

The Draft Review

1. Goals of the draft review

In a review of a draft, we look for incorrect formatting that will lead to the manuscript's rejection. We cannot mark every instance that breaks a rule. The goal is be sure you are on the right track and understand the crucial requirements relevant to your manuscript, so that you can check over your final printout yourself and graduate as planned. Our review is not a substitute for your reading the requirements and applying them as best you can before you print the draft. *We do not review multiple drafts.*

2. Deadlines and timing

We set the draft deadline at two weeks before the deadline to submit final copies. This increases the chances that you will receive your comments in enough time to make changes in your final copies and still meet the next deadline. Keep in mind, however, that draft reviews are done on a first-come, first-serve basis, so we cannot guarantee that you will get your comments back in plenty of time. You can help this process along by turning in your draft as early in the quarter as possible.

3. The draft process

3.1 Full draft

If you give us a complete draft, use cheap paper. It helps if you flag pages to help us locate *elements* for which there are special rules, e.g., a title page, table of contents, first page of a chapter (since all first pages of major divisions should be formatted in the same way), a page that uses sub-headings, a page with two footnotes, two pages where a note continues on the second page, a page of the bibliography, a table with caption and notes, a figure with caption and notes, a mounted image, etc. We will skim the entire document, but the flags will help ensure that nothing significant is missed.

3.2 Partial draft

A partial draft should include the elements noted in 3.1. We cannot accept your draft as a fax or email attachment.

3.3 How you will get your feedback

We will email you immediately after reviewing your draft so be sure to include your address. If you are in the Chicago area, you should pick up your materials at our office; the pages may contain additional tips and comments. If you are away, please provide your mailing address if you would like your marked pages sent to you.

To enable us to help you most effectively, please thoroughly review both the comments we make and the relevant dissertation rules before you call us. If questions remain, we will be happy to help you.

3.4 Problem solving

If we have technical advice that will help with a difficult or unusual problem, we will offer it. However, we may not have the needed technical knowledge. The documentation of your software as well as the tips on our website hopefully will point you in the right direction.

It is your responsibility to follow the requirements consistently in your final copies.