



DUKE
THE GRADUATE SCHOOL

Guide for the Electronic Submission of Dissertations and Theses

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Last update on 03/2024

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Guide for Electronic Submission of Dissertations and Theses

Applying for Graduation and Scheduling the Defense

- Apply for graduation through DukeHub before the graduation deadline in the term you plan to graduate.
 - Applying to graduate in one semester does not carry over to the next semester. For example, if you apply to graduate in fall term, but cannot defend and/or meet graduation requirements for fall, you must contact The Graduate School to reset your graduation term to a future semester and then reapply to graduate in that semester.
- Schedule the defense on or before the defense deadline of the semester for which you have applied to graduate.

Defense Committee

- In order to defend, your committee in DukeHub must match the committee that will be present at your defense.
 - To make a change in your original committee, ask your department DGSA to submit an electronic Committee Approval Form on your behalf at least 30 days before your exam date.
 - If your final examination committee is the same as your preliminary examination committee, send an email confirming this fact to gradacademics@duke.edu.
- All committee members must participate synchronously in your examination.
 - Master's committees must have at least three members, and doctoral committees at least four.
 - If you have more than the minimum number, they all must participate in the defense.

Advisor Letter and Defense Announcement

- Prior to submitting your dissertation/thesis electronically to ProQuest, provide a complete copy of your document to your advisor for his/her review.
- Request an Advisor Letter stating that your dissertation/thesis is complete and ready to defend.
 - The Advisor Letter should be sent by your advisor as a PDF on department letterhead to The Graduate School using the email address: gradacademics@duke.edu.
 - A sample Advisor Letter is available at the end of this guide.
- Request a Departmental Defense Announcement to be sent by your DGSA to gradacademics@duke.edu.
 - A sample Departmental Defense Announcement is available at the end of this guide.
- Note: Graduation defense documentation for most School of Medicine Ph.D. candidates is managed through the T3 system. Please check with your DGSA to confirm.

ProQuest Initial Submission

- Submit your complete, properly formatted dissertation/thesis as a PDF to [ProQuest](#) at least 2 weeks prior to your defense.
 - Do not destroy the original file from which you created the PDF, as you will need this version for revision purposes.
 - Submissions with blank sections will be rejected.
 - Avoid including confidential, proprietary or sensitive personal information in your submission.

- The Graduate School requires that all dissertations/theses be written in English.
 - The sole exception is when there are compelling scholarly or professional reasons to write the research portions of a doctoral dissertation in another language, if that language is recognized by the student's examination committee as the primary language of the student's research within a foreign language studies Ph.D. program in which the student is a degree candidate.
 - To write a dissertation in a language other than English, the student must submit a request for an exception at the time the prospectus is submitted. The request must be approved by the student's examination committee and by The Graduate School's Senior Associate Dean for Academic Affairs. If an exception has been granted, the student may write the dissertation's research chapters, introduction, and conclusion in another language. In all cases, the title, abstract, copyright notice, committee signature pages, and table of contents of dissertations must be written in English. The entirety of master's theses must be in English, except short quotations as judged appropriate by the thesis examination committee.
- Use the most up-to-date Adobe Acrobat to convert your document to PDF.
 - If you use an alternate PDF creator, your file may not be valid.
 - The Graduate School strongly recommends all students use the MS Word template <https://gradschool.duke.edu/academics/theses-and-dissertations> to reduce the chance of serious formatting errors. The LaTeX template provided is not supported by the Graduate School or Duke OIT, and it may not reflect current formatting requirements.
- A Duke Administrator will be assigned to facilitate your dissertation/thesis review and approval process.
 - The Duke Administrator will review your document for proper format and completeness, though not for academic merit.
 - Substantial format revisions will result in a rejection and referral to the format guidelines.
 - If your initial submission is acceptable, the Duke Administrator will notify you of any minor edits via an email from ProQuest.
 - The ProQuest email is sent to the email address you entered in ProQuest when you created your initial submission.
 - Check your spam inbox, as ProQuest messages may be routed there depending upon your email security settings.
- You can use the revision link in the ProQuest email to upload revised versions of your document until your final submission is due.
 - Your ProQuest edit submission link is only valid for a limited time. If your link expires, refer back to your ProQuest "Request for minor changes to your submission" email, as it provides the information on how to request a new link. Do NOT create a new submission.
 - Click 'Submit Revisions' to confirm submission. Your Duke Administrator will be automatically notified by e-mail of the updates.
 - You do not need Duke Administrator approval to revise your submission prior to the final deadline.
 - You are encouraged to notify your assigned Duke Administrator when you have uploaded your final submission.
- Further ETD process information can be found on The Graduate School website: <http://gradschool.duke.edu/academics/theses-and-dissertations>.

Exam Certificate and Optional ETD Appointment

- After you receive the email from ProQuest, you may choose to make an optional ETD appointment

with the assigned Duke Administrator who completed your format check.

- Use the Duke Administrator email address link included in the ProQuest email to schedule an appointment.
- Appointments are held via Zoom and should occur a few days before the defense.
- During the appointment, you may address any questions you have about the defense process or the requested formatting revisions.
- Your final examination certificate will be prepared and emailed to your final examination committee chair(s) and DGSA by your assigned Duke Administrator prior to your examination.
- Note: Exam certificate creation for most School of Medicine Ph.D. candidates is managed through the T3 system. Please check with your DGSA to confirm.

Dissertation/Thesis Defense

- Provide your dissertation or thesis PDF or hardcopy for review to each member of your committee at least two weeks before your scheduled examination.
- Following the final examination, each member of your committee indicates his/her vote (pass or fail), which is recorded on the examination certificate by the chair(s).
- After the chair(s) and Director of Graduate Studies sign your final examination certificate, it will be submitted to The Graduate School.
 - Often, a committee will pass the student but require minor edits or corrections to be made prior to final submission.

ProQuest Final Submission

- After your final examination, make the formatting revisions required by The Graduate School as well as the content-related revisions required by your committee, and resubmit final version of the document to ProQuest.
 - Final revisions are due 30 days after your defense, or by the final submission deadline for the semester, whichever comes first.
 - Students who defend 2 weeks or more prior to the defense deadline will have 30 days to make final revisions.
 - Students who defend on the defense deadline have only 2 weeks to make final revisions.
 - Please see The Graduate School website for semester deadlines: <https://gradschool.duke.edu/academics/graduation-information-and-deadlines/>.
 - You can expedite the process by notifying your assigned Duke Administrator that you have uploaded your final version.
 - If you cannot meet the final submission deadline, you will be required to reapply to graduate and register and pay the Continuation fee for the ensuing semester in which you will receive your degree.
 - Once your submission is fully approved, it is locked in ProQuest, and additional edits are no longer accepted.
- When the Graduate School has accepted your dissertation, and it is ready for archiving at ProQuest, you will receive a congratulatory message through ProQuest.

Post-Defense Action Items

- Submit all requested post-defense documentation, including the Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement (Embargo agreement), as soon as possible.
 - Obtain your advisor's signature and then sign it yourself as indicated.
 - Email the signed document to gradacademics@duke.edu.

- All dissertations and theses of Duke Graduate School students are made available to the public on ProQuest and on DukeSpace.
 - You have the option of placing the public release of your document under embargo, which means that until a specified period of time has elapsed, your document will not be publicly accessible (for 6 months, 1 year, or 2 years). This may be appropriate when your work has yet to be published, and you do not wish potential competitors to see it.
 - The period of embargo that you select in ProQuest in the “Publishing Settings & Copyright” section for Traditional Publishing (ProQuest) and Institutional Repository Publishing (DukeSpace) must be consistent with the period of embargo selected on the Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement.
 - Regardless of whether or not you elect to embargo your document, your dissertation/thesis abstract will be publicly available soon after your degree is conferred.
 - If confidential information appears in your abstract (i.e., information that is not yet ready to be made public due to manuscript submission concerns), you may supply a generic abstract for publication until the full abstract of your document is available at the end of the embargo period. To do this, place the generic abstract in the abstract box during your final ProQuest submission, after gaining approval from your advisor.
- Ph.D. students must complete The Graduate School’s Exit Survey and the Duke Placement survey. Masters students must complete the Duke Placement survey and are invited to complete the Exit Survey if they so choose.
- If your advisor or department requires a bound copy of your thesis/dissertation, or if you would like a personal copy, [you may order copies through ProQuest](#) or print out your thesis/dissertation and take it to a copy shop for binding. Please note that image resolution will be higher on the self-printed copy than on the copy ordered through ProQuest.

Information Regarding Copyrighting

- ProQuest may initially ask if you would like them to submit a copyright on your behalf for a fee. Note that this is optional, since you already own the copyright to your work. Please review the [ETD \(Electronic Thesis & Dissertation\) Copyright Information](#) on The Graduate School web page, so you can make an informed decision.
 - You may register your work directly with the Registrar of Copyrights for a fee (see information at www.copyright.gov), or you may authorize ProQuest to register on your behalf when you submit your thesis/dissertation. The submission site has instructions and fees.
- The copyright law of the United States protects your rights in your work automatically from the moment it is fixed in tangible form (including storage as an electronic file in ProQuest and DukeSpace).
- Your copyright is valid for your lifetime plus 70 years, and the rights remain yours, subject to the license mentioned above, unless and until you transfer them to another, such as a publisher.
- While it is no longer required that you register your work to obtain copyright protection, there are significant advantages to registration. It is necessary to have registered your work, for example, before bringing a legal claim for infringement. There are additional advantages to registering within three months of publication.
- While notice of copyright is a legal formality, Duke University requires that you include a copyright page after the Abstract Title Page and before the abstract text stating: (1) the copyright notice, (2) your full legal name, and (3) the year of submission to The Graduate School. A sample copyright page is included at the end of this guide.

Formatting Guidelines for the Dissertation/Thesis

A dissertation/thesis submitted to ProQuest must be a complete document, formatted correctly, with no blank sections.

Title and Abstract Title Pages

- Enter the title of your dissertation/thesis using Headline Capitalization, also known as Title Case. Capitalize the first letter of every word except
 - articles ("a," "an," and "the")
 - coordinating conjunctions (for example, "and," "or," "but," "so," "yet," and "nor")
 - prepositions with fewer than four letters (like "in").
- The first letters of the first and last words are always capitalized, regardless of what they are.
- Enter the title exactly as you want it to appear on the final thesis/dissertation.
 - The title cannot be changed after the exam certificate is issued and signed by the committee.
- All dissertations and theses must have both a Title Page and an Abstract Title Page (labeled "Abstract").
- The paragraph at the bottom of the abstract title page should begin, "An abstract of a dissertation," or "An abstract of a thesis" depending on which document you are submitting.
- Make sure your committee members' names are correct by consulting your DGSA.
 - Enter the committee members' professional names as they are listed in the DukeHub system.
 - Committee member names should not include professional titles, such as Dr., Ph.D., M.D., etc.
- If your committee approval form lists different people as Chair and Dissertation/ Thesis Advisor/ Supervisor, the name of the Dissertation Advisor should be entered as "Dissertation/Thesis Advisor"/"Supervisor" on the Title and Abstract Title Pages.
 - "Dissertation/Thesis Advisor" is used by Arts & Sciences and Engineering departments/programs, "Dissertation Supervisor" is used by the Duke School of Medicine departments/ programs.

Margins

- All pages in the dissertation/thesis must be formatted with a 1.5-inch margin on the left side and a 1-inch margin on the top, right side, and bottom.
- The 1-inch margin at the bottom is measured from below the page number.
- All text in the dissertation/thesis, including footnotes, page numbers, tables, figures (illustrations), schemes, and figure legends, must fall within these margins.

Typing and Spacing

- All text (including the abstract) must be double-spaced. Exceptions are as follows:
 - Entries in the Table of Contents, List of Tables, List of Figures (Illustrations), List of Schemes, or works in the References/Bibliography/Works Cited section longer than one line are single-spaced within the entry.
 - Dissertation/Thesis titles on Title and Abstract Title pages are single spaced.
 - A chapter heading or subheading longer than one line is single-spaced within the entry.
 - Indented quotations are single-spaced.
 - Footnotes and figure/table captions are single-spaced.

- All text must be in a commonly accepted font in your field (typically Times Roman, Garamond, Arial, or Helvetica) and consistently used throughout the document.
- Bold text is used only for chapter titles/headings and figure/table captions.
- Italics are used only in common practice (e.g., genus/species names or in bibliographical entries).
- All chapter titles and sections (Appendices, Bibliography, and Biography) must begin at the top of a new page.
- Color is used only in figures, tables, or examples of coding. No part of the text should be in color or highlighted.
- Webpage/website references should be in the same black font as the document and should not be underlined.

Page Numbers

- The Title Page, the Abstract Title Page, and the Copyright Page do not have page numbers.
- All page numbers should be placed at the bottom, centered with page margins, and with a 1-inch margin beneath the page number.
- The preliminary pages (after Copyright Page and before the Introduction) are numbered consecutively with lower-case Roman numerals, starting with the abstract as page iv.
- Begin Arabic numbering with 1 on the first page of the Introduction and number all pages consecutively thereafter.
- There should be no symbols or dashes on either side of a page number.

Footnotes

- All footnotes must appear at the bottom of the page.
- Footnotes must be numbered beginning with 1 in each new chapter.
- Footnotes must begin on the page they are cited. They may be continued on the next page.
- Footnote lines should be consistent in length, approximately 2 inches, and the footnote line separator should be consistent in length with the regular footnote line.
- Endnotes are allowed.

Format for Citations, Tables, Figures

- If your dissertation/thesis includes tables, figures (illustrations), or schemes, you must include a List of Tables, List of Figures, and List of Schemes after the Table of Contents.
 - Tables and figures must fall within the specified margins.
- Provide a general title, followed by caption (if any) for tables and figures.
- Include only table and figure titles in the Table of Contents.
 - Titles should be no more than two lines long.
 - Two-line titles should be single-spaced.
- Table number, title, and captions appear above the table.
 - Titles/captions longer than one line should be single-spaced in the text.
- Figure number, title, and captions appear below the figure.
 - Titles/captions longer than one line should be single-spaced in the text.
- When possible, try to fit each table/figure and its accompanying caption on one page.
 - If caption text must continue to the next page, do not label it “continued.”

Tables and Figures with Landscape Orientation

- When a page is in landscape orientation, the top margin is 1.5 inch, and the left, bottom, and right margins are 1 inch.
- The page number rotates clockwise 90 degrees, to the left side of the page, centered between the top and bottom page margins, with a 1-inch margin maintained below the page number.
- Refer to this video https://www.youtube.com/watch?v=3DayPQLbT_A for guidance.

The Order of Pages/Sections in a Dissertation/Thesis

- All pages/sections are required, have a page number, and should be listed in Table of Contents, unless otherwise noted below.
 - Title Page (no page number, not listed in the Table of Contents)
 - Abstract Title Page (no page number, title “Abstract”, not listed in the Table of Contents)
 - Copyright Page (no page number, not listed in the Table of Contents)
 - Abstract (page number should start with “iv” and titled “Abstract”)
 - Dedication (Optional. If used, then titled “Dedication” not listed in the Table of Contents)
 - Table of Contents (titled “Table of Contents” not list in the Table of Contents)
 - List of Tables (if any, and titled “List of Tables”)
 - List of Figures (if any, and titled “List of Figures”) *
 - List of Schemes (if any, and titled “List of Schemes”)
 - List of Abbreviations (if any; in alphabetical order, and titled “List of Abbreviations”)
 - Acknowledgements (Optional. If used, then titled “Acknowledgements”)
 - Introduction (page number should start with “1” and titled “Introduction”)
 - Research Chapter(s) (titled appropriately consistent with Table of Contents)
 - Conclusion(s) (titled “Conclusion[s]”)
 - Appendices (if any, titled appropriately consistent with Table of Contents – example: Appendix A)
 - References, Bibliography, or Works Cited (any of these titles are correct and should be titled consistent with Table of Contents)
 - Biography (Optional. If used, then titled “Biography”)
- Blank pages are not allowed within the submission.
- There should be no bookmarks, internal links, or hyperlinking within the submission.

*NOTE to Art History Students: As is conventional in this discipline, all figures, i.e., illustrations, should be placed at the end of the dissertation, after the Biography page.

Abstract

- In the abstract, you must: present the problem of the thesis/dissertation; discuss the approach, materials and methods used; summarize the major findings, and state the conclusions reached.
 - Individual chapters may not have abstracts.
 - The abstract will be published in Dissertation Abstracts International.

Bibliography/References/Works Cited

- The bibliography can be in the format that is appropriate for the specific discipline: APA, MLA, AMA, Chicago, etc.
- A bibliography after each chapter will not be accepted.
- If individual papers are included in the thesis/dissertation, a single bibliography will serve the entire manuscript.

- The bibliography or reference section is either in alphabetical order or numbered sequentially.
- The bibliography or reference section should be single-spaced within each reference and double-spaced between references.
- When referencing websites/webpages/weblinks – the black font should match the rest of the document, and not be underlined.

Biography

- You may include a brief biography, ordinarily no more than one page.
- The biography appears on the very last page of your dissertation and is written in third-person narrative form, typically reflecting your educational background information.
- Do not use or include a CV/resume as your biography.
- Do not provide personal information, such as the date and place of birth.

Consistency of Format

- The dissertation/thesis must be formatted consistently throughout the entire manuscript.
- Any chapter that includes an article that reflects a submission to a professional journal or a book chapter must conform to the format described in this guide.

Including Unconventional Content

- If essential aspects of your research cannot be embedded within your thesis or dissertation document, items presenting this work can be provided as supplemental files. This may include video or audio recordings, which should be provided electronically to each committee member.
- Issues regarding the format of non-traditional, supplemental content should be resolved with your committee.
- It is helpful to the reader to also summarize such items in the written document, for example, using a few key frames from a movie to create a figure of several panels.
- A list of supplemental files must be included in the dissertation.
- Images not related to your research are not allowed anywhere in your submission, including, but not limited to, the dedication and biography.

Inclusion of Articles Submitted to a Professional Journal

- Some disciplines, mainly in the sciences, permit inclusion in the thesis/dissertation of research papers or scholarly articles published by the student.
 - Regardless of the formatting guidelines for previous publication, they must be reformatted to meet the specifications of this guide.
 - You must adhere to any copyright issues pertaining to the publication.
 - Whatever the discipline, the published work must be logically connected and integrated into the thesis/dissertation. This will require adapting your publication for use in your thesis/dissertation.
 - Binding reprints or collections of publications together is not acceptable as a thesis/dissertation in either format or concept.
- You must also explicitly acknowledge any contribution made by other people to the publication you are using, e.g., attribute the work of any other authors on the publication (see below).

Collaborative Work

- Research performed in collaboration with others, including multi-authored articles, may be included in the dissertation or thesis if the student's contribution, and the relationship of the collaborative research to the thesis/dissertation, are summarized in the Introduction and listed on the first page of the relevant chapter.
- The text of your chapters must be your own, even if the work was collaborative.
 - It is your responsibility to ensure that your thesis/dissertation represents your original, individual efforts.
 - The contributions of each collaborator to the work must be explicitly indicated.
 - Whether your contribution is sufficient for a passing result is up to your committee.

Avoiding Plagiarism and Other Academic Misconduct

- All text and data in the dissertation or thesis document must be either your own or properly cited and attributed.
- Inclusion of other's work and presentation of it as if it were your own will be grounds for failure and dismissal from the university.
- To help avoid unintended inclusion of uncited, previously published material, you are encouraged to scan draft documents through plagiarism detection software such as [iThenticate](#).
 - Since fall 2017, graduate faculty advisors have institutional access to [iThenticate](#) and can scan thesis or dissertation documents for you.
 - Please note that The Graduate School, academic publishers, funding agencies and others may also use such software to detect plagiarism. Any problems must be fixed prior to submission for examination or archiving.

Using Materials Copyrighted by Others

- As the author of the dissertation or thesis, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner.
- Valuable resources to consult regarding previously published work include:
 - [When U.S. Works pass into the Public Domain](#)
 - [Duke University Libraries Office of Copyright and Scholarly Communication](#)
 - [United States Copyright Office](#)
- Book and journal publishers normally hold the copyright for all materials they publish.
 - Even if you are the sole author or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your thesis/dissertation.
 - You are responsible for securing these permissions and paying any permission fees.

Sample Pages/ Supporting Documents

- Departmental Defense Announcement
- Dissertation/Thesis Advisor/ Supervisor Letter
- Title Page
- Abstract Title Page
- Copyright Page
- Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement

Note: these pages are for reference and may not meet all the edit format requirements.

Template: Departmental Defense Announcement

The final examination of _____
(name of student)

(Student ID)

for the Ph.D. Master's degree in _____ will be
(department or program)

held on _____ in
(time of day, month, date, year)

(location)

The Title of the [dissertation/thesis] is: _____

The Committee to conduct the examination consists of:

_____ Chair

Signature, Director of Graduate Studies

Dissertation/Thesis Advisor/ Supervisor Letter

Instructions:

- Dissertation/Thesis Advisor emails letter on letterhead in PDF to gradacademics@duke.edu
- Chose dissertation or thesis. ****NOTE:** dissertation for Ph.D.'s and thesis for Master's
- Print first/last name
- Provide signature

Template

Month/ Day/ Year

Graduate School Academics Office Duke University Graduate School 2127 Campus Drive
Box 90065

To Whom it May Concern:

I have read the [dissertation / thesis **] of _____ and it is complete and ready to defend.

Sincerely,

Dissertation / Thesis Advisor/ Supervisor

Department

Template: Title Page

[The Title of Your Dissertation or Thesis]

by

[Full Name]

Department of [name of your department or program]
Duke University

Defense Date: [month day, year]

Approved:

Dissertation/ Thesis Advisor/ Supervisor

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

[Dissertation or Thesis] submitted in partial fulfillment of the requirements for the degree of [Doctor of Philosophy or Master of Science or Master of Arts] in the Department of [name of your department or program] in The Graduate School of

Duke University

[Current Year]

(NOTE: single spacing above.)

Template: Abstract Title Page

ABSTRACT

[The Title of Your Dissertation or Thesis]

by

[Full Name]

Department of [name of your department or program]
Duke University

Defense Date: [month day, year]

Approved:

Dissertation/ Thesis Advisor/ Supervisor

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

(Below please note that copy reads “An abstract of a dissertation/thesis...”)

An abstract of a [dissertation or thesis] submitted in partial fulfillment of the requirements for the degree of [Doctor of Philosophy or Master of Science or Master of Arts] in the Department of [name of your department or program] in The Graduate School of Duke University
[Current Year]

(**NOTE: single spacing above.)

Template: Copyright Page

Copyright by
[Full Name]
[Current Year]



Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement

By signing and submitting this license, the author grants to Duke University the non-exclusive right to reproduce and distribute the submission, as well as the right to migrate or convert it, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution.

Duke University acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder, and this license does not restrict subsequent uses of the submitted material by the copyright holder.

The author represents that the submission covered by this license is their original work and that they have the right to grant this license to Duke University. The author further represents that the submission does not, to the best of their knowledge, infringe upon any third-party's copyright. If the submission contains material for which the author does not hold copyright, the author represents that they have obtained the unrestricted permission of the copyright holder to grant this license to Duke University, and that such third-party material is clearly identified and acknowledged within the text or content of the submission. In the event of a subsequent dispute over the copyrights to material contained in this submission, the author agrees to indemnify and hold harmless Duke University and its employees or agents for any uses of the material authorized by this license.

If this submission is based upon work that has been sponsored or supported by any agency or organization other than Duke University, the author represents that they have fulfilled any right of review or other obligation required by contract or agreement with the supporting entity.

Duke University will make the submission available to the public using a Creative Commons Attribution / Non-commercial / No derivative (CC-BY-NC-ND) license accompanied by a copyright statement indicating the author's continuing rights. Duke University will take all reasonable steps to ensure that the author's name remains clearly associated with the submission.

I agree to the terms of the Non-Exclusive Distribution License:

Author's Signature

Print Author's Name

Date

Please select one of the following dissertation availability options:

*Note Your Abstract is not embargoed

No restriction on availability

6 month embargo

1 year embargo

2 year embargo

Dissertation/Thesis Advisor: _____

Signature

Print Name

Dissertation/Thesis Author: _____

Signature

Print Name

revised: 11-30-2023