NEW YORK UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCE
DOCTORAL DISSERTATION SUBMISSION CHECKLIST
September 2018

PAPERWORK AND PRELIMINARY SUBMISSION DUE: August 3, 2018:
Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222. 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 ProQuest Publishing Agreement on pages 4 through 6. 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 August 3, 2018**

PAPERWORK AND FINAL SUBMISSION DUE: September 14, 2018:
Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222. 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: July 9, 2018**