

Preparing your thesis

- _____ Deadlines: <http://gradschool.rgp.ufl.edu/current-files/current-critical-dates.pdf>
- _____ Graduate School format requirements: <http://gradschool.rgp.ufl.edu/editorial/format.html>
- _____ Formatting templates, courtesy of CIRCA's ETD Center. Learn to use them properly: <http://etd.circa.ufl.edu>
- _____ Apply for your degree <http://www.isis.ufl.edu>
- _____ Give your thesis to your supervisory committee to review, and schedule your defense
- _____ Master's students must successfully defend **before** thesis first submission (you may need a couple of weeks between your defense and thesis first submission, to make changes suggested by your committee, and to make sure that your thesis is completely formatted)

Forms to be signed at your defense (correct, fully signed forms must be received by the Editorial Office before final deadline)

- _____ **ETD Signature Page:** ask your department's graduate secretary to generate this from the Graduate Information Management System (GIMS). Supervisory committee signs (required for first submission). College dean signs (except Business, CALS, or CLAS). Graduate School Dean does not sign.
- _____ **Final exam form:** your department's graduate secretary creates this from the Graduate Information Management System (GIMS). Supervisory committee signs. Department chair signs. College dean signs (except PHHP). If your committee wants revisions, your chair (or designee) may hold your final exam form until satisfied. Editorial Office needs final exam form before you can achieve Final Clearance.
- _____ **ETD Publishing Agreement:** to print this, the student must log into the EDM system https://apps.rgp.ufl.edu/edm_app/etd_login.cfm

Thesis first submission (ETD Signature Page plus entire package must be received by the Editorial Office before the deadline)

- _____ **ETD Publishing Agreement**, signed.
- _____ **Expanding wallet**, labeled (upper left) with your name, degree, major, month and year of degree award, and UF ID number
- _____ **Thesis** on plain paper, completely formatted (print on only one side of the paper). This should be loose; do not bind it or clip it.
- _____ **Journal article:** a photocopy of an entire article from the journal whose reference system you used in formatting all of your references
- _____ **Fee receipt** for \$12.80 library processing, payable in S113 Criser Hall (Monday to Friday, 8:30Am to 3:30P)
- _____ **General Audience abstract:** see sample pages, <http://gradschool.rgp.ufl.edu/editorial/format.html>

Editorial final clearance (Make any and all needed changes **before** creating your final ETD. When you submit your ETD, you lose the right to make any further changes. Allow plenty of days for the Editorial Office to accept your ETD. The nearer the deadline, the longer it takes.)

- _____ 1. Create your final ETD with pdf links (the ETD Lab can help).
- _____ 2. Log into the EDM system https://apps.rgp.ufl.edu/edm_app/etd_login.cfm and upload **just the body** of your academic abstract
- _____ 3. Upload and submit your ETD. [If your ETD is not accepted, you will get an email (watch out). Then you would need to fix any problems and repeat Steps 1 through 3. We strongly caution you to avoid this situation. Instead, please endeavor to make your thesis acceptable the first time.]
- _____ 4. Check your package status in the EDM system. The Editorial Office changes your package status to "Final Submission" when your ETD is accepted and to "Final Clearance" after you meet all of their requirements. It is your duty to confirm that you have achieved Final Clearance before the deadline.