

## PC Paper Deadlines and Submission Procedures

NOTE: Make sure to review the scheduled deadline dates on page 2.

### General PC Paper Deadlines

#### I. First Draft Submission

<b>Expected Graduation</b>	<b>1<sup>st</sup> Draft Deadline</b>
Immediately after the completion of the 9 <sup>th</sup> semester	Submit 1 <sup>st</sup> Draft to UF before or during the 8 <sup>th</sup> semester during one of the pre-defined scheduled semester deadlines noted below (suggested timeline: 7 <sup>th</sup> semester); Final Paper (with revisions completed suggested by central UF reviewer) due during the 9 <sup>th</sup> semester (at least 8 weeks prior to the expected graduation date)
Delayed (next scheduled graduation, one semester following the 9 <sup>th</sup> semester)	If 1 <sup>st</sup> draft submitted to UF during the 9 <sup>th</sup> semester or after the last scheduled deadline during the 8 <sup>th</sup> semester (see deadline schedule below)

#### II. Final Paper Submission

**Due at least 8 weeks prior to the expected graduation date to allow time for review and certification for graduation, but may be submitted earlier.**

**PLEASE NOTE:** Due to the large volume of papers submitted each semester, 1<sup>st</sup> drafts are only reviewed during scheduled deadlines, without exceptions. **First drafts should be submitted at the latest during the 8th semester prior to one of the 2 pre-scheduled deadline dates that semester in order to graduate on time (9<sup>th</sup> semester).** For example, submission of the first draft during or prior to the 8<sup>th</sup> semester (at one of the scheduled deadlines) is required for graduation immediately following the completion of the 9<sup>th</sup> semester. This provides adequate time for 1<sup>st</sup> draft submission, review process (about 10-12 weeks from the deadline cutoff date), student revisions, re-submission, and the final review process (approximately 3-6 weeks). Submissions received after the last 8<sup>th</sup> semester deadline cutoff date will result in a delayed graduation. Some students do elect to devote an additional semester after the 9<sup>th</sup> to complete the PC paper. However, course registration and additional tuition may be required for this option (check with Dr. Zuest for current policy). All students are required to submit a 1st draft directly to Dr. Greg Zuest at UF COP (address noted below) for first review, then complete the suggested revisions and submit a revised final paper to Dr. Zuest during the 9<sup>th</sup> semester.

## Upcoming Graduation Dates

\*check WPPD homepage to confirm (Graduation information and academic calendar sections).

## Specific PC Paper Deadlines

### **Dates for Fall 2008 (Spring 2009 Potential Graduates)**

Select **ONE** of the following 2 target dates. Papers must be received by the **cutoff date** to be sent out to reviewers. See procedures for 1st draft submission which are detailed in the subsequent section.

#### **Target Mailing Date    Cutoff Date (must be received by UF COP by this date)**

1. August 7th                      (Aug 14<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)
2. Oct 2<sup>nd</sup>                              (Oct 9<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)

### **Dates for Spring 2009 (Summer 2009 Potential Graduates)**

Select **ONE** of the following 2 target dates. Papers must be received by the **cutoff date** to be sent out to reviewers. See procedures for 1st draft submission which are detailed in the subsequent section.

#### **Target Mailing Date    Cutoff Date (must be received by UF COP by this date)**

1. January 8th                      (Jan 15<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)
2. March 5<sup>th</sup>                              (Mar 12<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)

### **Dates for Summer 2009 (Fall 2009 Potential Graduates)**

Select **ONE** of the following 2 target dates. Papers must be received by the **cutoff date** to be sent out to reviewers. See procedures for 1st draft submission which are detailed in the subsequent section.

#### **Target Mailing Date    Cutoff Date (must be received by UF COP by this date)**

1. April 22<sup>nd</sup>                              (May 1<sup>st</sup> = date papers are sent for review; late papers are held until next deadline)
2. June 24<sup>th</sup>                              (July 1<sup>st</sup> = date papers are sent for review; late papers are held until next deadline)

### **Dates for Fall 2009 (Spring 2010 Potential Graduates)**

Select **ONE** of the following 2 target dates. Papers must be received by the **cutoff date** to be sent out to reviewers. See procedures for 1st draft submission which are detailed in the subsequent section.

#### **Target Mailing Date    Cutoff Date (must be received by UF COP by this date)**

1. August 12<sup>th</sup>                              (Aug 19<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)
2. Sept 30<sup>th</sup>                              (Oct 7<sup>th</sup> = date papers are sent for review; late papers are held until next deadline)

## **PC Paper Submission Procedures**

### **First Draft Submission**

All papers should be submitted directly to Dr. Zuest at UF COP at the address noted below. ONE hard copy of the paper should be sent. Electronic submission via email is not currently accepted for submissions due to the high volume of student papers reviewed. Feedback will be provided by a UF central reviewer about 10-12 weeks from the deadline cutoff (provided via email or mail). UF central reviewers have editing experience and are often members of the administrative WPPD faculty, including faculty who have experience in coordinating courses and/or facilitating.

### **Final PC Paper Submission**

Final PC papers will be due at least 8 weeks prior to the anticipated graduation date. Earlier submissions are encouraged when feasible. Send ONE copy of the final paper to the UF address below (after making the requested revisions). **NOTE on title page: "FINAL Paper", student name, phone #, mailing address, and email address.** Make sure to include one copy of the PC Evaluation Form with the central UF reviewer's feedback with your final submission.

**The address to submit the first or final PC paper is as follows (please note the new address for Dr. Zuest which may be different from the address listed on evaluation forms processed prior to October 2008).**

WPPD/DCEE College of Pharmacy

Dr. Greg Zuest

Oak Park Executive Center

2002 NW 13th Street; Suite 320

Gainesville FL 32609

352-273-6276

**E-mail:** [zuest@cop.ufl.edu](mailto:zuest@cop.ufl.edu)

**NOTE:** The following information should be included with the first draft and the revised final paper. When sending the final paper, please also include the full evaluation form central UF review of the first draft.

**INCLUDE COVER SHEET FOR STUDENT CONTACT INFORMATION** -(place ahead of title page)

**PLEASE NOTE CONTACT INFORMATION on cover page:**

**PC Paper Title:**

Check if \_\_\_\_\_ First Draft OR \_\_\_\_\_ Revised Final Paper based on UF Reviewer Feedback

Paper Option #: \_\_\_\_\_

[#1 broad review; #2 practice paper; or #3 outcomes paper]

**Student name:**

**Date Submitted:**

**Semester # as of current date:**

Facilitator name:

Phone #:

**Complete mailing address:**

**Email address:**

**QUICK CHECKLIST (Please check and include when SENDING IN THE FIRST DRAFT):**

\_\_\_\_\_ Title page with all contact information above (or this information page) included

\_\_\_\_\_ Purpose statement/paragraph included at the end of the introduction

\_\_\_\_\_ Evaluation section text (refers to tables which detail studies evaluated)

\_\_\_\_\_ Tables which detail the study design and findings of at least 3 clinical studies

\_\_\_\_\_ Clinical Recommendations section which provides clinical application information, key recommendations for clinical practice, and refers to practice guidelines where relevant

\_\_\_\_\_ Conclusion paragraph (2-5 sentences that provide key global conclusions at the end of the paper)

\_\_\_\_\_ NO institution-specific DATA or METHODOLOGY should be included in the paper

\_\_\_\_\_ No tables, figures, or diagrams from published sources (requires author permission)