

SPRING 2024 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 Spring 2024 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is Friday **April 26, 2024 before 5:00 p.m.** 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 April 26, your dates for these steps will be proportionately earlier.

8 Weeks before Submitting Your Manuscript to the Library **BEFORE March 1**

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 8**

Submit a draft manuscript to your committee members for review

At Least 5 Weeks before Submitting Your Manuscript **BEFORE March 22**

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.] Schedule your public defense date with your committee members.

At Least 4 Weeks before Submitting Your Manuscript **BEFORE March 29**

Email the date and time of your public defense to the SSB Program Coordinator (Diane St. Germain), along with your title and abstract 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 5**

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 19**

Hold your Public Defense either in person or by virtual meeting (Zoom).

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 library's thesis website linked here.

Obtain the required signatures on the manuscript’s cover **signature sheet** before submitting it to the Library’s Thesis and Dissertation Coordinator. **Note: the university will be closed for Spring Break March 4-8.**

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>