

Master's Thesis Submission Guidelines

Your thesis *must* be submitted in both **paper** and **digital** formats to the Archivist.

Paper Submission (Please arrange your submission in the following order)

1. ___ Title Page
2. ___ Abstract
3. ___ Thesis
4. ___ Release Form
5. ___ Signature Form*

*Signature Form

There are 2 forms: one for single chair committees and one for co-chairs committees. You only need one of these, pick what best suits your situation.

- This must be signed by you, your various committee chairs, co-chairs, and your graduate director before submission.
- The Archivist is the final signature.
- **You will need two copies of the completed Signature Form**, one stays with your thesis and one goes to the Registrar's Office after submission. Either print off two copies of the Signature Form and have them both signed **OR** make a photocopy after all signatures are complete.
- **DO NOT** include Signature Form in your digital submission.

Printing

- Single-sided is preferred, but double-sided is accepted.
- Print all photographs or images --regardless if color or black and white-- single-sided to prevent ink bleeding.
- Print on 8 ½" X 11" paper with a 1" margin on each side to accommodate binding.
- No staples, paper clips, or fasteners.
- Submit papers loose.

Digital Format Instructions

- Save documents as PDF (ideally combined into one PDF). However, it is ok if you have multiple files.
- Email PDF(s) to hstevens@coa.edu.
- **DO NOT** include the Signature Form, which the Archivist will sign as the final step during submission process.

Digital Submission

1. ___ Title Page
2. ___ Abstract
3. ___ Thesis
4. ___ Release Form

In order to receive credit:

You must submit a copy of the completed signature form to the Registrar's Office, and e-mail your description/self-evaluation to registrar@coa.edu. This should consist of two paragraphs, the first should briefly describe your project and the second should be your self-evaluation. The description/self-evaluation is not included in the bound copy for the Archives but is included in your narrative transcript record.