General Regulations Governing the Electronic Submission of a (Digital)
Master’s Thesis for Final Approval and Publication in Partial Fulfillment
of the Requirements for a Master’s Degree
Revised March 2020

Table of Contents:

- Regulations and Policies
- Electronic Submittal Details
- Page Size
- Spacing
- Margins
- Pagination
- Style
- Previous Publications
- Use of Images
- Media Files
- Departmental Consideration Prior to Final Submittal
- Publication Options (publishing and copyright)
- Cost
- Paper Documents to be submitted to the Graduate School
- Deadlines
- Thesis Grades & Credits
- Degree Application
- Questions
- Sample of Departmental Approval/Transmittal Form
- Sample Title Page
- ETD Submittal Information/Checklist Form

Regulations and Policies

A thesis is the culmination of a program of advanced study leading to a master’s degree and, as such, must attest to the attainment of a basic understanding of scholarly investigation and reporting in an academic or professional field.
Responsibility for the substantive evaluation and approval of a master’s thesis rests with the faculty of the major department/program.

A student who has received formal departmental/program final approval of a thesis, whose "Application for Approval of Subject of Thesis" had previously been filed with and accepted by the Graduate School, and who has registered for the appropriate thesis course(s), may proceed with thesis submittal. In the preparation of the thesis for faculty review and final submittal via the Graduate School, s/he should be guided by the following procedures.

General regulations and procedures governing the preparation and electronic submission of a final approved master’s thesis are given below. Information including procedures and qualifications for undertaking a master’s thesis is available in the student's major department or school, as well as the Graduate Bulletin:

[https://www.albany.edu/graduatebulletin/requirements_governing_masters_degree.htm#regulations_master's_thesis](https://www.albany.edu/graduatebulletin/requirements_governing_masters_degree.htm#regulations_master's_thesis)

**Electronic Submittal Details**

The approved master’s thesis and abstract must be submitted in digital form via: [www.etdadmin.com/sunyalb](http://www.etdadmin.com/sunyalb)

All pages of the thesis, including title page(s), abstract and appendices must be submitted through this site. The signature/approval page for the thesis is not considered part of the thesis itself and therefore should not be submitted via the thesis submittal website, but a hard copy bearing all required signatures should be submitted, faxed, mailed or emailed to:

The Graduate School  
UAB 121  
1400 Washington Avenue  
Albany, NY 12222  
Fax: 518-442-3922  
Email: [graduate@albany.edu](mailto:graduate@albany.edu)

An abstract must be included within the thesis and paginated, along with other prefatory pages, with lower case Roman numerals.

Attached are sample copies of a master’s thesis approval/transmittal form (Sample A) and a thesis title page (Sample B). It is expected that the student prepares these pages.

The thesis will be processed for publication and microfilming by the University’s vendor, UMI/Proquest. The full digital version of the thesis, after publication by UMI/Proquest, will be available to current University at Albany users (with active/current net ID), via the website of the University Libraries.

**Page Size**

The page size of the entire document must be 8 ½ by 11 inches.
Spacing

The text of the manuscript including abstract must be double-spaced. (Quotations of length may be indented five spaces and single-spaced.)

Margins

All pages of the thesis should have a 1 inch margin from all edges.

Students are advised to check pages to insure the margin accuracy of the word processing program used. Landscape printed pages are allowable, if necessary, to display a figure, table or image that will not fit as well on the page in portrait orientation. Please note, however, that the margins on the page need to be the same as all others.

Running Headers or Running Footers are not acceptable.

Charts, figures, maps, surveys, tables or other documents to be included as part of the thesis must have the above listed margins and be consecutively numbered within the thesis. (If necessary, a reduced copy would be acceptable if print is still large enough for microfilming. The page number, however, should not be reduced, but typed or printed in the same size font as all other pages.) Colored pictures and charts are acceptable.

Pagination

In numbering the pages of the thesis, every page should be counted and all except the title page must have a printed number appear. The prefatory pages which precede the actual beginning of the thesis should be numbered in lower case Roman numerals. The title page is counted within this preliminary sequence of Roman numerals, but does not contain a printed page number. The abstract is paginated within the lower case Roman prefatory pages. Beginning with the first page of the text material, pages should be numbered consecutively, with Arabic numerals, starting with Arabic numeral 1 and continuing to the end of all material presented.

The position of the page number is to be at the bottom of the page in portrait orientation, centered between the left and right margins and within the bottom margin area.

Every page, except for the title page, must have a consecutive page number. This includes the abstract, all charts, figures, maps, illustrations, surveys, tables, appendices or other incorporated documents. The page number must be in the same position on all pages. Landscape printed pages, while permissible, must none-the-less contain the printed page number at the same physical location as all others – bottom centered from a portrait orientation. Microsoft Word users may find it helpful to visit http://support.microsoft.com/?kbid=211930 for assistance.

Style

The student should be guided by departmental directions to students for thesis format and style common to the discipline, i.e., APA, MLA, Turabian, etc. Additionally, attention should be directed to “Guide 1: Preparing Your Manuscript for Submission to Proquest/UMI” at the UAlbany digital submission website www.etdadmin.com/sunyalb
Previous Publications

If your thesis includes your own previously published materials, permission to include these materials must be obtained from the publication. The following information must be included in the preface of the thesis:

- Identify which of your studies or articles have been published and where (give full citation);
- Indicate that your studies or articles are included in the thesis with permission from the publisher;
- Indicate whether your studies or articles are published in their entirety and in the original wording, or whether they have been revised for the thesis;
- Indicate that your studies or articles are being included because they were part of the programmatic line of research that comprised the thesis and that including them provides a coherent and appropriately sequenced investigation;
- Indicate that you, the thesis author, were the lead or primary researcher for the work.

Formal copies of permissions from the publication(s) must be included in the main document of your thesis or in the copyright permission document area of ProQuest ETD. Do not include permissions in the supplementary file area of ProQuest ETD as this area is not included in the archival copy transmitted to the University Libraries. General guidelines from ProQuest ETD regarding the inclusion of copyrighted information can be found at the following website: [http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf](http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf).

Use of Images

Images (tables, figures, maps, photography, etc.) created by the thesis author do not require additional permissions. If the images are authored by another person or publication and are being reproduced or replicated in the thesis, then permission to reuse these must be included (in the prefatory pages, appendices, or copyright permission documents area of ProQuest ETD). This would include photographs that are reproduced with annotations or markings. If the thesis author is modifying or adapting images authored by another person or publication, then the thesis author will need to cite the source and indicate that the image has been adapted. If the image is obtained from an open source please include this information in the citation.

No thesis incorporating printed materials that have been copyrighted will be accepted without appropriate authorization. It is the thesis author’s responsibility to resolve any copyright problems arising from the use of published material.

Media Files

Media files can be included in the supplementary file location in ProQuest ETD. Media files would include items that cannot be included in the main dissertation PDF, such as videos, music files, etc. Please note that items in the supplementary file location are not included in the archival copy submitted to the University Libraries. The electronic copy available through ProQuest ETD will include these items, but the microfilmed copy (archival copy) available through the University Libraries will not.

If media files include copyrighted information, permission for use is required. These permissions can be included in the prefatory pages, appendices, or copyright permission documents area of ProQuest ETD.
Departmental Consideration Prior to Final Submittal to the Graduate School

The student should be guided by program and/or departmental procedures and requirements for presenting the thesis and obtaining advisor/committee and/or departmental approval. Practices and procedures vary slightly among programs. The Department Chair or Dean notifies the Graduate School as to the official final evaluation of the final version of the thesis by means of the Approval/Transmittal form (see sample A that follows these Guidelines). This form may be transmitted by the student to the Graduate School, or it may come directly from the Department to the Graduate School. Upon final approval of the work by the Graduate Dean or designee, the last signature “on behalf of the Graduate Academic Council” will be entered onto this form.

Publication Options

Publication of the thesis is required.

Master’s candidates should give an early and close read to publication standards, options and Guides as listed by our publisher UMI/Proquest at the UAlbany digital submission website www.etdadmin.com/sunyalb. ProQuest inserts a copyright page on all electronic submissions automatically. Authors do not need to insert an additional copyright page if selecting the Copyright Application option through ProQuest.

Traditional Publishing provides UMI/Proquest the right to sell copies of the published thesis and to provide the author with possible royalties from such sales.

Open Access Publishing provides the broadest means of free and complete access of the thesis to students and scholars worldwide.

Copyright Application on behalf of the author by UMI/Proquest is an additional option (at additional cost) available to authors choosing either Traditional or Open Access publishing.

Restrictions/Embargoes – In general, it is most desirable to have the results of graduate thesis research published as soon as possible, to be available to scholars and society without delay. This is one of the reasons the University partners with UMI/Proquest – to facilitate prompt publication regarding the research and findings. In some cases, however, there may be cause to delay the publication of the thesis slightly, should matters such as patents, book contracts, or related scholarly article publication(s) be pending, such that immediate thesis publication might compromise or complicate the pending actions. Should an author seek to opt for such an embargo as cautiously allowed for on the UMI/Proquest publication option form (traditional or open access), it is requested that a written statement/rationale for the proposed embargo, endorsed by the thesis advisor, be submitted by the author to the Graduate School.

Cost

All costs listed in these Guidelines supersede specific amounts listed in the UMI/Proquest Publishing Agreement whenever there are discrepancies.

Traditional Publishing: $26

Traditional Publishing with Copyright Application: $101
Open Access Publishing: $121
Open Access Publishing with Copyright Application: $196

Paper Documents to be submitted to the Graduate School, UAB 121 (in addition to the digital thesis submission)

1. The Thesis Approval/Transmittal Form. (see SAMPLE A)

   The student is to generate this original form and have it signed by the thesis examination/committee members and department chair. The title on this form and the title on the thesis must be exactly the same. The original form will eventually be stored in the student’s official record.

2. Information/Checklist for Master’s Thesis Students (filled out by student) - last page of this packet/file.

Deadlines

University policy specifies that approved theses must be completely submitted online and additional paperwork submitted to the Graduate School:

   by the end of the Winter Session term in January for degrees to be conferred in January,
   by May 1 for degrees to be conferred in May,
   by August 1 for degrees to be conferred in August,
   by December 1 for degrees to be conferred in December.

Thesis Grades & Credits

Unless the thesis is unacceptable to the Dean of the Graduate School (in which case the Dean notifies the student), the Dean (or designee) authorizes the Registrar to assign the appropriate grade and credits to the student’s record.

Degree Application

Each student completing a master’s program must submit a completed Degree Application via MyUAlbany early in the semester during which s/he anticipates completing all degree requirements. If the student does not complete the degree as anticipated, s/he must re-apply for the degree in the next term. No degree application will be automatically carried forth to the next semester/term.

If the student is pursuing a doctoral program and is earning the master’s degree along the way, a Supplemental Program Application is required before applying for graduation. The Supplemental Program Application costs $20 and activates the master’s degree within the student’s record. The link for this request can be found via MyUAlbany. After logging in, please click on the Graduate Education tab and choose Supplemental Program Application from the left menu.

It is especially important during the process of submitting the degree application via MyUAlbany that the candidate verify the name and mailing address that will be used to produce and mail the diploma.
The diploma will be printed using the “Primary Name” on MyUAlbany unless a legitimate alternate name is entered via MyUAlbany for the “Degree Name” such as James A. Doe instead of James Albert Doe. Similarly, the diploma will be mailed directly from the University’s diploma vendor to the candidate’s “Permanent Address” on MyUAlbany unless an alternate “Degree Address” is entered via MyUAlbany. If you previously received a degree from the University, you should check the “Degree Address” to verify it is blank (defaulting to permanent) or accurate/current.

Questions

Any questions regarding these general regulations should be addressed to:

The Graduate School in UAB121
Phone: (518) 442-3980
Email: graduate@albany.edu

Office hours during the academic year are from 8:30 a.m. to 5:00 p.m (8 a.m. to 4 p.m. during summer months).
University at Albany, State University of New York

COLLEGE OF ARTS & SCIENCES

The thesis submitted by

Barbara A. Smith

under the title

Social Problems in the Urban Community

has been read by the undersigned. It is hereby recommended for acceptance to the Faculty of the University in partial fulfillment of the requirement for the degree of Master of Science, with credit to the amount of _________ semester hours.

Committee Chair: ____________________________      _______________________________      ___________
(Printed Name)                                            (Signature)                                 (Date)

Committee Member: ____________________________      _______________________________      ___________
(Printed Name)                                            (Signature)                                 (Date)

Committee Member: ____________________________      _______________________________      ___________
(Printed Name)                                            (Signature)                                 (Date)

Committee Member: ____________________________      _______________________________      ___________
(Printed Name)                                            (Signature)                                 (Date)

Recommended by the Department of ________________________________

_________________________________, Department Chair.     __________________
(Signed)                                      (Date)

Recommendation accepted on behalf of the Graduate Academic Council.

__________________________________
(Signed)

__________________________________
(Date)
PROPERTIES OF SOME FREE RADICALS
GENERATED IN THE REDUCTION OF
ALKYL HALIDES BY ORGANTIN HYDRIDES

by

Barbara A. Smith

A Thesis
Submitted to the University at Albany, State University of New York
in Partial Fulfillment of
the Requirements for the Degree of
Master of Science

College of Arts & Sciences
Department of Chemistry
2012
ETD Submittal Information/Checklist for Master’s Students

Please type the information requested on this form and return it to the Graduate School (UAB121, graduate@albany.edu) by the submission deadline.

Student Name: ______________________________________________________________________
Albany I.D. #_______________________________________
Today’s Date: _____________ Date of Electronic Thesis Submittal: ___________________

Contact Information:
    Phone # (Primary): ______________________________
    Email Address: _________________________________

Please log into MyUAlbany to confirm your name and permanent address for accuracy. Contact information such as address and phone number will need to be updated in MyUAlbany. Name changes will need to be updated by the Registrar’s Office (CC B52, registrar@albany.edu).

Thesis Advisor or Committee Chairperson: ____________________________________________

Have you submitted your "Degree Application" via MyUAlbany for the semester you anticipate to graduate?
    ☐ YES    ☐ NO

If you have not yet submitted your "Degree Application" and you do plan to graduate this semester, please do so immediately. Please note, you will need to update your contact information in MyUAlbany separately.

The following is a summary of items to be submitted via www.etdadmin.com/sunyalb:

    ☐ One electronic copy of your thesis. You must complete the entire submission process including payment of the required fees.

The following documents are to be submitted to the Graduate School in UAB 121:

    ☐ Departmental Thesis Approval/Transmittal Form - with signatures - (prepared by student)
    ☐ This Checklist

(Revised 9/19)