

**NEW YORK UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCE
DOCTORAL DISSERTATION SUBMISSION CHECKLIST
January 2017**

PAPERWORK AND PRELIMINARY SUBMISSION DUE: December 2, 2016:

Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222, New York, NY 10003. 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 "[2015-2016 ProQuest Publishing Agreement](#)" on pages 4 through 6 OR you can submit a printed copy from the ProQuest site. 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, $\frac{3}{4}$ 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. 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 December 2, 2016

PAPERWORK AND FINAL SUBMISSION DUE: January 13, 2017:

Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222, New York, NY 10003. 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.**