



הספרייה המרכזית ע"ש ארן
Aranne Central Library

Submission of a Master's Thesis to Aranne Library

Below are the guidelines for submitting a Master's research thesis to the Aranne library.

Please remember: the process is carried out through your **department's M.A. coordinator**, **not directly with the library**.

You must submit **two files**:

1. Thesis File (Final Version)

Your thesis will be published online and will be openly accessible to the public. Please pay attention to the following points:

- The title page must include **accurately and in full all these details**: thesis title; author's name; supervisors' names; university name; faculty and department; date of submission.
 - **Ensure correct spelling.**
 - **Privacy protection (very important!)**: remove all **signatures** (yours and your supervisors'), including those appearing on **Helsinki Committee approvals**, if attached.
 - Do **not** include ID numbers, phone numbers or email addresses.
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2. Submission Form

The submission form is a **legal document** in which you and your supervisors define the publication permissions.

- You must fill out the **most up-to-date version of the form**, which is **available from the M.A. coordinator**.
- **Format**: submit the form **in PDF format only**, with **high-quality scanning**.
- **Signatures**: do not forget to sign the form yourself and obtain the supervisors' signatures. **Forms without signatures and a date will be returned for correction.**
- **When to Publish? (Embargo Period)**
 - You may choose **immediate publication** or request an **embargo** (delay of publication) for up to **6 years** (for example, for patent registration or publication of an article or book).
 - **Please note**: if no preference is marked on the form, the thesis will be **published immediately**.
 - If you need to **extend the embargo period**, contact Aranne Library directly by email: library@bgu.ac.il
 - It is your responsibility to submit an embargo extension request if needed. Please contact the library in time to avoid inconvenience.