

Guidelines for Submission of Final Thesis for Publication Master of Science, Science, Technology, and Public Policy (STPP)

Master of Science students should coordinate the publication of their final thesis with the department office after all changes have been made to the final copy and it has been approved by all thesis committee members. ***Documentation of the digital and bound copy submissions are required in order to certify your degree.***

You'll need the following:

- Digital version of final thesis (pdf format)
- Original Signed Final Thesis Cover Page
- Signed Author Permission Statement

Digital Version

Students will submit an electronic version of their final approved thesis to ProQuest/UMI for publication. Instructions for submission may be found at the Publishing and Scholarship Support Center's (PSSC) website

<http://wally.rit.edu/userservices/pubschol/proquest.html>

The department will reimburse students the \$55.00 cost for submission. For reimbursement, submit the following to the department office

- a pdf copy of the confirmation page showing the payment and submission
- confirmation email from the Publishing and Scholarship Support Center

Bound Copy

Submit an electronic version of your final approved thesis to the department office. The department will make all copies necessary. The department will cover the cost of the department, thesis committee, and student copies. Additional copies may be purchased at \$13.00 each through the Student Financial Services. Forward your receipt to the department office for inclusion with the required copies.

The spine allows for 97 characters and will include part of the title of your thesis and your last name.

Submit an original signed thesis final cover page and an author permission statement. Links for both forms are below.

Final Thesis Cover Page

<http://www.rit.edu/cla/publicpolicy/resources.php>

Author Permission Statement

<http://wally.rit.edu/userservices/ETDPermissionForm.pdf>