

John Carroll University
College of Arts and Sciences
Office of Graduate Studies
Submission Guidelines for the Thesis, Essay, and Creative Project

All theses, essays, and creative projects required in partial fulfillment of the Master's Degree will be electronically archived in *Carroll Collected*, John Carroll University's Institutional Repository. This information sheet provides an overview of how to submit the final, approved project and the archiving options available to students.

Approval

- A final draft, approved by the student's advisor (essay/project) or advisor and readers (thesis) is submitted to the Office of Graduate Studies by the determined date for final approval of the associate dean. This final draft may be submitted to the office electronically or as a hard copy.
- A formal letter of approval from the associate dean is sent upon completion of required revisions, if needed.

Submission

Once a thesis, essay, or creative project receives final approval by the associate dean, the student submits two copies of the work as stipulated below.

Hard copy/Office of Graduate Studies

One bound copy of the thesis/essay/creative project with the signature page must be submitted to the Office of Graduate Studies (AD 125) by the deadline. (The appropriate folder may be obtained in the Office of Graduate Studies; the required paper can be purchased in the JCU Copy Center).

Archived electronic copy/Grasselli Library

Students are required to submit their approved thesis/essay/creative project to *Carroll Collected* (<http://collected.jcu.edu>), the JCU Institutional Repository, to provide an enduring record of the work. An Access Agreement, which can be found later in this document, is submitted with the thesis/essay/creative project. When archiving, students may elect one of the following options:

Permanent Online Open Access: Students may choose to place their work in the repository which is a permanent, online, and open access location. Archiving the work in this manner provides students a stable URL to place on resumes, CVs and elsewhere. Materials in *Carroll Collected* are also available to search engines like Google, enabling an audience from around the world to view the work, and current and future graduate students to peruse previously approved projects. The *Creative Commons* license for *Carroll Collected* allows others to use the work, but they must attribute the work in the manner specified by the author or license.

Embargoed Archive: A student may elect to have his or her thesis/essay/creative project embargoed (i.e. not publicly available online) for twelve months with the option to extend the embargo. The embargo can be renewed for one year by contacting the Office of Graduate Studies at least sixty days before its expiration. Only the Office of Graduate Studies and the library staff may access embargoed works.

Permanent Embargo: This option maintains an archived copy of the project without it moving at any time into an open-access location. Only the Office of Graduate Studies and the library staff may access materials with a permanent embargo. The author may, at any time, remove the permanent embargo by contacting the library.

Things to consider prior to electronic submission:

- If you are requesting an embargo, please state the reason on the access agreement.
- If the student's thesis/essay/creative project involves work done in collaboration with a researcher outside of JCU, an addendum to the access agreement signed by that researcher is required. Students should indicate on the addendum the title of their work and the archiving option chosen.

To submit a thesis/essay/creative project to *Carroll Collected*, please provide:

1. A digital copy of the thesis/essay/creative project (hand delivered on a flash drive or emailed to collected@jcu.edu);
2. A signed copy of the access agreement, indicating open access, embargo, or permanent embargo (available from the Office of Graduate Studies).

All materials should be addressed to the attention of: Mina Chercourt, Associate Librarian.

Once a paper has been uploaded to *Carroll Collected*, it will then be uploaded to OhioLINK's Electronic Thesis and Dissertations Center (ETD). The ETD is a free, online database containing electronic versions of masters' theses, dissertations, and undergraduate honors theses (full text and abstracts) from participating OhioLINK member schools. The content is uploaded to the ETD as a PDF that reproduces the format of the printed document. If a thesis contains non-print elements, they can be incorporated into the PDF or stored along with it. Once your thesis is in the ETD database, it will be available to download on the Internet, and it will be indexed by Google, Yahoo, Microsoft, and other Internet search engines. This only applies to those students who opt for permanent on-line access or whose embargo expires and is not renewed.

Advantages of Participating

- The student gains experience in electronic document preparation and an understanding of digital libraries (i.e. useful for teaching, research, grant submission).
- Electronic submission provides opportunities to include color diagrams and images, hypertext links, audio and video, simulations, animations, spreadsheets, databases, etc.

- Electronic archiving ensures preservation of content, is immune to theft and physical deterioration.
- Electronic submission enables wider dissemination and access than a paper copy. Google and other search engines are now indexing OhioLINK's ETD. ETD content is also available through the Networked Digital Library of Theses and Dissertations (NDLTD), an international consortium that seeks to improve graduate education by developing accessible digital libraries of theses and dissertations. We know that publishers troll the ETD/NDLTD for content suitable for publication.
- Global access to the work of JCU student scholars raises our institutional visibility.
- OhioLINK provides statistics on downloads of papers by institution, data that could serve as an indicator of the value/impact of student scholarship.

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Digitization of Thesis/Essay/Creative Project Access Agreement

_____ I grant permission to make my Thesis/Master’s Essay/Creative Project available in the Carroll Collected Digital Commons site with permanent online and open access.

_____ I grant permission to make my Thesis/Master’s Essay/Creative Project available in the Carroll Collected Digital Commons site with an embargo of 12 months. I understand that I may renew this embargo by contacting the Graduate Studies office at least sixty days before its expiration. Renewal will be for one year.

Reason: _____

_____ I grant permission to make my Thesis/Master’s Essay/Creative Project available in the Carroll Collected Digital Commons site with a permanent embargo. I understand that the embargo will remain permanent unless and until I contact the Office of Graduate Studies to remove the embargo.

Reason: _____

_____ Signature of author

_____ Date

_____ Signature of advisor

_____ Date

Copy Permission: Please indicate below the terms of granting copyright permission for your creative work. Descriptions of the various licenses can be found at:

<https://creativecommons.org/licenses/>

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 Attribution-NonCommercial-ShareAlike Attribution-NonCommercial-NoDerivs

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Addendum to the Access Agreement

John Carroll University requires all theses, essays, and creative projects required in partial fulfillment of the Master's Degree to be electronically archived in *Carroll Collected*, JCU's Institutional Repository. Students may choose from three options when submitting their work to *Carroll Collected*:

Permanent Online Open Access: Students may choose to place their work in the repository which is a permanent, online, and open access location. Archiving the work in this manner provides students a stable URL to place on resumes, CVs and elsewhere. Materials in *Carroll Collected* are also available to search engines like Google, enabling an audience from around the world to view the work, and current and future graduate students to peruse previously approved projects. The *Creative Commons* license for *Carroll Collected* allows others to use the work, but they must attribute the work in the manner specified by the author or license.

Embargoed Archive: A student may elect to have his or her thesis/essay/creative project embargoed (i.e. not publicly available online) for twelve months with the option to extend the embargo. Only the Office of Graduate Studies and the library staff may access embargoed works.

Permanent Embargo: This option maintains an archived copy of the project without it moving at any time into an open-access location. Only the Office of Graduate Studies and the library staff may access materials with a permanent embargo. The author may, at any time, remove the permanent embargo by contacting the library.

By signing this addendum, you are giving permission to have the work submitted to *Carroll Collected* with the option the student has chosen.

Title of work: _____

Level of Access: _____ Permanent Access _____ 12-month Embargo _____ Permanent Embargo

Signature

Date