Submission of Master's and Capstone Projects to the RIT Digital Media Library

The RIT Digital Media Library (RIT DML) contains not only documents of the Institute's history, but also scholarship created at RIT by its students, faculty and staff. The RIT DML operates on the principle of open access, allowing the public full access to the scholarly works within it.

RIT's graduate students may submit their approved Master's Projects or Capstone Projects to the RIT Digital Media Library on a voluntary basis. This step is not required by RIT, but students are encouraged to take advantage of this free service that provides world-wide access to their scholarship, and digital preservation of their work.

The following guidelines apply to all of RIT's campuses, including Rochester, Kosovo, Croatia, and Dubai.

Once the Master's/Capstone project has been approved by the advisor/department, the following requirements for submission to the RIT DML are as follows:

1. Information to be provided with the project document:
    - **Title page** with the title, author's name, type of degree, name of department and college, and date approved (month, day, year.)
    - **Signature page** signed and dated by the Department Chair and/or your Advisor. The Chair's and/or Advisor's name should also be printed out.
    - **Abstract,** summarizing the entire manuscript and its arguments for readers, approximately 300 words.

2. Convert the Master's/Capstone project document into a PDF.

3. Email the project PDF file to

    Marcia S. Trauernicht
    The Wallace Center, RIT
    marcia.trauernicht@rit.edu

4. The signatures will be removed from the PDF file, and the file will then be submitted into the RIT Digital Media Library.