FORMATTING FLOWCHART

The SDSU document formatting process is as follows:

Email Montezuma Publishing (MP) your Red ID and attach the signed signature page(s) (PDF) and thesis/project/dissertation (MS Word) to thesis@aztecmail.com.

→

MP will create a record for you in our system and verify your enrollment in 799A/B.

Contact MP by telephone to pay the 50% formatting deposit.

A Graduate Publishing Associate will format your document.

You may receive an email requesting additional formatting information. Did you receive a correction email?

Yes → Quickly respond to the email with all the requested information.

No →

MP will send an email notifying you that the document formatting is complete and that university publishing fees are due.
Fees include:
- The remaining formatting balance
- $45 processing fee
- Department required printed copies

Contact MP by telephone to pay the formatting balance due, the $45 processing fee, and purchase printed copies.

MP notifies the College of Graduate Studies that the publication requirements for graduation have been met upon receipt of payment.

The formatting and publication process is now complete.

A PDF copy of your document will be emailed to you.

Printed copies will be shipped to you or delivered to your department if applicable.