

## Acceptable Archival Formats for Capstones & Master's Theses

Before you submit your Senior Capstone or Master's Thesis to the CSUMB Capstone & Thesis Archive, it must be in one (or more) of the following acceptable archival formats. If you have questions about which format to use, or about converting from another format to one on this list, etc., please contact either:

Digital Media Producer, IT  
Jeff McCall 831-582-4679

IT Consultant, Library  
Jane Pollock 831-582-3821

<b>Types of Capstones &amp; Theses</b>	<b>Storage Media</b>	<b>Acceptable Archival Formats</b>	<b>Services provided by Center for Academic Technologies</b>
<b>PAPERS (Capstones only)</b> For master's theses, refer to: <a href="http://capstone.csumb.edu/add_thesis/index.html">http://capstone.csumb.edu /add_thesis/index.html</a>		Files in PDF format attached to an email to: capstone_archive@csumb.edu	Conversion to PDF format
<b>VIDEOS</b>	Digital files on DVD-R DVD-Video DVD-Data	one distribution copy: DVD AND one archival copy: DVD	Video duplication Formats supported: DVD Video processing to digital format Output to: CD-ROM Web Post production (video editing) Non-linear editing (self-service)
<b>WEB SITES</b> To ensure portability of the site, internal hypertext links should be relative, rather than absolute.	CD-ROM Files on server	Copy of entire Web site on CD-ROM using relative internal links, e.g., <a href="capstone/file.htm">	CD burning for digital backup

<b>ART</b>	Murals Paintings Photography Sculpture Digital art Other	High-resolution digital image or photograph of original work in TIFF format, plus lower resolution copy of image in JPEG or GIF format  DVD-Video of three-dimensional works, with author commentary	Scanning of images Digital photography Poster printing Videotaping for archival purposes (consulting only)
<b>AUDIO</b> (Music or recorded voice)	CD (compact disc) Files on server	Digital audio files in MP3, WAV or AIF on CD-ROM  Audio on DAT tape must have accompanying copy on CD  Audio CD	Audio duplication: Audio processing to digital format (output to CD)
<b>FILMS</b>	Student is responsible for transfer of film to video	Two copies: DVD	Duplicating films that have been transferred to video
<b>LIVE PERFORMANCES</b>		Two copies: DVD	Video taping of performances for archiving purposes (consulting only)
<b>MULTIMEDIA PROJECTS</b> (Primarily digital multimedia content)	CD-ROM DVD Files on server	Digital content on CD-ROM or DVD	CD burning for digital backup