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.

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.
  * Even though the fee might be due at this time, only the final dissertation will be published and
    reproduced (if you order copies).

• The Dissertation Abstract via ProQuest site. This is done when you submit your preliminary dissertation on
  ProQuest site. You must copy and paste your Abstract on the ETD Details page. Abstracts can be revised up to
  the final dissertation deadline.

• 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, ⅛ 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 the link expired, you can upload your final revision by login to your ProQuest account.

UPDATED: June 7, 2022