

Last updated: September 15, 2017

## **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. 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 as a .pdf file on a virus-free flash drive for retention in the Archives.
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 Kristi Chavez (Walter W. Stiern Library, Room 108) at (661) 654-3174 to schedule an appointment to complete paperwork and submit the flash drive.
6. Completed theses or projects must be submitted no later than the last day of regularly scheduled classes during the quarter in which you plan 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 uploaded to the CSUB Library Catalog within a month of submission.

### **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: Arrangement of Thesis or Project

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

### Required elements\*:

- **Fly Page** (A blank page, unnumbered page.)
- **Copyright Page** (see sample below)
- **Title Page** (see sample below)
- **Signature Page** (see sample below)

### Suggested Elements:

- **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.)

\*If any required elements are not present at submission, the thesis project will be rejected until complete.

**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)**

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**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:**

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**Name of Committee Chair  
Committee Chair**

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**Name of Committee Member**

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**Name of Committee Member**

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**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.

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**Signature**

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**Date**

**Attachment 8:**

**Master's Thesis or Culminating Project Photocopy Permission Form**

**Title of Thesis:**

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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:**

- ❑ Complete the thesis or project; signature page (attachment 4); application (attachment 5); and applicable forms (attachments 6-8).
- ❑ Prepare one copy of the thesis or project with accompanying materials (e.g., graphics, charts, videos, audio files, etc.) formatted as a .pdf file on a virus-free flash drive. This submitted drive (and original signature page) will be retained by the library for archival purposes.
- ❑ Contact Kristi Chavez (Walter W. Stiern Library, Room 108) at (661) 654-3174 to schedule an appointment to complete paperwork and submit the original signature page and flash drive. At the time of your appointment, also bring an unlabeled 10"x13" clasp envelope to contain all elements.