



Boston College Libraries

January, 2008

Dear student,

We kindly request that you grant permission to include your dissertation or thesis in the Boston College Institutional Repository¹, an electronic database of items in the collections of the Boston College Libraries. Including manuscripts in this Institutional Repository (IR) will make them available to anyone with access to the World Wide Web, and will enable the Libraries to preserve your manuscript in electronic form for the future. The "Open Access" of the IR would complement the publication of your manuscript by ProQuest, but would occur on a faster timescale. Paper copies of your manuscript would still be needed for the submission process currently in use at Boston College. In addition, we would ask that you provide:

- a CD with an electronic copy of your **final** manuscript (see guidelines below)
- this form (see both front and back side) --- filled-out, signed and dated

Please submit the CD and the completed form along with the paper copies of your thesis or dissertation.

If you have any questions regarding this request, please contact Bill Donovan at the O'Neill Library by e-mail (donovawf@bc.edu) or by phone (617) 552-1370.

Guidelines for preparing electronic copy and CD²

- Ideally, the electronic copy of your manuscript should be in Microsoft Word file format. Other acceptable file formats are: RTF or PDF.
- Avoid unusual fonts. If at all possible, use Times Roman for your serif font and Arial or Helvetica for your sans serif font. Type 1 or TrueType fonts are best.
- The electronic file itself should be named in the following way:
AuthorLastName-AuthorFirstName-CopyrightYear.doc
As an example, *Smith-Jane-2008.doc*
- The CD should be of the "CD-R" write-once type, readable by a Windows XP operating system.
- When burning the CD, assign a label: *LastName-FirstName-CopyrightYear*
- Any supplementary files (e.g., audio or multimedia or maps) should be included on the same CD, but as separate files. No one file should exceed 100 MB in size.
- Wherever possible, these supplementary files should employ non-proprietary file formats, e.g., Wave file format for audio and MPEG file format for video. PDF, TIFF, and JPEG files are also acceptable.
- Supplementary files should be named as, e.g., *Smith-Jane-2008-audio.wav*

¹ Currently called "eScholarship@BC", but its name may be changed in the future.

² These guidelines, while not mandatory, will serve to avoid complications, e.g. when we convert your Word file to a PDF, and will help to ensure that the manuscript will look like the original in years to come.

Information about you and your manuscript

Name: _____ Email address: _____
 First Middle Last

Best method of being contacted in case we have questions regarding your submission:

Title of your work: _____

Three to six keywords or phrases (separated by semicolons) describing the content of your work:

Agreement with Boston College

I certify that the electronic copy that I am submitting is identical to the version approved by my dissertation/thesis committee.

I hereby allow Boston College to include and preserve my dissertation/thesis in electronic form in the Boston College Institutional Repository, which shall include the right to publicly post my dissertation/thesis on the World Wide Web. I will retain copyright ownership, but I grant to Boston College the non-exclusive right to copy, distribute, and publicly display my dissertation/thesis in any form as may be necessary or convenient in the future as file formats, storage media, and distribution mechanisms evolve.

I certify that I have the right to grant the permission in this agreement and that I have obtained all necessary permissions to include in my dissertation/thesis any materials created or owned by third parties.

Signature: _____ Date: _____

As part of this agreement, I may **optionally** request (e.g., for patent purposes) the following restrictions:

Embargo (waiting period) before posting appears on the BC website; **circle one:**

6 months 1 year 2 years other³: _____

If requesting an embargo, which section(s) of manuscript to embargo (e.g., Chapter 2):

³ Subject to approval by Boston College