

NEW YORK UNIVERSITY  
GRADUATE SCHOOL OF ARTS AND SCIENCE  
DOCTORAL DISSERTATION SUBMISSION CHECKLIST  
September 2018

**PAPERWORK AND PRELIMINARY SUBMISSION DUE: August 3, 2018:**

*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 [ProQuest Publishing Agreement](#) on pages 4 through 6. All fees/payments must be made online via 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 at minimum, ¾ 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 payment 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).**

*The hard copies of the paperwork above must be submitted and the preliminary dissertation must be uploaded by August 3, 2018*

**PAPERWORK AND FINAL SUBMISSION DUE: September 14, 2018:**

*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 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: July 25, 2018*