NEW YORK UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCE
DOCTORAL DISSERTATION SUBMISSION CHECKLIST
May 2016

PAPERWORK AND PRELIMINARY SUBMISSION DUE: March 18, 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, 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 March 18, 2016*

PAPERWORK AND FINAL SUBMISSION DUE: May 6, 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 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