Name: Diaz, Renata M

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*Helpful link to full format guidelines:*

Preliminary partial scanning specifically seeking error types—all oversights may not be listed here. Therefore, you must consult and meet all guidelines posted on the website:

<http://graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/>

Repeated oversights may simply be noted only upon one occurrence here, although they should be fixed throughout the entire body to mirror a consistent style—you should check the work throughout for any that may have been missed, as we certainly will not catch all occurrences on our preliminary review.

Page 5, 21, 31-34 and throughout

Title Case (Like This) is used for 1st-level and 2nd-level subheadings. Capitalize the first letter of each principal word. **All words should be capitalized except for the words *to* and *as* and all articles, conjunctions, or prepositions, no matter how long they are**.

Page 12 Remove this page and Remove List of Objects from the TOC

Page 14, 16 and throughout The word “chapter” should be “Chapter” when used as a proper noun—use the capital C and the numeral when referring to the chapters by their proper names (ex: Chapter 1, Chapter 3, etc.)—also, when referring to a chapter within the work, only refer to it by its proper name; do not say things like “in the next chapter” or “in the previous chapter,” instead refer to them as “in Chapter 2,” etc.

Page 21 and throughout

Here is the exact format (as examples) to follow for your subheadings:

**First-Level Subheading**

Bold, centered, and in title case (capitalize the first letter of each principal word). You must list all 1st-level subheadings in the table of contents. There is no period following them. The text begins on the next line, following a standard paragraph indent.

**Second-Level Subheading**

Bold, flush left, and in title case. Second-level subheadings are subordinate to 1st-level subheadings. There is no period following them. The text begins on the next line, following a standard paragraph indent.

Page 43 Remove the extra lines of space between the Figure and its caption

Page 100-101Do not break a reference at the bottom of a page; rather than splitting the reference, insert a hard return or relax the bottom margin to accommodate.

Please make these corrections and then create a word document with the titles and headings in the table of contents linked in blue to the appropriate titles and headings in the text. Also link the titles and captions in the list of tables and figures to tables and figures in the text. Additionally, any web references/citations should be linked to the corresponding webpage. Finally, be sure that your degree, dates, and title match on your cover page to the ones on your abstract page and biographical sketch. Lastly, convert this document to a PDF before uploading to submit. Log into GIMS in order to verify the receipt of all of your submission documents; to check that your name,[[1]](#footnote-1)\* the title of your paper, and your release level[[2]](#footnote-2)\*\* are correctly recorded. Here, you will be able to upload your pdf; and to submit[[3]](#footnote-3)\*\*\* your final pdf once you are ready for it to be reviewed by our office.

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[Submitting your PDF to the Editorial Office](https://mediasite.video.ufl.edu/Mediasite/Play/f593a68011f4433f9816180341eb8c481d)(New Video)

We will contact you back with any changes required before you can achieve final clearance with our office—ensure that you allow yourself plenty of time to finish these changes and the final submission and acceptance process. You will not achieve final clearance status with the Editorial Office until an acceptable PDF is submitted—this must be accepted no later than the published [final clearance deadline,](http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/#d.en.241126) and, therefore, must be submitted in a reasonable time for acceptance, but no later than the published [final submission deadline](http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/#d.en.241126) in your intended term of degree award. Keep in mind that there are hundreds of students in this process with the exact same final clearance deadline; accordingly, do not wait until too near the deadline to submit your final PDF for review. It is your responsibility to verify that the [Editorial Document Management System (EDM)](http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp) indicates your package status is set to Final Clearance and that no deficiencies show as outstanding in your EDM Record. Accordingly, it is not an acceptable excuse to claim that you assumed you achieved final clearance simply by submitting the final PDF document for review by one of our editors. You cannot achieve Final Clearance status with our office until all of your required final submission forms are received. All are due no later than the Final Submission deadline.

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