



## Publishing Master's Projects at CSULB

Select Master's Programs at CSULB provide students with the option of completing a Project as their culminating activity. [Per California Code of Regulations Title 5](#), the master's degree project is defined as a "significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objective, methodology, and a conclusion or recommendation." Thus, the work completed in a Project provides creative and innovative productions, adds to the literature, and/or informs policy and practice.

To showcase Master's Projects and increase their visibility and accessibility, Projects may be published in CSULB's [ScholarWorks](#) repository, where they will be publicly available to readers online. "ScholarWorks is a shared institutional repository that collects, preserves, and provides access to scholarship by research communities at The California State University. Collections include CSU faculty publications, student dissertations and theses, datasets, and teaching materials." Some Master's programs may require students to publish their Projects in ScholarWorks.

To publish in ScholarWorks, students must:

1. Inform their project director and graduate advisor of their intent to submit;
2. Receive final approval for their project;
3. Complete the Master's Project Report Submission Form;
4. Sign the Master's Project Agreement Form for ScholarWorks\*; and
5. Submit a digital copy of the approved project to the graduate advisor or other individual who the program designated to upload the project to ScholarWorks.

The academic unit must maintain the signed Master's Project Agreement Form for ScholarWorks for each author.

**Please note:** Submitting the project to ScholarWorks for publication does not qualify as clearance to award the degree. For CSULB to award the degree for a particular semester, the program/graduate advisor must notify Enrollment Services that the project was successfully completed prior to the end of that semester. Students shall check the requirements and internal deadlines\*\* set in their program and follow all the appropriate guidelines therein to ensure conditions for the degree are met.

*\*Each creator/author must complete and sign a separate Master's Project Agreement Form for ScholarWorks for the work to be published. The academic unit must maintain the signed Master's Project Agreement Form for ScholarWorks for each author.*

*\*\*The Office of Graduate Studies, the Thesis & Dissertation Office, and the University Library do not have designated deadlines for publishing projects in ScholarWorks.*

## Master's Project Report Submission Form

Creator(s)\* (List name of first student author[s]): \_\_\_\_\_

Email of first author: \_\_\_\_\_

ORCID of first author (if applicable): \_\_\_\_\_

Creator(s)\* (List name of second student author[s]): \_\_\_\_\_

Email of second author: \_\_\_\_\_

ORCID of second author (if applicable): \_\_\_\_\_

Creator(s)\* (List name of third student author[s]): \_\_\_\_\_

Email of third author: \_\_\_\_\_

ORCID of third author (if applicable): \_\_\_\_\_

Title: \_\_\_\_\_

Abstract or Summary:

Project Advisor/ Chair: \_\_\_\_\_

Project Advisor/ Chair Email: \_\_\_\_\_

Project Advisor/Chair ORCID (if applicable): \_\_\_\_\_

Committee Member #1: \_\_\_\_\_

Committee Member #1 Email: \_\_\_\_\_

Committee Member #1 ORCID (if applicable): \_\_\_\_\_

Committee Member #2: \_\_\_\_\_

Committee Member #2 Email: \_\_\_\_\_

Committee Member #2 ORCID (if applicable): \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Date Issued (XX/XX/XX) [Date of Project Publication]: \_\_\_\_\_

Subjects (search terms and keywords):

\_\_\_\_\_

Language(s): \_\_\_\_\_

**Rights Holder**, Did the student[s] obtain permission from a publisher or other creator to use work(s) in this project?

If no, write N/A. If yes, enter name of the entity from which permission was obtained here:

\_\_\_\_\_

**Time Period**, Does the project cover a particular time period that is relevant for the categorization of the project? If

no, write N/A. If yes, enter the time period here: \_\_\_\_\_

**Geographical Area**, Does the project cover a particular geographical area that is relevant for the categorization of the project? If no, write N/A. If yes, enter the geographical area here: \_\_\_\_\_

**Bibliographic Citation**, How should those who use this work cite it in their reference list? Present format here:

## Master's Project Agreement Form for ScholarWorks\*

By submitting the above project report, I, \_\_\_\_\_, give permission to \_\_\_\_\_ (Department Representative) to submit a pdf file version and associated metadata to ScholarWorks@theBeach, the CSULB institutional repository, on my behalf. By accepting this license, I do not give up the copyright to my work. I do not give up the right to submit the work to publishers or other repositories. I grant to the CSU the non-exclusive right to store my work (including the metadata and supporting documentation). I agree that the CSU may translate the submission to any medium or format and keep more than one copy for the purposes of security, back up, and long-term preservation of the scholarly record. The CSU will not make any alteration, other than as allowed by this license, to my submission. If I am a student, I further agree to waive my privacy rights granted by FERPA or any other law, policy, or regulation, for the purpose of making this work available on the CSU institutional repository.

I agree that the CSU bears no responsibility for the contents of my submission. Neither does the Department Representative. I represent that the submission is my original work, and/or that I have the right to grant the rights contained in this license. I also represent that my submission does not, to the best of my knowledge, infringe upon anyone's copyright. I also represent and warrant that the submission contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person. I further represent and warrant that my files contain no software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.

If the submission contains material for which I do not hold copyright and that exceeds fair use, I represent that I have obtained the unrestricted permission of the copyright holder to grant the CSU the rights required by this license and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

If others have rights to manage the release of data in this submission, for example others involved with the grant, or research activity, whether at the CSU or at another institution, I represent and warrant that their unrestricted permission has been obtained to deposit this data.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN THE CSU SUCH AS, BUT NOT LIMITED TO, THE NATIONAL INSTITUTES OF HEALTH, THE NATIONAL SCIENCE FOUNDATION, OR A PRIVATE FUNDER, I REPRESENT THAT I HAVE FULFILLED ANY RIGHT OF REVIEW, CONFIDENTIALITY, OR OTHER OBLIGATIONS REQUIRED BY THAT CONTRACT OR AGREEMENT.

\_\_\_\_\_  
Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Unit representative

\_\_\_\_\_  
Date

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