

Pacific University College of Optometry

Master of Science in Vision Science: Thesis Submission Guidelines

Last update: November 19, 2012

All students in the Master of Science in Vision Science (MSVS) program are expected to submit a digital copy of their completed thesis to the Pacific University Library. MSVS theses are made accessible through the University's institutional repository, CommonKnowledge.

Theses must be submitted to the Library no later than one (1) week following final approval by the thesis committee and thesis advisor. The paper (and any associated materials) submitted to the Library by the student must be the same version as that approved by the committee. The Library will confirm approval of the thesis with the College of Optometry after receipt of the thesis submission.

Submission Procedure

1. Prepare your document according to the specifications below ("*Digital Document Guidelines*"). Please note that your thesis should be in Microsoft Word format, while a signed copy of your signature page should be provided separately as PDF document. If you have questions, please contact your faculty advisor or the Library (503-352-7209).
2. Access the Optometry thesis collection in CommonKnowledge:
<http://commons.pacificu.edu/opt>
3. Follow the instructions below ("*CommonKnowledge Submission Instructions*") to create an account and submit your thesis. Please pay special attention to the following when submitting your thesis:
 - Papers submitted to CommonKnowledge are, by default, made openly accessible online.
 - **If your thesis contains research that is intended to be submitted in support of a patent application**, you should select one of the *embargo* options, which will remove all full-text access to your paper. An embargo may be renewed at your request; otherwise it will expire after the selected timeframe.
 - **If your thesis contains research in which a sponsor owns intellectual property or other proprietary rights**, you must have obtained the sponsor's permission prior to submitting the work to CommonKnowledge. A sponsor who does not wish to have a thesis publicly available for download may choose one of these options:
 - *On-Campus Access Only*: The full-text of your thesis may be downloaded on any Pacific University campus, and a digital copy may be sent to fill interlibrary loan requests for your paper.

- *Embargo*: As noted above, an embargo restricts all full-text access to your paper. No one may download it, and no interlibrary loan requests will be filled. Embargos are available for 6 months, 12 months, or 24 months, and may be renewed. If they are not renewed, however, they automatically expire and the paper will be publicly available.
- For all submissions that indicate an embargo or on-campus access only, the Library will verify the appropriateness of this request with the College of Optometry. Restricted access is only available for papers with patent or sponsor issues.
- As part of the submission process, you will have the opportunity to indicate whether you would like to apply a Creative Commons license to your work. If you do not wish to apply a Creative Commons License, select “Default Rights Statement”.

CommonKnowledge Submission Instructions

1. Access the [Optometry thesis page](#) in CommonKnowledge.
2. Click on "Submit to CommonKnowledge" in the left menu bar.
3. Create a new account in CommonKnowledge (this is different from your Pacific University ID and log-in).
4. After your account is created, go back to the [Optometry thesis page](#) and click on "Submit to CommonKnowledge" again.
5. Read and accept the submission agreement. If you are unable to accept the terms of the agreement, or would like explanation of the terms, contact your faculty advisor or the Library (503-352-7209).
6. Fill out the information about your project and upload your thesis and signature page.
7. If you have any problems/questions with this process, please email Isaac Gilman at gilmani@pacificu.edu.

Digital Document Guidelines

Document Formatting

All documents submitted should adhere to the following specifications. If you are unsure if your document meets these guidelines, please contact the Library or your faculty advisor.

File Format	Thesis: Microsoft Word Signed signature page: Adobe PDF
Thesis File name	lastnamefirstinitial_degree_school_year.docx <i>e.g.</i> smithj_msvs_opt_2013.docx
Fonts	Embedded fonts are required. (See below). Recommended fonts include: Arial (10 pt), Georgia (11 pt), Time New Roman (12 pt), Trebuchet MS (10 pt), Verdana (10 pt)
Signature page	The complete thesis document should include an <i>unsigned</i> signature page. The <i>signed</i> signature page, however, must be scanned and uploaded as a supplemental file at the time of thesis submission.

Embedding fonts

Using embedded fonts will ensure that your document will print properly. For recommended font families/sizes, please see the *Digital Document Guidelines* above. To embed fonts in your Word document:

<u>Word 2003 and earlier</u> <ol style="list-style-type: none">1. Open the <i>Tools</i> menu.2. Under <i>Options</i>, select the <i>Save</i> tab.3. Select “Embed TrueType fonts”.4. Save document.	<u>Word 2007</u> <ol style="list-style-type: none">1. Select <i>Save As</i>.2. Click <i>Tools</i> in the lower left corner of the dialog box.3. Select <i>Save Options</i>.4. Select “Embed fonts in the file”.5. Save document.
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