

Chicago State University

Office of Graduate and Professional Studies

Thesis Manual

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Table of Contents

Introduction	2
Introduction to Policies and Terms for Thesis Completion	3
Office of Graduate and Professional Studies and Library Processes for Thesis Students and Advisors	4
Approvals Prior To Initiating Thesis Research.	4
Approval of the Thesis Committee.	4
Best Practices for Initiating Thesis Research	5
Policies on Intellectual Property Access and Dissemination.....	6
General Formatting Issues and Program-Specific Style Guides.....	8
General Format	8
• Title Page	8
• Signature Approval Page	8
• Copyright Page.....	9
• Dedication	9
• Acknowledgments.....	9
• Preface.....	9
• List of abbreviations.....	9
• Glossary/Nomenclature.....	9
Other technical requirements	9
Processing the Final Version of the Thesis	11
Final review of documents for submission to your ProQuest account.....	12
Finalizing the Degree Audit Prior To Commencement/Degree Award	19
Acceptance and Delivery of Thesis to ProQuest	20

Introduction

The purpose of this manual is to provide graduate and professional degree candidates who are completing a thesis with clear and concise guidelines to 1) lead to a high quality publication that is successfully submitted to the university repositories and 2)

complete all requirements for the master's degree. This manual is organized into 4 sections: 1) Description of terms and policies for graduate and professional students electing the thesis option for a master's degree, 2) Office of Graduate and Professional Studies and Library processes for students and thesis chair/advisor, 3) General formatting issues and program-specific style guides and 4) Completing the thesis—submitting to Library, uploading to ProQuest and finalizing the degree audit.

Introduction to Policies and Terms for Thesis Completion

All graduate and professional students complete an end product that assures special competence in the discipline. Students completing a master's degree choose either a thesis or non-thesis route to the degree. Some programs require a thesis, both thesis and non-thesis routes, or only non-thesis route to degree completion. Non-thesis master's degree programs may include one or more of the following: comprehensive exam, internship, capstone project, research project or other similar culminating product. The master's thesis route and doctoral dissertation, a requirement of the EdD degree, share some similar processes at Chicago State University.

Advancing scholarship through original research and creative activity are hallmarks of graduate education. Master's theses involve graduate faculty members who mentor graduate candidates through the process of scholarly inquiry and expression in their academic disciplines. Completion of a master's thesis may be a requirement for admission to some doctoral programs at other universities.

Programs set their own requirements for students completing a Master's degree through the non-thesis route. Graduate faculty in programs that offer or require the thesis option for the Master's degree select a style guide to assure that the thesis is written in a style that is consistent with the discipline. Style guides for each master's thesis program are shown in Appendix A. Master's degree programs that offer a thesis option may also publish a thesis guide specific to their program to augment this document. The EdD program at CSU also has a dissertation guide that expands requirements outlined in this document. Consult with your thesis chair, graduate program coordinator/advisor, or graduate faculty in your program to determine the thesis guide that is current for your program.

A list of graduate program coordinators can be found at <http://www.csu.edu/graduate/current>. During the writing process, make sure that only current thesis guides are used. The guide's publication date or version should be

included in your publication. For this manual, the publication date and version are located in the footer of each page.

Policies related to thesis courses are described in the Graduate and Professional Catalog. These policies address minimum total number of thesis credits that can be completed, electing thesis credits in multiple terms, options when the maximum number of thesis credits have been completed, and grading policies. In addition, the policy and process for changing from thesis to non-thesis option for master's degree programs is described.

Office of Graduate and Professional Studies and Library Processes for Thesis Students and Advisors

Approvals Prior To Initiating Thesis Research.

Approval of the Thesis Committee.

A current list of graduate faculty can be reviewed at <http://www.csu.edu/faculty>.

Thesis committees are typically composed of three members of the graduate faculty including the thesis advisor. Once you have identified a thesis advisor, and the thesis topic, question or area of study has been determined, the thesis chair/advisor will advise selection of remaining committee members. The number of committee members may vary by program. If your program allows or requires a committee member from outside the university or if your project requires a committee member with special expertise, that request should be made when the thesis committee approval form is submitted within the department.

Once the committee is identified, the thesis approval form (see Appendix) needs to be completed, following the process within your program and College. The approved form should be submitted with required signatures to the Office of Graduate and Professional Studies (ADM 200 or email to graduateprograms@csu.edu). You and your thesis advisor will receive acknowledgement of receipt in approximately two weeks. The thesis advisor and committee are approved by the program's administrative processes *prior to* initiating the thesis research. By acknowledging the committee and your intention to complete a thesis, the Office of Graduate and Professional Studies can inform you and your thesis advisor of important deadlines and opportunities that may enhance your graduate experience at Chicago State University. Through your CSU email address, you will receive information on ProQuest workshops, thesis style guide workshops, enrollment in the Electronic Thesis & Dissertation (ETD Moodle Group, and information about special events for

graduate and professional students working on theses. ETD is the acronym to indicate that the thesis or dissertation format is digital and requires a computer for access.

1. Approval of the Proposal

Each program has a process for developing the thesis proposal and approving the final version. Generally, the thesis proposal is developed while working closely with the thesis advisor or may be included as part of a class with involvement of graduate faculty in your program.

2. Approval of the Institutional Review Board (IRB), Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC) or other committees if applicable

Some thesis research requires prior approval by University Compliance Committees, such as the IRB, IACUC and IBC.

Some types of research do not involve working with human or animal research participants. Other types of research involve interacting with human data or information from human research participants but are not considered research that requires review by the IRB.

If your thesis involves research with human research participants, consult your thesis advisor first. If necessary, check with the IRB to determine if it requires IRB review. If needed, you must submit an application and your thesis protocol to the IRB for review and receive either confirmation that your project is exempt from review by the IRB, or approval through either an expedited or full IRB panel review. Once approved, your IRB approval must remain active by submitting for continuing review each year. Review IRB guidelines at csu.edu/IRB.

If your thesis involves research with animal subjects, your project must likewise be reviewed and approved by the CSU Animal Care and Use Committee. In addition, some research proposals require Institutional Biosafety Committee approval. Contact the Department of Biological Sciences for more information.

Best Practices for Initiating Thesis Research

Students may initiate thesis research following approval from the thesis committee, and approval from the required University compliance committees. Thesis candidates are advised to follow guidelines (numbered 3-6 below) when initiating thesis research in order to ensure the highest standards of scholarship:

1. Meet regularly with your thesis chair/advisor. Review work and data collected; request feedback; compare to anticipated outcomes per literature or theoretical

framework; review completion timeline; plan for revisions and additional work needed.

2. Assure accurate citation of literature that will be included in your thesis. Make sure that you write and cite according to your program's approved style guide as you are conducting your research rather than waiting until it is completed.
3. Follow the methodology in your thesis proposal; consult with thesis chair/advisor if any deviations are necessary.
4. Make sure you follow copyright guidelines for any materials that are protected by copyright.
5. Obtain permission to reprint other works including figures from textbooks or journals, surveys, use of patented materials.
6. Work with your thesis chair/advisor to identify other guidelines and research methodology preferences. Your thesis chair/advisor is your research mentor.

Policies on Intellectual Property Access and Dissemination

All students are required to follow copyright laws when writing their thesis. The following resources can help explain copyright law.

The ProQuest site for CSU ETD submission has information on Copyright as well as other topics such as Open Access Publishing, Delayed Release and Other Publishing Options, and Third Party Discovery and Access to Your Thesis. Click on the Resource and Guidelines tab, URL: <http://www.etdadmin.com/cgi-bin/main/resources?siteId=547>. See the links to information on Copyright under the heading, "Intellectual Property and Publishing Agreements, Guides and Policies."

Access Dr. Kenneth Crews' booklet on "Copyright Law and Graduate Research: New Media, New Rights, and Your New Dissertation" on page 7 of the Administrator's Guide (see the Training and Support page on the ProQuest site).

For more information on copyright resources for authors, see: <http://sparcopen.org/our-work/author-rights/introduction-to-copyright-resources/>.

For more information on copyright, visit the US Copyright Office website at: <http://www.copyright.gov/>.

For information on author rights, see the SPARC Author Addendum at: <http://sparcopen.org/our-work/author-rights/>.

Style guides

Students are strongly advised to obtain their own copy of the style guide for their discipline. The CSU Library has the following resources (unless indicated otherwise):

American Sociological Association. *Style Guide*. 4th edition. Washington, D.C.: American Sociological Association, © 2010. Location: Shelved At Main Stacks on Floor 3. Call number: HM569 .A54 2010.

APA (American Psychological Association) writing and formatting style and resources: <http://csu.libguides.com/c.php?g=179767>.

The Chicago Manual of Style. 16th edition. Chicago: The University of Chicago Press, © 2010. Location: copy 1 shelved at Main Reference Desk, second floor, DOES NOT CIRCULATE. Call number: REF. Z253 .U69 2010. (Note, 17th edition was recently released).

IEEE Computer Society Style Guide. Available on the web at: <https://www.computer.org/cms/Computer.org/Publications/docs/2016CSStyleGuide.pdf>.

MLA Handbook for Writers of Research Papers. 7th edition. New York: Modern Language Association of America, 2009. Copies 1-3 shelved at Main Reference Desk, second floor, DOES NOT CIRCULATE. Call number: REF. LB2369 .G53 2009. (8th edition was recently released)

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th edition. Chicago: The University of Chicago Press, 2007. Location: Shelved at Main Reference Stacks, second floor, DOES NOT CIRCULATE. Call number: REF. LB2369 .T8 2007.

Other Resources at the CSU Library

CSU Libguides can be found at <http://csu.libguides.com/index.php>

- Academic Integrity (includes information on avoiding plagiarism).
- Copyright. The information on the Home tab and the Fair Use tab are especially helpful.
- RefWorks. Software to help you manage your research. The guide includes instructions on accessing RefWorks from the CSU Library website and how to use RefWorks.
- Statistics: LibGuides on various sources of statistics.
- Open Access Publishing.

- Many other CSU LibGuides that support thesis research can be accessed.

Learning Assistance Center. URL: <http://www.csu.edu/LAC/>. Located on 4th floor, east side of the library. The LAC offers tutoring services to both graduate and undergraduate students, including review/feedback of students' writing.

Moodle/Distance Learning. URL: <http://www.csu.edu/CTRE/moodle.htm>.

Withholding the Thesis from Public Release

Your advisor may want your research to be withheld from public release for a period of time to allow for publication or inclusion in a grant application. When your research is complete, there are forms to complete, and you may request delayed release as part of the ProQuest thesis submission process.

If your thesis is based on a CSU research grant, please include the award information, including granting institution, year, and grant number in your thesis Acknowledgement section, and also on your Delayed Release Request Form. Check with your thesis advisor for this information.

General Formatting Issues and Program-Specific Style Guides

This section addresses required sections of the Thesis (title page, blank signature approval page, abstract, table of contents, list of tables or figures, body of work, references, appendices (if included) and autobiographical sketch as well as other optional sections. Some theses, particularly those in English or Creative Writing, may not fit into this organizational structure. Consult with your thesis advisor if your work does not naturally fit into the traditional format.

General Format

- Title Page

A title page is required for all theses completed at Chicago State University. The approved title page format is located in Appendix B and available electronically at <http://www.csu.edu/graduate/gradstudent>. Thesis titles should be succinct and reflect the variables or issues represented by the research. The title page also includes the name of the author, the degree program, and year the thesis was completed.

- Signature Approval Page

When all committee members approve the final thesis, they will sign the signature approval page. Sometimes, members will sign the page and the thesis advisor will retain it until all edits and other changes are complete and

satisfactory. The signature approval page includes the signature of the thesis advisor, all committee members, and may include the department head or program representative as determined by the program thesis policy. List the name of each individual, role (chair/advisor, member, or program representative) and date below the signature line. The approved signature page format is located in Appendix B and available electronically at:

<http://www.csu.edu/GraduateAdmissions/aboutschool/masterthesis.htm>.

A blank signature approval page is included in the version of the thesis that is uploaded to the ProQuest site to secure signatures of committee members. The signed signature approval page will be uploaded as a separate document on the ProQuest site (see ProQuest instructions elsewhere in this document).

- **Copyright Page**

The copyright page is optional, as is copyright registration. ProQuest will register copyright on your behalf, for \$55. Or, you can register copyright on a thesis yourself at a lower cost at the Electronic Copyright Office webpage:

<http://www.copyright.gov/eco/> for \$35.00.

- Abstract
- Dedication (optional)
- Acknowledgments (optional)
- Preface (optional)
- List of abbreviations (optional)
- Glossary/Nomenclature (optional)
- Table of Contents
- List of Figures or Tables (required if tables or figures are used in thesis).
- Introduction
- Body of Text (divided into chapters following a logical outline)
 - Tables, Illustrations, Figures, Graphs: These items should immediately follow the text where introduced, not at the end of chapters or in an appendix.
- References
- Appendices (optional)
- Autobiographical Sketch (One or more paragraphs that presents the author's background in narrative format). Students should avoid putting their personal contact information in this area.

Other technical requirements

- **Page size.** Page size should be 8.5 x 11.0 standard US letter size.
- **Margins.** 1 inch on all sides, including page numbers. Page numbers should be at least 1 inch from the top and right-hand edges of the page.

Spacing. The preliminary pages and text must be double-spaced. Follow your program's style manual/edition for rules regarding single spacing of quotations. Table of Contents and lists with lengthy entries may be single spaced with double space between entries.

- Font. A 12-point font size is required. Examples of standard fonts include Arial, Times New Roman or Courier. Your program may have specific font face requirements. Embedded fonts must be used in the version uploaded to ProQuest.
 - For more information on embedding fonts see "PDF Questions" in the "Frequently Asked Questions" section of the Training and Support tab of the ProQuest site (<http://www.etdadmin.com/cgi-bin/main/faq>).
 - See also the Michigan Tech graduate school news blog at: <http://blogs.mtu.edu/gradschool/2010/04/27/how-to-determine-if-fonts-are-embedded/>.
- Pagination. Every page in the document is numbered, except the title page. Page numbers should begin on the second page with Arabic numeral 2 in the upper right hand corner and then continue consecutively throughout the document, including appendices. There should be no empty pages in the document. On pages that are formatted with landscape orientation, the page number must appear in the upper right hand corner if the page were rotated to portrait orientation.
- Title Guidelines. The title of a thesis should allow it to be easily retrieved. The title should be an accurate and meaningful description of the content and obscure references should be avoided.
- Table of Contents (TOC). The TOC is best created using the MSWord Table of Contents Option. (Go to References→Table of Contents to insert TOC functionality). The TOC functionality is used in conjunction with styles (Go to Home→Styles). Change styles and create custom styles for headings in the style guide your department has adopted. There are YouTube videos that show how to use the TOC option in MSWord. As you write your thesis, apply the heading styles to your headings. The TOC will automatically be created and page number updated and properly aligned.
- Case. The first and last words and all nouns, pronouns, adjectives, verbs, and adverbs (if, because, as, that) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor) and prepositions are lowercased unless they are the first or last word of the title or subtitle. Only acronyms should be set in full upper case.
- Hyphenation. Consult the dictionary as to whether a word is hyphenated.

- Spelling and Grammar. Spell check your entire document. Use “and” rather than “&” and spell out names of centuries and other numbers usually spelled out in text.
- Spell out all numbers at the beginning of a sentence and/or if the number is less than 10 within the text. Exceptions include years, ages, data, and percentages.
- Apostrophes. Do not use to form plurals (1940s, not 1940’s) unless it would be confusing without the apostrophe (A’s and B’s, not As and Bs). Possessives of singular nouns ending in s are formed by adding ‘s. (Delores’s cat).
- Copyright Page. If you choose to copyright your thesis, a copyright notice must appear on a separate page following the title page. It should read as follows:

© Copyright by (your name) 2017

All Rights Reserved

- Photographs and Digital Image Output. Color or black and white photographs may be used. Photographs must follow the same margins as text pages. A photograph should have a descriptive title and follow a format similar to a figure. An image should be formatted so it fits on a single page.
- Tables and Figures. Tables and figures need to be interpretable without relying on text from your thesis. The title needs to be descriptive. For example, use *Demographic Characteristics of Illinois High School Principals Who Completed Mentoring Style Survey* rather than *Demographics*. Follow your style guide requirements for table and figure title format, style and placement. If a table requires more than one page, follow your style guide for title continuation and repeating column headings.
 - Multipart figures may share the same figure number, such as Figure 1a, Figure 1b, Figure 1c. Each figure should have a title.

Processing the Final Version of the Thesis

Final Review

- Turnitin – Access the Turnitin software from the Electronic Dissertation/Thesis Resource Course in Moodle. Students are enrolled in the course when the Thesis committee approval form is submitted to the Office of Graduate and Professional Studies. After using Turnitin to review the thesis, print the report and review this report with your thesis chair/advisor. The Thesis chair/advisor ascertains that there is no evidence of plagiarism on the Digital Publishing Submission Form following review with thesis student. Turnitin settings do not

count text in quotes, do not count references and do not save the document in the repository. Thus, you can submit your thesis multiple times to review any similarities between your work and published literature accessed by the Turnitin application.

- Review of references (compare each citation in the body of the text with reference list and verify that each cited reference is included in the body to assure accuracy). Review with thesis/dissertation advisor to document absence of reference padding or other errors.
- Review your literature review and discussion sections to make sure you have included all recent primary, peer-reviewed literature and other publications. This practice assures your thesis is current, and you are aware of current trends in your field.

Inserting scanned pages into the final PDF document. To insert a scanned page into the final PDF document, do the following:

- Save scanned page as an image in Microsoft Word.
- Open the Word document that contains the thesis.
- From the top menu, choose “Insert” then “Page break.”
- Insert the image file.
- Choose “Insert” then “Page break.”
- Save the document.
- Convert your ETD file into PDF (see Creating PDFs at: <http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=547>).

Note: The final thesis that is uploaded to ProQuest will contain a blank signature page that you create as part of your overall thesis in MS Word.

Submitting PDF of signed signature page to your ProQuest account.

You will upload a separate signed signature page to your ProQuest account. This signed page will not be visible to external viewers to protect the signatures of your committee members.

Final review of documents for submission to your ProQuest account

The following document files should be assembled to upload them to your ProQuest account:

1. PDF of your final thesis

2. Signature approval form signed by all committee members
3. Digital publishing submission form – Part 1 fully completed through first half of Part 2
4. Either the archiving with library access form OR the delayed submission form plus archiving only form – all should have appropriate signatures and dates affixed
5. Degree transmittal form Part 1 plus Part 2, signature lines 1 and 2

All files uploaded to your ProQuest account must be in PDF. All file names must conform to file naming conventions described below:

File naming conventions:

- Name your PDF files for your thesis (and all administrative forms A-D) as follows, with these elements in this order:
 - Your Last name, First name, and Middle Initial(s), if any
 - Form name
 - “T” to indicate that your document is a thesis
 - Year of defense

Last name_first name_middle initials_T_yyyy of defense

For example, Doe_JaneA_T_2015 is the file name of Jane Anne Doe's thesis, which she completed in 2015.

Thesis Review

The thesis is reviewed in the Office of Graduate and Professional Studies for conformance with guidelines in this manual as well as the style guide adopted by your program. Thesis submission deadlines are posted on the Office of Graduate and Professional Studies website (csu.edu/GraduateAdmissions). Please monitor your CSU e-mail messages to receive feedback about your thesis and follow the instructions therein. When you have made the needed corrections, your thesis will be approved. After approval, the Transmittal Form you uploaded to your ProQuest account is digitally signed and uploaded to your ProQuest account. After the Library Representative receives the Transmittal Form, your ProQuest account files are reviewed for accuracy and completeness. The Library Representative may also request changes through your CSU email account. When complete and accurate, the Library Representative will sign the

Transmittal Form and forward it to the Office of Graduate and Professional Studies for inclusion in the degree audit/degree award process.

Uploading the Administrative Documents and Thesis (ETD) to ProQuest

Administrative Forms

Five Administrative Forms are available from the Graduate and Professional Studies webpage: <http://www.csu.edu/provost/graduate.htm>.

Form 1. Digital Publishing Submission Form

- Fill out Part I of the Digital Publishing Submission Form as described below.

Note: You are required to input the style guide edition/date on this form. Your thesis will be reviewed according to the formatting requirements of the style guide approved by your program.

- Obtain separate signatory approval in Part II (from your Thesis Advisor/Chair) for digital submission and publication of your work by ProQuest.
- Scan the Digital Publishing Submission Form.
- Save file in PDF format.
- Name file per the file naming conventions given previously (p. 13).
- Upload PDF of the Digital Publishing Submission Form to the Administrative Documents section of your ProQuest account. You will only complete it through Part II (first half).

Forms 2-4 Archiving/Delayed Release

- Complete EITHER Form 2 OR Forms 3 and 4 (complete 3 and 4 if you or your advisor are requesting delayed release of your thesis to allow time for publication or other use)
 - 2. Digital Publishing Agreement for CSU Archiving With Library Access Form

OR

- 3. Digital Publishing Delayed Release Request Form (required if applicable)

Obtain signatory approval from the following BEFORE uploading completed form to your ProQuest account:

Advisor and Principal Investigator (if applicable – if you are requesting delayed release related to a grant-funded research project).

- Scan the completed Delayed Release Form.
- Save it in PDF format. If you save it as two separate PDF files, you must then merge the two files into one PDF file (See Learn How to Merge PDF Files).
- Name file per the file naming conventions given above.
- Upload only one PDF (of the completed Delayed Release Form) to the Administrative Documents section of your ProQuest account if you plan to use the Delayed Release Form. You do not need to download this software to a computer in order to use it to merge PDF files.
- Learn to how to merge PDF files using <http://foxyutils.com/mergepdf/>.

4. Digital Publishing with CSU Archiving with Delayed Release Form

- o Scan the completed Archiving form.
- o Save it in PDF format.
- o Name file per the file naming conventions given previously (p.13).
- o Upload PDF of the completed Archiving form to the Administrative Documents section of your ProQuest account.

5. Transmittal Form

- o Complete Part 1 of the Transmittal/Certification Form.
- o Obtain separate signatory approval in Part II from your Thesis Chairperson/Advisor.
- o Scan the Transmittal form.
- o Save it in PDF format.
- o Name file per the file naming conventions given previously (p. 13).
- o Upload PDF (of the Transmittal form) to the Administrative Documents section of your ProQuest account.

Submission to ProQuest

Step 1. Create a ProQuest Account at: www.etdadmin.com/chicagosu.

- Click on the orange “Sign Up” button near the bottom of the screen.
- Wait for the verification email from ProQuest with link to activate your account
- To see the FAQs and demos of the submission process, go to the Support & Training page on the CSU ProQuest site at: www.etdadmin.com/chicagosu and look for:
 - Administrator’s Guide: Study the student submission process on pp. 3-7. See page numbers in the lower right-hand corner of the guide. (In contrast, Adobe Reader software assigns page numbers at the top of the screen, but those numbers do not coincide with the page numbers of the Administrator’s Guide).
 - Administrator’s Tutorial Videos: Brief videos (up to 3 minutes each) demonstrate the steps in the submission process. The videos are separated into two target audience tracks: 1. Students 2. Administrators.

Step 2. Choose publishing/access options (Traditional - \$0 or Open Access - \$95)

For more information about the movement and principle of Open Access, see the CSU library website at: <http://csu.libguides.com/c.php?g=179808&p=1181093>.

For more information on the comparison of traditional publishing vs. open access publishing see the Publishing Guides section on the Resources and Guidelines tab of the ProQuest submission site at: www.etdadmin.com/chicagosu.

Consider:

- When do you want your work to be distributed?
- Do you want to delay the release of your work?
 - Delay periods range from 6 months to 10 years.
- How widely you want your work to be distributed?
- Do you want search engines to discover your work?
 - See the Resources and Guidelines page on the CSU ProQuest site for information on delayed release and search engine access.

Step 3. Input your contact information into the box entitled, “Create new student account.”

- Save your login data for future use to access your **ONE** account as needed throughout the submission process.

- **Do not create more than one account!! Multiple accounts created by the same person for the same degree/thesis will be withdrawn!**
- Tip: You are required to use your CSU email address for efficiency as you create your ProQuest account. **Personal email accounts can *and have been* treated as spam and thus prevent you from receiving the confirmation email from ProQuest to activate your account.**

Step 4. Input the following data about your graduate work:

- Title of your thesis.
 - This title should match the title on your thesis itself
- Names of advisor and committee members; primary investigators (if your research was grant-funded).
- Subject categories of your work (choose from provided list).
 - See link to Subject Category list on the Welcome page under the heading "Some items to have on hand."
- Add keywords that describe your work for easier searching by others.

Step 5. Copy and paste your abstract under the "Abstract" heading. Make sure that the abstract you paste does not include the word "Abstract".

Step 6a. Upload PDF version of your thesis to your ProQuest account.

Note: You are required to upload to your ProQuest account the same version (with same content/format) of your thesis as approved by your advisory committee.

Step 6b. Upload supplementary files (if applicable).

Step 7. Add notes to the administrator. Adding your email address and phone number here will facilitate communication with the administrator who checks your ProQuest account.

Step 8. Choose to file for copyright registration (optional).

ProQuest will file for a service fee of \$55.00.

You may file it yourself for \$35.00 at the Electronic Copyright Office webpage: <http://www.copyright.gov/eco/>.

Step 9. (Optional) Creative Commons License: Allows authors to assign one of six types of a Creative Commons License (CCL) to their thesis. Authors may then receive attribution of their work used by others. For an explanation of creative commons

licenses, see the Scholarly Communication page on the CSU library website at: <http://csu.libguides.com/c.php?g=179808&p=1181093>.

For more information, see the Creative Commons site at: <http://creativecommons.org/>.

Step 10. Order hard copies of your work (optional).

- ProQuest provides the opportunity to order bound copies of your work. Note that they are printed double-sided.
- There are also local bookbinding options:
 - Kohler Bindery: <http://www.koehlerbindery.com/>
 - A&H Bindery: <http://www.ahbindery.com/>Check the ETD Moodle Resource for comments from students about their bookbinding experiences. Add your experiences if you have your thesis professionally bound.

Step 11: Optional: You have two additional options to consider: Obtaining and using an ORCID ID and using a Creative Commons License Option. Each of these is explained below.

ORCID ID: A persistent, unique identifier that student authors can be assigned. The ORCID ID is linked to the author's ORCID record. Authors can use this number throughout their careers as academics or other types of professionals. For more information, see the Orcid site at: <http://orcid.org/>.

Step 12. Review the itemized summary of your submission information.

Step 13. Make payments if you selected options that require payment and confirm your submission.

Tips For Successful ETD Submission

You will have a more successful submission process if you observe the following nine guidelines:

1. Only one account per student is needed. **You are expected to use the same account throughout the submission process. Remember:** If you create multiple accounts, those unneeded accounts and their contents will be withdrawn.
2. If you cannot access your ProQuest account, you may contact ProQuest Technical Support staff to have your account activated.

This contact is necessary when an email provider blocks ProQuest emails to students; such emails can include links to activate students' ProQuest accounts.

The Technical Support staff contact information is listed on the Support & Training page on the CSU ProQuest site at: www.etdadmin.com/chicagosu.

3. You may submit revised versions of your Thesis to your **one ProQuest account as many times as necessary**. ProQuest will use the latest version submitted to your account after approval for delivery to ProQuest. CSU employees have access to previous versions submitted to ProQuest if needed.
4. Paste only the abstract itself into the abstract section of your ProQuest account. You do not need to paste the heading "Abstract" as the ProQuest template already includes a section heading for "Abstract" as part of the application.
5. If you and your advisor plan to delay release of your work for more than two years, you may enter your preferred date of release into the "Note" box in their ProQuest account. The required format for dates is: [year/month/date]
6. You must check your CSU email frequently throughout the submission time period and should be in regular contact with CSU staff regarding your submission. The submission period begins when you create your ProQuest account and ends after ProQuest notifies you via email that your thesis "Has been delivered to ProQuest."
7. You are required to use your CSU email address/account throughout the submission process for all email communication regarding your submission.
8. You may request ProQuest to change your email address on record (to a permanent email address) after ProQuest notifies you by email that your thesis has been delivered. This will enable ProQuest to contact you afterward as needed.

After receiving an email confirmation of delivered thesis, you may request a change in your email address on record to enable future contact with ProQuest.

9. The text on your scanned administrative forms should be black on a white background. Choose *black and white* or *monochrome* before scanning forms. There should be no color within your text—graphs, etc. can be grayscale-scanned.

Finalizing the Degree Audit Prior To Commencement/Degree Award

Your CSU records (coursework, grades, non-course degree requirements, etc.) are reviewed in the Office of Graduate and Professional Studies to ensure that you completed the required course work for your degree. This process is referred to as the "degree audit".

Several weeks after the semester is over, the registrar will compile a list of students' names who met all degree award requirements. This list is called the Clearinghouse Report. The registrar will send the Clearinghouse Report to the Office of Graduate and Professional Studies and the Library Representative or designee. This list is used to confirm receipt of degree, so the Library Representative can confirm that all files are complete and the thesis is ready to be released to the ProQuest.

Acceptance and Delivery of Thesis to ProQuest

The Library Representative or designee will then:

- o Review the list of new graduates on the Clearinghouse Report.
- o Review the new graduates' ProQuest accounts and complete the in-house checklist of submission steps/tasks.
- o Label the thesis as "accepted for delivery to ProQuest."
- o Deliver the thesis to ProQuest.
 - ProQuest will send separate e-mail notifications to the new graduate (and any designated CSU personnel) that the thesis has been:
 - Accepted for delivery to ProQuest.
 - Delivered to ProQuest.
 - Published and made available by ProQuest.

Note: Theses will be published approximately 4 to 6 weeks after delivery to ProQuest, and available in the ProQuest Dissertations & Theses Global Database approximately 8 to 10 weeks after delivery to ProQuest. If you and your thesis advisor requested 'delayed release', ProQuest does not make it available until the release date.

You may contact the ProQuest staff to order copies of your thesis, or for questions about payment or the status of your order. See this contact information in the Support and Training tab on the ProQuest site.

Note: The ProQuest Dissertations & Theses Global database is available from the Databases section of the CSU Library website. Choose the Databases tab, choose "P", and then scroll down the list to "ProQuest."

Appendix A. Style Guides Adopted by CSU Programs for Theses

Program	Style Guide
Biological Sciences	APA, current edition
Computer Science	IEEE, current edition
Creative Writing	MLA, current edition
Criminal Justice	ASA, current edition
English	MLA current edition
Education (Master's theses)	APA, current edition
Geography	APA, current edition or Chicago Style Manual/Turabian
History	Chicago Style Manual, 2017 edition
Mathematics	AMA, 2010 edition
Nursing	APA, current edition
Public Health	APA, current edition

Forms:

Current versions of the following forms are available at:

<http://www.csu.edu/GraduateAdmissions/aboutschool/masterthesis.htm>

1. Thesis/Dissertation Submission Steps
2. Thesis/Dissertation Committee Notification Form
3. ProQuest Forms
4. Transmittal & Certification of Satisfactory Completion of Dissertation/Thesis for Graduate Degree Audit Form

Acknowledgement: Many thanks to Western Illinois University and Northwestern University, whose thesis and dissertation manuals provided inspiration for the development of these guidelines. Thanks to Gayle Porter of the CSU Library for her significant contribution of content to this Manual, including Appendix B. Thanks also to members of the Thesis Subcommittee for their feedback on this Manual, especially Dr. Byung-In Seo and Dr. Brenda Eatman Aghahowa.

Appendix B. Title Page Format for Theses

Title of Thesis

Name of Thesis Author

**A Thesis submitted in partial fulfillment of the requirements for the degree of
Master of [Degree/discipline name here]**

Chicago State University

Thesis Committee Members:

[name of Thesis Committee Advisor]
Chicago State University

Date

[name of Thesis Committee Member]
Chicago State University

Date

[name of Thesis Committee Member]
Chicago State University

Date

[name of Thesis Committee Member]
[Name of University, City name, State abbreviation]

Date

Appendix B. Signature Approval Page Format for Theses

We approve the thesis of [Name of Student] entitled: [Title of Thesis].

[name of Thesis Committee Advisor] [name of academic department] Chicago State University	Date
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[name of Thesis Committee Member] Professor/Associate Professor of [discipline name] Chicago State University	Date
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[name of Thesis Committee Member] Professor/Associate Professor of [discipline name] Chicago State University	Date
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[name of Thesis Committee Member] Professor/Associate Professor of [discipline name] [Name of University, City name, State abbreviation]	Date
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