

YOUR EDITORIAL JOURNEY: WHAT YOU NEED TO DO, and WHEN

25 December 2017

ACTION	WHEN	NOTES AND ADVICE
1) Title and approval page check <i>My tentative date:</i> _____	Ideally, request this not less than a week before your defense.	The idea is to be sure everything is right when your committee members sign. Having to get new signatures on a corrected approval page is inconvenient and time-consuming and can also delay graduation.
2) Request format or format+language check. <i>My tentative date:</i> _____	Once you have successfully defended, have made final revisions, and have formatted the thesis according to the guidelines.	These are processed in the order in which they are received, so if there are others in the queue in front of you, you may have to wait. Format-only checks can be processed much more quickly than format+language checks, so if there is time urgency, format-only may be a suitable choice. See the guidelines for more details.
3) Receive feedback from the editor on the thesis → make corrections. <i>My tentative date:</i> _____	When you receive feedback depends on the level of editing and the number of theses in the queue. Time needed for corrections depends on the number and nature of the corrections.	Be sure to make all corrections as directed by the editor. Failure to make all corrections can result in the thesis not being approved for graduation by the Executive Council, who will require that the corrections be made and a revised hard copy submitted.
4) Have the thesis printed and bound. <i>My tentative date:</i> _____	Do this after you have finalized your corrections and re-checked all pages of the PDF.	When you collect your thesis from the copy shop: before you leave the copy shop, check (a) the cover, to be sure there are no mistakes on the title or your name and (b) that all the front matter is there. Also do a flick test on the rest of the thesis.
5) Deliver the hard copy to the SBE. <i>My tentative date:</i> _____	The deadline is generally at 4pm two days before a given Executive Council meeting. For example, if the meeting is on a Thursday, the deadline for delivering your hard copy is 4pm on the preceding Tuesday.	Do not be later than 4pm. The administrative staff is not obliged to accept theses after this time. They have to do an initial check on your hard copy and will compare the PDF with the hard copy — these have to be the same. In peak periods (spring/summer), the deadline may be moved forward to 3 or even 4 days before the Executive Council meeting.
6) Await the SBE announcement of results.	These are available only after the Executive Council meeting. The SBE informs students by email.	If you pass, you are 'home free'. ¹ If you take a <i>conditional pass</i> , you will be required to make any outstanding corrections and submit a corrected hard copy and PDF.

¹ US INFORMAL to be certain to succeed at something because you have done the most difficult part of it

