Protocol for Graduate Culminating Scholarship Submissions to the Viterbo Research Collection

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Table of Contents

DEPOSIT POLICIES

The masters and doctoral work of culminating graduate scholarship are important projects that represents the student and Viterbo University. 50% of approved and defended projects must be deposited in the Viterbo Research Collection at the Todd Wehr Memorial Library prior to or shortly after graduation.

Deposit criteria for Viterbo students:
Authors must be a Viterbo University graduate student with the ability to assign rights to their work (i.e. content is not owned by another individual). Work must be officially accepted by the school or program prior to deposit and must be able to stand alone as a work or collection.

Repository policies:

- The library copy of the work will be the object of record for the institution.
- As a repository, the library will maintain deposited files as long as possible. However, migration to preserve file functionality is not guaranteed. Bibliographic information will be maintained indefinitely.

- Copyright Policy:
  - Authors retain copyright to their work, but grant some non-exclusive rights to Viterbo University. Non-exclusive rights are not limited or restricted to one party. Granting non-exclusive rights to Viterbo University still enables authors to grant, assign, or retain rights.

  - Copyright owners (authors) will grant non-exclusive rights to Viterbo University to copy, display, perform, and distribute their submitted work within copyright law or any applicable license agreement as part of a Viterbo University repository communication, interlibrary loan, or distribution/display effort. Copyright owners will also grant Viterbo University the non-exclusive right to migrate their work to various formats as needed in perpetuity for preservation and usability.

  - Depositors will confirm their understanding of and agree to copyright and repository policies when deposits are made.

- If any component of the deposited work underwent IRB review, copies of the IRB Assurance form(s) must be included with the work. Please see the style guide for placement information.
- Library staff will not review deposits for content or typographic errors.

For general inquiries contact Jason Skoog, Archivist and Systems Librarian, by phone at 608-796-3262, or by email at jaskoog@viterbo.edu

DEPOSIT STYLE AND FORMATTING GUIDE

Formats

- <u>Print</u>: Word is preferred (We convert this to an archival version of PDF) If the file is not a word document, sending a PDF is acceptable.
- <u>Audio</u>: WAV or MP3
- <u>Video</u>: MPEG
- <u>Images</u>: TIFF is preferred, but JPG is acceptable.

Formatting

Format of the work should follow degree program guidelines for culminating graduate scholarship. All program or departmental style guide recommendations should be followed, including page numbers, section headings, citations, and references.

Dating the project

Degrees are conferred twice during the calendar year for most programs (December and May). Some Masters of Education degrees are conferred in July. The title page of a work accepted at any time during the academic year must be dated the following December, May, or July depending on graduation date. For example, a work accepted in October 2012 would be dated December 2012.

Pages

<u>Cover/Signature page</u>: A single page that must include:

- The submission title
- "A [project] Presented to the Faculty of the School of [school]
- Viterbo University
- Name and credentials of advisor (signature optional)
- Name and credentials of program director (signature optional)
- Name of Vice President of Academic Affairs or Assistant Vice President of Academic Affairs (signature optional)
- "In Partial Fulfillment of the Requirements for the Degree [degree name] By [Student name]"
- The month and year the degree will be conferred (not the month in which the work is submitted)

If the department chooses to include signatures, they should be in black or blue ink. The library can help candidates incorporate the signature page into the final project document. If the program is unable to acquire signatures, the archives will still

accept and publish the paper. A template page is included at the end of this document.

Copyright page: A single page with just the copyright and rights statement located at the bottom center of the page. Use the following format:

Abstract: Submit a 1-2 paragraph abstract to be published with the work. The abstract should concisely present an overview, discuss the materials and procedure or methods used, and state the results or conclusions. Mathematical formulas, diagrams, and other illustrative materials should be avoided.

IRB Assurances: If the culminating scholarship was subject to IRB review, a copy of the IRB Assurances form must be included after references and, if applicable, appendices.

Sample Approval (Signature) Page Template

[TITLE - ALL CAPS AND

DOUBLE SPACED]

A Research Project
Presented to the
Faculty of the [School Name]
Viterbo University

_____

[Name, Credentials]
Advisor

_____

[Name, Credentials]
Program Director

_____

[Name, Credentials of Dean of respective school
(director if Education)]
Dean, School of

In Partial Fulfillment of the
Requirements for the Degree

[Degree Name]

by

[Author Name]

[Anticipated Graduation Month, Year]