

Last updated: December 8, 2009

Master's Theses or Projects General Information/Guidelines

California State University, Bakersfield (CSUB) requires electronic submission/availability of completed master's theses and culminating projects by CSUB students. Submitted theses and culminating projects will be converted to PDF format by staff at the Walter W. Stiern Library and made available globally to students, researchers, and the general public through the Walter W. Stiern Library catalog. Access to the submitted theses and projects will be unrestricted. If desired, either for their personal use or in response to a departmental request/requirement, students can have print copies of their theses or projects bound at their own expense (see below).

Committee Certification of Approved Version

You must provide original signatures of all approved committee members. They should use blue or black ink. Your committee chair must sign on the top line. When you type the members' names under the signature lines, no titles should be used for committee members other than that of the committee chair. You must include a signed copy of this form, with members' names, in hard copy when you submit the electronic versions of your master's theses for processing and uploading to the Walter W. Stiern Library catalog.

Guidelines for submitting the required electronic copies of your completed Master's theses or projects at CSUB:

1. Complete the theses or projects in accordance with departmental guidelines. Generally, the theses or projects should be arranged in a format similar to that outlined in attachment 1.
2. Submit one copy of the thesis or project with accompanying materials (e.g., graphics, charts, videos, audio files, etc.) formatted in Microsoft Word 97-2007 (Windows) or Microsoft Word 98-2008 (Macintosh) on virus-free CD-ROM, DVD or flash drive. Electronic files may be submitted via email to thesis@csub.edu; but this is in addition to the virus free CD-ROM, DVD, or flash drive that must be submitted to the library for retention.
3. Completed theses or projects must include:
 - a. **Copyright Page** (attachment 2);
 - b. **Title Page** (attachment 3); and
 - c. **Signature Page** (attachment 4) that includes the names and original signatures of the committee chair and members of the committee who supervised the completion of the thesis or project.

4. In addition, the thesis or project author is required to prepare and submit an **Application for Submitting Master's Thesis or Culminating Project** (attachment 5) and the following forms:
 - a. **Electronic Theses or Culminating Project Release Form** (attachment 6);
 - b. **Copyright Disclaimer Form** (attachment 7);
 - c. **Master's Thesis or Culminating Project Photocopy Permission Form** (attachment 8)
 - d. **Unlabeled 10"x13" clasp envelope.**
5. Once you have the above items and signed forms prepared, contact Monica Ibarra (Walter W. Stiern Library, Room 211) at (661) 654-3249 to schedule an appointment to complete paperwork, submit the CD-ROM, DVD, or flash drive, and (if applicable) confirm that files submitted via email have been received.
6. Completed theses or projects must be submitted no later than the last day of regularly scheduled classes during the quarter in which you plans to graduate.
7. Once the completed thesis or project, application, and forms have been received and processed, you and evaluations will be issued a receipt confirming that your thesis or project has been submitted to the library.
8. The submitted thesis or project will be converted to PDF format, cataloged, and uploaded to the CSUB Library Catalog within a month of submission.
9. Optional print copies for personal or departmental use should be submitted at this time.

Guidelines for submitting optional print copies of your completed Master's theses or projects at CSUB:

1. Complete the thesis or project in accordance with departmental guidelines. Generally, the thesis or project should be arranged in a format similar to that outlined in attachment 1.
2. Pay \$28.75 for each copy to be bound at the Cashier's window (Administrative East, Room 106); (661) 654-3222). Bring the receipts from Accounting with you when you bring the unbound copies to be processed and bound by the library.
3. Submit one print copy of the thesis or project with accompanying materials (e.g., graphics, charts, videos, audio files, etc.) for each volume to be bound.
 - a. Copies should contain original signatures and be printed on 100% rag cotton paper.
 - b. Margins must be 1 and ¼ inches on the left side and 1 inch on the remaining three sides.
 - c. Provide an unlabeled 10"x13" clasp envelope.
4. Completed theses or projects should include: **Copyright Page** (attachment 2); **Title Page** (attachment 3); and **Signature Page**

- (attachment 4) that includes the names and signatures of the committee chair and members of the committee who supervised the completion of the thesis or project.
5. Once you've paid for the copies and have the above items prepared and signed, contact Monica Ibarra (Walter W. Stiern Library, Room 211) at (661) 654-3249 to schedule an appointment to complete paperwork and submit the print copies for binding.
 6. Copies of Accounting receipts for print copies will be issued to you.
 7. Departmental print copies returned from the bindery will be forwarded by Library personnel to the applicable departments.
 8. Students will be notified by Library personnel when they may collect bound copies for personal use.
 9. Turn-around time for binding print copies is typically two to three months after being submitted to the library for binding.

Copyright Registration

In general, copyright registration is a legal formality intended to make a public record of the basic facts of a particular copyright. However, registration is not a condition of copyright protection. Even though registration is not a requirement for protection, the copyright law provides several inducements or advantages to encourage copyright owners to complete. Among these advantages are the following:

- Registration establishes a public record of the copyright claim.
- Before an infringement suit may be filed in court, registration is necessary for works of U. S. origin.
- If made before or within five years of publication, registration will establish prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate.
- If registration is made within three months after publication of the work or prior to an infringement of the work, statutory damages and attorneys' fees will be available to the copyright owner in court actions. Otherwise, only an award of actual damages and profits is available to the copyright owner.
- Registration allows the owner of the copyright to record the registration with the U. S. Customs Service for protection against the importation of infringing copies.

Registration may be made at any time within the life of the copyright. Unlike the law before 1978, when a work has been registered in unpublished form, it is not necessary to make another registration when the work becomes published, although the copyright owner may register the published edition, if desired.

An application for copyright registration contains three essential elements: a completed application form, a nonrefundable filing fee, and a nonreturnable deposit—that is, a copy or copies of the work being registered and “deposited” with the Copyright Office. A copyright registration is effective on the date the Copyright Office receives all required elements in acceptable form, regardless of

how long it takes to process the application and mail the certificate of registration. The time needed to process applications varies depending on the amount of material the Office is receiving and the method of application (online, via a fill-in form, or in print). If you have any questions about your rights under the newest copyright laws, please refer to the United State Copyright Office website at <http://www.copyright.gov/>.

Attachment 1: Suggested Arrangement of Thesis or Project

Each thesis or report, depending on departmental guidelines and requirements, should be arranged as follows:

- **Fly Page** (A blank page, cotton bond, not included in the counting and not numbered.)
- **Copyright Page** (see sample below)
- **Title Page** (see sample below)
- **Signature Page** (see sample below)
- **Dedication and/or Epigraph** (if desired)
- **Acknowledgments and/or Preface** (if desired)
- **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**
- **Appendix** (The entire thesis is numbered consecutively through the last page (the Vita). The appendix should 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 project (immediately after the Bibliography) and be numbered in the Table of Contents.)

Attachment 2: Copyright Page Sample

Copyright

By

Elizabeth Marie Smith

2010

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



Attachment 3: Title Page Sample

Title of Thesis or Report
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 2010

(No page number on the actual title page)

Attachment 4: Signature Page Sample

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

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

**Name of Committee Chair
Committee Chair**

Name of Committee Member

Name of Committee Member

Name of Committee Member

Attachment 5:

Application for Submitting Master's Thesis or Culminating Project

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

Attachment 6:

Electronic Theses or Culminating Project 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 report:

Student's Signature

Date

Name of Person receiving the submission: _____

Printed Name

Receiver's Signature

Date

Attachment 7:

Copyright Disclaimer Form

CERTIFICATE

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

Signature

Date

Attachment 8:

Master's Thesis or Culminating Project Photocopy Permission Form

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

Attachment 9:

Master's Theses or Culminating Projects Checklist

Required electronic copy of your completed Master's theses or projects:

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- Prepare one copy of the thesis or project with accompanying materials (e.g., graphics, charts, videos, audio files, etc.) formatted in Microsoft Word 97-2007 (Windows) or Microsoft Word 98-2008 (Macintosh) on a virus-free CD-ROM, DVD or flash drive. This submitted disk or drive will be retained by the library for archival purposes.
- If desired, electronic copies of the thesis or project with accompanying may be submitted via email to thesis@csub.edu.
- Contact Monica Ibarra (Walter W. Stiern Library, Room 211) at (661) 654-3249 to schedule an appointment to complete paperwork, submit the CD-ROM, DVD, or flash drive, and (if applicable) confirm that files submitted via email have been received. At the time of your appointment, also bring an unlabeled 10"x13" clasp envelope.

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