

## Submission Agreement

Welcome to the MS in Integrative Biological Diversity Theses Submission Page

Follow the instructions below to submit your Thesis to MS in Integrative Biological Diversity Theses. Please read this entire document before proceeding. If you have any concerns not addressed on this page, see the Author FAQ page.

Note that, if you do not want your work to be made publicly available, you will be given the opportunity to place an embargo on it for a specific, limited time period. Keep in mind that there will still be a record of your submission that includes the title, author, abstract and keywords, and this information will be available to the public. If you select an embargo, the actual thesis and any associated documents you submitted will not be available to the public for the time period you stipulate.

The submission process consists of two parts: (a) completing the Submission Agreement, and (b) providing information about your work, which includes uploading your file(s). Before you begin the process, you should have the following information ready:

- 1.The Thesis title (required)
- 2.Author (required)
- 3.An abstract (up to 250 words) (required)
- 4.A list of keywords (10 maximum) (recommended)
- 5.An electronic copy (Word or RTF document, PDF, or MP4) of your work (required). If you upload a Word or RTF document it will be converted to a PDF. If you upload a MP4 file it will remain in its native format.

Title, author, abstract, and keywords are used by search engines to help others find your work. Supplemental information/files to support your work can be uploaded along with the main document.

Please be ready to submit these along with the main file, as they cannot be added at a later time. When you have all of the information and files needed, read and accept the Submission Agreement below by selecting the checkbox.

After accepting the Submission Agreement, a submission form will be presented for you to complete.

- Fill in the submission form. Required fields are in red print.
- Upload your electronic copy/file.
- Check the Additional Files box in order to upload supplemental files, if desired.
- Click the Submit button.

Note: If you checked the Additional Files box a new page will be provided, in order to upload additional/supplemental files, after you click on the Submit button.

After you submit, you will receive an email shortly confirming your submission and another when your submission is added to West Collections

**Submission Agreement for MS in Integrative Biological Diversity Thesis**

By signing below, I grant MS in Integrative Biological Diversity Theses, on behalf of Western Connecticut State University, the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the WestCollections: digitalcommons@wcsu.

I warrant as follows:

1. I hold the copyright to the document(s) I am about to submit, or I have been authorized by the copyright holder to do so, allowing me to legally upload the document(s) into WestCollections for display, distribution, and preservation by WestCollections.
2. The Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party.

Student Name (Print) \_\_\_\_\_

Title of the Thesis \_\_\_\_\_

Student Signature \_\_\_\_\_