

JDC Deposit: Student Capstone/Thesis/Dissertation Submission Guidelines

Thomas Jefferson University students are encouraged to deposit their capstone project, thesis, or dissertation to the Jefferson Digital Commons, the JDC. Other student works are also welcome in the JDC, including research projects, final papers, published articles, and posters. Students who wish to submit work created for a course, must obtain the approval of a faculty advisor from their program.

Release Form

To deposit your work to the JDC, students must sign the required [JDC Release Form](#). In signing the *JDC Release Form*, students will continue to hold the copyright to their work. Signing the release grants Thomas Jefferson University non-exclusive rights to deposit a copy of their work in the JDC.

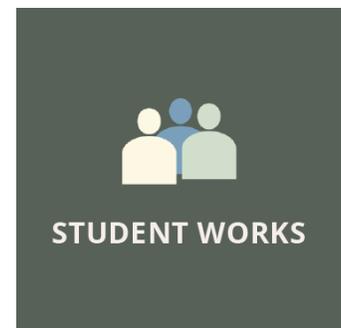
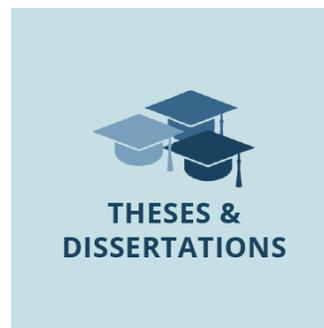
Faculty Approval

For all student work, students must have their faculty advisor approve the deposit of their final work in the JDC by co-signing the required [JDC Release Form](#). For certain Jefferson schools and departments, this is especially important if the student has worked with a Principal Investigator who may not yet want the data made publicly available if they are applying for grant funding or waiting to publish their data in a journal.

Embargo

If there is a need, you may opt to embargo (typical period is 6-12 months) your work. Opting for an embargo will delay the deposit of the work into the JDC, until after the specified date. Once your embargo expires, your work will become available in the JDC.

If the embargo field is left blank on the *JDC Release Form*, your work will be deposited and made publicly available immediately.



When an embargo is selected, the title, author, date, and abstract of the work will be publicly available and searchable in the JDC; however, the capstone project, thesis, or dissertation file itself will not be made public or downloadable until the end of the specified embargo date.

Submit Your Capstone/Thesis/Dissertation

You can submit your work for deposit in the JDC. Please note that your department/program may already have a pre-existing arrangement to deposit student capstones, theses, or dissertations. If you have any questions, [contact us](#).

To submit your work for deposit in the JDC, please provide the following:

- Your name
- Your department/center/school/program/course
- Completed [JDC Release Form](#)
 - Note: You must have your faculty advisor co-sign your release form, approving your deposit
- File(s) of your final capstone, thesis, or dissertation

File Naming Format

Save the *JDC Release Form* and capstone, thesis, or dissertation using the following file naming convention:

- **JDC Release Form (.pdf or .jpg)**: date release signed YYYYMMDD_Last Name_First Name_release
 - 20251201_Smith_Sam_release.pdf
- **Capstone (.mp4, .pdf, or .pptx) or Thesis/Dissertation (.pdf)**: Last Name_First Name_work (capstone, thesis, or dissertation)
 - Smith_Sam_capstone.mp4
 - Smith_Sam_thesis.pdf
 - Smith_Sam_dissertation.pdf

Send the completed [JDC Release Form](#) and the file(s) of your work to: digitalcommons@jefferson.edu.

The JDC Repository Manager will review your capstone, thesis, or dissertation deposit request and either reach out with follow-up questions or confirm your work is available in the JDC.