

Starting in the Fall of 2012, the library will no longer accept paper copies of graduate project abstracts and signature pages. Based on consultation with the Graduate Dean, all projects must be submitted via the ETD submission process. This process is described in detail here:

<https://lib2.csusm.edu/subject-guide/193-CSUSM-ETD-Submission-Guide>

Some graduate programs have students doing projects that are confidential in nature. These projects require special editing prior to submission. There are three ways to maintain confidentiality within a graduate project: **restrict** the files, **redact** the specific confidential information, or **replace** specific character strings with generic identifiers.

### Restricting Graduate Project Files

Project files can be restricted in two different manners:

1. At the collection (or program) level
2. At the individual file level

If a program decides that ALL of their graduate projects must be restricted to the campus community, then the program director or graduate coordinator should alert Carmen Mitchell. The project abstract, title, and metadata will be available to the general public, but the file with the full-text will not. The end user will need to enter their CSUSM network name and password in order to read the full-text file.

If a program decides that the student (with the approval of their committee) can request restricting their file, this is called an “embargo.” Embargoes may be done for two different terms: 1 year or 3 years. The student may indicate this choice on the Electronic Thesis/Project Certification Form that is turned in to the library.

### Redacting Information

Redacting is masking (or marking out) sensitive content. It requires the student to use a redaction tool to guarantee confidentiality. Adobe Acrobat Professional versions 9 and X offer built-in redaction tools. Redacting should be limited to **only** the specific information that is restricted. For example, a company name, person’s name, or the name of a product may be redacted. You should not redact entire sentences or paragraphs.

Please see links below for more information about redacting:

[http://help.adobe.com/en\\_US/Acrobat/9.0/Professional/WS5E28D332-9FF7-4569-AFAD-79AD60092D4D.w.html](http://help.adobe.com/en_US/Acrobat/9.0/Professional/WS5E28D332-9FF7-4569-AFAD-79AD60092D4D.w.html)

<http://blogs.adobe.com/acrolaw/2010/12/ricks-acrobat-x-redaction-guide/>

Redaction Example:

Students should consult with [REDACTED] and members of their advisory committee to determine the textual arrangement and reference format of the dissertation or thesis.

## Replacing Information

Replacing specific names or character strings with generic information is an alternative to redacting. Most programs have a “find and replace” feature that makes replacing words or characters simple. When replacing information, it is common to put the new text in brackets to identify that it has been changed or altered. This is not a requirement. A common example of “replacing information” is to use the names Jane Doe or John Doe instead of a person’s actual name.

### Replacing Information Example:

Before replacing information:

Professor Jane Smith requested more information about the electronic project guidelines and submission deadlines.

After replacing information:

[Faculty member] requested more information about the electronic project guidelines and submission deadlines.

If you need further assistance with handling confidential projects, please contact Carmen Mitchell, Institutional Repository Librarian: [cmitchell@csusm.edu](mailto:cmitchell@csusm.edu) or 760-750-8358.