

What forms should accompany a thesis/final project when submitting to the library for cataloging?

- ✓ Electronic Catalog Request Form (from department)
- ✓ Certification of Authorship
- ✓ Authorization to Publish Student Work on the WWW
- ✓ Releasor Authorization to Publish Student Work on the WWW (if necessary)
- ✓ Standard Evaluation Form signed by the appropriate faculty member

What are the guidelines for thesis/final project submission?

Submissions MUST:

- ✓ be in Microsoft® Word format on CD-ROM or CD-RW
- ✓ include a copy of completed Electronic Catalog Request Form
- ✓ include a copy of signed electronic publication permission form(s)
- ✓ be sent to the Electronic Services Librarian (Diana Sweany) at the Library on CD-ROM or CD-RW

What format should my thesis/final project be in?

We prefer that the thesis be submitted as a Word document and we will convert to a PDF file. It is also acceptable to submit a PDF file, however some of the PDF files we've received have been unusable because of security settings or other modifications to the file.

Please DO NOT submit Word Perfect files. We are not able to convert Word Perfect files which results in asking the student to resubmit their thesis/final project as a Word or PDF document, causing unnecessary frustration for the student.

Should I include my forms as part of my final document?

No, it is not necessary to embed the forms in your final document. The library creates a separate PDF file of the forms submitted with your project.

How do I find my electronic thesis/final project online?

All of the electronic theses/final projects are available through Lumen, the Regis Library catalog.

1. Connect to Lumen
 - a. Lumen is accessible from the library web page (<http://www.regis.edu/library>). Select "Library Catalog" from the Library Quick Links menu on the left side of the screen.
 - b. Or, in the address bar of your browser, enter <http://lumen.regis.edu>.
2. Search Lumen

There are several ways to search Lumen and locate the record that describes the thesis/final project.

 - a. Search by Author

- Select the Author search and enter the student's name. The name should be entered last name first, (ex. Smith, Jane).
- b. Search by Title
Use the Title search to search by the title of a thesis/final project.
 - c. Search by Keyword
The Keyword search allows you to find a group of theses or final projects in one search. Enter the program and the word pdf (mscit pdf) to retrieve all theses/final projects in a program.
3. Retrieving the document
- a. If multiple records match your search, you will see some brief bibliographic information. Click on the title to view the full record which contains more detailed information. You will see a link to the "Electronic Document" under the author and title information; click this link to open the paper in Acrobat Reader.

Thesis/Final Project Process:

- Student submits electronic version of thesis/project and signed *Authorization to Publish Student Work on the WWW* and *Releasor Authorization to Publish Student Work on the WWW* to Degree Program/Faculty (see Guidelines for more information)
- Faculty approves thesis/project. Faculty signs evaluation form.
- Department submits the final electronic document, including the approval/evaluation forms and other Authorizations with original signatures to the Graduate Programs support staff.
- Graduate Programs support staff completes Electronic Catalog Request Form
- Graduate Programs submit copy of electronic document on CD-ROM or CD-RW to the Library with all accompanying paper work
- Library will scan the paper documents and merge them with the electronic document. Final version will be output in Adobe PDF format.
- Library will upload the file to the appropriate network server and catalog the item.
- Library will return the paper work to the Department; the CD-ROM/CD-RW will be retained for 3-5 years.