

## **SPRING 2020 SEMESTER GUIDE FOR YOUR MANUSCRIPT updated 3/23/2020**

**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 Spring 2020 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is Friday **May 8**. 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 May 8, your dates for these steps will be proportionately earlier.

### **8 Weeks before Submitting Your Manuscript to the Library** **BEFORE March 6**

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 March 13**

Submit a draft manuscript to your committee members for review

### **At Least 5 Weeks before Submitting Your Manuscript** **BEFORE April 3**

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 April 10**

Email the date and time of your public defense to the SSB Administrative Assistant for room scheduling. Email your title and abstract to SSB Graduate Coordinator for the email 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 April 17**

Submit final manuscript to your committee. In consideration of spring 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 May 1**

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. The signature page template can be downloaded from the thesis website.

Allow adequate time to obtain the required signatures on the manuscript’s cover/ submittal sheet before submitting it to the Library’s Thesis and Dissertation Coordinator. Email the COS Deans to make an appointment for their signatures. Thesis/Dissertation Signing Day is another opportunity to obtain the COS Dean’s signature. **Note: the university will be closed for Spring Break March 9-20.**

**Many people are involved in producing your thesis -- 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>**