

How to: Format

Students completing a thesis or dissertation must submit the written document to Graduate College in a specific format for publication. Refer to the [Format Manual](#) for specific requirements, processes and deadlines.

Format Review Process

1. Submit document to Graduate College Format via iPOS at least ten days prior to defense
 - a. Student will receive automated email acknowledging receipt of document
 - b. MyASU Format Status: **Pending Review**
2. Format Advisor contacts student after first format review is complete
 - a. Revisions are usually required; sometimes multiple rounds
 - b. MyASU Format Status: **Revisions Required** (this status remains the same for first, second, third, etc. round of revisions)
3. Once Pass/Fail form is processed by Graduate College after the defense, Format notifies student via MyASU and email to upload document to ProQuest
 - a. Instructions on upload will be provided
 - b. MyASU Format Status: **Ready for ETD/ProQuest**
4. ProQuest reviews and approves document for publication
 - a. Student receives confirmation email with ProQuest ID #
 - i. Keep this email for backup records; students cannot graduate without a ProQuest ID# posted
 - ii. In the event that it does not get automatically updated in the official record, the Manager of Graduate Programs will contact student for a copy of their ProQuest approval confirmation
 - b. MyASU Format Status: **Format Approved**

For additional questions regarding Format, contact a [Format Advisor](#).