

Master's Thesis Submission Checklist

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

The Thesis must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. All master's theses must be orally defended before making submission to the Editorial Office. Therefore, the final exam form must be posted to GIMS before an attempt at submission can be made. Additionally, without a degree application in place by the degree application deadline, a submission cannot be made.

Promptly contact the Application Support Center, by visiting Room 224 in the Hub, by calling 392-HELP (Option 5), or by e-mailing asc-hd@ufl.edu, when you begin writing your thesis and long before submitting the thesis for review by one of our editors. **The Application Support Center (ASC)** can help you to ensure you will pass the first submission requirements of the Editorial Office. To streamline the use of UF's formatting template and for information regarding how to change settings in it to meet with the Graduate School's guidelines, please contact the **ASC**. We recommend that all students register for at least one of the free ETD workshops as well: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

By the published deadline, within your intended term of degree award, **YOU MUST SUBMIT A DEGREE APPLICATION**. The degree application deadline falls before our office's submission deadline; therefore, file early, as degree applications will not be accepted by the Registrar after the degree application deadline has passed.

____ **Degree application through ONE.UF:** You must submit a degree application for the term in which you intend to graduate by the published degree application deadline—this deadline falls before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

Promptly after your defense, but no later than 5:00 p.m. on **the first submission deadline**, these items must be submitted to the Editorial Office:

____ **Thesis** in pdf electronic format: This document is not a draft; it should be near-final. It must be completely formatted in order to pass first submission requirements—troubleshoot your document first with **ASC** (Rm. 224 Hub) to ensure you are not rejected upon first submission. The **ASC** has developed many tutorials dealing with the electronic submission of your document, you can find those here: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/>

____ **Journal article:** an entire sample article from the journal whose reference system you used as a model in formatting your thesis reference citations and list.

____ **Final Exam Form:** Your supervisory committee signs. Your graduate designee submits a confirmation of successful completion *electronically* through GIMS once you have successfully orally defended your thesis. This must be submitted in GIMS as soon as you successfully defend your thesis—your department should not hold this form for revisions to your thesis. If revisions to the document are necessitated the ETD Signature Page should be held instead.*

____ **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair. Most choose a 2-year Campus-Restriction option if planning to publish their master's research in another outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc.

Next, a Library Processing Fee of \$12.80 soon appears in your ONE.UF account, and status updates from our office start arriving via your Gatorlink e-mail. Follow closely, as these will advise you of specifics. You first receive an auto-generated e-mail acknowledging the submission has been made. Then, you are advised, via another e-mail, if you passed the submission requirements—if rejected on deadline day, you only have until the close of business that day to remedy the situation.

Next, within 15 business days, you receive another e-mail with our recommended changes and directions on moving forward with your final submission. As soon as your committee and you are satisfied with the final document, work quickly and carefully to achieve **Final Clearance** by submitting all submission documents and an acceptable pdf document through the Editorial Package portal found within the **Graduate Information Management System (GIMS)** no later than 5:00 p.m. on the **Final Submission Deadline**. Do not wait until this deadline to submit, as there are hundreds of students in this process. Get in the list early. Submit the final document as early in the term as your committee will allow. Our office recommends submitting at least 5 business days in advance of submission deadlines, but you must submit no later than the **Final Submission Deadline** for the term in which you intend to graduate, and you also must achieve final clearance status by the **Final Clearance Deadline** listed for that term. No exceptions can be granted to these deadlines. **The ASC** can help you during this process, but do not consider waiting until the days nearing deadlines to submit your document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Complete all requirements well in advance, in order to ensure you do not face the chance of not graduating within your intended term. It's your responsibility to ensure all forms are recorded accurately in the Editorial Package portal found within the **Graduate Information Management System (GIMS)** by the **Final Submission Deadline** in the term you intend to graduate, including the

____ **ETD Signature Page:** Your supervisory committee signs this form at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee will submit a confirmation of successful completion of this form *electronically* through GIMS. You should not submit your final document for review until this form has been posted to GIMS.

***Information regarding the forms prepared for your defense:** Your department's graduate coordinator designee creates the final exam form, UF Publishing Agreement, and the ETD Signature Page, through the Graduate Information Management System (GIMS) database. All forms are typically signed *at* the defense. A confirmation of successful completion is sent *electronically* through GIMS. The final exam form and the publishing agreement must be submitted prior to the first submission of your document for review to our office. If after your defense, your committee wants additional changes made to the thesis before publication, **your committee may elect to hold the ETD Signature Page until all provisos have been addressed; but, if they elect to do so, a confirmation of completion must be posted to GIMS no later than the Final Submission Deadline.**