help

ETDS
Electronic Theses and Dissertations

• Formatting Guidelines
• Academic Deadlines
• Publishing Agreements
• Other Forms Related to Your Student’s Degree Award
• Petitions
• Commencement
• Referrals
How The Graduate School’s Editorial Office Can Help

ETDS
Electronic Theses and Dissertations

• Formatting Guidelines
  • http://graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/
  • Guide for Preparing Theses and Dissertations
  • Example Pages
  • Online Tutorials

• Checklists & Deadlines
  • Thesis Checklist
  • Dissertation Checklist
  • Submission Deadlines
How The Graduate School’s Editorial Office Can Help

ETDS
Electronic Theses and Dissertations

UF Publishing Agreement

• Submitted by the student via GIMS after consultation with their Committee Chair(s)

• Restriction Options Available
  • Immediate Release
  • 6-month Campus Restriction and then Immediate Release
  • 1-year Campus Restriction and then Immediate Release
  • 2-year Campus Restriction and then Immediate Release
  • 2-year Secret and then Immediate Release

• Restriction extensions may be requested through the UF Libraries after students’ degrees have been awarded.

• In the case of our doctoral students, the student determines if the full-text or simply the abstract will be forwarded to Pro-Quest, et al.
How The Graduate School’s Editorial Office Can Help

ETDS
Electronic Theses and Dissertations

ProQuest Publishing Agreement

• Submitted by student electronically directly to ProQuest
  (https://www.etdadmin.com/cgi-bin/student/etd?siteId=259)
• Traditional Publishing is free to UF Students.
• Open Access Publishing is an additional charge.
• There are other available services available through ProQuest for additional charges:
  • Registering Copyright
  • Obtaining Bound Copies
ETDS
Electronic Theses and Dissertations

Other Thesis and Dissertation Forms Required for Degree Award

• Degree Application*
• Final Exam Form**
• ETD Signature Page**
• Transmittal Letter (for doctoral students)**
• Survey of Earned Doctorates (for doctoral students)*

*Submitted by the student
**Submitted by the academic unit
How The Graduate School’s Editorial Office Can Help

Petitions to the Graduate School

- Submitted using PDF Form: Petition to the Graduate School
- Must be signed off by the Department Chair or Graduate Coordinator and then the College Dean
- Submitted via Email to GraduateSchoolPetitions@aa.ufl.edu

Petitions handled by the Graduate School’s Editorial Office

- Extend First Submission Deadline for Doctoral Dissertation
- Extend First Submission Deadline for Master’s Thesis
- Extend Final Submission Deadline for Thesis and/or Dissertation
How The Graduate School’s Editorial Office Can Help

The Editorial Office Publishes the Doctoral Portion of the UF Graduate Commencement Program

- Updates to ETD document titles should be made by the students directly via GIMS (within their Editorial Document Management Package).

- Updates made to titles after the midpoint of the term will not be reflected in the upcoming published commencement program.

- Faculty Escort Information is still be submitted via GIMS by the academic unit.
Referrals to Others

The Editorial Office partners with a number of other offices around campus, such as the Graduate Records Office, the UF Libraries, and the Application Support Center just to name a few.

Let’s take a moment to discuss some of the services each of these offer you as it relates to our students completing a thesis or dissertation here at UF.
How Can We Better Help You and Your Students

Questions, Answers, Ideas, Solutions, Initiatives . . .

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