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The Graduate School

Master's Thesis Submission Guide

Part I: Master's Thesis Submission Process

1. Thesis approved by committee and department	⟹

2. Student submits approved thesis via Digital Commons ⟹

3. Thesis reviewed for formatting and compliance by Graduate Dean (or designee). ⟹

⟹ 4. Student receives email with any necessary revisions. If no revisions needed, see Step 7 ⟹

5. Student submits revised copy of thesis via Digital Commons ⟹

6. Revisions Reviewed ⟹

⟹ 7. Student receives email that thesis has been accepted by the Graduate Dean ⟹

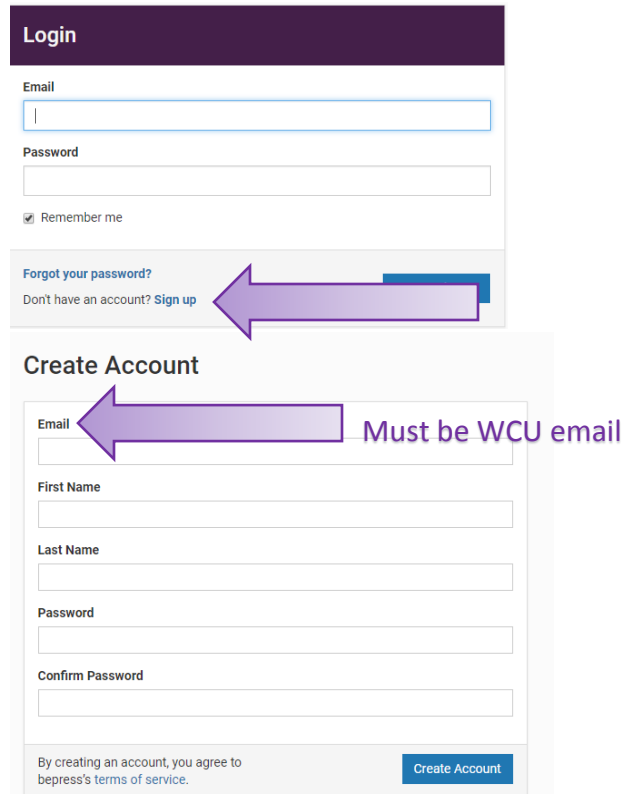8. Thesis is posted to Digital Commons Collection

Part II: How to Submit Your Thesis

- Once your thesis has been approved by your committee, navigate to the following website: digitalcommons.wcupa.edu/all_theses (please copy and paste into your browser)
  - This will lead you to the West Chester University Master's Theses collection
- Your electronically submitted Microsoft word or PDF document should include the following in single file in the following order:
  - Preliminary Pages
    - Title Page
    - Dedication (optional)
    - Acknowledgements
    - Abstract
    - Table of Contents
    - List of Tables (if required)
    - List of Figures (if required
  - Thesis manuscript and references (as outlined in the Table of Contents)
  - Appendicies (if applicable)
- Find the 'Submit Research' button on the left hand navigation bar
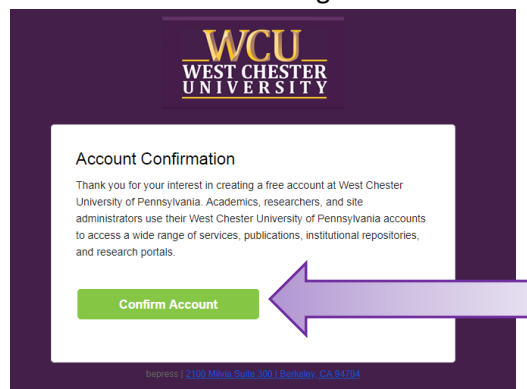 - You must submit from the West Chester University Master's Theses collection
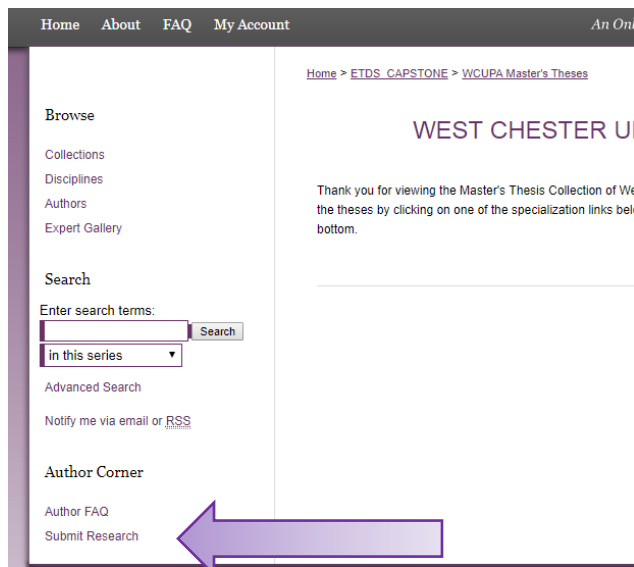
- Create Digital Commons Account
  - You are **required** to submit using your West Chester University email address
  - Any submission from a personal email address cannot be accepted
  - If you already have a Digital Commons account under a different email address, you will need to create a new account under your WCU email address
  - If you already have a Digital Commons account under your WCU email address, you can login and proceed to step 'Complete the Submission Form'

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- You will receive an email from **noreply@bepress.com** confirming the creation of your account
  - Please click the CONFIRM link
  - You will now be able to login

- Make sure you return to digitalcommons.wcupa.edu/all_theses (please copy and paste you're your browser) after you log in
  - You must submit from the West Chester University Master's Theses Collection
  - If you are not automatically brought to the Submission Agreement, please click Submit Research on the left hand nav bar

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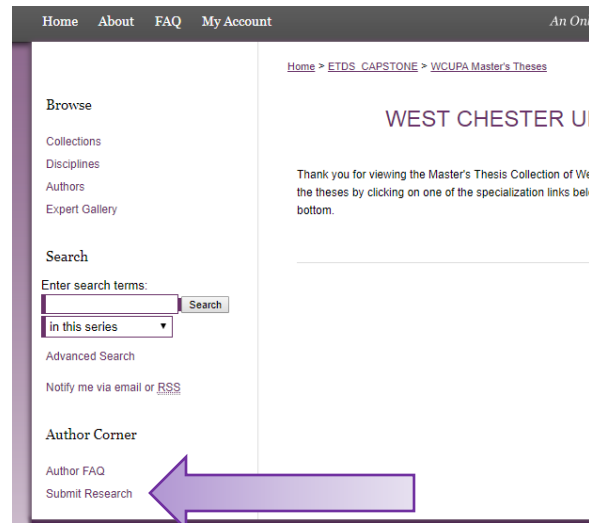
- Please read the submission agreement carefully
    - ○ Note you must upload your approved thesis as a Microsoft Word document for review
    - ○ Make sure your preliminar pages are in the proper order (reference the Formatting Style Guide and Preliminary Pages Template which can be found on the Thesis and Doctoral Culminating Projects Website (https://www.wcupa.edu/thesisdoc))
    - ○ Confirm you agree to the terms of the Submission Agreement and click CONTINUE

- Complete the Submission Form
  - Title – Must be typed exactly as it is on your committee approved document
    - Headline Capitalization – The First Letter of Each Word Capitalized
      Please do not put your title in all caps.

REQUIRED Title

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your thesis.

Thesis Title

  - Author – This is you, the student and should be auto populated from your Digital Commons account details

REQUIRED Author

Search For An Author Using: Last Name, First Name, or Institution

| 1 | (⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛) Jenna M krier, West Chester University of Pennsylvania | 👤✖ 👤✏ |

  - Date of Award – will be the TERM and YEAR your degree will be conferred (ie, when you graduate)
    - Term = Summer, Fall, Spring
    - Year = 2018 (or applicable year)
    - Note, Winter is an option on the standard Digital Commons form, but it is not an option for WCU students since we do not confer degrees in Winter term.

REQUIRED Date of Award

Season	Year
- -	

  - Embargo Period – Length of time before your thesis is available to others (i.e. open access) through Digital Commons. Please read this section clearly to assure you select the appropriate option. There are limitations to this Digital Commons form. Please note, all abstracts will be available regardless of the embargo period.
    - Option 1 – You want your thesis available to the public (i.e. open access). Select the desired embargo from the drop down list.

- Option 2 – You do not want your thesis available to the public indefinitely. Choose any embargo period, and the answer to the next question will override this choice. This is a system limitation.

REQUIRED Embargo Period

No Embargo Required ▼

- o [1]Document Type – Thesis and Thesis Restricted
  - **Choose Thesis** - If you selected Option 1 per the Embargo information above. This choice will result in your thesis being available to the public per the timeframe (embargo) you selected.
  - **Choose Thesis Restricted** - If you selected Option 2 per the Embargo information above. This choice will result in your thesis never being available to the public. Only your abstract would be accessible.

REQUIRED Document Type

Document Type:
Thesis ▼

- o Degree Name – the degree that will be conferred to you upon successful completion of program
  - Degree Only (i.e., Master of Science)
  - Not program specific (i.e., NOT Master of Science in Applied Statistics)

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:
None ▼

- o Department – the program that your thesis was approved by. Please note Department is a standard Digital Commons term.
  - Program of study (i.e., Applied Statistics)
  - Not department of study (i.e., Department of Mathematics)

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[1] For academic years 2017-2018 and 2018-2019, all abstracts will be available, and access to your full manuscript is based on this selection and acquired by request.

Department

Department:

None ▼

- o Committee Chairperson – please use the Committee Chairperson's name as printed and signed on your approval page (please reference preliminary pages formatting guidelines which can be found on the Thesis and Doctoral Culminating Projects Website (https://www.wcupa.edu/thesisdoc))

Committee Chairperson

Committee B. Chariperson, Ph.D.

- o Keywords – this is **optional** but will assist with Digital Commons searches

Keywords

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed. This is an optional field.

Keywords:

- o Subject Categories – this is **optional** but will assist in Digital Commons searches

Subject Categories

Please select the subject category that best fits your Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click here to view the complete list of disciplines. This is an optional field.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences

Select »
« Remove

Selected:

- o Abstract – please include a copy of your abstract in the box provided. This should match the abstract that is included in your upload. Please limit to 250 max word count.

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Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Paste or type Abstract:

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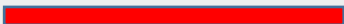
- o Upload Full Text
  - You must select UPLOAD FILE FROM YOUR COMPUTER
  - Upload as a Microsoft Word or PDF document. Your microsoft document will be converted to a PDF before publishing.
  - We cannot accept imported files from remote sites at this time
  - **Make sure there is a file selected**

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:
○ Upload file from your computer
○
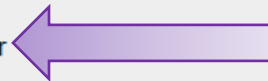
- o Additional Files
  - This section is optional for any additional files.

Additional Files

i. Additional files are for digital representations of your thesis (ie, recordings of your composition). This is not meant for approval pages, front matter pages, or appendices.

Please check this if you'd like to add additional files ☐

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- Hit Submit

Cancel | Submit

This may take a while. **Please only click once.**

Part III: Frequently Asked Questions

- **What is the process for submitting my master's thesis or doctoral project?**
  Upon successful presentation or defense of your thesis or doctoral project, please complete the following steps:
  o Submit the Approval Page with your committee signatures to the Graduate School (102 W Rosedale Ave, West Chester, PA 19383). Please work with your Committee Chair to have the hard copy approval page delivered to our office via interoffice mail, hand delivered, or regular mail (102 W Rosedale Ave, West Chester, PA 19382). You can also have it sent as a PDF attachment to THESISDOC@WCUPA.EDU. If we receive a submitted master's thesis or doctoral project prior to receiving the approval page, we will reach out to the committee chairperson and student.

  o Digitally submit your master's thesis or doctoral project via digitalcommons.wcupa.edu. for a formatting and compliance review. Please review the submission guidelines above.

- **What if I need to make changes to the document?**
  o You will be able to upload a revised Microsoft Word or PDF document via the link provided to you from the post-Submission Email. You may also be required to submit a revised Microsoft Word or PDF Document during the formatting and compliance review process. If you discover additional edits that need to be made while your document is under review, please send an email to THESISDOC@WCUPA.EDU.

- **How do I obtain the Graduate Dean's signature?**
  Once your master's thesis or doctoral project has been approved by your committee, a copy of your approval page with all signatures except for the Graduate Dean is submitted to the Graduate School. Once the Graduate Dean has accepted your thesis, your form will be signed and placed in your student record.

- **What do I include in the document upload into Digital Commons?**
  Your electronically submitted Microsoft word document should include the following in single file in the following order:
  o *Preliminary Pages (template available here)*

    ▪ *Title Page*

    ▪ *Dedication (optional)*

    ▪ *Acknowledgements*

    ▪ *Abstract (250 words max)*

    ▪ *Table of Contents*

    ▪ *List of Tables (if required)*

    ▪ *List of Figures (if required)*

  o *Thesis manuscript and references (as outlined in the Table of Contents)*

  o *Appendices (if applicable)*

- **What document types can I upload?**
  o Microsoft Word or PDF

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- **I do not see my degree name listed. What do I put?**
  - Please contact THESISDOC@WCUPA.EDU and we will get this corrected as quickly as possible.

- **I do not see my program listed. What do I put?**
  - Please contact THESISDOC@WCUPA.EDU and we will get this corrected as quickly as possible.

- **How long is the review process?**
  - Anticipated review period for fall 2018 is 2 weeks after submission.