



ITU

Global Development Through Silicon Valley Education

MASTER'S THESIS GUIDELINES

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INTRODUCTION

This document provides general guidance for authors of master's theses and creative project reports prepared at International Technological University (ITU). Please read the guidelines carefully and consult with your academic advisor concerning any questions you have about the format of your thesis. Please use the ITU Master's Thesis Guidelines as your only source of policies and regulations for preparing your thesis. In addition to the ITU Master's Thesis Guidelines, a style guide appropriate to the discipline must be selected. Some major departments have particular requirements and formats.

The ITU Master's Thesis Guidelines (hereafter referred to as the guidelines) were developed for use by graduate students and thesis advisors when preparing or reviewing a master's thesis to ensure that it meets:

- International Technological University thesis requirements,
- UMI/ProQuest Information and Learning Company (UMI/PQIL) publishing requirements, and
- Compliance with the ITU Library requirements.

While the Academic Departments may require that students email their thesis to their thesis advisor and the department Chair for initial review and approval, ITU utilizes a web-based system Educational Management System called EMS for managing the electronic submission of the final departmental-approved thesis. The EMS enables the thesis committee to review the final thesis, and communicate any additional revisions that may be needed to the student. Students are required to send a digital Portable Document Format (PDF) copy to ProQuest.

Remember paper copies of the thesis will not be accepted.

These guidelines will cover the following topics:

- Information about the timelines established by Academic Services for submission and review of the thesis.
- Information about manuscript preparation, including general style and formatting requirements, PDF and digital formatting requirements, resources for troubleshooting technical problems, and templates for organizing the thesis.
- Instructions for the initial uploading submission of the thesis to the EMS for review, and information about the forms and documents that must be delivered at the time of initial submission.
- Instructions for submitting the final, departmental-approved thesis via the EMS system.
- Policies pertaining to the completion of a thesis, including committee composition requirements, copyright permissions, and human subjects research and animal care approvals.

In order to ensure that the correct sequence of steps is taken to complete the thesis requirements, it is crucial for students to read and understand the information presented in these guidelines and to contact your thesis advisor when clarification is needed.

TIMELINES

Thesis Proposal

A thesis proposal states a problem to be investigated and describes how the research will be performed and reported. Remember that an approved thesis proposal documents an agreement between the student, the academic department, and the university. The thesis proposal should be officially submitted to the thesis supervisor within one week after the first day of the academic trimester.

Thesis Submission and Defense

It is important to remember that the submission of the thesis occurs after all of your thesis committee members have approved the thesis and after you have applied for the award of master's degree. Students will submit their thesis for review at least two weeks before the last day of the trimester. And they should schedule their thesis defense to occur at least one week before the end of the trimester. Please be sure to consider these dates when preparing your timeline for submittal of the thesis, as extensions of the deadline will not be granted. Time is critical during the "thesis season."

A student must allow enough time for preparation of the draft, consideration by thesis committee members by deadline dates set in the department, review, and the inevitable corrections. Please note that it is the student's responsibility to ensure that all committee members are available to review the thesis such that it can be submitted in final form by the posted deadline. If, upon submittal, the department determines that the thesis does not meet the requirements described in this document, the thesis will not be accepted, and you will be advised to change your graduation date to the following trimester. Once you have uploaded your thesis and required documents, the thesis review board will review the thesis

within a week of the posted deadline. If only minor corrections are required, you will receive notification that your thesis has been approved and a list of general comments about the type of revisions that are needed. You will be able to upload the final, corrected copy of the thesis to the EMS by the final submission deadline.

If your thesis requires extensive editing, you will receive notification that your thesis cannot be accepted as submitted, and you will be instructed to change your graduation date to the following trimester, and re-submit your thesis by the posted deadline for the following trimester. The overall timeframe for completion of the thesis may vary, as each department sets their own deadlines and time restrictions for review by the thesis committee members.

ADVISORY COMMITTEE

An advisory committee of at least two faculty members with appropriate terminal degrees will be assigned. The advisory committee also may serve as the Dissertation Committee.

MANUSCRIPT PREPARATION

Format & Style

The instructions listed below take precedence over other style guide information. If there seems to be a serious conflict, check with your thesis advisors. Format and Style Margin, pagination, and document structure requirements are specified below and must be observed as stated, no matter what other guidelines dictate. Remaining format issues are governed by standard publication manuals and/or standards of publication in your discipline. Unless an alternate format has been approved by your department, the latest edition of one of the following standard references, the one appropriate to your field, should be used:

- American Physiological Association, *APA Style*
<http://www.apastyle.org/>
- Chicago, *Chicago Manual of Style*
<http://www.chicagomanualofstyle.org/home.html>
- Modern Language Association, *The MLA Style Manual and Guide to Scholarly Publishing*
<http://www.mla.org/style>
- Turabian, *A Manual for Writers*
<http://www.press.uchicago.edu/books/turabian/manual/index.html>

It is the student's responsibility to determine which style guide the major department requires and to present a thesis that is consistent with the selected guide. Significant delays in the thesis approval process may occur if format specifications are not followed. If your department follows a different style guide than the commonly accepted guides or uses the format of a journal from the discipline, it is your responsibility to submit examples of the format to Academic Services (e.g., instructions to authors from a journal and a sample article).

Examples of discipline specific styles include the Council of Science Editors (CSE) and the Institute of Electrical and Electronics Engineers (IEEE).

If a journal format is selected, the journal article incorporated into the thesis should be formatted as journal-ready, as it would appear if published in the journal. Figures and tables, for example, are incorporated into the body of the document after reference is made to them rather than being submitted separately or at the end of the document. However, the use of special layouts – such as double column layouts – that are designed to accommodate limited space in print publications is not required. The content of the thesis should appear in a single column, within the margins specified in a later section of these guidelines. It is important to note that a journal article is not a thesis. If a thesis follows a journal format and consists of one or more journal articles, it is still necessary to include the front matter outlined in these guidelines and to provide an introduction and conclusion to the thesis itself, outlining how the work is structured, and summarizing what is discussed in each article and what conclusions were drawn from the research. Each section of the thesis should be unique. Students may not copy the same content from one section of the thesis to another section of the thesis and claim that it represents journal articles submitted to separate journals. Please do not use the ITU thesis guidelines as your only source for preparing your thesis.

Remember: the thesis should not combine formatting recommendations from multiple styles. One style guide should be used consistently throughout.

Because a thesis is usually an objective, unbiased investigation based upon the author's scholarly work, it should be written in a formal scholarly manner appropriate to academic publications. The use of the first person is discouraged, except in disciplines where the form demands it, or in the kinds of research where the use of the "I" is normal and necessary. Above all, it is important to be

consistent in matters of style, usage, and punctuation. Consistency with the format of heading levels, the use of capitalization, and the placement of figures and tables and their corresponding captions should be observed. The presentation of data should be clear and clutter-free, utilizing a legible font and size.

Fonts

Because ITU theses are sent to University Microfilms Incorporated (UMI), your choice of font is important. When a text is reduced to microfilm the smaller fonts tend to be almost impossible to read. Create your manuscript using a TrueType font, not a scalable font. Choose a font that is clear and business-like; avoid unusual or difficult to read fonts such as "script" fonts. We recommend using standard fonts such as Times New Roman or Arial. Keep in mind that your choice of font may vary depending on whether you use Mac or PC applications and that the font type affects the size of the text. In general, most standard fonts are readable at a 12 point size. However, the text may need to be re-sized for readability if an unusual font is selected. The size and clarity of text contained in figures and tables should not be neglected. Readers should not have to struggle to understand the data presented in the thesis.

Spacing

Manuscripts should be double-spaced except for extended quotations, bibliographies, footnotes, and other material for which single spacing is appropriate. Although many style guides ask for double spacing for some of this special material, single spacing is preferred. Each item in the bibliography or works cited section should be single-spaced with double-spacing between entries. In addition, double columns, typical in journal formats, should not be used. Although some guides now recommend a single space after the final punctuation mark in a sentence, this office still insists on the more readable two spaces after periods/punctuation ending sentences. Spacing of words on a line should be such

that the line can be easily read. Crowding words together or leaving excessive spaces is not permitted. Right margin justification is prohibited because it can produce large gaps between words and also breaks words at the ends of sentences. Such gaps and breaks are not permitted and, if left, could require revision of the entire document.

Margins

The following margins must always be used, regardless of the instructions given by other style manuals:

Left: 1 ½ inches

Top and bottom: 1 ¼ inches

Right: 1 inch

Certain materials in appendices, as well as tables, figures, or other images may need to be photo reduced to conform to margin requirements. All material, except for the page numbers of your thesis, must fit within the required margins.

Headers & Footers

Headers and footers are prohibited, except when used for pagination, unless they are part of a department format approved by Academic Services. Footnotes, however, are acceptable since they are not placed in the footer section of the page.

Pagination

All material preceding the actual body of the text is counted with lowercase Roman numerals (e.g., i, ii, iii, iv). These numbers are placed at the bottom center of the page except where the page is counted but the number is suppressed. The actual

text uses Arabic numbers (e.g., 1, 2, 3, 4), which are placed either in the upper right corner of the page, or at the bottom center of the page. For the introductory pages, the required order is:

i	Title Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
ii	Copyright Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
iii	Thesis Committee Page	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
iv	Abstract	(page is counted, but the number is suppressed, i.e., it does not appear on the page)
v	Acknowledgments or Dedication	(optional, begin numbering on this page, at the bottom center of the page)
	Table of Contents	(begin numbering if Acknowledgements is omitted or continue numbering sequentially)
	List of Figures	(continue numbering sequentially)
	List of Tables	(continue numbering sequentially)

Do not list the title page, copyright page, thesis committee page, abstract, and acknowledgements or dedication pages in your table of contents.

Title Page

The thesis title page appears as the first page of your thesis. The page number is counted but suppressed, and should be formatted according to the example provided in Appendix A. The title should be in full capital letters, properly centered, with a wider margin on the left, and placed one and a half inches down from the top of the page. The correct department name should be inserted. The thesis should bear the date (month and year) the degree is to be awarded, not the date the thesis is submitted. This means the date will either read May [year], August [year], or December [year] depending on when your thesis is expected to be approved.

Copyright Page

You automatically own the copyright to your work and no one may legally copy any part of it without your permission. To indicate such ownership, place a copyright page in your thesis as the second page following your title page. The page number is counted but suppressed.

Thesis Committee Page & Thesis Committee Requirements

The thesis committee page immediately follows the copyright page as the third page of your thesis. The page number is counted but suppressed. Please note that the thesis committee page is only a typed list of your committee members and should not contain committee signatures. Evidence of the approval of your thesis is provided separately by means of the Thesis Committee Approval Form described in the “Instructions for Initial Submission” section of these guidelines. The Thesis Committee Approval Form may contain either hand-written signatures or electronic signatures, but this form should not be incorporated into the thesis itself.

Students should inquire of their advisor the number of thesis committee members that are needed for departmental approval. University policy requires that a maximum of three individuals serve on the student's thesis committee. The majority of the committee members must be ITU faculty. The chair of the thesis committee must be a full time or core ITU faculty member not on leave or sabbatical. If the thesis committee includes an off-campus member, please specify the affiliation (e.g., Mr. Marvin King, ABC Corporation) on the thesis committee page.

Abstract

An abstract, no more than one page in length, must accompany each thesis. The abstract follows the thesis committee page as the fourth page of your thesis. The page number is counted but suppressed. The abstract should be written to report concisely on the purpose, design, and results of the research, as it will be used for indexing purposes in the UMI archive.

Acknowledgements or Dedication

The acknowledgements or dedication page is optional. The word acknowledgements should appear at the top center of the page in capital letters. If it is included, the acknowledgements page will immediately follow the abstract as the fifth page of the thesis. This is the first page in the thesis where the page number appears at the bottom center as lower case Roman numeral five: v. All subsequent front matter, described below, will be numbered sequentially with the appropriate lower case Roman numeral. If the acknowledgements page is not included, begin numbering – lowercase Roman numeral five – on the table of contents.

Table of Contents, List of Tables & List of Figures

Your thesis must include a table of contents and, when applicable, a list of tables and a list of figures, each on a separate page with the appropriate lowercase Roman numeral at the bottom center. For disciplines where the use of illustrations or plates is the convention, the list of figures may be modified accordingly. Likewise, a list of abbreviations may also be appropriate for certain disciplines and can be included with the introductory pages described here. Please refer to your style guide for formatting specifications for the table of contents and other subsequent front matter. Prior to submitting your thesis, make sure to double check that the page numbers listed in the table of contents, list of tables, and list of figures correspond with the material presented in your thesis. If you are asked to make revisions within your thesis, make sure to check that the page numbers listed in the front matter are still correct. Any headings, subheadings, or titles listed in the front matter must match exactly with those that appear within the thesis.

Presentation

The body of the thesis, generally beginning with an Introduction section or Chapter One, is numbered with Arabic numbers (1, 2, 3, etc.) that are placed either at the bottom center or the top right hand corner of the page. Once you have decided where to place page numbers, be consistent throughout the thesis, and make sure that the page numbers are always aligned throughout. Appendices must also include page numbers and be listed in the table of contents with their title included.

The organization of your thesis and its division into chapters or sections is dictated by your style guide of choice. If your thesis follows a journal format and consists of one or more journal articles, it is still necessary to provide an introduction and conclusion to the thesis itself, outlining how the work is structured, summarizing what is discussed in each article and what conclusions were drawn from the research.

Tables, figures, and other images cited within your thesis should appear within your thesis (not as part of the appendix) directly after your initial reference to them. This requirement is in keeping with the standards of most published journal articles and style guides, many of which also provide instructions on the proper formatting for table/figure titles and captions. Typically, table titles appear above the table, while figure titles appear below the figure. Additional descriptive captions may appear beneath the table or figure. We recommend creating succinct titles for both tables and figures, as titles for each must appear in the list of tables and list of figures as they do in the thesis. Please also provide a proper citation when a table, figure, or other image has been taken from another source (e.g., reprinted with permission from.../modified from.../adapted from...). The formatting of the citation will depend on the preferences of the copyright owner. Keep in mind that you must obtain permission from the copyright owner if you are reproducing a copyrighted work in its entirety, or when you are reproducing a significant portion of someone else's work. More detailed information about copyright, including requirements for obtaining permission to use copyrighted material in your thesis, is presented in the "Policies" section of these guidelines.

Noticeable gaps or blank spaces between texts should be avoided. In addition, we do not recommend that you break in mid-sentence in order to place a figure/table/image within the text. While images should be embedded within your thesis, wherever possible complete your sentence or idea first. New sections should begin with text and not with a figure or table.

While the use of color may be essential for certain disciplines, the use of color is not recommended when presenting statistical or graphical data, as it does not copy well. The thesis may also be presented in media that does not reproduce color. Use crosshatching, shading, and other techniques in addition to color for depicting data wherever possible. For example, the use of differing geometric shapes to plot line graphs will result in a more discernable presentation of the data

than the use of color. If color is used for presenting data, sharply contrasting colors are recommended.

Supplementary Material

Relevant supplementary materials that a student may wish to include with the thesis should be attached as a separate file when the thesis is uploaded in the EMS for initial review and approval. Examples of supplementary materials include audio or video recordings and oversized figures such as maps.

SUBMISSION

Thesis supervisors do not serve as an editor. The author should carefully proofread the thesis before it is submitted. Such proofreading will usually reveal typographical errors, misspelling, and inconsistencies in style, punctuation, and grammar. This careful review should prevent the need to make extensive corrections. The Thesis Committee will reject a thesis with extensive errors and will require a new Thesis Committee Approval Form to be included with a revised manuscript the following trimester.

Students can prevent rejection of the thesis by ensuring that the final manuscript is free of the following frequent errors: incorrect word divisions at the ends of lines, pages for which no numbers are assigned or entered, misspelled words, inconsistencies in style, careless spacing or centering, inconsistencies or inaccuracies in grammar and/or punctuation, inappropriate margins, and incorrect footnotes or bibliographic citations.

Neither ITU nor any of its separate offices or departments is responsible for matters concerning a student's relationships or agreements with any outside agency or individual. This means that neither the university nor any of its offices will take part in disagreements between students and typists, editors, or copy shops concerning services offered or expected, or costs billed or paid. Therefore, it is wise for the student and an editor or copy company to agree about such matters, preferably in writing, before beginning the work. Such agreements should include, for example, the service provider's estimate of cost, an estimate of the time needed to prepare or proofread the thesis, as well as an understanding of responsibility for any additional review that may be required. ITU will not provide assistance or clarification about the guidelines to any hired editor; it is the student's/author's responsibility to communicate with any editor that is selected.

Instructions for Initial Submission

After you have applied for the award of master's degree, AND your thesis has received final departmental approval, AND you have obtained committee signatures on the Thesis Committee Approval Form, you will upload the thesis to the EMS by the posted deadline. These deadlines are firm and exceptions are not made. Thesis deadlines and forms are posted on the ITU website.

Technical Requirements for Your PDF

Students are expected to use a word processing program that is appropriate to their discipline and that they are familiar with, and that allows for conversion of the thesis manuscript into a single PDF file. The thesis must be uploaded to the EMS in PDF format. Microsoft Word documents or other types of documents will not be allowed, since software compatibility is not guaranteed and the appearance of your thesis may be affected when it is opened by the thesis reviewers. The following are the technical requirements for the PDF thesis file:

- You must embed the fonts that you use before you convert your manuscript to a PDF. This means that all of the font information that is used to make your document look the way it does is stored in the PDF file. No matter what type of fonts others have on their computers, they will be able to see the file as you intended it.
- You must make sure that there is no password protection on the PDF.
- You must make sure that your PDF's security settings allow printing and document changes.
- You must review the resulting PDF to make sure there were no formatting issues or other problems that occurred in the conversion process before uploading onto the EMS for review.

Required Documents & Instructions for Naming Your Files

The following documents must be included in your submission to the EMS. Please do not send your documents piecemeal and do not have your professors send parts of your submission on your behalf. It is your responsibility to gather and organize the required documents prior to submitting them.

- One PDF of your thesis saved as: last name_ first name_thesis.pdf
Please do not break up your thesis into multiple documents. Only one PDF attachment of your manuscript will be accepted. Make sure that your file size is not so large that it will be impossible to open your document.
- If applicable, one PDF of your IRB approval letter (if your thesis uses data collected from human subjects or is based on research involving animals). Save the document as: last name_first name_irb.pdf
Please see the “Policies” section of these guidelines for details on IRB requirements.
- If applicable, one PDF of all permissions to reproduce any copyrighted material in your thesis, saved as: last name_first name_permissions.pdf
Please scan multiple permission letters into one PDF document, with each permission clearly labeled at the top with the title of the corresponding item in the thesis (e.g., Figure 1 in thesis). You may either write this information by hand or type it for each permission letter. Please do not send multiple PDF attachments of your permission letters. See the “Policies” section of these guidelines for details on copyright permission.
- Any additional supplementary files that you intend to provide as “in pocket” material for your thesis. Supplementary files are usually multimedia files such as audio or videos files. The file types may vary. If you are providing supplementary files, you should also provide a description of what they are in the name of the file.

Uploading Your Thesis Submission to EMS

Once you have prepared all of the materials described above, please upload your thesis to the EMS (<https://ems.itu.edu>), by submitting it as an assignment in your Capstone Thesis course.

Remember: Do not email your thesis to the thesis coordinator or any other staff member.

If you indicated that you used a journal format, please include links to the instructions for authors and a sample article from the journal, including the “Literature Cited” section of the article. If you referred to one of the commonly used style guides listed previously, no further submissions are needed.

Thoroughly proofread your thesis prior to submitting it to us, as post-submission edits will not be accepted. You will have the opportunity to make additional corrections once your thesis is approved and prior to submitting it for publication.

If your thesis is rejected, a new submission with all of the required documents and an updated Thesis Information Packet must be submitted in the same way as specified above the following semester by the posted deadline. Deadlines are posted on the ITU Calendar: <http://itu.edu/university-calendar/>

Late submissions will not be accepted and will not be reviewed for the given semester. In order to be considered, your thesis must be received by 5pm on the deadline day of the semester in which you intend to graduate.

QUESTIONS & CONTACT INFORMATION

Questions about the thesis review process and the thesis guidelines should be directed to:

Dr. Concepcion Saenz-Cambra
Director of Faculty Affairs and Curriculum Development
csaenz-cambra@itu.edu

For questions relating to the library and ProQuest:

Librarian
library@itu.edu

Please also note that neither the thesis coordinator nor any other ITU staff will preview your thesis and accompanying documents to check that they are “okay” for submission or provide you with extensive technical support beyond what is provided on our website and in these guidelines. We regret that we will not be able to respond to students who email their thesis to a staff in search of general feedback and editing prior to submitting their thesis. A careful reading of these guidelines, familiarities with your style guide and software programs of choice, attention to detail, and consultation with your thesis committee members should be sufficient preparation.

Please do not hesitate, however, to contact the thesis coordinator in advance of the deadline if you have specific questions about your thesis submission or the thesis guidelines.

CORRECTIONS

Make any corrections to your thesis that were identified by the examining committee as well as any other additional corrections that we may not have caught. Visit the UMI/ProQuest ETD administrator site (<http://www.etdadmin.com/itu/>) and review the available information under the “Resources and Guidelines” tab so that your thesis will be prepared for PDF conversion and you are aware of the publishing options available to you beforehand.

AGREEMENTS

There are two agreements that you are required to fill out:

THE PROQUEST PUBLISHING AGREEMENT

This agreement is embedded into the online ETD submission process. The ProQuest publishing agreement grants ProQuest the non-exclusive right to reproduce and disseminate your work according to the publishing options you select. It is important to note that ProQuest acts as a publisher but does not own the copyright to your thesis. As the author of your thesis, you retain control of the work's intellectual content. Please make sure that you have read and understood the terms of each publishing agreement before selecting a publishing option, as you will not be able to alter your decision until ITU has delivered your thesis to ProQuest. ProQuest can assist students with refunds and amendments to their publishing agreement once they receive a digital copy of the thesis from the institution. Author options include selecting the type of publishing as well as imposing publishing restrictions. If you have questions or need clarification about the ProQuest Publishing Agreement, please refer to the Resources & Guidelines tab on the ETD administrator site (<http://www.etdadmin.com/itu>) or contact ProQuest at (800) 521-0600.

THE ITU LICENSE AGREEMENT

The ITU license agreement is part of the Thesis Information Packet that students are required to submit along with their thesis for initial review to the EMS. The agreement is forwarded to the library by the Registrar's Office once the final thesis is uploaded to the ETD administrator. The license agreement allows students to communicate the level of access they want others to have to their thesis in the ITU library catalog. If you have any questions about the ITU license agreement, contact the Registrar's Office.

In some unusual circumstances, students may not have sole ownership of their thesis. Such circumstances may include co-authorship of part of the thesis, support from a foundation or grant that may specify terms of ownership for the resulting work, previous publication of parts of your thesis in a journal or book, or the inclusion of copyrighted material with restrictions on commercial distribution. If you have published in a journal, you may have assigned the copyright to those portions of your thesis to the publisher. In addition to informing ITU of these unusual circumstances, please make sure to review your past agreements and secure permission if necessary.

UPLOADING YOUR THESIS TO THE ETD ADMINISTRATOR

Go to the ETD administrator at: <http://www.etdadmin.com/itu/> Click on the “submit my dissertation/thesis” link. You will be directed to create an account as a new user, after which you will be able to login and convert your thesis to PDF. To ensure the integrity of the document, it is preferred that you use the PDF conversion tool that is provided by the ETD administrator for this final stage. Please refer to the previous section “Instructions for Initial Submission” for a reminder about the technical requirements for your PDF file. The same requirements apply for the final thesis copy also.

Once you have checked the resulting PDF version of your thesis for accuracy, proceed with the submission process. The ETD administrator will guide you through the submission which will include selecting a publishing option, ordering personal copies and selecting additional optional services (e.g., registering the copyright of your thesis), attaching any supplementary media files, and making credit card payments. Make sure that when you enter your thesis title and any other information into the online form fields you use standard title case lettering (only the first letter of major words is capitalized). Do not use all caps, as the library would like to ensure that all metadata in their system has a consistent format. When naming any supplementary media files, you must use your name along with a description of the file (e.g., smith_jane_audio.pdf). Publishing fees apply and will vary depending on which publishing option you select and whether or not you order any additional optional services.

Size & File Capacity

ProQuest limits the allowable file size of the total submission – the PDF manuscript and any supplementary files – to 100 megabytes. Each supplementary file cannot exceed 10 megabytes, though there is no limit on the number and

format of the supplementary files that can be attached. In unusual circumstances where the size of the total submission exceeds 100 megabytes, students are required to create an account using the ETD administrator and to contact them to receive alternate submission instructions for the thesis and supplementary documents.

Sending Copyright Permissions to ProQuest

If you were required to get written permission from a publisher or author for reproducing copyrighted material, photocopy the letter(s) and mail the copy to ProQuest. Include with your correspondence: your name, the title of your thesis, the name of your school (International Technological University), and the ETD submission ID (your submission ID will be sent to you in an email after you submit your thesis using the ETD administrator). Make sure to keep your original permission letters for your records.

ProQuest Customer Service

789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106-1346

POLICIES

Copyright Permission

If you are using materials or reproductions in your thesis that are copyright protected, a statement from the copyright owner granting you permission to use the material must be emailed with the thesis. Examples of copyrighted material may include any images that are not your own – tables, figures, graphs, photographs, maps – as well as extensive portions of text, such as the reproduction of journal articles. ITU will accept scanned permission letters that were received by a student via email; however, the Sample Permission Letter For Use of Previously Copyrighted Material provided by the publisher of your thesis, ProQuest, is recommended. The sample letter, as well as additional information about copyright law and graduate research can be accessed on the ProQuest website at the following link:

http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf

Permission may need to be sought from the author, publisher, or repository (i.e., museum or archive) depending on who owns the copyright. The permission letter must state that the copyright owner is aware that ProQuest may supply single copies upon request and may proceed under the contract on the publishing agreement that you select for your thesis. Plan well, so that such permission letters will be received in time. Theses submitted for review and containing multiple copied images will be rejected, unless the student indicates awareness of copyright requirements and confirms that procedures for obtaining the appropriate permissions are underway. All copyrighted material must include the correct citation within your thesis (i.e., Reprinted with permission from..., Adapted from..., Modified from...) regardless of what other style guides require. The formatting of the citation will depend on the preferences of the copyright owner. If your thesis utilizes a number of copyrighted materials, or if your thesis contains a mixture of

your own images and copyrighted images, it is recommended that you create a list, separate from your thesis, which outlines the source of each image and whether or not permission is needed/included/pending. Such a list will help expedite the processing of your thesis and can be included as part of the permissions attachment when uploading it in the EMS.

If multiple permission letters are submitted, they must be scanned and uploaded as one attachment and they must be labeled so that it is clear which figure/image within the thesis the permission corresponds to. If you do not submit evidence of permission by the thesis publication deadline, the copyrighted material must be omitted from your thesis. Failure to comply with copyright requirements can result in the rejection of your thesis and can cause delays in your graduation.

Human Subjects Research and Animal Care Approval

If your thesis includes data obtained from human subjects (experiments, surveys, interviews, etc.), you must get approval from the ITU Human Subjects Institutional Review Board. Information concerning the use of human subjects is available on the ITU IRB webpage: <http://www.itu.edu/irb/>

If your thesis includes any experiments, testing, or other uses of animals, you must get approval from ITU's Institutional Animal Care and Use Committee. Failure to obtain the necessary approval and submit the appropriate documentation can result in the rejection of your thesis and can cause delays in your graduation. Once the approval has been obtained, you should upload a copy of the permission letter

International Technological University

2711 N. 1st Street, San Jose, CA 95134

Tel: (888) 488-4968

