

Application and Guidelines for Submitting Master's Thesis

Name: _____

Current Address: _____

Permanent Address: _____

E-mail Address: _____

Campus ID #: _____

Daytime phone: _____

Number of Pages: _____

Format: CD / DVD / Flash Drive

Full Title:

Certification:

I hereby certify that I have carefully checked each copy of my thesis/project to ensure that all pages are complete and in proper order and that the Document is ready to be converted to a PDF and uploaded to the campus server.

Date

Author's Signature

Master's Thesis and Projects General Information/Guidelines

In April 2008, California State University, Bakersfield (CSUB) and the Walter W. Stiern Library will make the transition from print to electronic submission of completed master's theses by CSUB students. Until then, students will have the option of submitting either print or electronic copies of their theses using the procedures outlined below.

1. **Basic requirements for electronic submission of completed master's theses or projects by CSUB students:**
 - a. **Copies** – Students must submit one copy of their thesis or project and accompanying materials (e.g., graphics, videos, audio files, etc.) to the library in Microsoft Word 97-2007 (Windows) or Microsoft 98-2008 (Macintosh) format. Completed theses or projects can be submitted on a CD-ROM, DVD, flash drive, or as an email file to mibarra3@csub.edu. Please contact Monica Ibarra at (661) 654-3249 to make an appointment to complete the paper work and confirm that your submitted thesis or project has arrived. Once the completed thesis or project is received and converted to a PDF file by Technical Services, it will be uploaded and made available to the public via the CSUB Library Catalog.
 - b. **Format** – Students should contact their graduate coordinator for instructions on format (MLA, APA, etc.) Procedures for non-thesis projects may differ. Please contact your department for specific information.
 - c. **Deadline** – The thesis and all required copies must be submitted to the Library no later than the last day of regularly scheduled classes during the quarter in which you plan to graduate.
 - d. **Application/Submission of Thesis to the Library** – Once you have completed your thesis or project, contact Monica Ibarra at 654-3249 to make an appointment. Bring *Application for Submission of Thesis, Electronic Theses Release Form, Copyright Disclaimer, and Master's Thesis Photocopy Permission Form* to your appointment. At least one copy of the Thesis Committee signature page with original signatures must be submitted.
 - e. **Certification** – At the time the thesis is submitted to the Library, the student must certify that he/she has carefully checked each copy and that the copies are complete and all pages are in order. This certification is at the bottom of the *Application for Submission of Thesis*.
 - f. **Receipt for Master's Thesis** – The library will issue a receipt for the master's thesis. One copy of the receipt will go to Evaluations and one copy will be given to the student.

2. **Basic requirements for print submission of completed master's theses or projects by CSUB students:**
 - a. **Paper** – If the student desires to have a print copy of their thesis or project bound, the thesis or project containing a copy of signatures, must be printed on 100% rag cotton which is available at the campus bookstore.
 - b. **Margins** – Margins must be 1¼ inch on the left side and 1 inch on the other three sides.
 - c. **Copies** – Students must submit a copy or copies of their printed thesis or project and accompanying materials (e.g., graphics, videos, audio files, etc.) to the library: If the student wishes to have a copy bound for their personal use, it's an additional binding fee of \$28.75 per copy.
 - d. **Format** – Students should contact their graduate coordinator for instructions on format (MLA, APA, etc.) Procedures for non-thesis projects may differ. Please contact your department for specific information. Use a laser quality printer for final printing.
 - e. **Deadline** – The thesis and all required copies must be submitted to the library for binding no later than the last day of regularly scheduled classes during the quarter in which you plan to graduate.
 - f. **Payment for Binding** – Students must go to cashier's window located in Administration West building to pay for the binding of their thesis.
 - g. **Application/Submission of Thesis to the Library** – Once you have paid for the binding, contact Monica Ibarra at 654-3249 to make an appointment to turn in your thesis. Bring the receipt, along with the completed *Application for Submission of Thesis*.
 - h. **Certification** – At the time the thesis is submitted to the library, the student must certify that he/she has carefully checked each copy and that the copies are complete and all pages are in order. This certification is at the bottom of the *Application for Submission of Thesis*.
 - i. **Receipt for Master's Thesis** – The library will issue a receipt for the master's thesis. Turn-around time for binding is 2-3 months.

Electronic Theses Release Form

Student papers, projects, and other academic creations, whether in printed or electronic form, nearly always enjoy automatic copyright protection as soon as the work is fixed in some tangible form. Student academic creations might also constitute academic records and be subject to privacy protections under other federal laws.

By signing below, the student is specifically granting a non-exclusive distribution license to California State University, Bakersfield for the purposes set forth in this

document, authorizing disclosure of the student's work to others, and is relinquishing and waiving all claims that may arise under any statutory or common law protections as a result of the use of this work for these purposes.

Non-exclusive Distribution License

To properly administer this Research Repository and preserve the contents for future use, California State University, Bakersfield (CSUB) requires certain permissions from you, the author(s) or copyright owner. By accepting this license, you still retain copyright of your work. You do not give up the right to submit the work to publishers or other repositories.

By accepting this license, you grant to California State University, Bakersfield the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the metadata and abstract) worldwide, in any format or medium for non-commercial, academic purposes only.

CSUB will clearly identify your name(s) as the author(s) or owner(s) of the submission, including a statement of your copyright, and will not make any alteration, other than as allowed by this license, to your submission.

You agree that CSUB may, without changing the content, translate the submission to any medium or format and keep more than one copy for the purposes of security, back up and preservation. You also agree that authorized readers of your work have the right to use it for non-commercial, academic purposes as defined by the "fair use" doctrine of U.S. copyright law, so long as all attributions and copyright statements are retained.

If the submission contains material for which you do not hold copyright and that exceeds fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant CSUB the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

California State University, Bakersfield will accept the thesis or report only if the student signs this release form.

Student's name: _____

Title of the thesis or project:

Student's Signature

Date

Name of Person receiving the submission:

Printed Name

Receiver's Signature

Date

Copyright Disclaimer

CERTIFICATE

I hereby certify that any extensive copyrighted material which I have used in the manuscript of my thesis is with the written permission of the copyright owner. I hereby agree to indemnify and hold harmless California State University Bakersfield from any and all claims which may be asserted or which may arise from any copyright violation.

Signature

Date

Master's Thesis Photocopy Permission

Title of Thesis:

I hereby grant permission for the Walter W. Stiern Library to make photocopies from my master's thesis for research purposes.

(Print or type your name) _____

Signature

Date

Publication of Master's Theses

It is a requirement at the university that master's theses be published. Effective with April 2008 electronic copies of master's these will be made globally available for research to scholars through the CSUB Library Catalog. Access to master's theses is unrestricted.

Copyright Registration

You must decide if you desire to register the copyright of your published work. Under current U.S. Copyright Laws, any original document bearing your name is protected without paying for the registration. If you wish to register your copyright with the U.S. Copyright Office, you may obtain the necessary forms from the U.S. Copyright Office and register the copyright yourself. The address is Library of Congress, Copyright Office, Washington, D.C., 20599. We suggest that you insert a copyright legend in your master's thesis in the proper place, even if you are not registering your copyright. If you have any questions about your rights under the newest Copyright laws, please refer to the books available at the Walter W. Stiern Library.

Committee Certification of Approved Version

You must have the original signatures of all approved committee members. They should use blue or black ink. Your supervisor must sign on the top line. When you type the members' names under the signature line, no title should be used for committee members other than committee chair. You must include a signed copy of this form, with member's names, in hardcopy when you submit the electronic version of your master's thesis for processing and uploading into the CSUB Library Catalog.

Arrangement of Thesis or Project

Each thesis or project must be arranged as follows

- **Fly Page** (A blank page, cotton bond, not included in the counting and not numbered.)
- **Copyright Page** (Begin counting with this page, but do not place a page number on it). Not to be confused with the copyright disclaimer form which is filled out by the student and retained on file at the Walter W. Stiern Library.)
- **Title Page**
- **Signature Page**
- **Dedication and/or Epigraph**
- **Acknowledgments and/or Preface**
- **Abstract**
- **Table of Contents** (Listing all subsequent major sections.)
- **List of Tables** (this and the following "Lists" are optional whether you have tables, figures, etc. or not)
- **List of Figures**
- **List of Illustrations/Maps/Slides**
- **Text** (Begins on page 1.)
- **Appendix** (The entire thesis is numbered consecutively through the last page (the Vita). The appendix may not be numbered differently.)
- **Glossary** (The Glossary may also be placed after the Table of Contents (and after any Lists.)
- **Bibliography** (You may call this section by another name, such as "References" or "Works Cited." This section always precedes the Vita.)
- **Vita** (May be included as the last page of the thesis or report, immediately after the Bibliography, and be numbered in the Table of Contents.)

(Copyright Page Sample)

Copyright

By

Elizabeth Marie Smith

2008

(Text centered on the page with no page number on the actual copyright page)

(Title Page Sample)

Title of Thesis or Project
Centered and Double-Spaced

By

John or Jane Doe, B.S.

A Thesis Submitted to the Department of ...
California State University Bakersfield
In Partial Fulfillment for the Degree of
Masters of ...

Spring 2008

(No page number on the actual title page)

(Signature Page Sample)

**Title of Thesis or Project,
Centered and Double-Spaced**

By Author of Thesis

**This thesis has been accepted on behalf of the Department of ... by their
supervisory committee:**

**Name of Committee Chair
Committee Chair**

**Name of Committee Member
Committee Member**

**Name of Committee Member
Committee Member**

**Name of Committee Member
Committee Member**

