

**NEW YORK UNIVERSITY  
GRADUATE SCHOOL OF ARTS AND SCIENCE  
DOCTORAL DISSERTATION SUBMISSION CHECKLIST  
January 2020**

**PAPERWORK AND PRELIMINARY SUBMISSION DUE: December 6, 2019:**

*Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222. Electronic attachments are not allowed.*

- ✓ **One copy of the title page.** It does not have to be signed by your advisor.
- ✓ **The Abstract Approval form (original signature is required)**
- ✓ **Two copies of the abstract.** The abstract must be typed, double-spaced, conform to the dissertation margin requirements and include the title, author and advisor's names in the header. Abstracts can be revised up to the final dissertation deadline.
- ✓ **[The ProQuest Publishing Agreement Form](#).** This form can be found in the booklet on pages 4 through 6 OR you can submit a printed copy from the ProQuest site.
- ✓ **[Survey of Earned Doctorates](#)**

**SUBMIT ELECTRONICALLY:**

- ✓ **The preliminary dissertation submission** must be uploaded through the [ProQuest/UMI](#) site. The submission must be correctly formatted: double-spaced and the margins must be one inch on all four sides. Page numbers must be  $\frac{3}{4}$  of an inch from the edge of the page, bottom-centered or top-centered (set the header/footer settings to 1 inch) and must not be in the right hand margin. There should be at least two or three lines between the page number and the text/footnotes. The formatting must be in accordance with the guidelines in the [A Formatting Guide for Successful Completion of the Doctoral Dissertation](#). The first upload of the dissertation may be a working copy, but it **MUST** be correctly formatted. It **will not** be considered final until it has been reviewed and defended.
- ✓ **The dissertation filing fee** must be paid to ProQuest/UMI. If you intend to copyright and/or purchase copies of your dissertation, you must submit the additional payment for these services at this time. Even though the fee is due at this time, only the final dissertation will be published and reproduced (if you order copies).

**NOTE: EXTENSIONS ARE NO LONGER GRANTED FOR THE PRELIMINARY DISSERTATION DEADLINE. ALL PAPERWORK MUST BE SUBMITTED BY DECEMBER 6, 2019.**

**PAPERWORK AND FINAL SUBMISSION DUE: January 17, 2020:**

*Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222.*

- ✓ **One copy of the signed title page (original signature is required).**
- ✓ **The Advisor Approval Form (original signature is required).**

**SUBMIT ELECTRONICALLY:**

- ✓ **You must upload your final dissertation via the link provided in the preliminary dissertation review email.**

*UPDATED: March 6, 2019*