

## College of Arts & Sciences Manuscript Review Process (FALL 2012)

1. **Submit your manuscript by uploading it to the Filezilla**
  - See Appendix B in the Thesis/Dissertation Guide for directions
  - Your manuscript should be complete by the initial review deadline. Deadlines are posted by the beginning of the semester [http://www.cas.gsu.edu/graduation\\_requirements.html](http://www.cas.gsu.edu/graduation_requirements.html).
  - All tables, figures and appendices that will be a part of your manuscript should be included in the initial submission. This version is referred to as a *complete draft* because your committee may require changes during or after the initial review process.
  - **Submit your manuscript in a single Word file.**
    - Submit a PDF *only* if the manuscript was created using Word for a Mac, LaTeX, or on other software.
  - Documents must be submitted in the correct format with the correct name.
  - Be sure to save your document in the following format: LAST NAME\_FIRST NAME\_YEAR AND MONTH OF GRADUATION\_DEGREE ABBREVIATION\_SUBMISSION NUMBER
    - White\_Michelle\_201205\_ma\_1 (for the 1st submission)
    - White\_Michelle\_201205\_ma\_3 (for the 3rd submission)
    - Each submission must have a unique name. Your full name must be included in the title of your manuscript because the manuscript reviewer must save your manuscript and locate it when needed. Also, if your document cannot be opened, the manuscript reviewer will not know who the document belongs to if it has a name like “My Thesis” or “Final Dissertation.”
2. **Send an email to [asmanuscriptreview@gsu.edu](mailto:asmanuscriptreview@gsu.edu)** to inform the manuscript reviewer of the date and time that you uploaded. Put “Manuscript Uploaded” in the subject line.
  - The manuscript reviewer will **confirm receipt of your manuscript by email** to your **Georgia State student e-mail address**.
3. A **review of your manuscript** will be sent to your **Georgia State student e-mail address** within 3 weeks.
  - If the document adheres to all guidelines, you will be notified via your **Georgia State student e-mail address**.
  - If changes are needed, you will be notified via your **Georgia State student e-mail address**. The necessary changes will be detailed in the e-mail. You will have 10 days from the date the e-mail was sent to re-submit the manuscript with the appropriate changes. If your manuscript is not approved by the third submission, your graduation may be delayed.
4. **Submit the original signature sheet** to the College of Arts & Sciences Office of Graduate Services.
  - Doctoral students will also submit the completed Survey of Earned Doctorates, ProQuest publishing agreement and fee
5. **Upload the final manuscript to the Digital Archive @ Georgia State University** before the final submission deadline.
  - After you receive an approval e-mail from the manuscript reviewer and you have submitted your original signature sheet, you will receive an e-mail from the graduation auditor with directions and the password to upload your manuscript to the library’s Digital Archive.
  - If you have not received the email from the graduation auditor within 5 days of completing all of the requirements, contact Gabriela McNicoll at [gmcnicoll1@gsu.edu](mailto:gmcnicoll1@gsu.edu).
  - It is recommended that you make all the required changes and submit all necessary documents at least 7 days before the final submission deadline.
  - All questions regarding the upload process should be sent to Gabriela McNicoll.
  - You will receive a confirmation e-mail within 5 business days informing you that your manuscript was received. This e-mail will also confirm your manuscript’s acceptance into the library’s permanent Digital Archive. Any errors that prevent the manuscript being accepted into the permanent Digital Archive will be explained, as well as the changes that need to be made.