

FALL 2021 SEMESTER GUIDE FOR YOUR MANUSCRIPT

Use this guide to plan the required steps in the thesis or dissertation submission process in order to meet the deadline for submitting your manuscript.

The dates for the steps below are dependent on the “Thesis and Dissertation Submission Deadline” date, which is different every semester. The submission date is found on the Registrar’s [“Graduation Timelines”](#) website. Be sure to review “The Process” on the library’s thesis & dissertation website <http://library.gmu.edu/udts>.

The absolute deadline for Fall 2021 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is Friday **December 3**. If you are planning to submit yours on that date, your deadlines are in red below. If you plan to submit your manuscript earlier than December 3, your dates for these steps will be proportionately earlier.

8 Weeks before Submitting Your Manuscript to the Library **BEFORE October 8**
Contact the Thesis and Dissertation Coordinator at Fenwick Library and arrange a Format Review <http://thesis.gmu.edu/index.html>.

At Least 7 Weeks before Submitting Your Manuscript to the Library **BEFORE October 15**
Submit a draft manuscript to your committee members for review.

At Least 5 Weeks before Submitting Your Manuscript **BEFORE October 29**
Hold a pre-defense meeting with your committee—Mandatory for PhD students; recommended for MS thesis students. [PhD students, get [Pre-Defense Approval Form](#) signed at this time.]

At Least 4 Weeks before Submitting Your Manuscript **BEFORE November 5**
Email the date and time of your public defense to the SSB Administrative Assistant for room scheduling. Once space has been reserved, email your title, committee (include email addresses for members outside of SSB) and abstract to the SSB Graduate Coordinator for the public announcement. PhD students will also submit the signed Pre-Defense Approval Form to the SSB Graduate Coordinator.

At Least 3 Weeks before Submitting Your Manuscript **BEFORE November 12**
Submit final manuscript to your committee. In consideration of holiday break and/or midterms, please provide your committee members extra time to review your manuscript before your public defense.

At Least 1 Week before Submitting Your Manuscript to the Library **BY November 26**
Hold your Public Defense.
The minimum one week lead-time for this step is to allow time for you to make revisions or corrections to your manuscript as noted by your committee after the public defense, and to obtain all signatures. Signature page template available on library website at <http://library.gmu.edu/udts/SignatureSheets>.

Allow adequate time to obtain the required signatures on the manuscript’s cover/submittal sheet before submitting to it the Library’s Thesis and Dissertation Coordinator. Email the COS Deans to schedule an appointment for their signatures. Thesis/Dissertation Signing Day is another opportunity to obtain required signatures. **Note: the university will be closed for Thanksgiving Holiday November 24-26.**

Many people are involved in producing your thesis/dissertation -- please be considerate and plan ahead! You are strongly urged to begin this process early in the semester, and not wait until the absolute deadlines. The library's thesis & dissertation website is <http://library.gmu.edu/udts>.