Introduction: the review process

- Format review is a university requirement. It exists to ensure your document adheres to specific format requirements (such as title page, margins, etc.)

- Format review is also a preparation for future publications – the process will give you experience in using basic editing and manuscript preparation techniques that most professional and post-graduate careers will expect.

*Visit http://graduate.asu.edu/graddeadlines.html for deadlines.*
When to submit your thesis/dissertation for format review:

- Submit your document for format review at the same time you schedule your defense. A formal review will not be conducted on a thesis or dissertation before a defense is scheduled.

- After scheduling your defense, email your formatted thesis or dissertation to gradformat@asu.edu. Your thesis/dissertation must be completed. Partial documents will not be reviewed.

- If your document is too large for email, you can deliver it in person on a CD or flash drive to Graduate Program Services, Suite 288, in building INTSD-B.

- A Format Advisor will check the document for compliance with the Format Manual requirements.

- You are strongly encouraged to use the Format Tool to build the shell, page margins, and preliminary matter of your document (see the “How to use the online Format Tool” at https://graduate.asu.edu/file/how-use-online-format-tool). For specific information, please consult the Format Manual for the standard formatting requirements.

- Turnaround time depends on the time in the semester when you submit your document for initial review. Your document will be reviewed as quickly as possible but, as a general rule, the closer to the semester deadlines, the longer it will take for your review to be completed due to the great influx of other documents.

- Check Graduation Deadlines and Procedures for deadline dates and other information.
**How the review process works**

**First Submission**: A Format Advisor conducts an initial review on your thesis or dissertation after receiving it. You will be notified via email on the results of the review. An attached PDF document will identify any necessary revisions to the document.

**Subsequent Submissions**: Read the full email for instructions on how to proceed with further submission after making required edits. You may only need to resubmit small sections; the entire document may need to be resubmitted if extensive corrections are required. This process will continue until you have received final format approval after your defense.

**Final Format Approval**: You will receive notification via email that no further revisions are required to your document and it is ready for publication. You will not be required to pick up anything in person, as that email is your confirmation.

The Defense tab in your iPOS ([MyASU](https://myasu.asu.edu)) will indicate that your Format Review Status is approved.

**Important points to remember:**

- Email will be sent to your ASU email address only.
- Only use your ASU email address for submissions as private emails tend to be filtered out by ASU web filters.
- Always retain backups. Format does not maintain physical or electronic copies of students’ documents.
How to change your thesis/dissertation after final format approval

It is common to make changes to your document after having received Final Format Approval, either through your own choice or due to requests from your committee.

You may make changes to your document (including the Title Page, Approval Page and/or Abstract) up until the date that your Defense Pass/Fail Form is sent to the Vice Provost for Graduate Education for signature.

Here’s how to make changes to your approved document:

My Committee Recommended Changes to My Document
After you have defended, your committee may recommend minor changes to your thesis or dissertation content. If you have already received Final Format Approval from Graduate Education, you do not need to submit these new changes. Simply make the committee-recommended changes in accordance with the format that was approved for your document.

The only pages that must be re-submitted to Graduate Education for approval are any changes made to your Title Page, Approval Page and/or to your Abstract (see below).

I Updated my Title Page, Approval Page and/or Abstract
If you make changes to the Title Page, Approval Page and/or Abstract, you must submit the new pages to Graduate Education either in person at the front desk (INTDS-B, Room 288) or via email as a Word or PDF attachment to gradformat@asu.edu. With the submission, include a note that indicates the attached documents are updated versions since you have already received Final Format Approval.

You may make changes to these pages at any time prior to receiving the Vice Provost for Graduate Education’s signature on your Defense Pass/Fail Form. Once your form has been signed by the vice provost, you must use the most recently approved version of your pages when binding your document.

Please note: If a Format Advisor believes that the changes to your document were so extensive that a new review is merited, you may be required to resubmit a new, full document for review.
UMI/ProQuest submission and format review

After your defense and the final Pass/Fail form is submitted to Graduate Education, the thesis/dissertation must be submitted to UMI/ProQuest. (See Graduation Deadlines and Procedures at https://graduate.asu.edu/completing-your-degree).

NO further content changes or revisions can be made to your document after submission to ProQuest.

UMI/ProQuest requires a PDF version of your final document, which must be in compliance with the formatting standards. An additional review by Graduate Education format advisors will ensure compliance with format regulations. If additional formatting is required, you will be contacted through your ASU email account.

When ProQuest final format approval has been granted, Graduate Education notifies ProQuest that the document is ready for publication. ProQuest submits the dissertation to the ASU Library (and Library supported search engines) electronically.
How to complete your thesis/dissertation format review (revised 5-27-15)