Your client project and approvals must be emailed to the Graduate Advisor by the following deadline:

Format

Project Submission	Must be emailed to the Graduate Advisor as a PDF. Ensure the PDF File Name is as follows: *Last Name, First Name APRP Final - Title of Project* (Sample: Bruin, Joe APRP Final – Waste & Sustainability within UCLA) DO NOT include a copy of your Client-Student Agreement, APRP Approval Form, or Client Approval email in the finished document (as an appendix or otherwise). The latter two forms must be submitted to me separately.
Title Page	The title page must include the following statement: "A comprehensive project submitted in partial satisfaction of the requirements for the degree Master of Urban and Regional Planning." See sample title page
Disclaimer Page	Your project must carry a disclaimer on a separate page placed after the title page which reads: "Disclaimer: This report was prepared in partial fulfillment of the requirements for the Master in Urban and Regional Planning degree in the Department of Urban Planning at the University of California, Los Angeles. It was prepared at the direction of the Department and of [insert client name] as a planning client. The views expressed herein are those of the authors and not necessarily those of the Department, the UCLA Luskin School of Public Affairs, UCLA as a whole, or the client." See sample disclaimer page
Table of Contents	Projects that do not contain a proper table of contents will be returned to you.
Executive Summary	Projects that do not contain a proper executive summary will be returned to you.
Margins	Left 1 ½"; top 1", right l"; bottom l ¼". Double or single space is fine. Combination of color and black and white is fine. Double sided or single sided is fine. These specifications MUST be followed in order for the library to bind your projects for cataloguing.

All reports must be of professional quality. You should check carefully for correct grammar, spelling, and pagination. Please note that your project will be returned to you for even minor corrections.

Plagiarism

Plagiarism of any form is a violation of UCLA Student Conduct Code Section 102.01-- Academic Dishonesty. Students are encouraged to familiarize themselves with the UCLA Code. This and other relevant documents are available on the Dean of Students Office website (http://www.deanofstudents.ucla.edu/Student-Conduct).

Approvals

In addition to submitting the final project, you must obtain the following approvals by the Tuesday of Week 9 deadline:

Faculty Chair	Please make sure that you submit the final draft of your project to your Faculty Chair early enough to ensure that they have enough time to read, request edits if necessary, and sign the approval form by the Tuesday of Week 9 deadline. Please submit the signed form to the Graduate Advisor via email. *PRO TIP: You should check with your Faculty Chair about the final date to submit a draft. Faculty CANNOT review and comment on a draft in only a day or two. You should not wait until the last minute to submit.*
Client	Please make sure that you submit the final draft of your project to your Client early enough to ensure that they have enough time to read, request edits if necessary, and submit the approval letter by the Tuesday of Week 9 deadline. Clients should email their approval directly to the Graduate Advisor. Sample email: June X, 20XX Dear GRADUATE ADVISOR NAME: I have reviewed the Applied Planning Research Project of [Name of Student] and find it to be satisfactory. Sincerely, Name of Client Agency/Organization

Submission Checklist

<mark>**ALL materials must be submitted to the Graduate Advisor by Tuesday of Week 9, 5:00PM**</mark>

To be submitted via email:

- ☐ One PDF copy of your project which should contain:
  - o Correct PDF File Name
  - o Title Page with statement
  - o Disclaimer
  - o Table of Contents
  - o Executive Summary

- ☐ The signed APRP Approval Form

- ☐ The client approval email