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.