

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 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



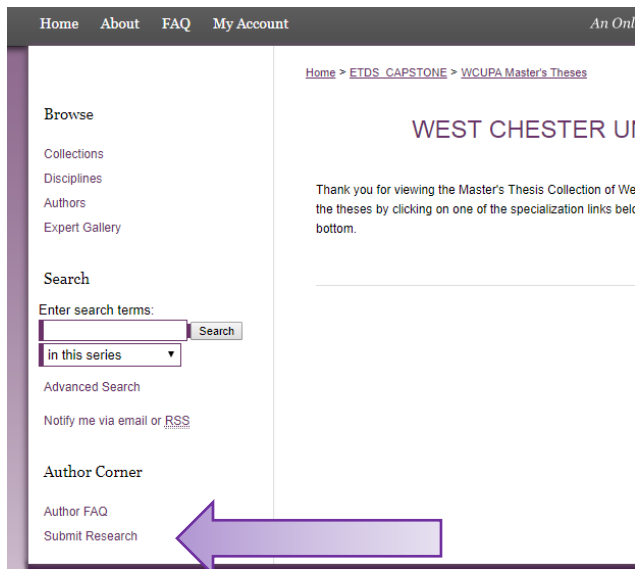
7. Student receives email that thesis has been accepted by the Graduate Dean



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
 - This will lead you to the West Chester University Master's Theses collection
- Your electronically submitted Microsoft word document should include the following in single file in the following order:
 - Preliminary Pages
 - Title Page
 - Approval Page – **blank, with no signatures**
 - 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)
 - Appendices (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'

Login

Email

Password

☒ Remember me

[Forgot your password?](#)

Don't have an account? [Sign up](#)

Create Account

Email

First Name

Last Name

Password

Confirm Password

By creating an account, you agree to bepress's [terms of service](#).

[Create Account](#)

- 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

WCU
 WEST CHESTER
 UNIVERSITY

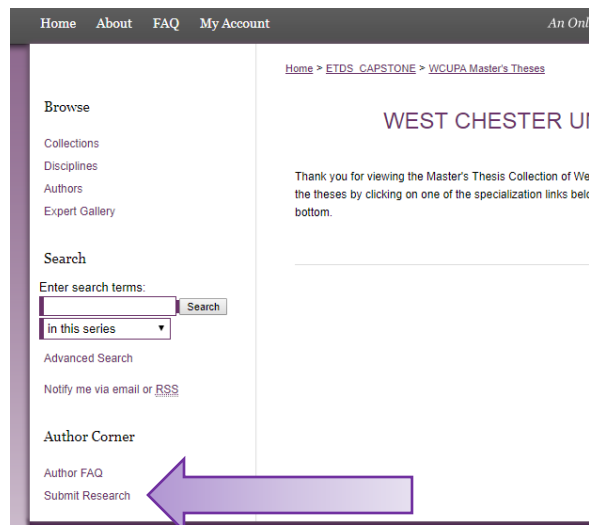
Account Confirmation

Thank you for your interest in creating a free account at West Chester University of Pennsylvania. Academics, researchers, and site administrators use their West Chester University of Pennsylvania accounts to access a wide range of services, publications, institutional repositories, and research portals.

[Confirm Account](#)

bepress | 2100 Milvia Suite 300 | Berkeley, CA 94704

- Make sure you return to digitalcommons.wcupa.edu/all_theses 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



- Please read the submission agreement carefully
 - Note you must upload your approved thesis as a Microsoft Word document for review
 - Make sure your front matter 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/_admissions/SCH_DGR/thesis.aspx))
 - Confirm you agree to the terms of the Submission Agreement and click CONTINUE

WEST CHESTER UNIVERSITY MASTER'S THESES

Submission Agreement

Follow the instructions below to submit to *West Chester University Master's Theses*

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Upload your electronic file

Before you begin, please be sure you have the following items:

- The submission's title
- Properly formatted preliminary pages
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your file

Submission Agreement for *West Chester University Master's Theses*

By checking the box below through the Graduate Studies Office, I agree to supply you, WCU Library, with a digital copy of my thesis and with an abstract of the thesis. I agree to supply the Graduate Studies Office with written permission to distribute any previously copyrighted materials within the body of the work.

I hereby grant to WCU Library the non-exclusive right to reproduce and distribute my thesis and my abstract, in whole or in part as indicated at the time of submission.

I represent that the thesis and the abstract are my original work, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights to my thesis and abstract. I hereby agree to indemnify and hold West Chester University harmless from any liability or damage it may incur arising from or related to any breach or violation of any third party rights as a result of the reproduction or distribution of my thesis and related materials.

I warrant that I have obtained all necessary rights to permit WCU Library to reproduce and distribute any non-public third party software necessary to access, display, run or print my thesis as indicated at the time of submission.

NOTE: It is suggested that you print this page for your records.

☐ Please check this if you agree to the above terms.

- 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

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

([REDACTED]) Jenna M krier, West Chester University of Pennsylvania



- Date of Award – will be the TERM and YEAR your degree will be conferred
 - 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 ▼

- 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 ▼

- 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 ▼

- 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)

Department

Department:

None ▼

- 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/_admissions/SCH_DGR/thesis.aspx))

Committee Chairperson

Committee B. Chariperson, Ph.D.

- 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:

- 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

Selected:

Select »
« Remove

- Abstract – please include a copy of your abstract in the box provided. This should match the abstract that is included in your upload.

Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type Abstract:

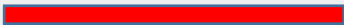
B *I* | | | |

- Upload Full Text
 - You must select UPLOAD FILE FROM YOUR COMPUTER
 - Upload as a Microsoft Word Document. Your 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
- ☐ 



- 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 ☐

- Hit Submit



This may take a while. Please only click once.

Part III: Frequently Asked Questions

- **Because I am submitting electronically, what do I do with the hard copy Approval Page that my committee signed off on?**
 - The hard copy Approval Page should be submitted to the Office of Graduate Studies with all signatures except for the Graduate Dean. Please work with your Committee Chair to have those delivered to our office via interoffice mail, hand delivered, or regular mail (102 W Rosedale Ave, West Chester, PA 19382). If we receive a submitted thesis prior to receiving hard copy signatures we will reach out to the Committee Chairperson and student.
- **What document types can I upload? What about the integrity of my work if I upload as a Word document?**
 - At this time, we can only accept Microsoft Word Documents at the time of submission. This is to allow for the approval page information to be typed into the document by the Graduate Dean (or designee) after final approval. This protects your committee from having their signatures available through open access. Your document will be posted to the collection as a **PDF** document and will not be able to be altered.
- **What if I need to make changes to the document?**
 - You will be able to upload a revised Microsoft Word Document via the link provided to you from the post-Submission Email. You may also be required to submit a revised Microsoft Word Document during the 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.
- **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?**
 - Since this is the first year for online submission, you can expect up to a 30 day review process. This falls within the same timeframe for confirmation of degree conferral.
- **What is the deadline for submission?**
 - Please view the deadline dates here:
https://www.wcupa.edu/admissions/SCH_DGR/thesis.aspx