NEW YORK UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCE
DOCTORAL DISSERTATION SUBMISSION CHECKLIST
January 2017

PAPERWORK AND PRELIMINARY SUBMISSION DUE: December 2, 2016:
Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222, New York, NY 10003. 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 “2015-2016 ProQuest Publishing Agreement” on pages 4 through 6 OR you can submit a printed copy from the ProQuest site. 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, ¼ 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 December 2, 2016

PAPERWORK AND FINAL SUBMISSION DUE: January 13, 2017:
Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222, New York, NY 10003. 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: February 23, 2016