

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](mailto: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.

**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:**

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- **[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 the link expired, you can upload your final revision by login to your [ProQuest](#) account.**

UPDATED: June 7, 2022