

Electronic Theses

Submission Timeline

Submission of master's theses in electronic format (pdf) for inclusion in the Pittsburg State University digital library archive and for electronic dissemination for all academic departments is encouraged beginning Spring 2013 semester. Electronic submission will be optional for students currently enrolled and/or thesis committees currently in process. Any student who chooses to submit their thesis in the traditional, paper format, will be expected to abide by all current and existing regulations and policies of their major Department and the Graduate Office.

Mandatory submission of master's theses in electronic format (pdf) for all academic departments will commence with the Spring 2016 semester. Students may, thereafter, petition the Dean of Graduate and Continuing Studies for a waiver of electronic submission.

Production of Paper Copies

A student submitting a thesis in electronic format, following the approval of the Graduate Office, will have their work posted online by Library Services according to the appropriate restrictions. The student will be responsible for the cost and production of paper copies of their thesis required by their major department and/or personal copies. The Graduate School will, however, continue to assist students with the production of paper copies through the binding services offered by the University Library. Upon payment for the copies, receipt of the Signatures and Copyright Pages, and approval by the Graduate Office, the paper copies will be forwarded to the Library for binding.

Electronic Thesis Copyright Agreement

Pittsburg State University acknowledges and upholds federal and state copyright laws. Copyright protections exist for documents and information distributed and shared via the Internet. Pittsburg State University accepts the copyright guidelines outlined in the Digital Millennium Copyright Act. Pittsburg State University is an “online service provider” to the campus community and takes these responsibilities seriously. Pittsburg State University’s students, faculty and staff must adhere to ethical copyright practices.

Copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration. However, you should still include a copyright notice on your thesis. For example, [©2012 by Jane Student. All rights reserved.] The notice should appear in a conspicuous location, customarily just after the title page.

Copyright registration is optional, but still recommended. It establishes a public record of your thesis and your copyright. In the U. S., registration is required before you can file an infringement lawsuit. Registration also allows you to be awarded damages and attorney fees in an infringement action. Generally, you must have registered before the infringement occurs to have these benefits. Because of the availability of content on the open web via institutional repositories, digital collections, and other avenues, registering for U. S. copyright can be a significant benefit for the protection of your work. For further information see information in Title 17, Section 504 of the U. S. Code.

Student Approval to Include Work in Pittsburg State University Digital Library

I, _____, hereby grant to Pittsburg State University and to its agents the non-exclusive license to archive and make accessible my thesis in whole or in part in all forms of media now or hereafter known under the following provisions.

_____ Full and immediate access.

_____ Restricted access for a period of _____ (1) one year or _____ (2) two years.

_____ Permanent or restricted access for a period of _____ years granted by Graduate Dean.

I retain all other ownership rights to the copyright of my thesis. I also retain the right to use in future works all or part of this thesis. In addition, I hereby certify that if appropriate, I have obtained written permission from the owner(s) of third party copyrighted material included in my thesis.

Signature

Date

Electronic Thesis Process

- Step 1 Read the Electronic Thesis Guidelines and Graduate Office Web site
- Step 2 Attend an Electronic Thesis workshop (online or in person)
- Step 3 Write the Thesis using required format
- Step 4 Schedule Oral Examination/Defense
- Step 5 Defend Thesis (Unconditional Pass; Conditional Pass; Fail)
Conditional Pass – Review by Graduate Office will not occur until student receives Unconditional Pass)
Unconditional Pass Received – Proceed to Step 6
- Step 6 Submit Draft of Electronic Thesis for Review by Graduate Office with a completed thesis approval form
- Step 7 Review of Manuscript Conducted by Graduate Office
- Step 8 Student Makes Final Corrections to Manuscript required by Committee or Graduate Office
- Step 9 Submit Final, Error Free File to Committee for Final Committee Approval
- Step 10 Committee Reviews Final File – Student uploads electronic thesis and provides Signatures and Copyright Agreement Pages to Graduate Office
- Step 11 Graduate Office will notify Committee and Student when approved
- Step 12 If Committee and Graduate Office approve the Final Electronic File it will be forwarded to the Library where it will be cataloged and published in digital archive according to appropriate restrictions.

Steps to Submitting Thesis

- Step 1 Gather all of the files (pdf, etc.) that comprise the electronic thesis
- Step 2 Name the files with (3) three elements
 LastName_FirstandMiddleInitial(s)
 Document type: T for a thesis
 Year of defense
- Doe_JA_T_2012 is an example of a Master's student named Jane Anne Doe who defended her thesis in 2012.
- If there is more than one pdf file, or additional multimedia files, number them sequentially. (e.g., f1, f2, f3)
- Step 3 Go to the Graduate Office submission website. Email questions about submissions to the Graduate Office.
- Step 4 Login with your GUS ID and password
- Step 5 Upload your electronic thesis
- Step 6 After the thesis is approved, the student and the committee members will receive email notification from the Graduate School
- Step 7 The electronic thesis will be accessible through the Library digital library to the communities stipulated by the student.

Checklist

- One pdf file named according to the file naming conventions noted above
- A separate file with copyright letters of permission, fair use determination, and/or public domain statement, whichever is appropriate, and IRB approval memo(s) if appropriate.
- Separate media files for audio and video
- Thesis approval form with original signatures
- Permission to publish electronic version / Restriction statement
- Request for printed/bound copies for academic department and/or student.