

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

OFFICE OF GRADUATE STUDIES

**GENERAL REGULATIONS GOVERNING PREPARATION
AND SUBMISSION OF A MASTER'S THESIS**

Update Effective October 2011

**FOR FINAL APPROVAL AND PUBLICATION IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR A MASTER'S DEGREE**

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 Office of Graduate Studies, 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 Office of Graduate Studies, s/he should be guided by the following procedures.

FINAL SUBMITTAL REQUIREMENTS

General Requirements –Submittal Details

The approved master's thesis and abstract must be submitted in digital form via 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 Office of Graduate Studies
UAB 121
1400 Washington Avenue
Albany, NY 12222
Fax: 518-442-3922
Email: graduate@uamail.albany.edu

An abstract must be included within the thesis and paginated, along with other prefatory pages, with lower case Roman numerals. The abstract should not exceed 350 words.

Attached are sample copies of a master's thesis approval/transmittal form (Sample A), a thesis title page (Sample B) and a copyright page (Sample C – for preparation ONLY if optional copyright application is selected by the author). 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.

Margins

All pages of the thesis should have margins as follows, from portrait orientation:

Inner margin (left side), 1 & ½ inches
Outer margin (right side), 1 inch
Upper margin (top), 1 inch
Lower margin (bottom), 1 inch

Students are advised to check pages to insure the margin accuracy of the word processing program used. The extra half-inch on the left edge is to accommodate physical binding in purchased hard copies. 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, with 1 & ½ inches on the left from a portrait orientation.

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 and copyright pages 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 (*and copyright page if you are planning to authorize and pay UMI/Proquest to apply for copyright on your behalf*) 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 and copyright pages*, 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

Departmental Consideration Prior to Final Submittal to the Office of Graduate Studies

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 Studies Office 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 Office of Graduate Studies, or it may come directly from the Department to the Office of Graduate Studies. 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

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. If you opt for copyright application, you should include a copyright page in your manuscript, immediately after the title page. See Sample C that follows.

Restrictions – it is consistent with the purpose of graduate education to enhance the worldwide knowledge base. Accordingly, prompt publication and distribution of the thesis should be facilitated. The Office of Graduate Studies, therefore, does not endorse the use of embargos to delay the publication of thesis. 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 Department Chairperson, be submitted by the author to the Office of Graduate Studies.

Costs

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

Traditional Publishing:	\$20
Traditional Publishing with Copyright Application:	\$75
Open Access Publishing:	\$115
Open Access Publishing with Copyright Application	\$170

Paper Documents to be submitted to the Office of Graduate Studies, 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 Office of Graduate Studies:

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 Graduate Studies (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 masters 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.

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:

Office of Graduate Studies in, UAB121, Phone (518) 442-3980.

Office hours during the academic year are from 8:30 a.m. to 5:00 p.m. (8:00 a.m. to 4:00 pm in summer months)

SAMPLE A (*prepared by student*)

DEPARTMENTAL APPROVAL/TRANSMITTAL FORM **TITLE ON THIS PAGE MUST MATCH
TITLE ON THE THESIS**

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.

(Signed)

(Date)

(Signed)

(Date)

(Signed)

(Date)

Recommended by the Department of _____

_____, Chair.
(Signed) (Date)

Recommendation accepted on behalf of the Graduate Academic Council.

(Signed)

(Date)

SAMPLE B (*prepared by student*)
TITLE PAGE FOR THESIS

PROPERTIES OF SOME FREE RADICALS
GENERATED IN THE REDUCTION OF
ALKYL HALIDES BY ORGANIC 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

2008

SAMPLE C (prepared by student - only if copyright application via UMI/Proquest is
being sought)
COPYRIGHT PAGE

The Comparative Effects of Simulation-
Modeling-Behavior Learning, Traditional Learning,
and Control Group Treatments Upon the
Acquisition of Interviewee Skills by
High School Students

by

Barbara A. Smith

COPYRIGHT 2008

ETD SUBMITTAL INFORMATION/CHECKLIST FOR MASTER'S STUDENTS

Please print neatly or type the information requested on this form and return it to the Office of Graduate Studies UAB 121 by the submission deadline.

YOUR NAME: _____ I.D. # _____

TODAY'S DATE: _____ DATE OF ELECTRONIC THESIS SUBMITTAL: _____

HOW CAN WE REACH YOU:

Current Address: _____

Current Phone # (Primary): _____ Current E-Mail Address: _____

Current Phone # (Secondary): _____

Future Address : _____

Future Phone # (Primary): _____ Future E-Mail Address: _____

Future Phone # (Secondary): _____ Effective New E-Mail Date: _____

Effective New Phone # Date: _____

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!

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

_____ One electronic copy of your thesis submitted on www.etdadmin.com/sunyalb. You must complete the entire submission process including payment of the required fees.

The following is a summary of items to be submitted to the Office of Graduate Studies in UAB 121:

_____ Departmental Approval/Transmittal Form - with signatures - (*prepared by student*)

_____ This Checklist

(Revised 10/11)