Working Guidelines for D4CS or Thesis Research and Submission

The thesis option as the capstone for the D4CS Master of Science degree program is suited for superior students who seek the challenge and experience of engaging in research that conforms to traditional scholarly standards and results in writing a major paper of publishable quality. Alternatively, students may do an Applied Research Project (ARP) or fieldwork for their capstone. Below are the working guidelines used by the D4CS program director and faculty to comply with program, academic and college standards and policies for submission and approval of a thesis.

Qualification for Thesis Research. A student who wishes to do thesis research must attract the support of a full-time member of the D4CS faculty who agrees to act as the sponsor the student’s research. Beyond acting as an academic mentor, sponsorship represents the willingness and capacity of the faculty member to facilitate provision of the technical resources necessary to conduct the proposed research. Often students who are promising thesis candidates may be recruited by faculty. Students, however, may also seek the sponsorship of faculty on their own or with the assistance of the program director with understanding there no assurance that every student interested in doing a thesis will be able to find a faculty sponsor. Alternatively, students may either choose to do an Applied Research Project (ARP) or fieldwork for their capstone.

Registration for FCM 791, Thesis Prospectus. Students who gain permission to do thesis research must register for FCM 791. This course does not typically appear on the course schedule as it is handled as an independent study. Upon obtaining agreement from a faculty member to act as the thesis advisor, the student needs to inform the D4CS program director who will grant permission for the student to register for FCM 791 with the thesis advisor noted as the instructor of record. In semesters where there are enough students registered for FCM 791 to run a seminar, the program director may convene occasional seminar sessions for thesis students; however, typically students work independently with the thesis advisor in preparing the prospectus and conducting thesis research.

HRPP Approval. Anytime thesis research entails the use of human subjects it is the joint responsibility of the thesis advisor and student to assure that the thesis research methodology complies with CUNY’s Human Research Protection Program (HRPP).

Formation of the Thesis Committee. A thesis must be approved by three faculty readers with the thesis advisor being the first reader. The thesis advisor must be a full-time member of the graduate D4CS faculty. Normally, the second reader will also be a full-time member of the D4CS faculty; however, the program director may approve an outside reader. The second reader will be recruited by the faculty advisor or program director although the student is free to suggest one. The third reader will be the D4CS Program Director. When the thesis advisor is the D4CS Program Director, the program director will recruit another senior member of the D4CS faculty to act as the third reader.
Thesis Submission

After receiving final approval from the advisor and the Second Reader, indicated by their signature on two copies of the approval page on bond or thesis paper, both a hard copy of the thesis, either stapled or in a notebook, as well as a digital copy of the thesis should be submitted for approval by the Program Director by the dates shown below. Students are encouraged to submit a draft of their thesis to the program director before the noted deadline, however, in case the program director, as third reader, raises issues about the thesis. Any issues that arise after the dates below or later submissions will very likely delay completion of degree requirements for the current semester.

Spring Semester May 1st
Summer July 31st
Fall Semester December 1st

Depositing the Thesis and Clearance.

Once the approval pages on bond or thesis paper have been signed by the Program Director, the student must do the following:

1. Show the original signed approval page to the Associate Registrar. Students will then be provided with the Clearance Form. Also bring and submit a copy of the signed approval page.

2. Submit the binding fee (cash only) to the Office of the Bursar and have them sign the Clearance Form.

3. Submit the Clearance Form with two copies on bond paper of the approved thesis and two signed approval pages to the library reference desk.

4. After the Clearance Form has been signed by the Office of the Bursar and the Library, it must be returned to the Office of the Registrar.

Library Record

After the library receives a thesis, it is microfilmed, bound, and cataloged by the library. After a few months, a record of the thesis will appear in the CUNY+ and WorldCat international database. One copy of your thesis will become available to CUNY borrowers and by interlibrary loan and the microfilm and second copy will be available for library use only.

Thesis Formatting

Strict adherence to the format will prevent delays caused by library submission issues. Either APA or IEEE formatting and citation modes may be used.

Paper: While thesis drafts should be printed on regular paper, two final copies must be printed on bond paper (also called fine business paper--24 lb., 25% cotton watermarked) or Thesis paper (available at Staples).
Spacing: The thesis, including the reference pages, title page, approval page, acknowledgement page, abstract and the table of contents (if included) must be double spaced.

Margins: The left margin must be one and a half inches (1-1/2”) for all drafts and final copies. The right, top and bottom margins must be one inch (1”).

Pagination: Thesis page numbers should be in Arabic numerals and should be placed in the upper right-hand corner or top center of the page; introductory pages should have lower case Roman numerals. The abstract, title page and approval pages should not be numbered, nor should they be counted in the pagination.

Citation: Whether the APA or IEEE mode of citations is used all references cited in the text must be included in the reference list at the end of the thesis. Likewise, all sources listed in the list of references must be cited in the thesis. The word References should be used as a header on the list of references.

Quotations: The Fair Use Clause of the Copyright Act must be observed in quoting copyrighted materials. It is advisable to request the copyright owner’s permission for any quotation exceeding 150 words. It is wise to consult the individual publisher, because as an author you are liable for copyright violations on the basis of the particular use. Unpublished material may be protected under copyright law. Students are advised to contact the Library of Congress to request information regarding how to register unpublished material: The Register of Copyrights Library of Congress Washington, D.C. 20559

Footnotes: Content footnotes are numbered consecutively throughout the thesis using superscript Arabic numerals, and are placed at the bottom of the page on which they are referenced.

Thesis Title Page
The thesis title page must contain the following information (centered left to right and top to bottom):

The full title of the thesis.

A thesis presented in partial fulfillment of the requirements for the degree of Master of Science in Digital Forensics and Cybersecurity, John Jay College of Criminal Justice, City University of New York

The author’s full legal name.

The month and year of graduation, e.g. May, 2017.

Thesis Approval Page
The thesis approval page must be bound into the thesis directly after the title page and it must be typed or printed on the same bond paper used for the thesis. The approval page should not be numbered and it should not be counted in the pagination of the thesis. The approval page must have the following information (centered left to right and top to bottom):

• The full title of the thesis.
- The author’s name beneath the title.
- The approval page statement that must read as follows:
  - This thesis has been presented to and accepted by the Office of Graduate Studies, John Jay College of Criminal Justice in partial fulfillment of the requirements for the degree of Master of Arts in Criminal Justice.
- The three signatures above the typed names and titles of:
  - the thesis advisor
  - the second reader
  - the Program Director
The Program Director will receive, approve, and sign this page after the other requisite signatures have been obtained.

Abstract
An abstract summarizes the thesis and should not exceed 250 words. The abstract page should be titled “Abstract” and must be submitted with the thesis. The abstract must be bound into the thesis directly after the thesis approval page and should not be numbered and it should not be counted in the pagination of the thesis.

Table of Contents
A page for a Table of Contents is required that shows the chapter and section headings of the thesis.

Tables and Figures
A page noting the title and page of all tables and figures that appear in the thesis is required after the Table of Contents.

Digital Copy of Approved Copy of Thesis for Program Director
In addition to the library's submission requirements for bound copies of the thesis, students must also submit a digital copy of the version submitted to the library to the D4CS program director. Selected D4CS theses may be posted online on the D4CS website.

Oral Defense of Thesis
Thesis students may be expected to present their findings in a public defense with the thesis attended by the faculty readers of the thesis. The time and place of the defense will be arranged by the program director. Where it proves impossible to schedule an on-campus event, the defense may be moved online using a synchronous meeting client.
Thesis Clearance from Registrars, Bursars, and Library

The following steps to submit an approved thesis are provided by the Office of Graduate Studies:

Once the approval pages have been signed, the student must do the following:

1. Submit a copy of the signed approval page to the Associate Registrar, (Room 1280N). Students will then be provided with the Clearance Form.
2. Submit the Clearance Form and the binding fee ($30.00) to the Office of the Bursar.
3. Submit the Clearance Form with two bound copies of the approved thesis and two signed approval pages to the library reference desk.
4. After the Clearance Form has been signed by the Office of the Bursar and the Library, it must be returned to the Office of the Registrar.

What happens to your thesis after it is submitted to the library?

After the library receives your thesis, it is microfilmed, bound and cataloged by the library. After a few months, a record of your thesis will appear in the CUNY+ and WorldCat international database. One copy of your thesis will become available to CUNY borrowers and by interlibrary loan and the microfilm and second copy will be available for library use only.

D4CS Capstone Clearance for Graduation

Award of a grade of P for FCM 791 is the signal to the registrar that a student has completed all capstone requirements. The program director will submit a grade of P in FCM 791 upon notification that the student has successfully submitted the thesis to the library, submission of a digital copy of the thesis by the student to the D4CS program director, and completion of a successful public defense of the thesis when required. Otherwise, a grade of INC is submitted which will be resolved upon satisfaction of the above requirements.

Template for D4CS Thesis Title and Signature Approval Page

A template for the thesis title and signature approval pages is shown below. An editable version is available here: [Template for title and signature page](#).
[The Full Title of Thesis]

A Thesis Presented in Partial Fulfillment of the Requirements

for the Master of Science in

Digital Forensics and Cybersecurity

John Jay College of Criminal Justice

City University of New York

[Author’s Full Name]

[Month & Year of Commencement]
Spring: May
Summer: September
Fall: February

NOTE: This is a sample title page. Please remove this box and the brackets when typing your information.
This thesis has been presented to and accepted by faculty of the Digital Forensics and Cybersecurity Program, John Jay College of Criminal Justice of the City University of New York in partial fulfillment of the requirements for the Master of Science in Digital Forensics and Cybersecurity.

[Full Name]  
Thesis Advisor  Signature  Date

[Full Name]  
Second Reader  Signature  Date

Professor Ping Ji

Program Director  Signature  Date

NOTE: This is a sample approval page. Please remove this box and brackets when typing your information. You need two signed approval pages on bond paper when submitting your thesis to the Digital Forensics and Cybersecurity Program Master’s Program and the Library. If you anticipate needing more than two copies of the signature page, you need to request them when submitting your thesis.