



Policy: 05-36-00

Archiving of Master's Theses

OFFICE OF RECORD: Graduate Programs Office
ISSUED BY: Director of Graduate Programs Office
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Policy

Masters' theses have enduring value as records of scholarship at Dakota State University. Theses serve as the final reports of research conducted at the institution, by students of the institution, under the direction of the faculty of the institution. Therefore, the University preserves and makes available these theses to scholars and the public by maintaining an archival thesis collection and a circulating thesis collection. The Karl E. Mundt Library is responsible for processing and managing both collections.

Procedures

1. Master's theses must be prepared according to the instructions in "Guidelines for Thesis" provided by the Graduate Office. The requirements described in those guidelines apply only to the formatting of the manuscript, not to its scholarly content. The Graduate Office, the Graduate Council, and the University Archives have established these criteria and regulations in order to provide all Master's degree candidates with a uniform presentation format. Students are responsible for obtaining and following the guidelines.
2. The thesis, as the permanent scholarly statement of a student's research, must be error-free and appropriately prepared for binding (if in print medium).
3. The original copy of the thesis becomes part of the University Archives. Every approved thesis manuscript completed by a DSU student is permanently preserved in the University Archives, and a copy is available for public access and circulation as part of the Mundt Library thesis collection. Additional copies may be required by the Graduate Adviser and/or

the Graduate Office.

4. Upon satisfactory completion of the thesis, an "Approval Page" (obtained from the Graduate Office) must be signed by the Thesis Adviser and the Academic Vice President. The signatures must appear on the approval pages in all copies of the thesis, although the pages in the second and other copies may be photocopied reproductions of the signed page in the first copy. The paper requirement for the deposit copies applies to the approval page.
5. After the approval page has been signed, the student must make an appointment with the Graduate Office Administrator to do the final format check of the thesis. The Graduate Office Administrator will review the manuscript and will not accept it unless it has been appropriately prepared. The final copy must be free from all typographical errors and correct in every detail of style and format. Once the manuscript has been accepted by the Graduate Office, no changes to the text or substitution of pages may be made. Theses or parts of theses that are interactive and not amenable to printing, such as software, must be submitted on a medium approved by the University Archives and the Graduate Office. Upon a successful format check, the student is given a signed "Format Check" form.
6. After a student has an "Approval Page" and a "Format Check" form appropriately signed, the student must make an appointment to deposit two unbound copies of the thesis with the Archivist in the Mundt Library and to pay the bindery/preparation fee. The bindery/preparation fee is to be paid at the Cashier's office; and that receipt would have to be taken to the Archivist. The Library would receive the bindery/preparation fee to cover the costs of binding, preparing non-print theses for circulation, and preparing the archival copy for storage and access].
7. The student must give the Archivist the original "Approval Page" and the "Format Check" form along with the thesis copies.
8. Each thesis copy should be brought to the Library in a manila envelope or typing-paper box, with a copy of the title page taped to each envelope or box for identification purposes.
9. The student may, also, bring additional copies of the thesis (each in a separate manila envelope or typing-paper box) and pay for them to be bound by the Library's bindery. These might be copies that are required for the Graduate Office or the Graduate Adviser or may be for the student's own use.

10. The print theses and print portions of electronic theses must be on white bond paper containing at least 50% rag (cotton bond) and measuring 8 ½ x 11 inches (original and a copy, without perforations or staples). The original thesis will include the original "Approval Page." All copies of the thesis will have a photocopy of the "Approval Page" on paper of the same quality as required for print theses.
11. The original copy of a thesis goes to the Archives for permanent preservation and print originals remain unbound. The second copy is cataloged and classified and becomes part of the Library's circulating collection. Print theses in the circulating collection are bound.
12. The original thesis copy to be deposited in the Archives must meet the following minimum standards.
 - a. Print material must be on white bond paper containing at least 50% rag (cotton bond) and measuring 8 ½ x 11 inches (original and a copy, without perforations or staples).
 - b. Print material may contain no corrections made by liquid, powder, paste-on, or other impermanent methods. Insertions between lines, ink corrections, strikeovers, and use of chalk or white correction fluid are unacceptable on final deposit copies.
 - c. Illustrations in the second copy may be photocopies of the originals. While it is desirable to have photographic images as photographs in the second copy, good-quality photocopies of the photographs will be acceptable in the second copy of a print thesis. All illustrations must be on paper meeting the minimum paper requirement
 - d. Theses or parts of theses that are interactive and not amenable to printing, such as software, must be submitted on a medium approved by the University Archives and the Graduate Office.
13. The circulating copy of every thesis must be bound (if print) or otherwise prepared for circulation and must be cataloged and classified for access by the public.