

JohnCarroll University

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SubmissionGuidelinesfor the ThesisEssayandC %o • š Project

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(thesis) is submitted to the 'OE μ š 'byThe) o

- x A formal letter of approval from the dean is sent upon completion of required revisions, if needed.

Submission

Once a thesis, essay, or %o • š project receives final approval by the associate dean, the student submits the work as stipulated below.

Archived electronic copy/Grassellibrary

Students are required to submit their approved thesis/essay/ %o • š 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 at the end of this document, is submitted with the thesis/essay/ %o • š 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 OE š] À 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/
project embargoed (i.e. not publicly available online) for twelve months
with the option to extend the embargo. The embargo can be renewed one
year by contacting the library at least sixty days before its expiration.
Only 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 library staff
may access materials with a permanent embargo. The author may, at any time,
remove the permanent embargo by contacting the library.

- x If you are requesting an embargo, please state the reason on the access agreement.
- x If you are 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.

A digital copy of the thesis/essay/ project will be made available to the library
for archiving purposes.

Advantages of Participating

- x The student gains experience in electronic document preparation and an understanding of digital libraries (i.e. useful for teaching, research, grant submission).
- x 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.
- x Electronic submission enables wider dissemination and access than a paper copy. ~~ProQuest ETDs~~ 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.
- x Global access to the work of JCU student scholars raises our institutional visibility.
- x OhioLINK provides statistics on downloads of papers by institution, data that could serve as an indicator of the value/impact of student scholarship.