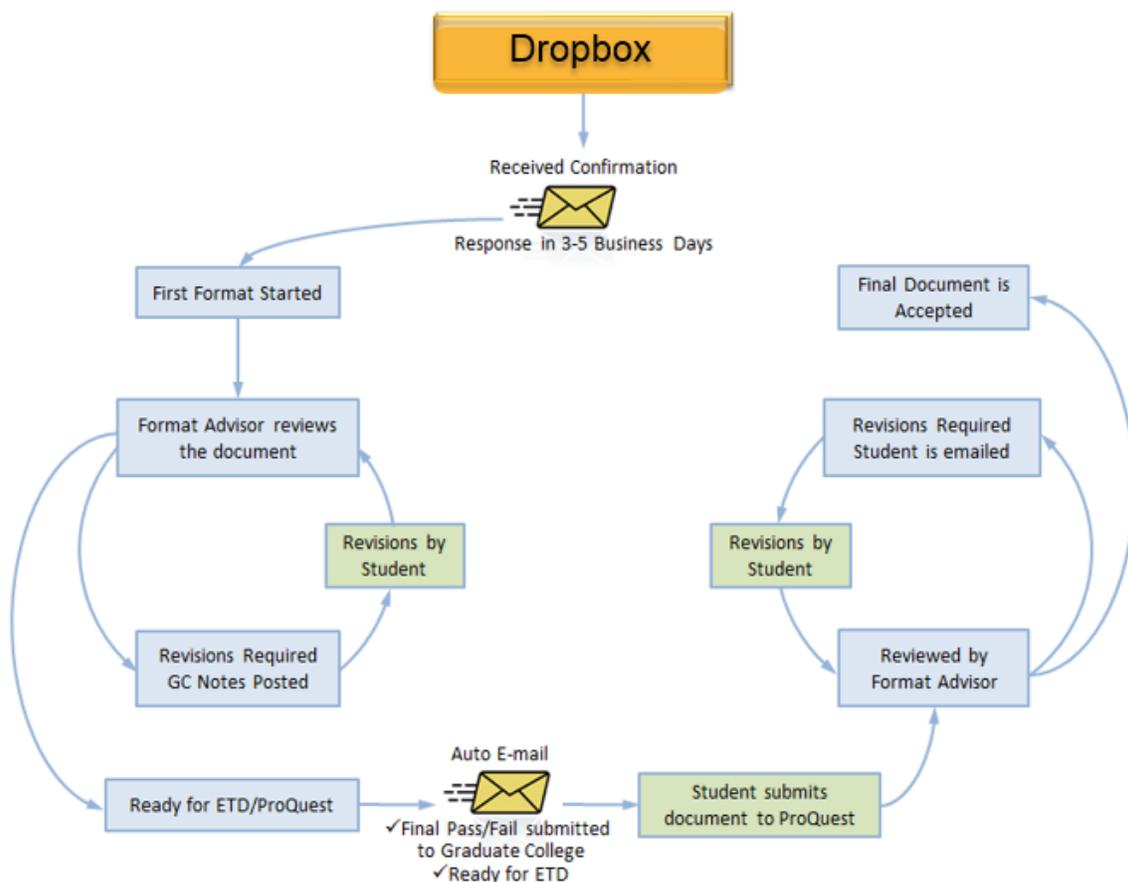


**Review Process**

- 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.



## 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, upload your formatted thesis or dissertation to the Graduate Education [Dropbox](#) link. Your thesis/dissertation must be a **complete, defense ready document**. Partial documents will not be reviewed.
- 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. You will be sent a Dropbox link to your document with notations of the required revisions.

**Subsequent Submissions:** Read the full email for instructions on how to proceed with further submission after making required edits. 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](#)) will indicate that your Format Review Status is approved.



### Important points to remember:

- Email will be sent to your ASU email address only.
- Always retain backups. The format advisors do 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 the Graduate Education [Dropbox](#) link. Along with submitting to the Dropbox link, please email [GradFormat@asu.edu](mailto:GradFormat@asu.edu) notifying them of the changes and that you have already received Final Format Approval.

You may make changes to these pages at any time prior to receiving the final ProQuest approval.

**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.