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Submission Information Packet for

Masters Degree:
   Problem/Project/Research Reports
   Fine Arts Theses (MFA-Creative Writing)

Undergraduate Honors Theses

(Last Updated
February 9, 2017)

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WVU Electronic Theses and Dissertations — Transforming Graduate Education and Research

Welcome to the WVU Electronic Thesis and Dissertation (ETD) program. This packet contains important information about the ETD submissions process, forms required and services available. After having reviewed the enclosed materials, please feel free to contact us with any questions.

- Questions should be directed to Debra Borrelli at the WVU Libraries.
    - Email: ETDReview@mail.wvu.edu
    - Phone: 304-293-0324
    - Location:
      Room 2040
      Downtown Campus Library
      P.O. Box 6069 / 1549 University Avenue
      Morgantown, WV 26506-6069

IMPORTANT WEB ADDRESSES

WVU Electronic Theses and Dissertations
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wvuScholar Institutional Repository System
- Recent Masters Problem Reports and MFA-Creative Writing Theses are available here: http://wvuscholar.wvu.edu/reports
- Undergraduate Honors Theses can be requested by emailing Bill Rafter at William.Rafter@mail.wvu.edu.

SUBMITTING YOUR
Masters Degree Problem/Project/Research Report

Before you submit your Report

You will need the following:

1. Your final project report document, saved as a PDF and with all changes approved by your committee.
   - The first two pages of the document must be a Title page and Abstract that are formatted like the example included in this instruction packet. These pages should not be numbered.
   - Document must include a Table of Contents.
   - The body of the document should follow whatever discipline-specific style is preferred by your committee or department.
2. Completed Signature Form (form can be found in this packet), signed by all committee members, scanned, and saved as a PDF.

Steps for submitting your Report

1. Go to https://wvu.qualtrics.com/jfe/form/SV_6PQnKpWYg9yJjiR
   - The submission site is also available at: https://etd.lib.wvu.edu;
   - click on SUBMIT
   - Click on Submit Your Report Online in the **RIGHT** BOX
1. After entering the basic information about your submission, you will be asked to determine how you would like people to access your document in WVUScholar. WVUScholar is our own institutional repository, hosted by the university libraries. When you deposit your report, you choose one of two options: open access, which lets anyone on the web read your document, or campus access, which only lets people with a WVU login read it, as well as people who request it through their library's Interlibrary Loan. If you have a pending patent or publication, you will be able to choose a No Access embargo for a period of one year following your deposit.
2. Finally you will be asked to attach your project report document in .pdf format. Please also attach a scanned copy (in .pdf format) of your Committee Signature Form on this page.
3. If you have questions about how to complete your project report upload, please contact ETDReview@mail.wvu.edu and we will be happy to help! Let us know if you would like to schedule a time for help with your project report submission in person or over the phone.
4. After submission of your report is complete, our office will review your submission, contact you about any changes you need to make, and notify you and your committee chair when approval is finalized, usually within five business days.

West Virginia University Electronic
Problem/Project/Research Report
Signature Form

Student Name: _____
(Last)   (First)   (Middle)

Student ID #: _____   Non-WVU Email Account: _____

Degree: _____   _____Master's

Document   Type: _____   _____Undergraduate Honors
          [Problem/Project Report, MFA-Creative Writing, Honors Thesis]

Document Title: _____

_____

_____

Student Agreement:

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owners of each third party copyrighted matter to be included in my thesis, dissertation, project report, or other research material, allowing distribution as specified upon deposit.

I hereby grant to West Virginia University and its agents the non-exclusive license to archive and make accessible, under the conditions selected upon deposit, my above mentioned document in whole or in part in all forms of media, now or hereafter known. I retain ownership rights as specified in the WVU copyright policy to the copyright of the abovementioned document. I also retain the right to use in future works (such as articles or books) all or part of this abovementioned document.

Review and Acceptance:

The above mentioned document has been reviewed and accepted by the student's advisory committee. The undersigned agree to abide by the statements above, and agree that this Signature Form updates any and all previous Signature Forms submitted heretofore.

Signed: _____   _____
                (Student)   (date)

Committee: _____   _____
                (Committee Chair)   (date)

_____   _____
(Committee Member)   (date)

_____   _____
(Committee Member)   (date)

_____   _____
(Committee Member)   (date)

_____   _____
(Committee Member)   (date)

_____   _____
(Committee Member)   (date)

_____   _____
(Committee Member)   (date)

_____

[This Is the Title of Your Report]

[Your Name]

[Problem/Project/Research Report] submitted
to the [The Name of Your College Goes Here]
at West Virginia University

in partial fulfillment of the requirements for the degree of

[Master of Science] in
[Your Department/Concentration Goes Here]

[List Your Committee Members Here, as shown below]
Joe College, Ph.D., Chair
Anna Graham, Ph.D.
Al K. Seltzer, M.S..
I.D. Clair, Ph.D.

Department of [Your Department]

Morgantown, West Virginia
[Year of submission

ABSTRACT

[This Is the Title of Your Report]

[Your Name]

Start your abstract here. . .
• Use single spacing
• Word limits are no longer imposed.