**Student Submission Guidelines for Cornerstone**

1) All works submitted must be clear of copyright violations and plagiarism, must not violate any laws of the United States, the State of Minnesota or International laws, break any University or MnSCU policies (such as policies defined in the Minnesota State University, Mankato Statement of Student Responsibilities), breach proprietary contracts, invade a person’s privacy, or include materials used solely for commercial or monetary gain.

2) Undergraduate students can submit works that have been approved by a faculty advisor and/or department. Individual departments will be responsible for selection of works and any review.

3) Electronic graduate theses and dissertations are to follow the format and style guidelines established by the Graduate School and can be submitted using the process set up by ProQuest/UMI Publishing at [http://www.etdadmin.com/cgi-bin/home](http://www.etdadmin.com/cgi-bin/home).

4) Students must submit the final draft of a work as approved by a faculty advisor and/or department. If revisions are to be made, they must be done before the final draft is submitted.

5) Any work involving human participants/subjects must include documentation that the work has been approved by the Institutional Review Board ([http://grad.mnsu.edu/irb/](http://grad.mnsu.edu/irb/)).

6) Additionally, any work involving animal testing must include documentation that the work has been approved by the Institutional Animal Care and Use Committee ([http://grad.mnsu.edu/research/iacuc/](http://grad.mnsu.edu/research/iacuc/)).

7) Permission for inclusion in Cornerstone must be granted by all parties involved in the creation of a work. For example, if a work was created by a faculty member and a student, the faculty member must give permission to deposit the work in addition to the student.

8) Student works must be of a research/scholarly/academic nature and must be approved for submission by the appropriate department. Examples include:
   a. master’s theses, capstone projects, alternative plan papers, and dissertations
   b. student produced journals or newsletters
   c. conference posters or presentations (as long as permission has been granted by the conference organization)
   d. URC/NCUR posters, presentations, creative works
   e. senior seminar papers or creative works

9) Examples of works not accepted include:
   a. personal blogs or websites
   b. twitter feeds
   c. personal items posted to social media sites
   d. defamatory/derogatory remarks or comments
   e. unsubstantiated, faulty research, data, or claims
10) Library Services reserves the right to reject works from inclusion that do not meet these criteria.

11) Works must be submitted electronically through the Cornerstone submission process in properly formatted files. If a work is not in digital form, contact Heidi Southworth, Digital Initiatives Librarian for further details.

12) Works submitted must be clearly identified, have the proper file names, and must contain the following information:
   a. Author/Creator’s Full Name (First, Middle, Last)
   b. Co-authors or co-creators Full Names
   c. College
   d. Department
   e. Faculty Advisor/Mentor
   f. Title of work
   g. Creation Date (YYYY-MM-DD if available or YYY-MM or YYYY)
   h. Current email address
   i. Keywords/Subjects for the work
   j. Abstract and/or Artist’s Statement
   k. Other descriptive information about the work (ex. if a poster was displayed at a poster session at a conference)
   l. Plagiarism acknowledgement
   m. Copyright clearance and proof of permission for use of copyrighted materials in the work that are not covered by Fair Use OR a statement indicating that the copyrighted materials are used under Fair Use. Please include a copy of the Fair Use Checklist found at the MnSCU Fair Use Analysis page = http://www.copyright.mnscu.edu/forms/FAIR%20USE%20ANALYSIS.pdf
   n. Creative Commons license selection
   o. Embargo/exclusion options
   p. Acceptance of license agreement
   q. Electronic Signature

13) Additional information required if applicable:
   a. IRB or IACUC documentation (protocol number, date, etc.)
   b. Degree Earned and Specialization for Master’s Theses, Capstone Projects, Alternative Plan Papers or Dissertations

(created: Library Services’ Digitization Taskforce, 2014/01/09, revised: 2014/01/15, 2014/02/10)