

Thesis manuscript workflow post-defense

The Graduate School

11/16/2021

Dissertation Manuscript workflow



Pre-Defense: Preliminary Format Review

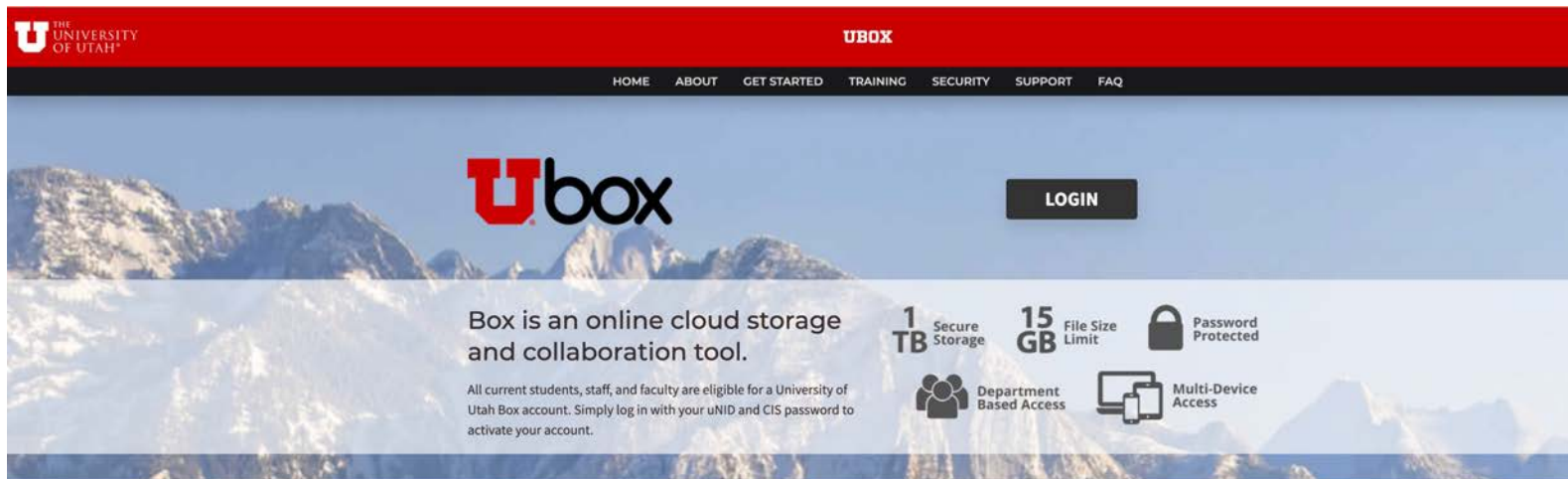
- After Completing First chapter
 - Submit .pdf to Thesis Office (electronic) : See <https://content.gradschool.utah.edu/thesis/online-thesis-submission/>
 - Review formatting and style for manuscript
 - Use Thesis Office feedback to complete rest of dissertation

Defense: Supervisory Committee review

- Three weeks before Defense
 - Create UBox folder for draft manuscript
 - Send UBox link to supervisory committee chair
 - Incorporate feedback into manuscript
- Two weeks before defense
 - Send UBox link to supervisory committee members
 - Incorporate feedback into manuscript
- Defense Date
 - Updated document in UBox folder for defense
 - Solicit final written comments necessary to complete/checkoff manuscript
 - Make a written checklist of things to be done
 - Have committee members sign off on the checklist

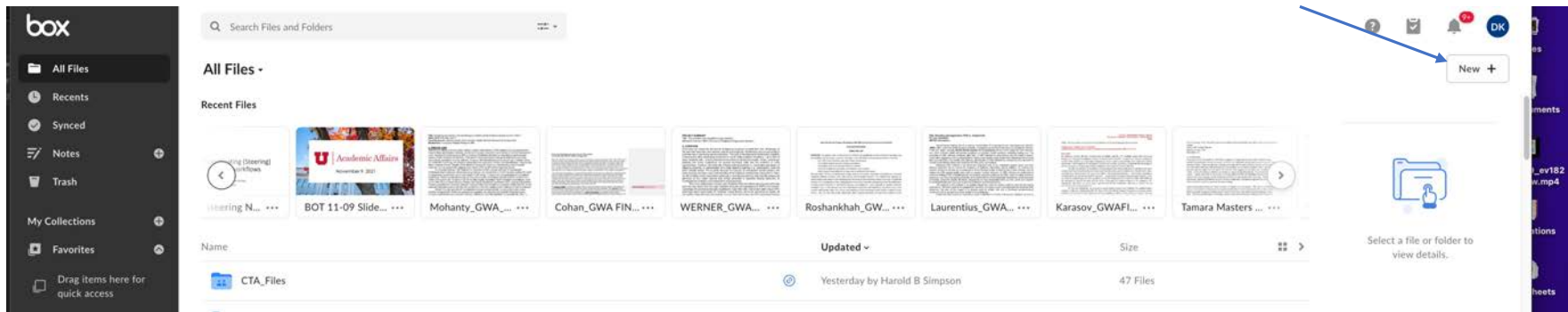
Creating Ubox Account

- Go to <https://box.utah.edu/>
- Select the "LOGIN" button near the top right side of the page
- Enter your **uNID** and **CIS password** on the login screen



Making a Box folder

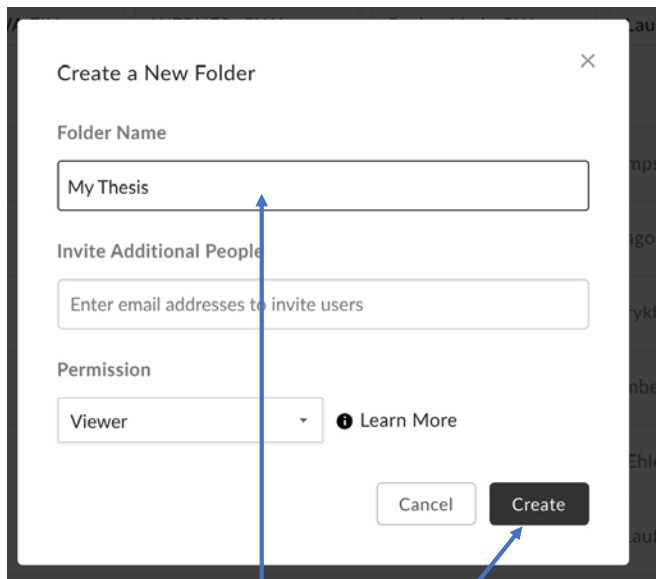
1. Click here



2. Click here



Making a folder



Create a New Folder

Folder Name

My Thesis

Invite Additional People

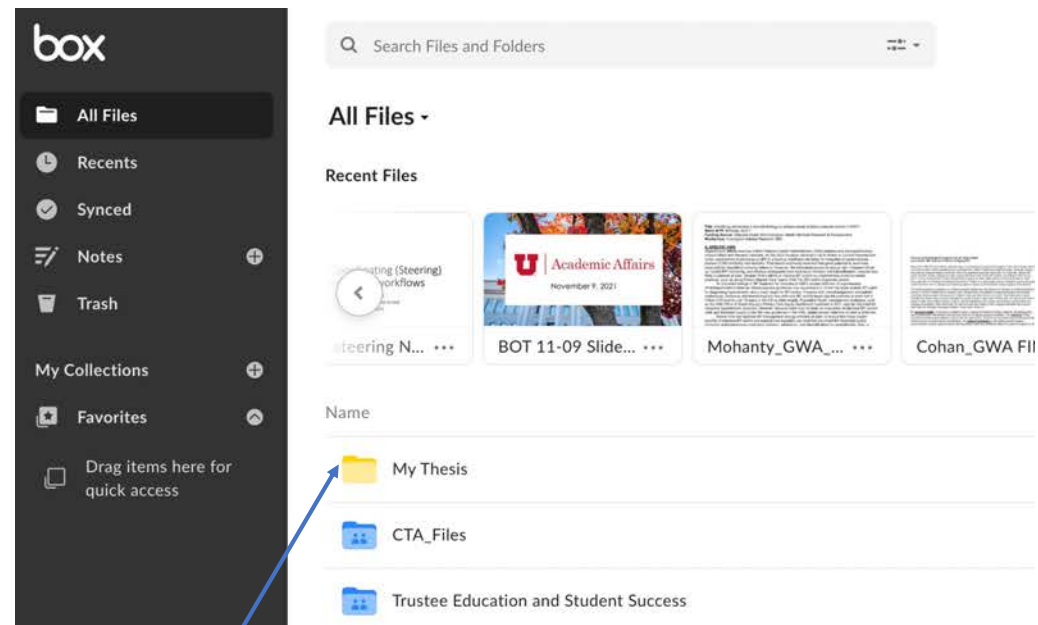
Enter email addresses to invite users

Permission

Viewer

Cancel Create

Give a name & Click create



box

All Files

Recents

Synced

Notes

Trash

My Collections

Favorites

Drag items here for quick access

Search Files and Folders

All Files

Recent Files

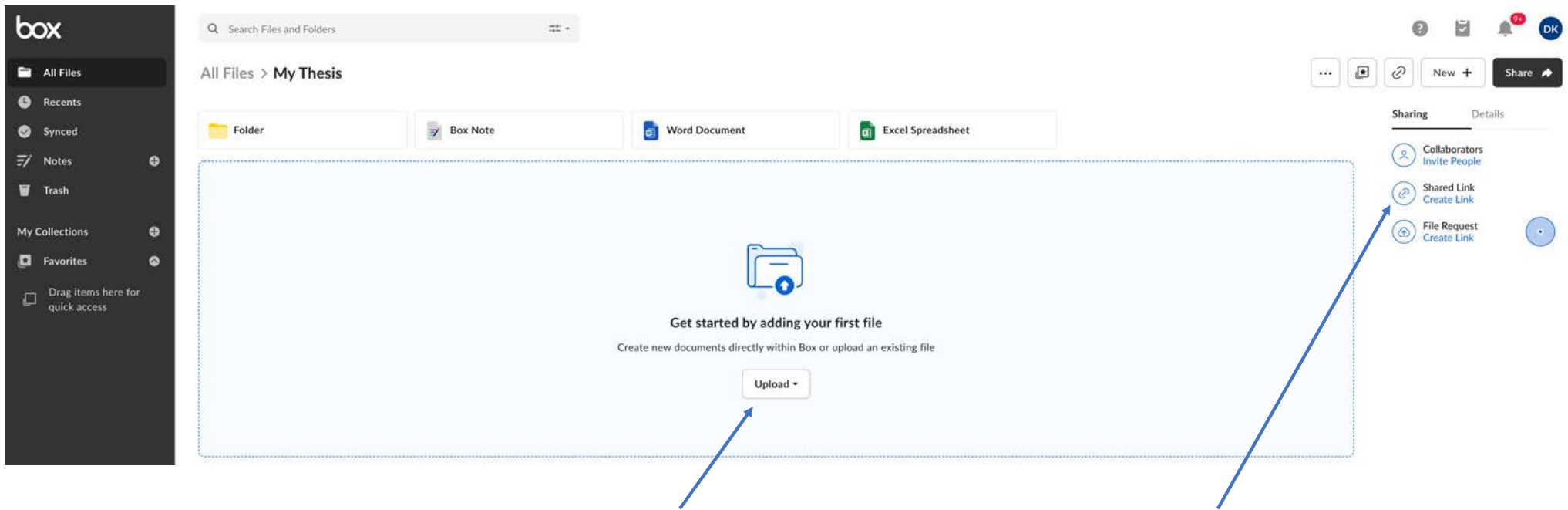
My Thesis

CTA_Files

Trustee Education and Student Success

Double click folder to open

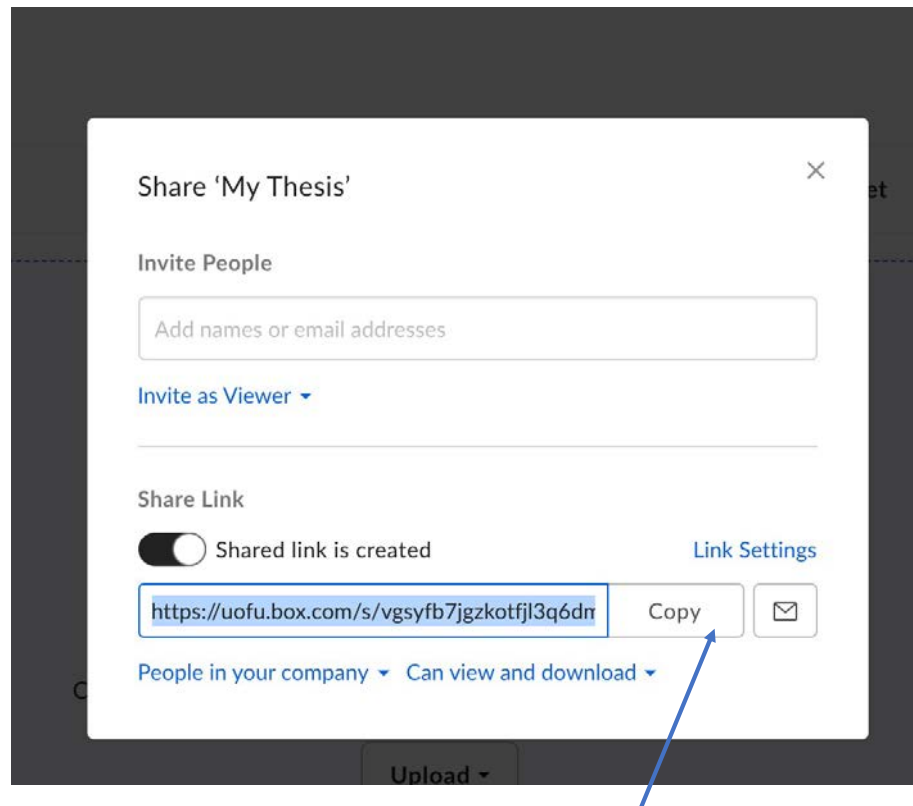
Upload and Share files



Drag files into box or click to upload

Create a link to folder that you can share

Copying a link to shared folder



Copy the link to shared folder– paste this in your email to your committee/dept chair

Post-defense: Department checkoff

- Incorporate all changes into document in Ubox folder
- Post checklist of changes & completion status into Ubox
- Send UBox Link to Dept chair for manuscript readover/clearance

Post-defense: Thesis Office checkoff

- Once Department has cleared manuscript (two weeks post-defense)
 - Get list of UNID for supervisory committee members, Dept Chair
 - Submit manuscript, committee member, dept chair information to OnBase. See <https://content.gradschool.utah.edu/thesis/online-thesis-submission/>
 - Submit as a .pdf only
- Submit copyright permission by email to thesis@gradschool.utah.edu
- Follow Graduate school guidance at <https://content.gradschool.utah.edu/thesis/thesis-submission-procedure/> for all remaining steps.