

MASTER OF TECHNICAL AND SCIENTIFIC COMMUNICATION Guidelines for Electronic Submission of Internship Reports and Theses

1. **Be aware:** when you publish to OHIOLINK, you are publishing your internship report to the Internet. Be certain that your internship sponsor knows where your report will reside and that you do not write anything in your report that you do not want others to read.
2. Also be aware of the deadline: Electronic submission deadlines are the same as hard copy deadlines--at least one week before the last day of classes—unless you ask your internship chair to request a one-week extension.
3. Submit your document in the appropriate version and format: You will need to create a PDF version of your report. Make sure that it conforms to the "Electronic Submission" Guidelines published by The Graduate School in two places: a hard copy booklet and on their web site at <http://www.muohio.edu/graduateschool/guidelines.html> or on the MYMIAMI page under "G" for graduate school and under graduate school: Graduate Thesis Guidelines . It is extremely important that you follow the formatting instructions for margins, page numbering, and so on. Formatting problems, usually simple ones, are the main cause of reports not "passing inspection." Please also make sure that you are meticulous about your cover page—both paper and format. Further instructions on the cover page are below.
4. Ask if you are in doubt: Please direct any questions you have about formatting, converting your report to pdf, or submitting your report on the OhioLINK site to Lou Ann Haines, The Graduate School, 513-529-3734, e-mail gradschool@muohio.edu or hainesla@muohio.edu. If you run into any submission problems, she will be glad to help you troubleshoot.
5. Submit your title page to your committee chair BEFORE the discussion of your report by your committee. The only hard copy that you must submit by the deadline is ONE title page with signatures. **Please follow, EXACTLY, the attached sample title page. Check with Lou Haines to determine if your title page must be on 25% white cotton paper, at least 20lb. weight.**
6. Once your report has been approved, please submit it to OhioLink. To upload your report to OhioLink, see the instructions at <http://www.ohiolink.edu/etd/submit2/>
7. OhioLink will give you a submission number when you send your file. Please **take note of your submission number** and send it to Debbie Morner, Graduate Program Associate, English Department, as soon as possible: mornerdl@muohio.edu or (513) 529-7530. Please verify your submission with Lou Ann Haines. **Note that the copyright option on the submission form is**

not required for MTSC internship reports, but you may use it if you wish.

However, please also note that if you put a copyright notice on your report, you must also check the copyright option on the Ohio Link form. You may also delay publication to the Internet; check withhold submission (from one to five years if you desire this option.)

CAUTION: If it is possible that you will extend past the new year in making final changes to your report, submit two title pages to your committee, one with the current year (e.g. 2008) and one with the year following (e.g. 2009). Your title page must reflect the date (year) that you actually submit your report to OhioLink.

Note: The Graduate School cannot consider your report deposited until they have this page on file, so if you provide the page at the time your committee signs the report, your committee chair can ensure that Debbie sends it to the Graduate School in a timely manner.

8. **YOU MUST order one print copy of your report for the program:** Soon after you have deposited the electronic copy of your report, please order one bound copy for the MTSC library. This hard copy is required by the program.

Order your copy for the program by linking to the Heckman Bindery Thesis on Demand web site at <http://www.thesisondemand.com>

You can submit your paper electronically in PDF, choose from a variety of binding colors, and pay by credit card. The bound copy will be delivered directly to the address you specify; each copy will cost you about \$50.

If, in addition to the hard copy required by the program, you wish to order personal bound copies of your report, you can also order these extra copies directly from the binder.

9. **Send the program's bound copy to:**
Debra Morner
Graduate Program Associate (MTSC)
English Department
Miami University
Oxford, OH 45056

Below is a sample title page spaced and capitalized exactly as it should be.

YOUR TITLE, EXACTLY AS YOU HAVE SUBMITTED IT AND EXACTLY AS IT
APPEARS ON THE FORM THAT GOES TO THE GRADUATE SCHOOL. IT
SHOULD BE CENTERED AND IN FULL CAPS AS THIS TEXT IS.

An Internship Report (or if appropriate: A Thesis)

Submitted to the
Faculty of Miami University
in partial fulfillment of
the requirements for the degree of
Master of Technical and Scientific Communication
Department of English

by

Your Full Name

Miami University

Oxford, Ohio

200X

(The year you will actually turn in your report)

Advisor _____
Dr. Patricia Wolf

Reader _____
Dr. C. Peter Wolfe

Reader _____
Dr. L. B. Reddy

