

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

**PRELIMINARY DUE BY August 1, 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 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." If you opt to copyright, due to the copyright fee increase effective July 1, 2006, you must submit the revised *Authorization to Apply for Registration of My Claim to Copyright form*.
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. It can be submitted electronically by visiting <http://gsas.nyu.edu/page/grad.life.dissertation> **The final copy must be submitted in a black spring binder or submitted electronically on or before September 12, 2008.** This copy must be typed, double-spaced, in accordance with the guidelines in the "A Formatting Guide for Successful Completion of the Doctoral Dissertation," available on-line ( [http://www.nyu.edu/gsas/OASL/diss\\_formatguide\\_2005.pdf](http://www.nyu.edu/gsas/OASL/diss_formatguide_2005.pdf) ). 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.

**IF YOU OPT TO SUBMIT A HARD COPY,  
THE FINAL COPY MUST BE ON WHITE, 20 LB., WATERMARKED BOND PAPER**

A two week extension of the August 1, 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 September 12, 2008 DEADLINE.**

**FINAL DUE BY SEPTEMBER 12, 2008:**

7. **The yellow Advisor Approval Form.** This is due with the final SUBMISSION of your dissertation. Your advisor must sign the title page of the final, defended copy of your dissertation.
8. If you are intending 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 (new 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 September 12, 2008). FOR GSAS DOCTORAL DISSERTATION FORMATTING GUIDE AND GSAS DOCTORAL DISSERTATION CHECKLIST, PLEASE VISIT <http://www.nyu.edu/gsas/OASL/index.html>**