

NEW YORK UNIVERSITY
DOCTOR OF PHILOSOPHY DEPOSIT PROCEDURES
January 2010

PRELIMINARY DUE BY December 4, 2009:

- **One copy of the title page.** It does not have to be printed on white bond paper or signed by your advisor.
- **The Abstract Approval form (Form #1) and 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. The Abstract Approval form must be signed at this time. The abstract cannot exceed 350 words. Abstracts can be revised and approved up to the final deadline.
- The Library/Microfilm Instruction Form (Form #2). *** THIS FORM IS NO LONGER REQUIRED.***
- **The Doctoral Dissertation Agreement Form (Form#3).** This form can be found in the booklet "Publishing Your Doctoral Dissertation with UMI Dissertation Publishing" on pages 3 through 5.
- **The GSAS Doctoral Survey (Form #4)**
- **Survey of Earned Doctorates (Form #5)**
- **The preliminary dissertation submission.** This copy must be uploaded through the ProQuest/UMI site at <http://www.etsdadmin.com/cgi-bin/home> The preliminary copy must be correctly formatted: double-spaced and the **MARGINS MUST BE AT LEAST ONE AND A HALF INCHES (1.5") ON THE LEFT AND ONE-INCH (1") ON THE TOP, BOTTOM AND RIGHT SIDES. THE MARGINS MAY BE LARGER; THEY CANNOT BE SMALLER.** Page numbers must be at least one inch from the edge of the page, bottom-centered or top-centered (set the header/footer settings to 1 inch) and should not be in the right hand margin. There should be at least two or three lines between the page number and the beginning or end of the text/footnotes. The formatting must be in accordance with the guidelines in the "A Formatting Guide for Successful Completion of the Doctoral Dissertation," available on-line (<http://gsas.nyu.edu/docs/IO/4474/formattingguide.pdf>). The first upload of the dissertation may be a working copy correctly formatted. It **will not** be considered final until it has been defended and reviewed. It must be submitted electronically by visiting <http://gsas.nyu.edu/page/grad.life.dissertation>
- **At this point, 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).**
 - A two week extension of the December 4, 2009 deadline may be granted by having your department submit a memo via email requesting an extension, to Cherone Slater-Bartley in the Office of Academic and Student Life, One-half Fifth Avenue.

THERE IS NO EXTENSION OF THE January 15, 2010 DEADLINE.

FINAL DUE BY JANUARY 15, 2010:

- **You must upload your final dissertation via the link provided in the preliminary dissertation review email.**
- **The Advisor Approval Form (Form #6).**
- **One copy of the signed, title page.** It does not have to be printed on white bond paper.

FOR GSAS DOCTORAL DISSERTATION FORMATTING GUIDE AND GSAS DOCTORAL DISSERTATION CHECKLIST, PLEASE VISIT <http://www.nyu.edu/gsas/OASL/index.html>