

NEW YORK UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCE
DOCTORAL DISSERTATION SUBMISSION CHECKLIST
January 2023

PRELIMINARY PAPERWORK (SUBMISSION VIA EMAIL) DUE: DECEMBER 2, 2022: *Please email the following to the Office of Academic and Student Affairs at gsas.academicaffairs@nyu.edu PDF attachments are preferred. Please also submit any questions you may have to the same address.*

- **One copy of the unsigned title page.** It should not be signed by your advisor, so we can gather the digital signature from your advisor. This should be the same as the cover page on your dissertation. See [formatting guide](#).
- **[Survey of Earned Doctorates](#).** Please fill out the survey on line and submit the Certificate of Completion.
- **[Doctoral Thesis Reader Sheet](#).** You must use the writeable [form](#) on our website. You should complete all information **except the signatures and signed dates**. You will submit it **by email to your department**, who will review it and gather the signatures. They will send it to us. Students may not handle this form after the first signature is made.

SUBMIT ON PROQUEST SITE BY DECEMBER 2, 2022:

- **The ProQuest Publishing Agreement via [ProQuest](#) site.** This is done when you submit your preliminary dissertation on [ProQuest](#) site. **All fees/payments must be made online via the [ProQuest](#) site.** Your fee will depend on your chosen publishing option. There's no cost for basic Traditional Publishing. If you intend to register copyright and/or purchase copies of your dissertation, you must submit the payment at this time.
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- **The preliminary dissertation submission** must be uploaded through the [ProQuest](#) 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, $\frac{3}{4}$ 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. We recommend a full draft to reduce necessary formatting changes for the final dissertation. It **will not** be considered final until it has been reviewed and defended.

FINAL PAPERWORK AND DISSERTATION SUBMISSION DUE: JANUARY 13, 2023:

Please submit any questions to the Office of Academic and Student Affairs at gsas.academicaffairs@nyu.edu

- **[Doctoral Thesis Oral Defense Form](#).** You must use the writeable [form](#) on our website. You should complete all information **except the signatures and signed dates**. You will submit it **by email to your department**, who will review it and gather the signatures. They will send it to us. Students may not handle this form after the first signature is made.

SUBMIT ON PROQUEST SITE BY JANUARY 13, 2023:

- **You must upload your final dissertation via the link provided in the preliminary dissertation review email. If you don't have the email or the link expired, you can upload your final revision by login to your [ProQuest](#) account.**

UPDATED: Feb 8, 2022