

Overview

Dear Graduate Student,

Congratulations on reaching this milestone in your studies at UMass Dartmouth. You have already done the hard work and we are happy to assist you in submitting your final thesis/ dissertation documents so that your scholarly work can be accessed by researchers around the world.

This document is meant to help you with the formatting of your thesis/dissertation and submitting the final version to the Office of Graduate Studies.

Signature Page

Prior to your defense date, please prepare a signature page and send a pdf version to apgradstudies@umassd.edu for format and content review in order to ensure that the page is acceptable before obtaining the signatures of your committee members.

The typeface and margins must be those of the final copy of the text. The finalized signature page must be printed onto white paper of at least 25% cotton content and 20-pound weight and in the standard 8 1/2 x 11 size. This is the only page Graduate Studies requires to be printed on such paper. Graduate Studies and some departments can provide students with a sheet or two of acceptable paper.

The original signatures must be in dark blue or black ink. Please submit to Graduate Studies one signature page with original signatures when everyone has signed it except for the Associate Provost.

Draft Phase and Format Review

When your thesis/dissertation is at least 90-95% complete in terms of content, please submit a pdf version of your document to apgradstudies@umassd.edu for format review and feedback.

Please proofread the manuscript carefully and do all other necessary checks before submitting your document to Graduate Studies. The following are examples of common formatting issues: pages out of order or numbered incorrectly; inconsistent or incorrect spelling of student's name and dissertation/thesis title; page numbers on the table of contents and list(s) of figures/tables do not match location of referenced item; appendices are missing.

The review phase can take from a few days to weeks depending on the accuracy of the initial submission and the number of documents submitted for review. Your initial draft copy will be returned with suggested and required changes listed. Graduate Studies will utilize Adobe comment tools such as sticky notes. If relatively few changes are required, you will be notified your document has been finalized pending incorporation of requested minor changes. Otherwise, you will be asked to submit another draft pdf. The format review phase will continue until Graduate Studies notifies you via email that the document is finalized and ready for submission.

Please note: After your document is finalized for formatting, you may need to incorporate additional changes as requested by your committee members. It is your responsibility to correct any formatting issues that occur due to any final edits.

Submission Phase

After Graduate Studies notifies you that your document is ready for submission, email the following to apgradstudies@umassd.edu:

- Entire document as one pdf file, which will include the blank signature page (the formatting of which must match the approved and signed versions).

Images, code, or other accompanying materials that were formerly included on a CD will be included in the pdf. If converting to a pdf affects the quality of an image or functionality of a code, then a separate file (i.e., .jpeg or .exe) will accompany the text pdf. Students should consult with Graduate Studies on acceptable file format(s).

- Completed non-exclusive distribution rights form.
- ORCID ID number, obtained via <https://orcid.org/>.

Graduate Studies will do a quick check and if your submission is incomplete or inaccurate, you will be asked to correct and re-submit the document.

Approved Copy

An accepted document will be the final version submitted to the library for placement in the library's collection. No further changes will be allowed after the formal submission. Graduate Studies will submit the accepted pdf (re-named to conform to internal specifications) and all



accompanying material via an email to the librarian with a copy to the student as well as the Director of Graduate Studies & Admissions, Graduate Program Director, and Department Secretary so they may take any action needed to certify the completion of degree requirements.

If required by your department, college, or committee, you may be asked to submit additional copies of your document in the preferred format (such as electronic submission or hard copy that is bound, spiral bound, clipped, or stapled).

Contact Information

At any time during the process, please feel free to contact Graduate Studies. We look forward to working with you!

Maureen Jennings, mjennings@umassd.edu

Susan Burke Pedreira, spedreira@umassd.edu

Grace Travassos, gtravassos@umassd.edu