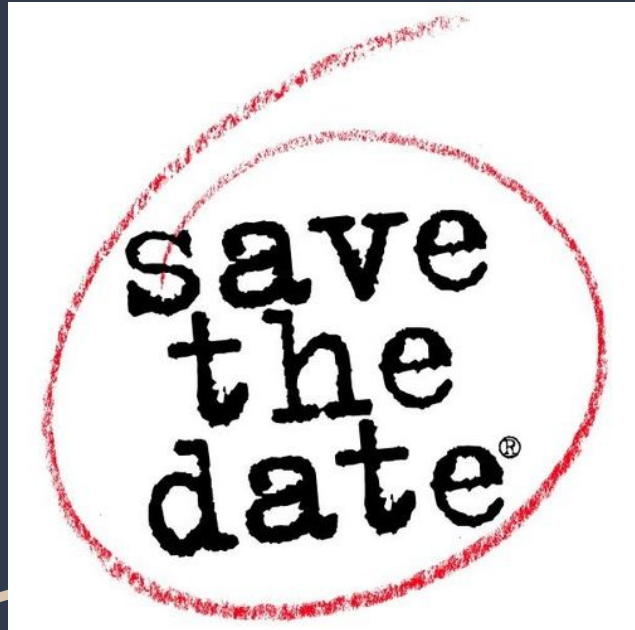


# 2025 Senior Thesis Procedures

Eckerd Library

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the bottom half of the slide.

# Thesis Deadline



## ***SAVE THE DATE*** ***Friday, May 9th***

- Final thesis package due at Library
- Electronic thesis submitted online

What if your thesis defense is AFTER May 9th?

>> It's okay! Just let us know you will be submitting after the deadline.

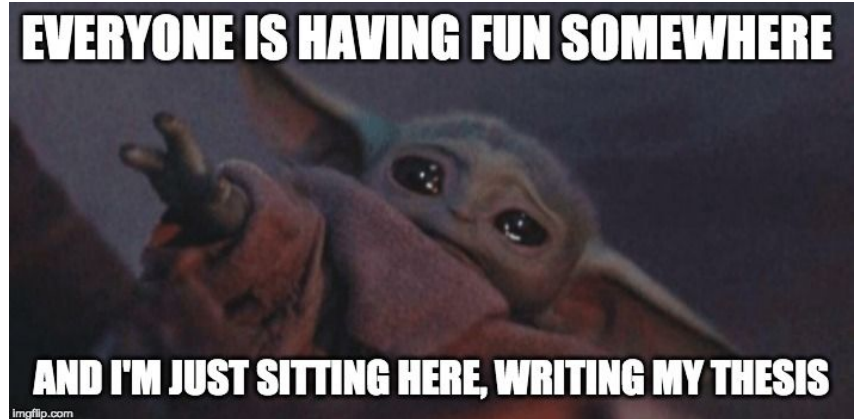
# Agenda

Formatting Your Thesis

Printing Your Thesis

Submitting Your Thesis

After Submitting Your Thesis



# Process Overview

Covered today



**WRITING & FORMATTING**

- Title Page & Committee Report
- Elements of a Thesis
- Supplemental materials
  - IRB approvals
- Discipline-specific requirements

**DEFENSE**

**FINAL  
EDITING**

**PRINTING**

- Copy Center
- Proofing

**SUBMIT  
May 9th**

- Physical thesis for binding
- Pay binding fees
- Online Thesis



# FORMATTING

## Elements of a Thesis

### Preliminaries

TITLE PAGE

COMMITTEE REPORT

PREFACE

ACKNOWLEDGEMENTS (Optional)

TABLE OF CONTENTS (Based on your content)

LIST OF TABLES (Where applicable)

LIST OF ILLUSTRATIONS (Where applicable)

### Text

BODY OF THE WORK

### References

APPENDIX (Optional)

BIBLIOGRAPHY

GLOSSARY (Where applicable)

NOTE: These are suggested elements. Your discipline may have specific requirements for section headings based on the style used to format your thesis.

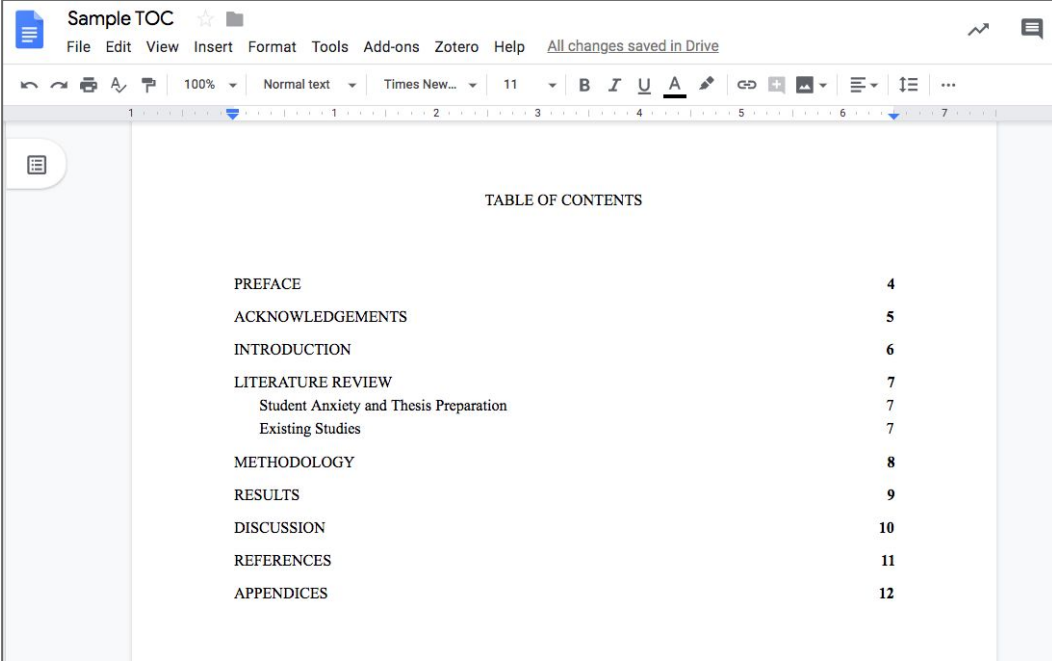
**APA:** see Ch 2, APA guide (Reference)

**CSE:** see Ch 27.7, CSE guide (Reference)

### General page formatting

- Double spaced
- 1 inch margins

# Generating a Table of Contents in Word or Google Docs



The screenshot shows a Google Docs interface with a document titled "Sample TOC". The document content is a table of contents with the following items and page numbers:

TABLE OF CONTENTS	
PREFACE	4
ACKNOWLEDGEMENTS	5
INTRODUCTION	6
LITERATURE REVIEW	7
Student Anxiety and Thesis Preparation	7
Existing Studies	7
METHODOLOGY	8
RESULTS	9
DISCUSSION	10
REFERENCES	11
APPENDICES	12

# FORMATTING

## Title Page and Committee Report

ASSESSING DEVELOPMENT OF DIFFERENTLY-AGED, CREATED MANGROVE SITES	
by Full Name	COMMITTEE REPORT
A Senior Thesis in Marine Science submitted in partial fulfillment of the requirements for the degree of Bachelor of Science	A Thesis in Marine Science.  This Thesis was prepared under the direction of the Research Advisor and the candidate's Thesis Committee. It was submitted to the Faculty of Eckerd College and was approved as partial fulfillment of the requirements for the degree of Bachelor of Science.
at  Eckerd College St. Petersburg, Florida	Date: <u>5/9/2018</u>
May 20, 2018	THESIS COMMITTEE:   Dr. Jeannine M. Lessmann, Chair  Dr. William A. Szelistowski  Dr. Liza J. Conrad

See template at

<http://bit.ly/committeeReportTemplate>

- > Download as Word Doc OR save as Google Doc
- > Customize by adding your degree info and thesis committee members
- > Share with committee members for signature
- > SCAN signed report for final submission (print and electronic)



# PRINTING

## Requirements & Printing Options

### Requirements

- Single OR double-sided
- 100% Cotton Paper (Library copy)
- All other copies can be on normal copier paper

### How to Print

- Copy Center - easiest! Online submission.
- Your Own Printer (Cotton paper required)
- Library copiers (Cotton paper required)

### Using the Online Copy Center

- Submit PDF to <https://copycenter.eckerd.edu>
- Indicate type of paper desired. Note that costs vary for B/W, color, single or double-sided, etc.
  - Cotton paper (B & W) ~ \$0.07 pp
  - Cotton paper (Color) ~ \$0.21 pp
  - Standard paper (B & W) ~ \$0.05 pp
  - Standard paper (Color) ~ \$0.19 pp
- Indicate # copies needed

**IMPORTANT:** Printing costs are NOT paid from your **Papercut account**. Make sure you have sufficient funds in your account to cover printing costs.

# PRINTING

## Determine Number of Copies

1 Library Copy (on 100% cotton paper)

2 Additional copies

+ 2 Copies (NAS students only - (for advisor + student))

---

= 5 **TOTAL COPIES TO PRINT**

NOTE: NAS students have to print two additional copies for the collegium. NAS pays to bind these but you still have to print out the copies.

# PRINTING

## Estimating Costs

Use the following formula to estimate the costs associated with printing and binding your thesis.

**Printing costs:** Estimated printing costs from [copycenter.eckerd.edu](http://copycenter.eckerd.edu) = \$ 45 for 5 copies

**Binding costs:** The Library will bind one(1) copy of your senior thesis for our collection. NAS binds 2 copies (1 for NAS/1 for student). **Additional** copies are provided at \$20 per copy.

2 # **additional** copies X \$20 = \$40 BINDING FEE (paid upon final submission to Library) +

\$45 TOTAL COST TO PRINT (from above, paid via Papercut account)

= \$85 **TOTAL ESTIMATED COST OF PRINTING AND BINDING**

\*Keep in mind that the final cost of printing will depend on whether you request *single* or *double-sided* printing (either is acceptable), color printing needs, or if you print all copies on *cotton paper*.

# FINAL SUBMISSION

## Part 1 – Thesis Package

- 1) **Review Final Package** - page sequencing and printing errors happen!
- 2) **Complete the [Final Thesis Submission Checklist](#)** (REQUIRED)  
Fill out the relevant details, and sign. This will let us know how many copies you need and where to send them.  
  
Use this as the COVER PAGE for your package.
- 3) **Bring all copies to the Library for submission and pay for any additional copies to bind.**

### SENIOR THESIS FINAL SUBMISSION CHECKLIST

This checklist should be used as the cover page to your final senior thesis package submitted to the Library. Please confirm that you are meeting all requirements for submitting your senior thesis to Eckerd College and sign and date this cover sheet prior to submission.

Complete *Senior Thesis Guidelines* can be found at <https://www.eckerd.edu/library/services/theses/>

For questions about the thesis submission process, please contact Christine Tappe in the Library Director's Office (727-864-8336, [tappecm@eckerd.edu](mailto:tappecm@eckerd.edu)).

FINAL THESIS PACKAGE - DUE May 1 to the Library and includes the following:	
<p><b>1) THESIS COPIES RECEIVED</b> You are responsible for printing all the necessary copies of your thesis for binding and verifying that all copies and pages are complete and free of error.</p> <p>_____ TOTAL COPIES RECEIVED ( _____ cotton paper/ _____ regular paper)</p>	
<p><b>2) ADDITIONAL BINDING FEES PAID</b> Have you paid the binding fees for any additional copies of your thesis (\$20 each) and obtained a receipt from the Copy Center/Mail Services to include with your final submission to the Library? Please attach your receipt from the Copy Center/Mail Services.</p> <p>Amount paid = _____ no. additional copies X \$20 = _____ Total Binding Fees Paid</p>	
<p><b>3) FORWARDING ADDRESSES FOR ADDITIONAL THESIS COPIES</b> If you have requested additional copies of your thesis, please provide a forwarding address that we can use to send your final bound thesis. Additional addresses for bound copies on the back of this page.</p> <p>Forwarding Address: _____ _____ _____</p> <p><input type="checkbox"/> Two (2) copies to be sent to faculty and NAS Collegium (check if applicable)</p>	
<p><b>4) VERIFY FINAL THESIS PACKAGE COMPLETE</b> Each copy of your thesis should include the following:</p> <ul style="list-style-type: none"> <li>- Title page</li> <li>- Signed and scanned Committee Report</li> <li>- Completed, finalized thesis document, including appendices (including IRB approval, if applicable), bibliography, etc., as indicated in the <a href="#">Senior Thesis Guidelines</a></li> </ul> <p>Please review every copy of your thesis for any formatting or printing errors. The Library is not responsible for any errors that may result from printing as only you can verify the quality of your thesis.</p>	
<p><b>5) SUBMISSION OF ELECTRONIC THESIS PACKAGE TO LIBRARY -- May 1st</b> Submit your <a href="#">electronic</a> thesis package to the Library at the following site: <a href="http://bit.ly/thesisSubmission">http://bit.ly/thesisSubmission</a></p>	

**Student:** By signing this form, I verify that I have completed the aforementioned items and am ready to submit my final thesis for binding and publication.

# FINAL SUBMISSION

## Part 2 – Electronic Thesis

### Online Thesis Submission

- All files uploaded must be in **PDF format**.
- Please make your filenames consistent with the following convention:  
*LastnameFirstname\_year\_TitleofThesis.pdf*
- Include **3-4 keywords** to describe the main focus of your thesis work
- Include the names of relevant collaborators as well as your thesis advisor

**Online Thesis Submission Form at**  
<http://bit.ly/thesisSubmission>

**ONLINE THESIS SUBMISSION FORM**

# SUBMISSION

## Copyright and Your Thesis

*Students and their research partners (if applicable) **shall retain the copyright of their original thesis**. Researchers are asked to respect copyright policy for any copyrighted excerpts, charts, tables, or images used within their thesis.*

### What does this mean?

- All charts, tables, and images that are not your own should meet fair use requirements or have permissions from original authors. Media designated as public domain or Creative Commons are also acceptable.
- Always cite any resources that are not your own
- You are the copyright holder > you get to decide how your thesis can be shared

# SUBMISSION

## Sharing Options for your Thesis

Once your bound thesis is received, the Library will:

- Add your thesis to our online catalog and file it in our print thesis collection
- Process your electronic file for accessibility and archiving

**You decide how we share your thesis** when you upload your digital file.

	<b>Option 1 Open Access</b>	<b>Option 2 Campus Only</b>	<b>Option 3 Archive Only</b>
Listed in Library catalog	✓	✓	✓
Available in Print	✓	✓	✓
Archived online	✓	✓	✓
Digital version visible to anyone at Eckerd*	✓	✓	
Digital version visible to anyone online*	✓		

\* In EC Scholar repository

# Share or not?

## Reasons to share

- Provide Open Access to your research
- Showcase research done at Eckerd
- Link to it on your resume or e-portfolio

**Not sure?**

**Check with your committee!**

## Reasons NOT to share

- Non-disclosure agreements
- It describes a tool that your team invented and would like to patent one day
- It has politically or legally sensitive information
- You have already published in a scholarly journal and signed an author agreement that prevents you from sharing it for a certain time period



# Things to check with your Thesis Advisor

## **Section headings**

Any additional headings needed? How to structure your Table of Contents?

## **Relevant style guide (CSE, APA, etc.)**

Are you using the right style for your discipline?

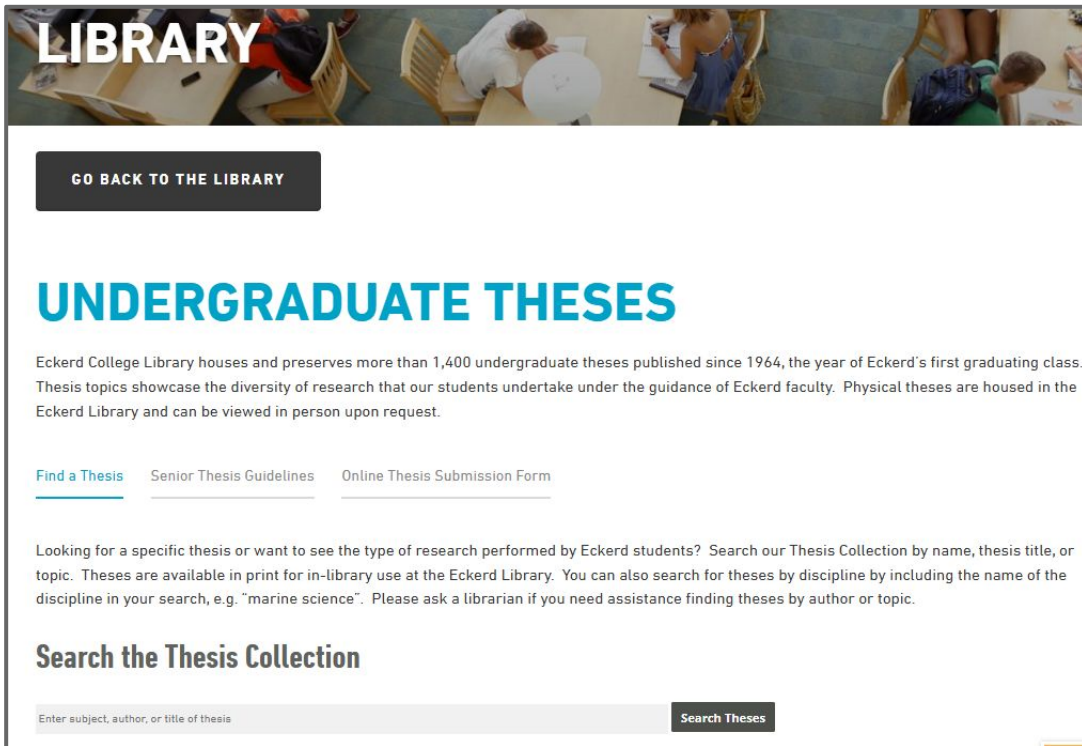
## **Topic-related questions**

## **Copyright preferences/concerns**

[Thesis Website](https://www.eckerd.edu/library/theses/): <https://www.eckerd.edu/library/theses/>

Library > Student & Faculty Works > Undergraduate Thesis Submissions

- Search for existing theses
- Senior Thesis Guidelines
  - Committee Report templates
  - Pre-submission and Final Checklists
- Online Thesis Submission



**LIBRARY**

[GO BACK TO THE LIBRARY](#)

## UNDERGRADUATE THESES

Eckerd College Library houses and preserves more than 1,400 undergraduate theses published since 1964, the year of Eckerd's first graduating class. Thesis topics showcase the diversity of research that our students undertake under the guidance of Eckerd faculty. Physical theses are housed in the Eckerd Library and can be viewed in person upon request.

[Find a Thesis](#)   [Senior Thesis Guidelines](#)   [Online Thesis Submission Form](#)

Looking for a specific thesis or want to see the type of research performed by Eckerd students? Search our Thesis Collection by name, thesis title, or topic. These are available in print for in-library use at the Eckerd Library. You can also search for theses by discipline by including the name of the discipline in your search, e.g. "marine science". Please ask a librarian if you need assistance finding theses by author or topic.

### Search the Thesis Collection

Enter subject, author, or title of thesis  [Search Theses](#)

# LIBRARY HELP

## Sample Thesis

### Thesis page at the library

- **Search** the Thesis Collection
- Available at **Circulation Desk**
- **Open Access** versions available at <https://ecscholar.eckerd.edu>

This screenshot shows the 'Search the Thesis Collection' page. At the top, there are three navigation links: 'Find a Thesis' (underlined), 'Senior Thesis Guidelines', and 'Online Thesis Submission Form'. Below these is a paragraph of text: 'Looking for a specific thesis or want to see the type of research performed by Eckerd students? Search our Thesis Collection by name, thesis title, or topic. These are available in print for in-library use at the Eckerd Library. You can also search for theses by discipline by including the name of the discipline in your search, e.g. "marine science". Please ask a librarian if you need assistance finding theses by author or topic.' Below the text is the heading 'Search the Thesis Collection' and a search input field with the placeholder text 'Enter subject, author, or title of thesis' and a 'Search Theses' button.

This screenshot shows the top of the Eckerd College EC Scholar website. The header includes the Eckerd College logo (on Florida's Gulf Coast), a search icon, and navigation links for 'EC Scholar', 'About', 'Academic Areas & Disciplines', 'Faculty Profiles', and 'Library Home'. Below the header is a search bar with the placeholder text 'Search the repository', a dropdown menu for 'Outputs' with 'Dissertations & Theses' selected, and a search icon. At the bottom of the page, there is a large teal banner with the text 'What is EC Scholar?'.

# LIBRARY HELP

## Citation Support

Remember our resources!

[Citation Guides](#)



# You Submitted Your Thesis... Now What?

## The Binding and Mailing Process

- Timeframe - Expect an email around September
  - Theses can be at the bindery for a month or more.
- Common Problems
  - Contact emails: Please provide an email that you will be checking consistently.
  - Damaged in the mail
  - Incorrect version or quantity sent from the bindery

# Top 3 things to do

1. Add **May 9th deadline** to your calendar
2. Review thesis instructions and forms on Library website
3. Ask questions at [thesis@eckerd.edu](mailto:thesis@eckerd.edu)

Thank you and

