

Theses and Dissertation Deposits, Required Fields

Title

Description:

The title of the work, as it appears on the work's title page or equivalent.

Notes:

Mandatory, Repeatable

Author (Last name, First name)

Description:

The name of the creator of the work's content. If there are multiple authors for the work, enter each author in a separate (repeatable) line. Author names should be entered with the creator's last name listed before their first. The first character of each name should be capitalized. The last and first name of each author should be separated by a comma, and followed by a single space.

Notes:

Mandatory, Repeatable

Date

Description:

The date that appears on the title page or equivalent of the work.

Notes:

Mandatory

Abstract

Description:

An account of the content of the work. The full-text of the abstract should be included. Prior to inputting the work's abstract, all special formatting should be removed.

Notes:

Mandatory

Keywords (one per line)

Description:

The topic(s) of the content of the thesis or dissertation. All keywords and subjects listed on the title page of the work should be included. Each keyword, term, or phrase should be entered as a separate line. All entries should be entered without special characters or capitalizations, unless it is a proper noun.

Notes:

Mandatory, Repeatable

Advisor, committee member, chair, co-chair, or referee

Description:

The name of the advisor(s), committee member(s), etc. associated with the formal approval of the thesis or dissertation. Names should be entered with the individual's last name listed before their first. The first character of each name should be capitalized. The last and first name of each individual should be separated by a comma, and followed by a single space. If multiple names are entered, each name should be entered on separate lines.

Notes:

Mandatory, Repeatable

Publisher

Description:

The name of the institution making the work available, and is most responsible for making digitizing and archiving the work. For example, Saint Martin's University will be the entry for all theses and dissertations deposited in the Saint Martin's University Theses and Dissertations Collection.

Notes:

Mandatory

Electronic Thesis or Dissertation

Description:

The type of work being deposited. Entries will either be inputted as "Electronic Thesis" or "Electronic Dissertation" (without quotation marks).

Notes:

Mandatory

Name of degree

Description:

The name or type of degree that the work is directly associated with, often as a conditional requirement (example: Master of Education).

Approved field entries:

MS in Computer Science
Master of Engineering Management
MS in Civil Engineering
MS in Environmental Engineering
MS in Mechanical Engineering
MED Administration
PhD Leadership Studies

Notes:

Mandatory

Format

Description:

The digital manifestation or format of the submitted work. If multiple format types are submitted, each format type should be entered on a separate line. Default field value is, PDF.

Notes:

Mandatory, Repeatable

Language

Description:

The language of the primary intellectual content of the work. The language field entry should be inputted in line with ISO 639-2. Default field value is, eng. For more information, and a detailed list of ISO 639-2 codes, visit https://www.loc.gov/standards/iso639-2/php/code_list.php

Notes:

Mandatory

Access Rights (CC BY, SA, ND or NC – or a combination of CC licenses)

Description:

Information about the rights held in and over the work, describing the conditions with which the work can be used, distributed, reproduced, etc. All works submitted to the Saint Martin's University Theses and Dissertation Collection will be subject to some form of Creative Commons license.

For more information about the different types of Creative Commons Licenses visit:

<https://creativecommons.org/about/cclicenses/>

For more information about Creative Commons in general, as well as answers to some frequently asked questions visit:

<https://creativecommons.org/faq/>

Notes:

Mandatory