

Guidelines for Submitting Undergraduate Honors/Capstone Projects, Masters Theses, and Doctoral Dissertations to Mabee Library

Mabee Library has a commitment to collecting, organizing, and preserving the intellectual output of the students and faculty of Washburn University. In Spring 2015, Mabee began to permanently archive electronic copies of undergraduate, masters and doctoral theses and dissertations in our Institutional Repository (IR). The IR serves faculty, students, staff, administration and the wider academic community by preserving and disseminating the scholarship and creative works of Washburn in a digital, open-access environment.

Traditionally, the Library required bound copies of graduate students' theses and dissertations to add to its collection. However, as of Spring 2015, it no longer accepts deposit of bound copies; instead it will only accept submission of electronic theses and dissertations (ETDs) to our Institutional Repository. Students may still use Mabee Library (at their expense) for binding any personal copies they may want.

After final approval by the student's committee, the student will submit a PDF copy of the thesis or dissertation that is unchanged in format and substance from the approved copy. The file must be submitted as an email attachment to mabee.thesis@washburn.edu and use the following format for naming the file: lastname-firstname-year.pdf (e.g., Doe-John-2015.pdf).

All ETDs will be added to the IR as open-access documents, meaning the full-text of the ETD will be freely available to any person regardless of institutional affiliation. Any questions regarding this policy should be directed to the Associate Dean of University Libraries.

The students retain the copyright to their intellectual work and grant Washburn University the nonexclusive right to publish this material, meaning that it may also be published elsewhere. **It is the student's responsibility to inform any future publishers of the document's inclusion in the Institutional Repository.**