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

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