



## Leonard Lief Library Submitting a Master's Thesis to the Library

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**The Leonard Lief Library no longer accepts Theses in paper format.**

After you receive approval from your professor (signature required), please submit your Thesis on a **CD**, as a single file in **PDF** format.

Please follow these guidelines:

- Each CD must be labeled with:
  - ❖ Student Name
  - ❖ Thesis Title
  - ❖ Publication Year
  - ❖ Department Name
  - ❖ Course Code
  - ❖ Course Number
  
- Each CD must be accompanied by a print (paper) Cover Page [template on page two of this document].
  
- Submissions must be as a **single PDF file**.
  
- Submit Thesis [CD with printed (paper) cover page] to Wayne Halliday - Library 119 during the day – or to the Circulation Desk evenings and weekends. A receipt is available on request.



Leonard Lief Library  
**Model for Cover Page of  
Master's thesis**

**TITLE** \_\_\_\_\_

**NAME OF STUDENT** \_\_\_\_\_

**NAME OF DEPARTMENT** [For example: Art, Biology, Black Studies, Computer Science, Early Childhood, Childhood Education, English, History, Mathematics, Middle and High School Education, Music, Nursing, Specialized Services in Education, Speech and Hearing Sciences, Speech and Theater]

**ABSTRACT**

[A short, descriptive summary of your thesis.]

**KEYWORDS**

[What terms best describe the material covered in your thesis?]

**Submitted to meet the requirements of [COURSE CODE AND NUMBER] in partial fulfillment of the requirements for the Degree of [MASTER OF SCIENCE, MASTER OF ARTS, MASTER OF SCIENCE IN EDUCATION, MASTER OF ARTS IN TEACHING, OR MASTER OF FINE ARTS] in [STATE THE PRECISE NAME OF YOUR PROGRAM HERE]**

**LEHMAN COLLEGE**

**MONTH, YEAR**

**NAME OF ADVISOR OR READER** [typed]

**SIGNATURE OF READER** \_\_\_\_\_



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**NAME OF ADVISOR OR READER** [typed]

**SIGNATURE OF READER** \_\_\_\_\_

**Date** \_\_\_/\_\_\_/\_\_\_

**Author's Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Name of Library Staff** \_\_\_\_\_

This acknowledges receipt of your completed Master's Thesis on CD submitted \_\_\_/\_\_\_/\_\_\_ (date). The thesis will be available for review in the Library.