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Publication .....  
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Completion of Culminating Experience and  
Graduation .....

The SJSU Master's Thesis and Doctoral Dissertation Guidelines (hereafter "Guidelines") provide general guidance for authors of master's theses, doctoral dissertations, and creative project reports prepared under the Plan A or Plan C culminating experience requirement at San José State University (SJSU). The Guidelines were developed for use for graduate students and their advisors to ensure that their thesis/dissertation meets 1) SJSU requirements, 2) Montezuma Publishing (hereafter "Publisher") formatting requirements (as established by SJSU), and 3) SJSU library requirements. Note that when the Guidelines refer to "thesis," they also pertain to creative project reports completed under Plan C.

1. You must be aware of the submission and publication deadlines. Deadlines change each Fall, Spring, and Summer semester.

2. Submission must be in the semester in which the student plans to graduate (and has filed the appropriate graduation form with GAPE). Extensions will not be granted. In order to meet deadlines, you must allow enough time to

- prepare your draft, using the appropriate style and format;
- meet deadlines imposed by your thesis or dissertation committee members;
- defend your thesis or dissertation;
- have all committee member revisions completed in time to meet the posted deadline for submission to the College of Graduate Studies. You may not submit to the College of Graduate Studies until all of your committee members sign the Committee Approval Form, and the thesis or dissertation is in final form, and
- make all format edits by the timeline set by Publisher. This will enable your work to be published by the publication deadline for your semester graduation.

[University policy S14-10](#) sets the requirements for a thesis or dissertation committee composition. S14-10 also specifies the rights of students and faculty with respect to service requirements of committee members, removal of committee members, and ownership of the research program. Dismissal of a committee chair supervising the thesis or dissertation research might lead to a prohibition of the student from continuing to report on that research.

A master's thesis committee will be composed of between three and five members. Exceptions can be made only with the approval of the College of Graduate Studies.

The chairperson of the thesis committee must hold a permanent (tenured or tenure track) San José State University faculty appointment. Emeritus and FERPing (those in the Faculty Early Retirement Program) San José State University faculty may serve as chairs with the consent of their department chairs or school directors.

Qualified individuals, including part-time temporary faculty and non-faculty with expertise related to the thesis topic, may serve as thesis committee members.

At least half of the thesis committee must hold a San José State University faculty appointment.

All theses and dissertations must be single authored. The writing must be entirely by that author. Group projects are not allowed. If the project reported on was part of a multi-project research activity, the work performed by the individual author must be extracted as the thesis or dissertation report.

A published report of the work can be used for the thesis or dissertation in part or whole. The student must be the first (lead) author of that publication. A supervising professor or other university-sanctioned authority (e.g., the head of an off-campus laboratory in which the student has conducted his or her research) can be included in the author list of the publication, although not in the thesis or dissertation. It can be or





Publisher provides editing services and formatting services for those students who wish to utilize them. Explanations, Publisher's requirements, and costs for these services are available [here](#).

A list of common writing errors in Master's theses and dissertations can be found under Resources within this Google site.

The following documents must be submitted to the College of Graduate Studies by the posted deadline for the semester in which you are graduating. Each document must be provided in one email to [thesis@sjsu.edu](mailto:thesis@sjsu.edu) and be labeled in the conventions outlined below

. You may submit your thesis as either a PDF or Word document and must be labeled "last name\_first name\_thesis (or dissertation). Google Docs are not allowed.

. Complete all of the fields of information. Correctly state the name of your program. Select your format guide or provide departmental guidelines (must provide style for headings, citations, and references). If using a journal article as a format guideline, submit links to Author guidelines and a sample article. Indicate if you are required to submit copyright permissions or protocol approvals. This form is a guiding document provided to Publisher. Missing or incorrect information on this form will result in a delay in your document review. This document must be labeled "last name\_first name\_Information."

You must defend your thesis or dissertation and make  
sal Form.ame\_fi

used by Publisher to set publishing guidelines in ProQuest. The document must be labeled "last name\_first name\_License."

, if required. These include your IRB, IACUC, or Biological Use Information forms. The documents must be labeled "last name\_first name\_Research."

if required. Read our [policies](#) regarding copyrighted materials. A single pdf document, with all permissions must be labeled "last name\_first name\_Permissions."

After submission to the College of Graduate Studies, your thesis or dissertation will undergo a format review by Publisher. Publisher does not review content. Publisher will contact you directly with required edits before publication. You will have two weeks to complete those edits and return your thesis or dissertation to Publisher for a second review before the publication deadline. Publisher will review your thesis or dissertation until such time as they reach 20 formatting errors. At that time, Publisher will return the document to you for correction.

The first two reviews by Publisher are at no charge to you. If Publisher requires additional rounds of formatting edits, for each submission thereafter, you will be charged an additional fee.

See Format [Review and Publication Process and Fees](#) in the Thesis and Dissertation Guide Google site.

Once your thesis or dissertation has passed Publisher's format review, Publisher will submit your document to ProQuest on your behalf. The \$45.00 fee required by ProQuest must be paid to Publisher by \_\_\_\_\_ on or before the publication date for graduation in your chosen semester. Thereafter, the College of Graduate Studies will publish your thesis or dissertation.

Your thesis or dissertation chair and Program Coordinator may enter your grade and complete a culminating experience memo for submission t



Your degree will be not be awarded until your thesis or dissertation has been accepted for publication. If you are unable to complete the publisher's required corrections before the publication deadline for the current semester, your degree will issue in the next cycle after the thesis/dissertation is accepted for publication. In this situation you will not be required to remain continuously enrolled via 1290R for subsequent semesters as long as your thesis or dissertation, including full approval from your committee of both the thesis/dissert

