

Dissertation and Thesis Checklist

Apply for graduation at the beginning of the term. Degree application due dates are posted on the [Academic and Administrative Calendar](#).

Formatting

- Font size 10-12 pt., no script or ornamental fonts. Italicized fonts should only be used for non-English words or quotations
- Spacing is double-spaced throughout, except footnotes, indented quotations, bibliographic entries of more than one line, captions, tables and appendices
- Margins are at least 1.5 inch on left, 1.25 on other three sides
- Page numbers are centered at the bottom of the page, at least .75 inch from the edge
- Title page matches sample page format; program name and degree date are correct
- Sections are arranged in the correct order: Title page, copyright page, table of contents, list of figures/tables, abstract, acknowledgements/dedication, text, appendix, bibliography

Submission

1. Dissertation or Thesis Manuscript – submit on line
 - Create an account on the ProQuest web site <http://www.etdadmin.com/cgi-bin/main/submschools>
 - Create a PDF file of your thesis/dissertation (PDF conversion tool is available through ProQuest)
 - Obtain permission letters for all previously copyrighted material
 - Items to upload:
 - Dissertation/thesis text
 - Abstract
 - Optional supplementary files
2. Title page signed by your committee – submit to Graduate Division Office
Original signatures are required; does not need to be on cotton paper.
3. For doctoral candidates only – submit on line:
 - Survey of Earned Doctorates: sed.norc.org/survey
 - UCSC Exit Survey: <http://www.surveygizmo.com/s3/572030/UCSC-doctoral-placement-Exit-Survey>

Commencement

If you would like to participate in the Graduate Commencement ceremony in June, please sign up online at [Commencement Registration](#). You may access this site throughout the year. Last day to register is June 1.