**SPRING 2023 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”](http://registrar.gmu.edu/students/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 2023 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is Friday **May 5**. 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 5, your dates for these steps will be proportionately earlier.

**8 Weeks before Submitting Your Manuscript to the Library BEFORE March 10**

Contact the Thesis and Dissertation Coordinator at Fenwick Library to arrange a **required**

**Format Review**. <http://thesis.gmu.edu/index.html>

**At Least 7 Weeks before Submitting Your Manuscript to the Library BEFORE March 17**

Submit a draft manuscript to your committee members for review

**At Least 5 Weeks before Submitting Your Manuscript BEFORE March 31**

Hold a pre-defense meeting with your committee—Mandatory for PhD students; recommended for MS thesis students. [PhD students, get [Pre-Defense Approval Form](https://science.gmu.edu/academics/departments-units/systems-biology/student-forms) signed at this time.]

Schedule the date and time for your public defense with your committee.

**At Least 4 Weeks before Submitting Your Manuscript BEFORE** **April 7**

Email the date and time of your public defense to Monique Sweeney for room scheduling, or to Chris Ryan for Zoom scheduling. Email your title and abstract to Diane St. Germain (SSB Program Coordinator) for the email announcement. PhD students will also submit the signed Pre-Defense Approval Form to the SSB Program Coordinator.

**At Least 3 Weeks before Submitting Your Manuscript BEFORE April 14**

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** **April 28**

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 **signature sheet** before submitting it to the Library’s Thesis and Dissertation Coordinator. You will obtain committee signatures, then the program director’s and SSB Director’s signatures, and finally COS Dean’s signature.
**Note: the university will be closed for Spring Break March 13-19, 2023.**

**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**](http://library.gmu.edu/udts)