Master's/Capstone Project Submission at RIT
FAQ

Commonly asked questions and their answers concerning the steps to be taken after the successful completion of your Master's /Capstone project are listed below.

Questions concerning Master's theses or dissertations are addressed in a separate document.

- What do I need to do with my Master's /Capstone project, once it has been approved by my advisor and committee, in order to fulfill the requirements for my Master's degree?
- Why do I need to provide an abstract of my work?
- Are there any formatting requirements for my Master's /Capstone project?

Print Copies and Binding

- Do I need to submit a copy of my Master's /Capstone project to the RIT Archive?
- Is it possible for me to have personal copies of my Master's /Capstone project bound?
- Who do I contact if I have questions about having my Master's /Capstone project bound?
- When and where do I drop off and pick up copies for binding of my Master's /Capstone project?
- Can the Wallace Center make copies of my Master's /Capstone project for me?
- Does it cost anything to bind my Master's /Capstone project?
- What does the bound copy of my Master's /Capstone project look like?
- How long does it take for my Master's /Capstone project to be bound?
- Can I designate someone to drop-off copies for me?
- Can my bound personal copies be mailed to me?

Submission to ProQuest/UMI

- Do I need to submit my Master's /Capstone project to ProQuest/UMI?

Submission to the RIT Digital Media Library

- May I submit my Master's /Capstone project to the RIT Digital Media Library?
- How do I submit my Master's /Capstone project to the RIT Digital Media Library?

Copyright

- Do I need to copyright my Master's /Capstone project?
- How much does it cost to copyright my Master's /Capstone project?

- **My address has changed since I had the copyright of my Master's /Capstone project registered with the U.S. Copyright Office. What do I need to do to have my information updated with that agency?**

What do I need to do with my Master's /Capstone project, once it has been approved by my advisor and committee, in order to fulfill the requirements for my Master's degree?
Approval by your advisor/committee is the final step for fulfilling your degree requirements.

You are encouraged to provide an electronic copy of your work to the RIT Digital Media Library—this is optional.

You are required to provide the following for your Master's /Capstone project:

- **Title page** with the title, author's name, type of degree, name of department and college, and date approved (month, day, year.)
- **Committee signature page** signed and dated by the Department Chair and/or your Graduate Advisor and the printed names and signatures of your committee members. **Please note that a project without signatures will not be accepted.**
- **Abstract,** summarizing the entire manuscript and its arguments for readers, approximately 300 words. **Please note that a project without an abstract will not be accepted.**

Why do I need to provide an abstract of my work?
An abstract provides those reading your work with a brief overview of your research topic, findings and conclusions. This is a standard practice in academia, and mandated for publishing in scholarly journals and conference proceedings. RIT requires that you follow this practice.

Are there any formatting requirements for my Master's /Capstone project?
If your advisor or department does not specify a style format, use the *Chicago Manual of Style*.

Do I need to submit a copy of my Master's /Capstone project to the RIT Archive?
No, this is not required for a Master's/Capstone project. The RIT Archive receives only theses and dissertations.

Is it possible for me to have personal copies of my Master's /Capstone project bound?
Yes. You can have personal copies of your project bound through The Wallace Center for a small fee per copy.

Who do I contact if I have questions about having my Master's /Capstone project bound?
For questions about the binding of the print copy, please contact:

Diane Grabowski
A500 The Wallace Center
(585) 475-2554
diane.grabowski@rit.edu

Tracey Melville
A500 The Wallace Center
(585) 475-6013
tracey.melville@rit.edu

When and where do I drop off and pick up copies of my Master's /Capstone project?
The drop off and pick up location is Room A500 of The Wallace Center, located on the lowest level of that building, just inside its east entrance.

Office Hours:

Monday	2:00 p.m. – 4:00 p.m. (*or by appointment*)
Tuesday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. (*or by appointment*)
Wednesday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. (*or by appointment*)
Thursday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. (*or by appointment*)
Friday	*by appointment only*

Can the Wallace Center make copies of my Master's /Capstone project for me?
No, the Wallace Center does not provide this service. You are responsible for making all copies of your Master's /Capstone project that will be sent to the bindery.

Does it cost anything to bind my Master's /Capstone project?
Yes. The cost for binding personal copies is $14.00 per copy. Make your payment at the Student Financial Services, located on the first floor of the University Services Center. Bring the pink and white receipts, with your copies to be bound, to The Wallace Center.

What will the bound copy of my Master's /Capstone project look like?
All RIT Master's /Capstone projects are bound in black buckram cloth, with gold lettering on the spine.

How long does it take for my Master's /Capstone project to be bound?
The normal bindery cycle is two weeks, with pick-up and drop-off during the middle and end of each month. The time needed to bind your copies depends on the time of their receipt at the Wallace Center. If your Master's /Capstone project copies are dropped off a few days prior to pick-up, your copies will be in process for a little over two weeks. If you drop them off just after a pickup, they will be in process nearly four weeks. For your convenience, a schedule has been posted on the Thesis & Dissertation Services webpage.

Can I designate someone to drop-off copies for me?
Yes. Although the Wallace Center Thesis Binding Staff prefers that you drop-off your own copies, we understand that there are circumstances where that becomes impossible. You may certainly designate a friend, family member, faculty advisor, staff assistant, etc. to come to the Thesis Binding Office on your behalf. Please make sure that your designee has all the appropriate information needed for proper binding of your copies, as well as current contact information for you in case there are further questions. You may also mail copies to the Wallace Center. Please contact Diane Grabowski or Tracey Melville for assistance if you wish to choose this option.

Can my bound personal copies be mailed to me?
No, the Wallace Center is unable to provide this service. If you are unable to pick up your personal copies yourself, please arrange for another person to pick them up and deliver them to you, or make arrangements with your department to do so.

Do I need to submit my Master's /Capstone project to ProQuest/UMI?
No. Only Master's theses and doctoral dissertations are accepted by ProQuest/UMI.

May I submit an electronic copy of my Master's /Capstone project to the RIT Digital Media Library?
Yes. RIT supports open access to all RIT scholarship, including graduate Master's /Capstone projects**,** Master's theses and dissertations. Your work will be preserved permanently in digital form. Each thesis/dissertation is assigned a persistent URL for consistent citation purposes, and is searchable via the Web, making it easily accessible to other scholars, students and future employers.

How do I submit my Master's /Capstone project to the RIT Digital Media Library?
Email your project in PDF format (if possible) to

Marcia S. Trauernicht
The Wallace Center
(585) 475-7292
marcia.trauernicht@rit.edu

Do I need to copyright my Master's /Capstone project?
Once written, your Master's /Capstone project is copyrighted automatically. However, if you wish to add another layer of protection, you can register your work through the U.S. Copyright Office (directly at http://www.copyright.gov/ .

How much does it cost to copyright my Master's /Capstone project?
There is no cost for the automatic copyright that occurs when your Master's /Capstone project is completed. If you wish to add another layer of protection by registering your work with the U.S. Copyright Office, the cost at this time is $35 for electronic submission or $55 for mailing in a print copy (http://www.copyright.gov/docs/fees.html). Please check the information at this website to verify the actual costs of these services in case they change before this document can be updated.

My address has changed since I had the copyright of my Master's /Capstone project registered with the U.S. Copyright Office. What do I need to do to have my information updated with the U.S. Copyright Office?
Contact the U.S. Copyright Office directly by phone 202-707-6787, fax: (202) 252-3519 or email copycerts@loc.gov .

Updated February 2013