

Submitting your Thesis for Final Review in Digital Format

SSU Policy: Graduate Students who were admitted **Fall 2015** and later are required to submit their master's thesis or project in digital (PDF) format. Those admitted prior to Fall 2015 may choose either the digital or paper option.

PRIOR TO FILING

- The thesis or project must have been publically defended and must include all changes required by your committee.
- Obtain committee members' signatures on the **Thesis Signature Form**. This page will be filed in the Graduate Studies office and the signatures will not be visible online. A title page is required in the thesis or project, but no signatures are included. (See the sample title page in the digital formatting guidelines.)

SUBMITTING THE THESIS OR PROJECT

- Save the thesis or project in PDF format and **email** to graduate.studies@sonoma.edu. Be sure to keep the original file in case corrections are needed.
- Deliver or mail hard copies of the **Thesis Signature Form** and **Master's Thesis Submission Agreement** to the Graduate Studies office (1041 Stevenson Hall). Both forms can be downloaded from the Graduate Studies website at <http://www.sonoma.edu/aa/gs/thesis-review.html> .

GRADUATE STUDIES THESIS REVIEW PROCESS

The University's Thesis reviewer will be checking the following:

- All required preliminary pages are included and in this order: title page, copyright, authorization for reproduction, abstract, acknowledgements (optional), and Table of Contents.
- Margins and page numbering comply with University guidelines.
- Formatting of parenthetical references and the reference list conform to the style guide for the discipline (APA, MLA, etc.)
- The Reviewer will read 20-30 pages carefully, scanning for errors in grammar, usage, punctuation, etc. If extensive corrections are needed, the student may be required to make changes and submit a corrected copy for second review (rare, but it happens). In extreme cases, the Reviewer may *strongly encourage* the student to seek the assistance of an editor. A list of editors is available from the Graduate Studies office.

AFTER GRADUATE STUDIES REVIEW:

- The Graduate Studies office will return your thesis or project by email. You will also receive a *Thesis Review* form that will note any changes that may be required as well as the deadline to submit the final copy. Comments may also be noted in the PDF file. In most cases, students will have at least three weeks to make corrections.
- Make any required changes to the original word processing file and save as a PDF.
- Email the final PDF file as an accessible document to graduate.studies@sonoma.edu.