Graduate Students:
Thesis/Project Formatting and Electronic Submission

☑ Attend a workshop at the Library. For dates, hours and registration information please visit: http://tinyurl.com/mqzmqcs

☑ Visit Graduate Studies website for all the requirements for submitting your paper: http://www.cpp.edu/~gradstudies/forms-and-procedures/guidelines-masters-projects-and-theses.shtml
  - Key: Know your deadlines, print the check list (this will guide you through everything)
  - You will find contacts and locations on the Library Reviewer, and Graduate Studies Office.
  - You will also find the Electronic Submission Form online to submit to the Library on the day you schedule your final review appointment.
  - Formatting guidelines and templates are also available in this website.

☑ Schedule a Preliminary format review appointment at 909-968-3076. Please bring with you a printed draft of your Preliminary pages and at least two chapters if you have yet not finished writing your paper. (you can print this on regular paper)

☑ You have questions, concerns, don’t know how to fix your landscape pages, or your page numbers. Please visit this link: http://libguides.library.cpp.edu/Libraryformatreview

☑ Make changes and corrections to your draft and obtain signatures from your committee.

☑ Once you have finalized your paper and you are ready to submit, please schedule a final review with your Library Reviewer and also don’t forget to schedule an appointment with Graduate Studies office to submit all your paper work.
  - Key: Bring your final copy printed, (no need to be printed in good paper).
  - You will need 2 copies of your signed signature page, and complete Electronic Submission Form.
  - Bring your laptop or flash drive in case there are changes to be made on your paper and you can correct them in the library and come back for a final look to get your paper signed.

☑ Are you ready to submit Electronic? For instructions on how to submit make sure you either watch the videos or print out the PDF pages that are in Bronco Scholar: http://www.cpp.edu/~broncoscholar/about.html

There will be no more fees for electronic submissions.