



Brandeis University Graduate School of Arts and Sciences

## Guidelines for Master's Thesis Submission and Publication 2011-2012

*If you have questions about the electronic submission process or need help creating a properly formatted PDF, please send an email to [bir@brandeis.edu](mailto:bir@brandeis.edu).*

*If you have questions about format, deadlines, or requirements, contact [mcpeck@brandeis.edu](mailto:mcpeck@brandeis.edu).*

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I. **The Most Important Section: Graduate School Formatting Guidelines**  
**You should read this entire packet, but if you choose not to then be sure to READ THIS ENTIRE SECTION. You will do yourself a disservice and cause yourself unnecessary problems/stress if you do not read it.**

A. **What You Need to Know and Do**

Congratulations! If you're reading this then you're close if not ready to deposit your thesis. Before delving into the fine details of formatting your thesis, take note of the following important and time-saving steps/pieces of information:

1. **SAVE** a Microsoft Word .doc/.docx version of your thesis in addition to the PDF file you will eventually create in Adobe Acrobat. DO NOT replace the .doc/.docx version with the PDF as it will make the editing process (should there be errors in your formatting) much harder than it needs to be.
2. **CHECK** your table of contents whenever you make changes to your thesis. Make certain fonts do not change in your thesis. Auto Format in Word sometimes changes the fonts randomly to whatever your default font is set as. Turn off this function to eliminate the issue (see page 4 for instructions).
3. **REVIEW** the guidelines presented in this packet. Should you make an error related to pagination, margins, content order, or font you will be referred back to these guidelines.
4. **TURN IN YOUR CERTIFICATION OF MASTER'S THESIS ACCEPTANCE FORM by Monday, January 16, 2012 for February 2012 graduation or Friday, April 18, 2012 for May 2012 graduation or Tuesday, August 14, 2012 for August 2012 graduation.**  
*Link to form: [http://www.brandeis.edu/gsas/forms/master\\_thesis\\_certification.pdf](http://www.brandeis.edu/gsas/forms/master_thesis_certification.pdf)*  
You will **need two copies of this form...**
  - a. Signed and dated by Graduate Chair and Thesis Advisor and submitted to GSAS
  - b. Keep one copy for your records
5. **STAY IN TOUCH.** Do not assume that once you deposit your thesis into the repository that you are done. Students typically still have revisions to make after this initial deposit.
6. **DEPOSIT EARLY.** Do not wait until the last minute (ie the deadline of either January 17 or April 30 or August 15) to deposit your thesis; such an approach rarely works in your favor and causes unnecessary chaos and stress during the revision process, and could lead to you not receiving your degree in February or May. Assume that you will have to make revisions and allow ample time to make those revisions.
7. **Who to contact if....**
  - a. you have a problem with Microsoft Word or Adobe Acrobat:  
*LTS @ Brandeis via e-mail, phone, or in-person. Or e-mail [bir@brandeis.edu](mailto:bir@brandeis.edu).*
  - b. you are confused about the formatting guidelines, deadlines, and/or depositing process: *Meghan Peck in the GSAS via e-mail-- [mcpeck@brandeis.edu](mailto:mcpeck@brandeis.edu).*

- c. you have a question about the content of your thesis: *your faculty advisors*.

**B. Pages and Documents which MUST be Included in Your Thesis Templates are Attached at the End of the Packet (pages 9-12).**

1. Title Page
2. Abstract
  - a. Must be 350 words or less, including the title.
  - b. Double-space content.
  - c. Include a statement of the problem, procedure and/or methods, results, and a conclusion. Present information in that order.
  - d. If multi-media elements are used in the document that cannot be embedded within the PDF, they should be identified in the Abstract.
3. Table of Contents
4. Thesis Text
5. Reprint Permission Letters (if applicable/required)
6. Third party software licenses (if applicable/required)
7. \$65 Money Order/Cashier’s Check/Certified Check for copyright filing (optional)

As previously mentioned, you will probably be working with several documents that are easiest to combine first in Microsoft Word and then save a new copy as a PDF.

**C. Order of Prefatory Materials, Text, and Respective Pagination**

Section/Page	Page Numbering
Title Page	<b>number not printed</b> on the page, but is still considered page i
Copyright Page	<b>number not printed</b> on the page, but is still considered page ii
Acknowledgements (Optional)	<b>number is printed</b> on the page, start with iii or ii if no Copyright page is used
Abstract	Continue with Roman numerals, printed
Preface (Optional)	Continue with Roman numerals, printed
Table of Contents	Continue with Roman numerals, printed
List of Tables	Continue with Roman numerals, printed
List of Illustrations/Figures	Continue with Roman numerals, printed
Introduction	Start Arabic Numerals, beginning with page 1, printed on the page
Main Body, Appendices, Bibliography	Continue with Arabic numerals, printed

***EXPLANATION OF PAGINATION—Printed v. Not-Printed: While page numbers are not printed on the Title and Copyright pages, these pages still count (they are pages i and ii), which is why your Acknowledgements page is page iii.***

**Additional Instructions for Pagination**

1. Your thesis MUST include page numbers. All pages are numbered, whether printed or not. However, page numbers must begin being printed with either the Acknowledgements (if you include this page) or Abstract.
2. Page numbers should appear centered at the bottom of each page.

3. For placement of footnotes or endnotes, refer to the *Chicago Manual of Style*, either online or in print. Link: <http://www.chicagomanualofstyle.org/home.html>.

#### **D. MARGINS AND FONTS**

*Margins should be formatted as follows:*

Left Margin: 1.5 inches

Top, Bottom, and Right margins: 1 inch

**\*\*The top margin of the first page of each chapter must be 2 inches\*\***

*Fonts:* Times New Roman, Arial, Cambria, or Calibri are recommended fonts; do not use fancy typefaces. Size 12 for any of these fonts is recommended for the text, but you may use sizes 11 or 10 (but no smaller) for notes, bibliographic references, and long quotations.

#### **E. Spacing and Single-Sided Printing**

- a. Your document should be arranged for single-sided printing.
- b. There should be no blank pages following your title page, abstract, etc.
- c. **Double-space all text material**, preliminary pages, including your abstract.
- d. **Single-space all notes, bibliographic references, and long quotations.**

#### **F. Charts, Graphs, Tables, and Photographs**

Online submission instructions:

1. Photographs and images should be produced at a high resolution of at least 300 dpi.
2. Charts, graphs, tables, and other illustrations can be digitized in high quality color.

#### **G. Microsoft Word Auto Format**

**Turn it off!** Auto Format can create more work for you, so be sure to select...

Tools → Auto Correct Options → uncheck all boxes listed in the “Auto Format as You Type” and “Auto Format” tabs.

## **II. Publishing Your Thesis with Brandeis University**

### **A. Overview and Publication Information**

As part of the requirements for the Master’s degree, as specified in the University Bulletin, the Graduate School of Arts and Sciences (GSAS) requires electronic submission of your thesis to the Brandeis Institutional Repository, <http://ir.brandeis.edu>. In addition, the *Certification of Master’s Thesis Acceptance Form* must be turned into the GSAS Office one day before the specified submission deadline outlined in the University’s Academic Calendar.

GSAS collaborates with the Brandeis University Library for submission and archiving of electronic versions of theses through electronic deposit to the GSAS Master’s Thesis Collection in the Brandeis Institutional Repository. Authors may find this advantageous since an electronic version of the thesis can include photographs, simulations, video clips and sound, thumbnail pages, and links to aid navigation through the document. Adding color to diagrams of molecules and simulating three-dimensional models would enhance the impact and possibly clarify for readers some of your ideas.

If you have any questions about acceptable formats, review both the GSAS and repository guidelines: <http://ir.brandeis.edu/guidelines#formats>

Once your thesis is in a suitable PDF format for submission, go to <http://ir.brandeis.edu> and select "login" under *My Account*. Use your Unet ID and password to log in. Select the Submissions option under *My Account*. This will take you to the first step of the submission process.

After GSAS has approved the formatting, and your degree has been conferred by the Office of the Registrar GSAS will release your thesis to the University Repository for public access. If you submit your thesis well before the submission deadline, it will **not** go into the electronic system until your degree has been conferred by the Registrar. Also, if the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until all concerns are resolved.

Once published, your thesis will be available on the World Wide Web as well as through the LOUIE system. In some circumstances, it may be possible to limit access to your work through a temporary embargo. Contact GSAS to discuss limitations on access. Questions about patentable inventions or new technologies disclosed in your thesis should be directed to Loretta Shagoury, Office of Technology Licensing, Assistant Director, Finance and Administration, ext. 62128 or [shagoury@brandeis.edu](mailto:shagoury@brandeis.edu) before your thesis is published or publicly disclosed.

### **B. Copyright and Intellectual Property Issues**

Copyright registration is not a prerequisite to copyright protection, but if a work is not registered within three months of first publication, attorney's fees may not be recovered if a suit is brought nor can you collect statutory damages which the law provides in cases where real damage is difficult to show. It is your choice whether to register for copyright. For information on copyright registration or if you want more general information on copyrighting, please visit the United States Copyright Office site at [www.copyright.gov/](http://www.copyright.gov/). If you choose to file for copyright, the copyright filing fee of \$65 is sent to the U.S. Copyright Office on your behalf. Please check with the Library to move forward with copyright.

### **C. Publishing an Electronic Thesis**

Electronic theses are defined as those theses submitted, archived, or accessed primarily in electronic formats. Publishers may be concerned about the relationship of electronic archival submission to other forms of publication. Often a thesis becomes the basis for a scholar's dissertation or first book. While most of those works are considerably revised for publication, some are published with relatively few changes. Even though theses are available on-line, most academic presses are not as concerned that on-line publication represents prior publication, probably because of the barriers of time, distance, and cost. On the other hand, greater access might be seen as a way to induce readers to preview a book. According to *The Chronicle of Higher Education* (Winkler, 1997), some academic publishers consider online publication to be "great advertising": "For each of our electronic books, we've approximately doubled our sales," says Marney Smyth, electronic-productions editor of the MIT Press. "The plain fact is that no one is going to sit there and read a whole

book online. And it costs money and time to download it." The National Academy Press has already put nearly 2,000 of its books online, and has found that the electronic publication of some books has boosted sales of paper copies often by as much as two to three times from previous levels.

*Another concern is the use of copyrighted material in an electronic thesis. Authors sometimes include graphics and other copyrighted material in their theses without acquiring permissions (unless the work was accepted for commercial publication). If theses are published on the Web, authors will need to ensure compliance with copyright law and fair-use guidelines. That may include acquiring permission to use copyrighted material, which can sometimes be costly. Copyright issues and fair-use guidelines are being debated hotly in light of the explosion of electronic publishing. Authors must consider the impact of that debate on their ability to use copyrighted materials.*

The above information is excerpted from an article in the Journal of Electronic Publishing, *Electronic Dissertations and Theses: Digitizing Scholarship for Its Own Sake* by Christian R. Weisser and Janice R. Walker, <http://quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0003.209>

The article covers other areas germane to this topic like the history of ETDs, access and distribution, so you might want to read it.]

#### **D. The Publishing Agreement Form**

When you submit your thesis to the Brandeis Institutional Repository, you will be asked to accept the following agreement, which allows Brandeis to preserve and publish your work:

#### **Non-exclusive Distribution License for Submissions to the Brandeis Institutional Repository**

By signing and submitting this license, you (the author(s) or copyright owner) grants Brandeis University (Brandeis) the non-exclusive right to reproduce translate (as defined below), and/or distribute your submission (including abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that Brandeis may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that Brandeis may keep more than one copy of this submission for the purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Brandeis the rights required by this license, and that such third-party owned materials is clearly identified and acknowledged within the text or contents of the submissions.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN Brandeis, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OR REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

Brandeis will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

### III. Online Submission

#### A. *Advantage of Online Submission*

The Brandeis Institutional Repository is committed to the long-term preservation of your work. This assures access for future researchers.

Another virtue of electronic submission is that you may submit from an off-campus location. If you complete your thesis and are based off campus, you can make any necessary revisions from your home PC, finalize your document, and electronically submit by the given deadline for graduation.

#### B. *Print and Electronic Access to Theses in the Brandeis Institutional Repository*

Theses deposited in the Brandeis Institutional Repository will be searchable through major search engines such as Google, thus increasing visibility of your research.

#### C. *Library Technology Services*

You may also contact the graduate school or Library Technology Services (LTS) for technological support. For information about hours and location, please visit: <http://lts.brandeis.edu/>.

#### D. *Submitting Theses in Digital Format*

The gateway to submit your document online is <http://ir.brandeis.edu>

1. ***Acceptable File Formats: The document should appear in Adobe PDF format. You should carefully check the PDF file after conversion, regardless of which software you use to convert to PDF!***
2. No compression or password protection and no digital signature should be used. GSAS can make no changes to the document. Therefore, the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author.
3. ***PDF Conversion:*** Your Word file(s) must be converted into a single PDF.
  - a. Embed all fonts.
  - b. Save all JPEG images into PDF
  - c. In the abstract, list any electronic files that cannot be embedded within the PDF.

**\*\*For a PDF tutorial, go to: <http://www.brandeis.edu/gsas/students/PDFtutorial.pdf> or for more information on working with PDF files contact Research & Instruction Services in Goldfarb Library at the Infopoint Desk, 6-4670.**

All fonts used should be embedded in the document. External or internal links to multi-media files are acceptable. If multi-media elements are used in the document, file formats should be identified in the thesis/thesis abstract. Acceptable file formats include the following:

<p>Images:</p> <ul style="list-style-type: none"> <li>• GIF (.gif)</li> <li>• JPEG (.jpeg)</li> <li>• PDF (.pdf) use Type 1 PostScript fonts</li> <li>• TIFF (.tif)</li> </ul>	<p>Audio:</p> <ul style="list-style-type: none"> <li>• AIF(.aif)</li> <li>• CD-DA</li> <li>• CD-ROM/XA</li> <li>• MIDI (.midi)</li> <li>• MPEG-2</li> <li>• SND (.snd)</li> <li>• WAV (.wav)</li> </ul>
<p>Video:</p> <ul style="list-style-type: none"> <li>• Apple Quick Time (.mov)</li> <li>• Microsoft Audio Video Interleaved (.avi)</li> <li>• MPEG (.mpg)</li> </ul>	

#### IV. Key Dates

**Key Dates for Graduate Students** for both the GSAS and Registrar can be found on the Web at: <http://www.brandeis.edu/registrar/calendar/gradkeydates11-12.html>

#### V. Checklist

**Review this checklist before depositing your thesis:**

1. Completed Certification of Master’s Thesis Acceptance form turned into the GSAS office
2. Table of Contents is correct
3. Pagination: check that both Roman and Arabic numerals are correctly formatted
4. Margins and Headers follow guidelines
5. \$65 Money Order/Cashier’s Check/Certified Check turned in if filing for Copyright
6. You have both a Word and PDF version of your thesis. Deposit the PDF version.
7. You have reviewed Section I of this packet and made sure all guidelines were followed

#### VI. Title Page, Abstract, Copyright Page, and Certification Form Templates

See pages 9-12 for samples of:

Title Page

Abstract

Copyright Page

Certification of Thesis Acceptance Form (signed and turned in to GSAS prior to electronic submission of thesis to University Repository)

**(Sample: Title Page)**

Staggering to Stagira: The Needed Changes to Xenocrates' Academy

Master's Thesis

Presented to

The Faculty of the Graduate School of Arts and Sciences  
Brandeis University  
Department of Philosophy  
Grammaticus Smith, Advisor

In Partial Fulfillment  
of the Requirements for

Master's Degree

by  
Riley Johnson

Month and Year of Graduation.  
(This will read as February 2012, May 2012, or August 2012)

**(Sample: Abstract)**

ABSTRACT

(Title of Thesis)

A thesis presented to the (name of Department)

Graduate School of Arts and Sciences  
Brandeis University  
Waltham, Massachusetts

By (Your Name)

(Text of abstract begins here, **double-spaced**, limit 350 words)

**(Sample: Copyright Page)**

Copyright by

(Your Name)

© Year of Graduation



Brandeis University  
Graduate School of Arts and Sciences

**Certification of Master's Thesis Acceptance**

\_\_\_\_\_, a candidate for the Master's Degree in \_\_\_\_\_

*(Print) Student's Name*

*Department*

has successfully completed the Master's Thesis which requires no additional revisions and has been reviewed and approved by:

\_\_\_\_\_ Thesis Advisor      \_\_\_\_\_ Date      \_\_\_\_\_ Print Name

\_\_\_\_\_ Graduate Chair      \_\_\_\_\_ Date      \_\_\_\_\_ Print Name

Thesis Title:

\_\_\_\_\_  
\_\_\_\_\_

Anticipated Graduation:  August 20\_\_       February 20\_\_       May 20\_\_

**Committee Members** (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By Submission Deadline** (refer to dates in Academic Calendar):

- (1) This form must be signed by both Graduate Chair and Thesis Advisor (even if it is the same individual) and returned to GSAS, Kutz Hall, 2<sup>nd</sup> floor at least one business day prior to submission deadline
- (2) Thesis must be electronically deposited to Brandeis Institutional Repository by submission deadline.