



## **DOCTORAL DISSERTATION MANUSCRIPT SUBMISSION PROCEDURES**

*Revised 5/16/2017*

For more information on the dissertation process, including formatting information, manuscript templates, digital repositories, and format preparation, visit <http://grad.unm.edu/degree-completion/index.html>

### **TIMELINE**

The dissertation defense is scheduled once a student and the student's major advisor have agreed that the manuscript is in its final form. At least two weeks prior to the defense, the student must submit an [Announcement of Examination](#) form to Graduate Studies through [gradforms.unm.edu](http://gradforms.unm.edu). Doctoral students must submit their dissertation to the [UNM Digital Repository](#) within ninety (90) days of passing their final examination defense for the dissertation. If a petition has not been approved by the Dean of Graduate Studies for extension to the 90-day policy or the manuscript is not submitted within that time, the student may be required to schedule and complete a second final examination for defense the dissertation. In all cases the results of the defense must be submitted to Graduate Studies no later than two weeks after the announced date of the defense.

Students who miss the term degree requirement graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation) but complete degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#). University regulations require that doctoral students must be enrolled in 699 dissertation credits and complete a minimum of three hours of graduate credit in the term they complete degree requirements. Should students miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, they are not required to register for the next (graduation) term except for any obligations to meet full time enrollment. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

### **DISSERTATION SUBMISSIONS & EMBARGOES**

Dissertations are submitted to Graduate Studies in an electronic PDF format to the UNM Digital Repository. (Please note: dissertations are no longer being submitted to

LoboVault, UNM's previous repository for theses and dissertations.) The university encourages open access to all electronic theses and dissertations (ETDs) that are produced in the course of graduate work at UNM. To facilitate this, ETDs will be made available on a server housed in the UNM repository, and will be available for search and download through web search engines such as Google. Doctoral dissertations are also sent to ProQuest, where they are made part of their digital dissertation database.

In some cases, it is not appropriate for a dissertation to be immediately available as an Open Access file at the UNM Digital Repository. Thus, UNM has implemented an Embargo Restriction (restriction on availability) policy for dissertations. The embargo allows students to restrict public-wide access to their work in the UNM Digital Repository until the embargo expires after two years. While embargoed, the manuscript must be available within the University of New Mexico academic community for satisfying the program degree requirement. Therefore, if a student wishes to embargo their work, they must submit the [Request for Embargo Restriction form](#) with signatures/and a Memo of Explanation to Graduate Studies, as well as a \$40.00 embargo restriction fee payable to UNM Cashiers at the UNM Business Center. The new IP-address model only allows persons who use UNM computers with IP-address designations to view an embargoed dissertation. Otherwise, the public will not be able to view the manuscript. Students are encouraged to discuss this policy with their committee chair to determine if this procedure is necessary.

## MANUSCRIPT FORMATTING TUTORIALS

A series of three digital tutorials, which review the basic steps to format the dissertation manuscript, are available at <http://grad.unm.edu/degree-completion/manuscript-prep.html>. Additionally, a Manuscript Workshop Video has been incorporated at the Graduate Studies Website: <http://grad.unm.edu/resources/workshops.html>.

## MANUSCRIPT PROCEDURES

1. Complete the [Information Cover Sheet](#), [Certificate of Final Form](#) (student signature initially), and the [Electronic ETD Release Form](#) (student signature) located in the "Manuscripts" section of the Graduate Studies form page, <http://grad.unm.edu/resources/gs-forms/index.html>. **These three forms are required at least a month before the dissertation defense** and should be submitting in person or as attachments by email to the manuscript coordinator, Mayra Estrada (mayra85@unm.edu).
2. Complete the Survey of Earned Doctorate, available through the Graduate Studies forms page, <http://grad.unm.edu/resources/gs-forms/index.html> under the "Manuscripts" section. After you completed the SED survey, you will receive an email from SED. Forward the certificate email confirmation to the manuscript coordinator, Mayra Estrada, (mayra85@unm.edu). This is a requirement for all graduating doctoral students.
3. After successfully defending your dissertation, students must submit a properly formatted pdf version to the UNM Digital Repository

(digitalrepository.unm.edu) as part of your degree requirements. Before submitting your manuscript, please review the document to ensure there are no errors present as **no corrections will be allowed after submission without a petition to the Dean of Graduate Studies**. Doctoral students must also submit their final manuscript to ProQuest (<https://secure.etdadmin.com/cgi-bin/school?siteId=198>).

4. Submission instructions are as follows:
  - a. Proquest: Follow the steps to complete registration and manuscript submission. As long as you pick Traditional Publishing over Open Access Publishing, you will not have to pay any registration fee (usually \$65).
  - b. UNM Digital Repository: On the Digital Repository home page, click on “Collections” (beneath “Browse” on the right sidebar). For graduate students in the following Communities please refer to the appropriate community that houses your degree title or department:
    - i. Architecture: Architecture, Community and Regional Planning, Landscape Architecture
    - ii. Education ETDs: Health, Exercise, and Sports Sciences ETDs: Physical Education, Health Education
    - iii. Individual, Family, and Community Education ETDs: Counseling, Counselor Education, Educational Psychology, Family Studies, Nutrition
    - iv. Language, Literacy, and Sociocultural Studies ETDs: Language, Literacy and Sociocultural Studies, Educational Linguistics
    - v. Special Education ETDs: Special Education
    - vi. Teacher Education, Educational Leadership & Policy ETDs: Elementary, Secondary Education, Educational Leadership
    - vii. Engineering ETDs: Biomedical Engineering ETDs, Chemical and Biological Engineering ETDs, Civil Engineering ETDs, Computer Science ETDs, Electrical and Computer Engineering ETDs, Mechanical Engineering ETDs, Nanoscience and Microsystems ETDs, Nuclear Engineering ETDs, Optical Science and Engineering ETDs
    - viii. English Language and Literature ETDs: English, Creative Writing
    - ix. Foreign Languages & Literatures ETDs: French, French Studies, German, German Studies, Comparative Literature and Cultural Studies
    - x. Theatre & Dance ETDs: Dance, Dramatic Writing
  - c. Click on “Submit Research” (right side), then “Login with UNM NetID.” After logging in, agree to the Pre-Submission Page and click “Continue.” Complete the open fields in the online submission page. Click on the Submit tab when you have completed the dissertation submission.
  - d. The manuscript coordinator will receive a notification by email after the dissertation submission is completed, and will review the dissertation for final approval. The manuscript stays in the UNM digital shadow archive until the Registrar confers the final degree (6 weeks after last day of UNM term), at which time the manuscript coordinator electronically moves the manuscript from the shadow archive to the UNM Digital Repository (open access) repository.

Please email the Graduate Studies manuscript coordinator, Mayra Estrada (mayra85@unm.edu), with any questions.