

## **THESIS, DISSERTATION, AND RESEARCH PROJECT SUBMISSION GUIDELINES**

The William H. Hannon Library permanently archives and makes available electronic theses, dissertations and research projects (ETDRPs) of graduate students to the Loyola Marymount University community and the general public via Digital Commons, the University's Institutional Repository.

Digital Commons at Loyola Marymount University and Loyola Law School is an initiative of the William H. Hannon Library and the William M. Rains Library. The repository serves faculty, students, staff, administrators and other institutional interests by collecting, organizing, preserving, and disseminating their scholarship and creative works in a digital, open-access environment. This initiative is consistent with the library's archival role and responsibility in preserving publications and other artifacts documenting the University's history and the activities of the LMU community.

Graduate programs may opt in to provide access controls for ETDRP collections or individual theses on a program-by-program basis. Depending on needs of authors, who may be looking to turn their thesis or dissertation into a publication or have proprietary concerns regarding the content of their work, an embargo and access control can be selected. Contact [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu) to request more information.

### **Provisions**

Graduate students grant the library permission to electronically archive, copy, or convert their ETDRPs for non-commercial use, for preservation purposes and to ensure future accessibility. The ETDRPs in Digital Commons become a part of University property and the library's permanent collections with a non-exclusive, perpetual right to electronically store and provide online access to the ETDRP.

### **Copyright**

Graduate students retain copyright to the intellectual property of their works represented in Digital Commons.

### **Access & Availability**

Graduate students should carefully consider, with their advisors, the access restrictions they place on their ETDRP. Students have three options to provide accessibility to their ETDRP: open access on the internet, limited access to only those on the LMU campus, or placing a temporary access embargo.

### **What is Open Access?**

Open Access is the free, immediate, and online availability of scholarship with limited constraints of reuse. By making your ETDRP open access, you increase the visibility and impact of your work. Public access removes the barriers to public access to scholarly content.

### **If my ETDRP is open access, will journals or publishers still consider publishing my work?**

Yes! Most publishers consider ETDRPs as "student work" that will undergo extensive revision before publication. However, publisher policies pertaining to open access ETDRPs vary, review a journal or publisher's policies beforehand. If you plan on publishing your ETDRP in a different form, consider selecting the embargo option.

## **SUBMITTING YOUR THESIS, DISSERTATIONS AND RESEARCH PROJECT**

Please format theses, dissertations or research projects according to the following guidelines before submitting your work to Digital Commons.

### Checklist

- Step 1: Name the file that you submit using the convention specified below.
- Step 2: Format cover page of the text document as seen in example on page 3.
- Step 3: Email work as a Word Document or open source format (.rtf), to [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu)
- Step 4: Fill out the *Electronic Theses, Dissertations, and Research Projects Form* and return to the William H. Hannon Library, 3rd floor, Room 316.

### **STEP 1: File Naming convention**

Name the file that you submit using the convention specified below:

FirstnameLastname\_Department\_TypeOfWork\_Year

Examples:

JaneDoe\_English\_Thesis\_2012

JaneDoe\_English\_Dissertation\_2012

JaneDoe\_English\_ResearchProject\_2012

### **STEP 2: Cover page formatting**

Format cover page of the text document as seen on page 2. Your name must match on both the *Electronic Theses, Dissertations, and Research Projects Form* and the cover page to be accepted.

### **Step 3: Email Submission**

Submit **ONE FILE** to [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu) that contains the cover page, abstract, introduction, table of contents, faculty committee signatures, main text of your work, bibliography and so on. Please submit your file in Word (.doc/.docx) or open source format (.rtf), **not as a PDF**. Submit any supplementary files such as Power Point presentations, audio-video, image or other files as separate attachments. If your file is too large to attach in an email, please upload it to a cloud-based service such as Google Drive or Dropbox and share it with [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu).

If you have any questions regarding the guidelines, please contact [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu).

Title of Thesis/Dissertation/Research Project

by

Author [First Name Last Name]

A thesis/dissertation/research paper presented to the

Faculty of the Department of  
[Department name]  
Loyola Marymount University

In partial fulfillment of the  
Requirements for the Degree  
[Master of Arts/Science/Doctorate] in \_\_\_\_\_

Month Date, Year [May 1, 2018]

**ELECTRONIC THESES, DISSERTATIONS & RESEARCH PROJECTS FORM**

Before filling out this form, did you...

- Name the file that you submitted using the convention specified
- Format cover page
- Email work as a Word Document or open source format (.rtf), to [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu).  
**Do not send as PDF.**

*Please print and complete this form, which must be received by the William H. Hannon Library before a thesis or dissertation can be posted to the Library's online Digital Collections. All information and a signature is required (Name on title page of thesis or dissertation should be the same). **Please *handwrite clearly or type.****

---

**STUDENT INFORMATION**

---

Last/Family Name	First Name	Middle Name/Initial
------------------	------------	---------------------

---

Student ID	Email Address
------------	---------------

---

Address	Phone Number
---------	--------------

---

College/School Name

---

Degree Objective	Semester/Year of Graduation
------------------	-----------------------------

---

Title of Thesis or Dissertation

---

**RESEARCH SUBJECT APPROVAL**

Were human or animal subjects involved in this research?  Yes  No

If yes, please provide the IRB or IACUC number assigned to your project: \_\_\_\_\_

---

## INFORMATION ABOUT WORK

Keywords (3-10 words that describe the work which helps with searching):

---

Abstract (paragraph summary of the work):

---

## ACCESS RESTRICTIONS

My electronic thesis or dissertation can be made accessible via the Library's Digital Collections with the following status (select one):

- Option 1: Provide open access to my electronic thesis or dissertation on the internet.
- Option 2: Limit access to my electronic thesis or dissertation on the internet only to the LMU campus.

Place an embargo on my electronic thesis or dissertation for  6 months  1 year  3 years

Reason for embargo (check one):

- Privacy  Patent  Other (explain) \_\_\_\_\_

---

## THESIS OR DISSERTATION COMMITTEE INFORMATION

The final thesis or dissertation has been reviewed and accepted by the thesis or dissertation committee and chair.

---

Advisor/Committee Chair Signature

Print Name

Date

---

## STUDENT AGREEMENT

I hereby authorize Loyola Marymount University William H. Hannon Library, a non-exclusive, perpetual right to electronically store and provide online access to my thesis or dissertation. I grant the Library permission to electronically archive, copy, or convert my electronic thesis or dissertation for non-commercial use, for preservation purposes and to ensure future accessibility. In granting this permission, I hereby understand that my thesis/research project/dissertation becomes a part of University property and the library's permanent collections. I agree to waive any privacy rights granted by FERPA or any other law, policy or regulation, with respect to this work, for the purpose of publication.

I hereby certify that I have sought copyright permission for previously copyrighted content that is included in my thesis or dissertation allowing distribution as specified above. I certify that the version I will submit electronically to the library is the same as that approved by my advisor/committee. I understand that I retain all ownership rights to the copyright of this thesis or dissertation. I also retain the right to use, all or part of this thesis or dissertation, in future works.

---

Student Signature

---

Date

*Return pages 4-6 to the William H. Hannon Library, 3rd floor, Room 316  
If you have any questions, please contact [digitalcommons@lmu.edu](mailto:digitalcommons@lmu.edu).*