

**NEW YORK UNIVERSITY**  
**DOCTOR OF PHILOSOPHY DEPOSIT PROCEDURES**  
**May 2008**

**PRELIMINARY DUE BY March 21, 2008:**

1. **Two copies of the title page.** These copies are in addition to the one in the dissertation. They do not have to be printed on white bond paper or signed by your advisor.
2. **The pink Abstract Approval Form and two copies of the abstract.** The abstract must be typed, double-spaced, conform to the margin requirements and include the title, author and advisor's names (double-spaced) 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.
3. **Two copies of the Doctoral Dissertation Agreement Form.** This form can be found in the booklet "Publishing Your Dissertation."
4. **Two copies of the Library Instruction Form (Microfilm Form No. 2).**
5. **Survey of Earned Doctorates and GSAS Survey.**
6. **One copy of the dissertation.** This copy is returned to you with a receipt. This preliminary copy may be a working or corrected copy. **The final copy must be submitted in a black spring binder on or before May 9, 2008.** This copy must be typed, double-spaced, in accordance with the guidelines in the handout "A Formatting Guide for Successful Completion of the Doctoral Dissertation," available on-line (<http://gsas.nyu.edu/docs/IO/4474/formattingguide.pdf>) and at One-half Fifth Avenue. The type must be 12 pt. pica or larger if using Times New Roman. **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. THESE 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, 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 FINAL COPY MUST BE ON WHITE, 20 LB. WATERMARKED, BOND PAPER**

A two week extension of the March 21, 2008 deadline may be granted  
by having your department submit a memo to this effect to Cherone Slater  
in the Office of Academic and Student Life, One-half Fifth Avenue.  
**THERE IS NO EXTENSION OF THE May 9, 2008 DEADLINE.**

**FINAL DUE BY MAY 9, 2008:**

7. **The yellow Advisor Approval Form.** This is due with the final copy of your dissertation. Your advisor must sign the title page in the final, defended copy of your dissertation.
8. If you are going to copyright, you must insert a page following the title page (not numbered) with the copyright logo.
9. **There is a required fee of \$100.00 for microfilming and binding. The copyright fee is an additional \$65.00 (price effective July 1, 2006). Please submit one check or money order for \$100.00 or \$165.00 payable to New York University. The fees are required with the deposit of the final dissertation copy (on or before May 9, 2008).**

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