

# GEPA Dissertation/Thesis Submission & Formatting Webinar FAQ

## Degree Filing/Paperwork Questions

What is the deadline to submit all of my paperwork?

The last Friday of the quarter (Friday Week 11). For Summer quarter, this is the last Friday of Summer Session II.

Does the dissertation/thesis *have* to be submitted 1 month before the defense?

That is the general university policy. You should confer with your committee for their specific expectations, as each committee may be different.

How much time after defending is needed to turn in and process all paperwork?

Each student needs a different amount of time, so each individual timeline is different.

Some students take 1 week after the defense to turn in all paperwork, some may take 2 months. Once you turn in all paperwork, it takes GEPA 1-2 weeks to review. We recommend submitting your paperwork sooner rather than later.

If I can't turn in all paperwork before the filing deadline, am I able to file the next quarter? Do I have to be enrolled?

Yes you can file and graduate in the next quarter. You would EITHER need to enroll classes that quarter or pay the Filing Fee in lieu of enrollment.

If my postdoctoral or employer is requiring proof of my degree, can GEPA provide a document to?

Once GEPA approves of your paperwork, you will receive a congratulatory dean's letter. Most employers/postdocs accept this letter.

## Dissertation/Thesis Formatting

Does GEPA require a specific formatting/citation style like MLA, APA, Chicago?

No you may follow any formatting/citation style. But your paper must still follow the UCSD formatting guidelines.

If I'm inserting a PDF reprint as one of my chapters, do I have to re-format it or re-number the figures/tables?

No.

Is there a minimum chapter or word count?

No.

## Permission Letters

For the cover letter, should my advisor/PI or committee chair (or both) sign it?

Your committee chair must sign the cover letter. In most cases, your PI is the same as your committee chair. If your PI and committee chair are different individuals, then it's your choice to have them to sign the same cover letter or two different letters.

What defines a co-author? How do we know if they will be a co-author?

You only need to collect co-authors from publications/materials where you are listed as an author and you are using that publication in your dissertation/thesis. If the publication is still deciding the author list, then you only need to collect permission letters from co-authors that you know at this time. If that is only you and your PI, that's fine. It's okay if the author list changes in the future.

- **If the paper is already published/submitted for publication:** a co-author is anyone listed as an author on the paper.
- **If the paper is in preparation/unpublished:** we recommend reaching out to your PI regarding co-authorship. In some fields, anyone who contributed to the data may be an author on the publication and other fields may only list people who actively wrote the paper.

If I have publications/materials that are not being used in my dissertation/thesis, do I have to collect co-author letters for those?

No. You only collect co-author letters for publications/materials being used in your dissertation/thesis.

Can I have one permission letter that lists all publications & all authors and have everyone sign that one letter?

Yes.

If the co-authors are just me and my committee chair, do I need to collect permission letters from anyone else?

No.

Can we turn in permission letters before the defense?

Yes! We recommend collecting them and turning them in sooner rather than later.

If I am using/referencing results from another paper, do I need to obtain signatures from each of the authors of that article?

If this is not your publication (ie you are not an author on it), then you do not need to collect permission letters. **However**, check the copyright/permissions of that paper. It may require that you get permission from the journal.