In order to begin a Environmental Science Master’s thesis you need to determine a topic and find an adviser to help you. If you are considering conducting the thesis at Hood, you need to find a research adviser among the faculty. This need not necessarily be the same person as your academic adviser. (You could also do a thesis at an off-campus site, which is sometimes the student's work site, if that is a better match for you.)

In choosing a thesis you need to consider the following:

1. What topics are of interest to you?

2. What skills do you know or will you need to develop in order to be able to study the topic(s) you have chosen? A good strategy is to have your project be a training ground that you can use to develop the skills and practical knowledge to make you more employable.

3. What are the time constraints? Can you work in the evenings and on weekends to finish your thesis or will it require larger blocks of time? Can you work on a thesis full time for a short period of time (e.g. a month in the summer)? Theses rarely fit into the neat 3-hour, 1-day-a-week schedules like your classes did, so you will need to make some adjustments for this.

Once you have given these questions some thought and arrived at less tentative answers, contact potential advisers and make appointments with them to talk about where your interests and theirs may overlap. You probably have some ideas about what topics most faculty study from having them as instructors in classes or talking with them informally. You can also do a literature search to see what they have published recently.

Once you and an adviser have mutually agreed to work together, your next step is to write a proposal for the work you will do. An approved proposal is needed to allow you to enroll in ENV 580.
ADMINISTRATIVE PROCEDURES

Thesis Adviser
The student is responsible for submitting a thesis proposal approved by the reading committee (see below), and for securing a thesis adviser to oversee the project. If the proposed thesis adviser is not a member of the Hood College faculty, the sponsoring department must approve her or him. It is, in this case, the student's responsibility to forward a curriculum vitae and three letters of recommendation in support of the thesis adviser to the department Program Director prior to registration for thesis by the student. If the thesis adviser is on the faculty or staff of an accredited college or university and is engaged in research, the sponsoring department, if requested, may waive the requirement for three letters of recommendation. Advisers are approved by consent of the departmental faculty. The Program Director, with the advice and consent of the program faculty, generally reviews the thesis adviser qualifications, and gives final approval of the thesis proposal. It is expected that the thesis adviser will be a Ph.D., M.D., or D.V.M. experienced in the topic of thesis research.

The Graduate Council of Hood College must approve a thesis adviser who does not hold the Ph.D., M.D. or D.V.M degree. In such a case, the sponsoring department is asked to submit a curriculum vitae and three letters of recommendation in support of the thesis adviser to the Dean of the Graduate School prior to registration for thesis by the student. The Graduate Council reviews credentials. Final approval of the thesis adviser is made by the Dean of the Graduate School, based upon the credentials of the proposed thesis adviser and the recommendation of the Graduate Council.

Reading Committee
The approved thesis adviser serves as chair of the reading committee. The adviser and the student, in consultation, will identify at least two additional persons to serve on the reading committee. At least one member of the committee must be a full-time equivalency (AC) faculty member in the sponsoring department. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the department, or another professional working on the research topic. For non-members of the faculty, a curriculum vitae and one letter of recommendation must be submitted to the Department Chair or Program Director, who approves such a member. The reading committee should be kept informed of progress on the thesis project, and should meet as required to help guide the research. The committee should meet at least once before the thesis defense. For ENV students, it should also meet prior to the onset of research for a proposal-defense presentation from the student.

Registering for Thesis Credits
Students writing a thesis must register during the regular graduate school registration period for course number 580, Master's Thesis Preparation. Registration for 580 should occur prior to beginning the thesis research. The actual course number has a departmental prefix which is ENV. To register for the course, students must submit a written proposal to their reading committee for review and obtain signatures of approval from their thesis adviser (note the qualifications for thesis adviser above), Program
Director, and Dean of the Graduate School. The approved proposal and required signatures must be submitted to the Graduate School Office to complete the registration process.

For ENV students, a proposal defense with members of the reading committee must occur prior to the onset of thesis research (for more detail, see section below, entitled “Thesis Proposal Defense for ENV Students”). If the reading committee supports the proposed work, each member will sign the document at the proposal defense. The document will then be passed onto the Program Director and the Dean of the Graduate School for their approval.

The Graduate School will then submit the signed cover sheet to the Registrar’s Office for registration in ENV 580.

The course ENV 580, Master's Thesis Preparation, is a six-credit course. If the thesis is not completed within the same semester for which it was originally registered, a grade of IP (In Progress) will be assigned until the thesis has been completed, defended, and finalized. The fee for the six credits is only paid once at the original registration date. If “IP” status occurs for this course in any given semester, the student only pays Hood’s comprehensive fee of $50.

**Writing a Thesis Proposal**

Your thesis proposal will be a truncated version of your final thesis with some slight modifications. First, you should have the main sections of a scientific paper: Introduction, Methods, References Cited, etc. After you have outlined the problem and presented supporting background information in your Introduction, you should provide a detailed explanation of your study site(s), focal organism(s), experimental design, appropriate statistics planned and/or tools/techniques to be applied to your problem. However, your results and discussion sections should be combined and entitled “Proposed Results and Discussion.” In this section, you should outline what you expect to find upon completion of your research—no one will hold you to these predictions for the final thesis product.

There is no need to compose an abstract, since this is a proposal. Your References section should be extensive and follow the guidelines listed toward the end of this document under “Reference Format for Theses at Hood College”. The format guidelines for margins, character spacing, etc. should also follow those listed later in this document under “Headings, Spacing, and Margins”. After all, this initial document will be used, in large part, for your final thesis document. As for approximate length of the proposal document, 6-12 pages is typical, but there is no official minimum or maximum page requirement.

For ENV students, the proposal document should be submitted 4-6 weeks prior to the proposed thesis defense (see section below) to allow committee comments and multiple iterations of the document prior to the defense meeting.
**Thesis Proposal Defense for ENV Students**

The proposal defense is very similar in format to a thesis defense. Unlike the thesis defense, only the reading committee and student are in attendance. There is no formal invitation to the wider Hood community to attend this step in the thesis process. The student will prepare a 35-45 minute presentation that is based on the proposal document (see section above). After his/her talk, the reading committee may ask the student questions on the efficacy of design, proposed outcomes, etc. Once their questions have been exhausted, the student is asked to step out of the room for a brief conference among members of the reading committee. If the committee agrees that the proposed work is viable with no major design flaws, the student’s proposal is signed on the spot. In rare occurrences, the student may be requested to fix some major design issues and re-submit the proposal for the reading committee’s review and approval. In most cases, those issues have been addressed during review of the proposal document (see section above).

**Laboratory Facilities**

Hood College may not be able to provide laboratory facilities for all of the students engaged in thesis research. In cases where the student elects to do a thesis that requires the use of laboratory facilities outside of Hood College, locating and receiving approval to use a laboratory research facility is the responsibility of the student.

**Oral Defense**

An oral defense of the thesis is required and will be conducted by the reading committee at an agreed upon date and at a specified location. To schedule a location on campus, the Administrative Assistant for the student’s degree program should be contacted. Defense dates should not be set until the thesis adviser and the reading committee approves the thesis draft. Defense dates are not permitted in the two weeks period prior to the final thesis submission date set by the Graduate School. At least two weeks before the oral defense the student should submit the thesis, in final form, to the adviser, reading committee members, Program Director and Dean of the Graduate School. The Dean of the Graduate School and the Program Director should be invited to attend the defense, whether or not they are members of the reading committee.

The candidate should expect to present the thesis research and findings in a professional manner, similar to presentations at a professional meeting. The use of well-prepared graphs, charts, and other explanatory aids is encouraged. The candidate will be expected to explain the research and to answer questions relating to the thesis topic. The oral defense may be attended by members of the sponsoring department, the Dean of the Graduate School, and others in the research group interested in the topic, subject to the approval of the reading committee. Normally, the presentation of the thesis data by the student is an open event to faculty, students and other invitees. However, the question and answer session is closed and attended only by the student, the reading committee members, Program Director, Dean of the Graduate School, and (at their request) members of the departmental graduate faculty.
Approval of Master's Thesis
The thesis is approved after the oral defense and after corrections recommended by the thesis adviser and reading committee, Program Director and Dean of the Graduate School have been completed. Signatures on the title page indicate approval. (Names of individuals who sign the title page should be typed below the signature line.) Final committee authorization and signatures of the Program Director and the Dean of the Graduate School are required before the thesis is submitted to the library for binding. Copies of the title page submitted to the Graduate School should bear original signatures, not photocopies.

Grade for Thesis
The thesis is graded "S" (satisfactory) or "U" (unsatisfactory). After the first semester of thesis research, the Thesis Adviser awards an interim grade of “IP”. The Thesis Adviser awards the final grade. The grade of "S" has no effect upon the student's grade point average. The grade of "U" has the same effect as a grade of "F" (failure). A final grade of "U" on the thesis usually results in the student's dismissal from the Master's Degree program.

An unsatisfactory performance at the oral defense of thesis may result in the student's dismissal from the Master's Degree program. The Program Director, in consultation with the adviser, the reading committee and the Dean of the Graduate School, may allow the student one additional opportunity to defend the thesis. Unsatisfactory performance at the retake will result in dismissal with no additional opportunities to complete the degree.

THESIS REQUIREMENTS FOR ALL STUDENTS

Copyright
Under the Copyright Act of 1976, the "copyright in the work of authorship" becomes the property of the author who created it. For further information, please refer to the Copyright Office, Library of Congress, Washington, DC 20559.

Students completing a thesis must take care to obtain permission before using copyrighted materials within their thesis. Permission to use copyrighted materials, for example, tables and figures, must be obtained from the holder of the copyright. The student needs to search carefully for the source of the copyright and obtain permission to use the copyrighted materials in the thesis document. The permission to use copyrighted materials should be referenced in the thesis at the point where such materials are presented. The student must retain copies of the copyright permissions, and supply them to Hood College upon request. Students completing a thesis are able to facilitate the use of their thesis research and findings by including a copyright waiver as part of the thesis document.

Copyright Waiver
In order to permit others to utilize the thesis research and findings, the following statement should appear in the thesis on the page immediately following the title page, with the heading in standard format: “I do/do not authorize Hood College to lend this
thesis, or reproductions of it, in total or in part, at the request of other institutions or
individuals for the purpose of scholarly research.” Circle do or do not.

Acknowledgment of Hood College in Publications of Thesis Work
The Graduate School of Hood College should be acknowledged in publications that result
from the thesis research. A simple statement of acknowledgment is sufficient. An
appropriate example would be “Research reported in this document was originally
published in a Master's degree thesis sponsored by the Department of ______________
and submitted to The Graduate School of Hood College in Frederick, Maryland.”

Thesis Paper and Printing
The original copy of the thesis for the Hood College Library should be on thesis paper,
which is available from the Hood College Bookstore and office supply stores. A second
identical copy, for the sponsoring department, is also required. The minimum paper
requirement is a 20 lb., 25% rag or cotton content paper with a watermark.
Additional copies may be made at the discretion of the student. However, waiting for the
reading committee's final approval before producing multiple copies will help to avoid
unnecessary expense. The thesis should be typed or produced on a high quality printer.
Both official thesis documents (for the Library and the Department) must be originals,
not photocopies. Font sizes of 12 point are recommended for thesis work. Standard
typefaces should be used, either proportional or monospace. Justification at the right
margin is optional. Reduction of tables or figures such that type size is smaller than 10
point is not acceptable.

Headings, Spacing, and Margins
Section headings should contain all uppercase letters, be boldface, and centered at the top
of a new page. All text should be double spaced with a left hand margin of 1.5 inches
(3.8 cm.) and with right, top, and bottom margins of 1.0 inch (2.5 cm.). The Graduate
School will not accept theses that violate these margin requirements.

The one exception to this is on a "facing" legend page where the right margin (adjacent to
the spine) is 1.5 inches and the left margin (toward the outer edge) is 1 inch. The margin
requirements apply to all tables and figures as well as pages with text. A facing figure
legend page and the figure together have one page number.

Binding and Distribution
The original typed or printed thesis copy becomes the property of the Hood College
Beneficial-Hodson Library. The sponsoring department retains the second copy for its
files. Title pages for both of these copies must bear original signatures (not photocopies)
of the adviser, reading committee members, Program Director, and Graduate School
Dean. Additional copies may be bound at the student’s request for an additional fee. A
third copy, in electronic form, is required for submission to UMI ProQuest for archiving
and electronic publication. All final copies are to be submitted to the Graduate School
prior to the published deadline for each academic semester. The Graduate School will
send the theses to the Library for binding, archiving, and electronic publishing.
Instructions for binding and guidelines for archiving and electronic publishing have been
published by the Hood College Beneficial-Hodson Library and are included in this document. The student is responsible for all fees associated with the binding, archiving, and electronic publishing of their thesis.

**Deadlines**

The importance of observing published deadlines for final submission of the completed and approved thesis cannot be overemphasized. Students are urged to follow closely and carefully the published dates for thesis submission. Arrangements for the oral defense of the thesis should be made early enough to allow time for completion of required corrections. This will enable the candidate to earn the Master's Degree at the earliest possible date. Past experience has shown that the most common reason for thesis candidates to receive their diplomas later than anticipated is because of poor planning with respect to the deadlines.

As a general guideline, all theses are due in final form with signed cover pages to the Graduate School two weeks prior to the last day of classes in the fall or spring semester. However, be sure to check the Catalog or contact the Graduate School to confirm the assigned date each term.

**THESIS GUIDELINES FOR MASTER’S DEGREE STUDENTS AT HOOD COLLEGE**

**Preliminary Pages**

All of the below-named sections should begin on separate pages and must be double-spaced. The preliminary pages should be numbered in lower case Roman numerals located at the bottom center of each page. The title page (cover sheet) is counted as page “i” but is not numbered. The preliminary pages should appear in the order specified below.

- a. Title page (see sample page in this document)
- b. Statement of Use and Copyright waiver (see example in this document)
- c. Abstract
- d. Dedication (this page is optional)
- e. Acknowledgements and Sponsorship
- f. Table of Contents – should include the beginning page for each section
- g. List of Tables – should include the page location of each Table, and short legends
- h. List of Figures – should include the page location of each Figure, and short legends
- i. List of Abbreviations (optional)

**Abstract** -- The abstract should be a short, concise summary of the thesis project outlining the purpose of the work, the rationale and method, and highlighting the most significant findings. The maximum length of the abstract is 150 words.
Main body of the text

The main body of the text should be numbered in Arabic numerals located at the bottom center of each page. The first page is counted as page “1” but is not numbered. If you use chapters, each chapter should begin on a new page, but the numbering is continuous from pages 1-XX for the entire thesis.

Content Sections
Section headings should be centered, capitalized, and should begin on a new page. Content sections are presented according to the following guidelines:

Introduction -- This section is used to describe the rationale for the project and to provide an overview of previously published relevant work that serves as a foundation and prelude to the thesis. Thus, it encompasses the introduction, rationale, and review of the primary literature often used in grant proposals and publications. If a hypothesis is being tested, it is often stated explicitly in the introduction. The introduction should make clear the significance of the research in the context of the wider body of scientific knowledge, and it should have a clear statement of purpose. The review of the literature should be current and thorough, encompassing all pertinent references. Subheadings may be used, and are helpful for organizing the information. In general, it is better to err in favor of excess length than to abbreviate this section. Tables and figures may be used in the introduction.

Materials and Methods -- This section should describe in detail all of the methods, protocols, reagents, etc. used to conduct the research. In a thesis, as contrasted to a journal article, the purpose of this section is to provide enough information so that another scientifically knowledgeable person could duplicate your data with only the thesis available as an information source. Tables and figures may be included in this section (see below). This section should make clear all of the procedures performed by the candidate, as well as sources of reagents not prepared by the candidate. This section should describe data collection and analysis methods (e.g. description of statistical analyses). Use of abbreviations is acceptable, but must be used consistently. Abbreviations should be tabulated in the preliminary pages (see above). Numbers should be spelled out only if they begin a sentence.

Results -- This section presents a comprehensive picture of all the research results and data. More data is included in a thesis than in a scientific paper. The supporting data, e.g., toxicity curves with neomycin-resistance, are included -- whereas in a paper the results would be described briefly. Preliminary standardization of an assay, e.g., ELISA, would be incorporated so that someone reading the thesis would be instructed and fully informed. This section usually contains tables and figures, which should be on the page immediately following their first mention in the text. It is also permissible to incorporate tables and figures into the text at the point where they are mentioned. Tables and figures are numbered consecutively (Arabic numerals) throughout the thesis document. Numbering for tables and figures is independent (start at Table 1 and Figure 1, etc.). Each table or figure has a legend and a title, and is listed by page number in the
contents pages. If space for the legend is a problem, the facing page method can be used. In this case, the figure and its legend share one page number. Each figure or table is interpreted and explained in the text. Do not expect the reader to look at numbers in a table and extrapolate. Write out descriptions of all the tabular and figure data as part of the text, along with appropriate comments and observations relating to collection of the data.

**Discussion** -- Having presented the actual data in the results section, this section is for critique and interpretation. Describe conclusions and compare findings with other reported data. Where there is agreement, use it for validation. Where there is disagreement, suggest reasons and explanations. Suggest future directions for research.

Endnote®, a commercial reference management software program, is available to all Hood College students. This software package can manage reference and bibliographic material.

**Adding the BMS Thesis Citation Style in EndNote**

The CBE/CSE style that you will need to use exists in EndNote as: **TF-C CSE name-year**

**Step 1.** First, search Endnote to see if the style already exists in your version of EndNote by clicking on the dropdown box that is in the upper-right hand corner of the screen and then click on **Select Another Style…**

Wait about 30 seconds and a new window will open with an alphabetical list of the thousands of citation styles available. Search for the CSE style listed above. If it exists, choose it and you are all set. If it doesn’t appear on the list, go to step 2.
Step 2. Click Help on the Endnote menu and choose Web Styles Finder

Step 3. This will bring you to a webpage titled EndNote Output Styles. You will see a box called the Style Finder. Type CSE in the Publication Name search box and click the Find Styles button.

Step 4. This should bring up results that include 5 CSE Styles. Click download for the style titled: TF-C CSE Name-Year
Step 5. You will be asked if you want to Open or Save the file. Choose Open and the style should automatically open in the Edit Output Style screen. Now you need to save this style. From the menu, choose File and Save as. A pop-up window will appear with the name of the citation style. You may choose to change the style name or keep it as it appears. Now hit the save button.

Step 6. Close out of the Edit Output Style screen to return to the EndNote Library screen. Now follow the same directions as outlined in Step 1 to add TF-C CSE name-year to your style dropdown box.

Please note: You will still need to check your citations to make sure they match what is outlined in the Hood College Thesis Guidelines. If you need to make any changes to the citation style, please make an appointment with Colleen McKnight, mcknight@hood.edu.

References Within the Text -- Reference citations within the text should be as follows: (Note that the year of publication is followed by small letter if more than one article is published in a single year.) Single author - (Boyd 1985); Two authors - (Rossio and Hirschhorn 1991); Multiple authors - (O'Brien et al. 1987a; O'Brien et al. 1987b).

References in Reference Section -- The list of references in the references section should be single spaced and arranged alphabetically by first author. No numbering should be used. Include the names of all authors and editors, as well as full titles, and starting and ending page numbers. Examples of appropriate reference format can be found below.

Internet references -- References to pages on the World Wide Web should not normally be used, since such references often change or become unavailable. In certain cases, e.g., Genbank references, where it is likely that the cited material will be continuously available, such references are permitted.
Appendices -- Some data may be included in appendices if the data are (a) not original work of the candidate, but required to understand the thesis, (b) useful, but not results of research (tables of common data), or (c) so extensive it may interrupt the flow of the thesis (e.g., many photographs or specialized graphics). It is unusual to use an appendix in a thesis. One common usage, however, is to place reprints of journal articles describing thesis research in an appendix.

REFERENCE FORMAT FOR THESESES AT HOOD COLLEGE

Journal Article:


Book Chapter:


References:

APPENDICES

Copyright Letter Example

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Environmental Biology Master's degree program at Hood College in Frederick Maryland. My thesis is __________. I am requesting permission to include in my thesis the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the thesis document.

Sincerely,

Your Name
Contact Information
STATEMENT OF USE AND COPYRIGHT WAIVER

I authorize Hood College to lend this thesis, or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.
HOOD COLLEGE’S IMPACT ON THE FREDERICK COUNTY ECONOMY

by

Marjorie Smith

B.A. (University of Maryland) 1983

THESIS

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF SCIENCE

in

ENVIRONMENTAL BIOLOGY

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2009

Accepted:

________________________

(Type Name)  
Committee Member

________________________

April M. Boulton, Ph.D.  
Director, Environmental Biology Program

________________________

(Type Name)  
Committee Member

________________________

Allen P. Flora, Ph.D.  
Dean of the Graduate School

________________________

(type Name)  
Thesis Adviser

Title Page Signature Guidelines

Names of the individuals signing the title page should be typed in the space below their signature line, above their title.
Instructions for Binding

The following procedures apply to Masters’ Theses, BMS Mock Grant Proposals, Humanities Capstone Projects, BMS Master’s Field Work Projects, and ENV Independent Research Projects, all of which are to be submitted to the Hood College Library for binding. A minimum of two copies (one for permanent storage in the Library, and one for the originating Department) will be submitted for binding, and should conform to the guidelines enumerated below.

All pages must have at least 1 ½ inch left margins, and 1 inch upper, bottom, and right margins. These are minimum figures. Photocopies should have the same margins as originals. When making photocopies, special care should be taken when placing the original on the machine so that copies are neither off center nor out of alignment.

Page sequences should be correct and verified. The bindery will not correct pagination errors. Pagination should be uniform and consecutive, i.e., all preliminary pages should appear in Roman numerals in one sequence, and beginning with the title page (which is “page i,” but is not numbered), all content pages should appear in Arabic numerals in one sequence. If folded pages are included, then these should be folded at least one inch from the right margin to prevent their being cut during the trimming process at the bindery.

Supplementary materials, such as separate electronic disks or large maps or charts that are not to be bound into the finished “book,” should be accompanied by an explanation of how they will be used in relation to the project. E.g., an accompanying CD with raw statistical data might have a note appended stating “Raw statistics, submitted as supporting documentation.” This helps the Library, as it prepares the materials for the bindery, to determine the best way for the bindery to incorporate these materials into the book.

If photographs are included, they should be firmly glued to standard 8 1/2 inch x 11-inch pages, and should not move on the page when handled. Full-page photographs come out of the bindery process best. Page protectors may NOT be used because they prevent trimming.

Lightweight papers must be avoided, both for the original and for copies; 20-pound bond paper is the minimum requirement. Paper should be “bright white” in color. Extraneous decorations should not be added to any page. Only the text (which includes, as applicable, charts, tables, illustrations, etc.) should appear on the pages.

The Library asks that the following procedures be observed:

- Projects ready for binding should be submitted to the Graduate Office in file folders or a box to protect the pages. Please be sure that formatting guidelines have been followed and that all necessary documentation accompanies your submission. Upon receipt, projects will be forwarded to the Library Collection Development Services Department. Binding orders are sent from the Library when a minimum order has been accumulated, therefore, there may be a delay of several months from submission to the Graduate Office until projects are shipped.
to the bindery while the minimum number of items for binding is accumulated.

- The Library will retain one original copy (with original signatures on the title page), and the originating department will retain the second.

- The author’s full name, address, telephone number and e-mail address should be included with each copy to be bound.

- The cost to the author for binding is $20.00 per copy. Multiple copies should be pre-sorted into complete documents, so that each copy of your project has all of the requisite elements in its proper place. Materials submitted to the Library go out with the next bindery shipment and are usually returned to the Library within five weeks of shipment. Payment for binding is to be made to the Graduate School, and checks for binding should be made payable to Hood College.

- Students should consider whether they will be in a position to pick up personal copies from the library when the binding is completed. If not, they can request that personal copies be mailed to them. There is a charge of $5.00 per copy for this service. Mailing charges can be included in the total for binding services, so only one check is necessary. As noted above, payment should be made to the Graduate School, with checks payable to Hood College.

- Upon receipt from the bindery, the Library's copy of the Master’s Project (Thesis, Mock Grant Proposal, Capstone, Field Work Project, or Independent Research Project) is cataloged under author, title, and appropriate subject entries. It is then shelved alphabetically by author's last name in the Master’s Project section and is available for use only in the Library.

- If the student has ordered additional personal copies of the thesis or project, he or she will be notified by letter when the bound copies are received. It is expected that the student will pick the materials up from the library upon notification.

GUIDELINES FOR ARCHIVING AND ELECTRONIC PUBLISHING

Guidelines for Submission of Dissertations and Masters’ Theses in Electronic Format
As of September 2004, archiving and electronic publication is a Hood College Graduate School requirement for all theses. Submission on DVD is also supported. DVD submissions should include the author’s name, the title of the thesis, and “Hood College” written legibly in permanent marker on the top face of the disk.

Guidelines for Theses in Digital Format
The document should be in single file PDF format using Adobe. Compression of images is permitted; however, please do not “zip” files. UMI ProQuest 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. It is strongly recommended that the author assume responsibility for reformatting the document into Adobe PDF, checking
the reformatted document for accuracy, and submitting the PDF document to the graduate school or library for publication.

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

<table>
<thead>
<tr>
<th>Images</th>
<th>Video</th>
<th>Audio</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIF (.gif)</td>
<td>Apple Quick Time (.mov)</td>
<td>AIF (.aif)</td>
</tr>
<tr>
<td>JPEG (.jpeg)</td>
<td>Microsoft Audio Video</td>
<td>CD-DA</td>
</tr>
<tr>
<td>PDF (.pdf)</td>
<td>Interleaved (.avi)</td>
<td>CD-ROM/XA</td>
</tr>
<tr>
<td>PostScript fonts</td>
<td>MPEG (.mpg)</td>
<td>MIDI (.midi)</td>
</tr>
<tr>
<td>TIFF (.tif)</td>
<td></td>
<td>MPEG-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SND (.snd)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WAV (.wav)</td>
</tr>
</tbody>
</table>

**Supporting Documents**
Supporting documents **must be submitted on paper** and be forwarded in an 8.5 X 11 envelope. Those documents should include:
- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters
- Third party software licenses, if required

**Print and Electronic Access to Theses in Electronic Format**
Theses received in digital format will be processed in a manner identical to paper documents. Bibliographic citations and abstracts for these documents will be published in Dissertation Abstracts International in print, on-line, DVD and microform. Bibliographic information concerning these documents will also be made available through the UMI ProQuest Dissertation Abstracts Database and to a worldwide network of online information providers including OCLC and Dialog (r). The print output of the document will be microfilmed and stored with the electronic segment of the document in UMI ProQuest’s vaults. The PDF format of the document will be loaded into UMI ProQuest Digital Dissertations, a digital archive of dissertations and theses. UMI ProQuest will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.
Masters’ Theses as Compound Documents

A compound document contains both text on paper and other information only available in and accessible through a specific electronic format. For example: Geography: an analysis of the topography of a region is accompanied by a computer simulated "flight" through that area on CD.

Supporting Documents for Compound Documents

Supporting documents must be submitted on paper and be forwarded with the DVD in an 8.5 x 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters

Specifications of hardware and software versions required to run the electronic component

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