



DUKE
THE GRADUATE SCHOOL

Guide for the Electronic Submission of Theses and Dissertations

Duke University Graduate School
2127 Campus Drive Durham, North Carolina 27708
<http://gradschool.duke.edu>

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Summary of Steps for Electronic Submission of Theses and Dissertations

Initial Submission

1. Apply for graduation through DukeHub before [graduation deadlines in the term you plan to graduate](#).
2. Double check your committee membership: if your dissertation committee in DukeHub does not match the committee that will be present at your defense, your DGSA must submit a new [Committee Approval Form](#) at least 30 days before your defense date. If your dissertation committee is the same as your preliminary committee, send an email to gradacademics@duke.edu stating that your dissertation committee is the same as your preliminary committee.
3. Format your dissertation using The Graduate School dissertation template (available in MS Word or LaTeX) and the *Guide for Electronic Submission of Theses and Dissertations*, both of which are available on The Graduate School Web site: <http://gradschool.duke.edu/academics/theses-and-dissertations>
NOTE: The Graduate School strongly recommends all students use the MS Word dissertation template in order to reduce the chance of serious formatting problems that could potentially delay your graduation.
4. Before your initial submission, and at least two weeks before your defense, give your advisor a complete draft of your thesis or dissertation and fix any problems noted.
5. Request from your advisor an Advisor Letter and from your Department DGSA a [Defense Announcement](#) to be emailed to The Graduate School (with the student name as part of the subject line) to: gradacademics@duke.edu .
6. Submit your complete, correctly 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. This initial submission must be complete, with correct formatting and no blank sections, or it will be rejected. Once you receive an email containing the format changes required, if any, make an exam certificate appointment with the administrator from whom you received the email. Be sure to check your spam inbox. Emails are sent through ProQuest to the email address you entered in ProQuest when you submitted your thesis or dissertation.
7. The link to the exam certificate appointment calendar will be included in the email sent through ProQuest. Appointments are at The Graduate School, 2127 Campus Drive.

Exam Certificate Appointment

Provided you have applied to graduate in DukeHub, The Graduate School has received your Advisor Letter and [Department Defense Announcement](#), and you have an approved thesis/dissertation committee on record, you will receive your Final Examination Certificate (exam card), Non-Exclusive Distribution License, and, for Ph.D. students only, the online email links to complete the Survey of Earned Doctorates (SED), Graduate Exit Survey, and the Duke Placement Survey. [The Exam Certificate Procedure Guide](#) provides a step-by-step overview.

Examination of Your Thesis or Dissertation

Provide your dissertation or thesis to each member of your committee at least two weeks before your scheduled examination. All members must participate; the majority must be present in person, including the chair. Provide PDFs for review. If a member requests a paper copy, provide that instead.

Defense

After defending, obtain the original signatures of your committee on: one (1) Title Signature Page, one (1) Abstract Title Signature Page, and the Final Exam Certificate. Also, obtain the signature of your Director of Graduate Studies on your Final Exam Certificate.

Final Submission

Submit what you consider to be the final version of your dissertation/thesis to ProQuest, taking into consideration the formatting revisions required by The Graduate School and the content-related revisions required by your committee. You will receive notification when The Graduate School has accepted your dissertation.

Submit the following materials in person, in a single delivery to The Graduate School after your defense. Please do not send through campus mail.

- Signed Final Exam Certificate with original signatures
- Signed Title Signature Page with original signatures
- Signed Abstract Title Signature Page with original signatures
- Signed “Non-Exclusive Distribution License and Dissertation Availability Agreement” with original signatures (Please note: the release date must match the Institutional Repository and Traditional Publishing selections in ProQuest.)

NOTE: Final submission must occur within 30 days of your defense. However, if you defend within 30 days of the semester deadline of your graduation date, you must adhere to the semester deadline, and do not have 30 days to complete your final submission. Please see The Graduate School website for semester deadlines: <http://gradschool.duke.edu/academics/preparing-graduate/graduation-deadlines>

Guide for Electronic Submission of Theses and Dissertations

Apply for Graduation and Scheduling the Defense

By applying for graduation, you inform The Graduate School that you are planning to graduate in a given semester. Log into DukeHub and select “Apply for Graduation.” An “Apply for Graduation” form filed for one semester does not carry over to the next semester. Thus, if you file in the fall and do not defend or do not submit a final version of your thesis/dissertation, you must file a new form in the spring if you expect to graduate during that semester. The “Apply for Graduation” form must be submitted at least one month prior to your defense and no later than January 25 for a May degree, June 15 for a September degree, and October 15 for a December degree. If your committee is not approved, you will not be eligible to apply for graduation.

You must schedule your defense for a term in which you are enrolled and prior to the last date for the defense in the semester for which you have applied to graduate. You must be registered for the subsequent term if your defense takes place between terms, as defined by the first day of class and the last day of exams. All committee members must participate in your examination. Master’s committees must have at least three members, and doctoral committees at least four; however, if you have more than the minimum number, they still must all participate, with the majority present in person at the examination. In rare cases, and with the Associate Dean’s prior permission, committee member(s) other than the chair may be allowed to participate remotely. Inform your DGSA if you request a remote participant so that s/he can seek approval from the Associate Dean prior to your defense date.

Committee Approval Form

Your committee in DukeHub must match the committee that will be present at your defense, or you will not be permitted to defend. To submit a change in your original committee for approval from The Graduate School, please ask your department DGSA to submit electronically a Committee Approval Form on your behalf by at least 30 days before your exam date.

If your Dissertation Committee is the same as your Preliminary Exam Committee, you should send an email to gradacademics@duke.edu stating that your Dissertation Committee is the same as your Preliminary Committee.

Preparation and Formatting Guidelines for the Thesis/Dissertation

All theses/dissertations submitted to ProQuest must meet the following format guidelines:

- The manuscript must be a completed document, formatted correctly, with no sections left blank.
- Each chapter of your document must begin on a new page.

Title and Abstract Title Pages

- Enter the title of your thesis/dissertation using Headline Capitalization, otherwise 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"), and 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. The title should be entered exactly as you want it to appear on the final thesis/dissertation.

- Make sure your committee members are correct by consulting your DGSA.
- Committee member names should not have professional titles. Please do not use Dr., Ph.D., M.D., etc. before or after committee member names.
- If your committee approval form lists different people as Chair and Advisor, then the name of the Chair should be entered as “Chair,” and the name of the Advisor should be entered as “Supervisor” on the title and Abstract Title Signature Pages.
- If your committee approval form only lists a Chair (no advisor), then the Chair should be entered as “Supervisor” on title and Abstract Title Signature Pages.
- If your committee approval form lists Co-chairs, then they should be entered as “Co-supervisors” on the title pages.
- All dissertations and theses must have an Abstract Title Page, labeled “Abstract.”
- The paragraph at the bottom of the abstract title page should begin, “An abstract of a thesis” or “An abstract of a dissertation,” depending on which document you are submitting.

Margins

- All pages in the thesis/dissertation must be formatted with at least a 1.5-inch margin on the left side and at least a 1-inch margin on the top, right side, and bottom.
- There must be at least a 1-inch margin beneath the bottom page number.
- All text in the thesis/dissertation, 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 – Except:
- An entry in the Table of Contents, List of Tables, List of Figures (Illustrations), List of Schemes, or the Reference Section longer than one line is single-spaced within that entry.
- A chapter heading or subheading longer than one line is single-spaced within the entry.
- Indented quotations are single-spaced.
- Dissertation/thesis titles and footnotes may be either single-spaced or double-spaced.
- Do not use italics or script fonts for the general body of the document.

Page Numbers

- All page numbers should be placed bottom center with a 1-inch margin beneath.
- The Title Signature Page, the Abstract Title Signature Page, and the copyright page do not have page numbers, but they are counted.
- The preliminary pages are numbered with lower-case Roman numerals.
- The abstract text page begins numbering with Roman numeral “iv.”
- Begin the first page of the Introduction or Chapter 1 with Arabic number “1.” All pages are numbered consecutively from that point.

Footnotes

- All footnotes must appear at the bottom of the page.
- Footnotes should be numbered with 1 at the beginning of each new chapter.

- Footnotes may be continued on the next page, but they must begin on the page they are cited. Endnotes will not be allowed.
- 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.

Format for Citations, Figures, Tables

- Your thesis/dissertation should follow one of the accepted formats provided by *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (Chicago: The University of Chicago Press).
- If your thesis/dissertation includes tables, figures (illustrations), schemes, you must include a List of Tables, List of Figures, and List of Schemes after the Table of Contents. Note: tables and figures must fall within the specified margins.
- Table number and captions appear above the table.
- Figure number and captions appear below the figure.
- When possible, the student should try to fit each figure/table on one page with caption, inserting page breaks where necessary, or they can be continuous to the next page without labeling “continued.”
- There is no rule on font, justification, or spacing of text in captions; just be consistent.

Figures and Tables with Landscape Orientation

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the landscape figure or table must also be rotated; however, the page number is not. The page number must appear at the bottom, as if the figure were in portrait presentation.

The 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 should not have abstracts. The abstract will be published in *Dissertation Abstracts International*. The abstract text page should be Roman numeral page number iv in your document.

The Order of Pages in a Thesis/Dissertation

1. Title Signature Page (counted but not numbered)
2. Abstract Title Signature Page (counted but not numbered) Copyright Page (counted but not numbered)
3. Abstract (page number should be “iv”)
4. Dedication (optional/do not list this as a line item in the Table of Contents)
5. Table of Contents (do not list this as a line item in the Table of Contents)
6. List of Tables
7. List of Figures (illustrations)
8. List of Schemes (if any)
9. List of Abbreviations
10. Acknowledgments (optional)
11. Introduction
12. Research Chapter(s)
13. Conclusions

14. Appendices (if any, includes supplementary figures or movies)
15. References, Bibliography, or Works Cited (any of these titles are correct)
16. Biography (Ph.D. only)

Note to Art History Students: As is conventional in this discipline, all illustrations should be placed at the end of the dissertation, after the biography page.

Bibliography/References/Works Cited

If individual papers are included in the thesis/dissertation, a single bibliography will serve the entire manuscript. 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. The bibliography or reference section is either in alphabetical order or numbered. The bibliography or reference section should be single-spaced within the reference and double-spaced between references.

The Biography

A brief biography, ordinarily not more than one page in length, is required in doctoral dissertations. The biography should appear on the very last page of your dissertation and is written in third-person narrative form, typically containing mainly educational background information. Do not use or include a CV/resume as your biography. This section is for Ph.D. dissertations only. Do not include it in a master's thesis.

Consistency of Format

The thesis/dissertation 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 would include video or audio recordings, which should be provided to each committee member and to The Graduate School on DVDs. 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.

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. These must be properly formatted as indicated in this guide. The student should be mindful of 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.¹ 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 the responsibility of the student's thesis/dissertation committee to ensure that a thesis/dissertation represents the original, individual efforts of the candidate. The contributions of each collaborator in the work reported must be explicitly indicated. Whether the thesis/dissertation student's contribution is sufficient for a passing result is up to the committee.

Avoiding Plagiarism and Other Academic Misconduct

Students must be diligent in ensuring that all text and data in the thesis or dissertation document is either their own or is 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, students are encouraged to scan their draft documents through plagiarism detection software such as [iThenticate](#). Graduate faculty advisors will have institutional access to iThenticate starting in fall 2017 and can scan thesis or dissertations documents for you. Any problems should be fixed prior to submission for examination or archiving. Please note that The Graduate School, academic publishers, funding agencies and others may use such software to detect plagiarism.

Using Materials Copyrighted by Others

As the author of the thesis or dissertation, 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. Please consult the following site for information on "[When U.S. Works pass into the Public Domain](#)." The [Duke University Libraries Office of Copyright and Scholarly Communication](#) and the [United States Copyright Office](#) are valuable resources for any questions you may have concerning previously published work. 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, paying any permission fees and submitting copies of all permissions to the Coordinator of Student Records (2127 Campus Drive), who will send them to ProQuest.

Supporting Documents for Thesis/Dissertation in Electronic Format

Supporting documents that remain on paper and are to be forwarded in an 8.5 × 11 envelope include:

1. Reprint permission letters, if required
2. Third-party software licenses, if required
3. Supplemental data, such as movies, on DVDs

Submit any hard copy supporting documents to The Coordinator of Student Records at 2127 Campus Drive. These will be sent to ProQuest at the end of the semester. A sample of the permission letter appears at the end of this guide.

Initial Submission Procedures

Advisor Letters and Defense Announcements

- Prior to submitting your thesis/dissertation electronically, you are required to give your thesis or dissertation to your advisor for his or her inspection. Request a letter from your advisor that states that your thesis/dissertation is complete and ready to defend. Your advisor will send this letter to The Graduate School using the email address: gradacademics@duke.edu (see sample Advisor Letter at end of this guide).
- Request a Departmental Defense Announcement to be sent from your DGSA, who will also email it to gradacademics@duke.edu. Do not email these documents to a specific person in The Graduate School. Please use the email address provided.

ProQuest

- Ph.D. students and master's students writing a thesis must submit a complete electronic document to [ProQuest](#) at least two weeks prior to your defense. No paper copies are accepted.
- All manuscripts are delivered to ProQuest as PDF files. It is up to the student to create and verify the PDF file before submission. Please use the most up-to-date Adobe Acrobat to convert your document to a PDF. If you use an alternate PDF creator, your file may not be valid. Upon submission to ProQuest, you will be assigned a Graduate School administrator who will facilitate your dissertation or thesis process from format checking through final acceptance.
- Your initial submission must be a complete document with all sections filled in. Your document will be inspected by your administrator for proper format and completion, though not for academic merit. Placeholders are not permitted. If you do not submit a fully completed and properly formatted document, it will be rejected. Substantial format revisions will result in a rejection and referral to the format guidelines. Your advisor will be copied on the rejection email from the administrator. If your document is complete and properly formatted, any minor structural errors will be identified, with a request to revise.
- When uploading a revised PDF to ProQuest, you must click 'Submit Revisions' to confirm submission. Your administrator will be automatically notified by e-mail of the updates.
- Once you submit into ProQuest, you can use the revision link as many times as you require to upload revised versions until your submission is due. You do not need administrator approval to revise your submission prior to the final deadline.
- ProQuest may initially ask if you would like them to submit a copyright on your behalf for a fee. Note that this is entirely 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.
- 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 form.
- Further ETD process information, including templates in Microsoft Word and LaTeX can be found on The Graduate School website: <http://gradschool.duke.edu/academics/theses-and-dissertations>

Graduate School Exam Certificate Appointment

The [Exam Certificate Procedure Guide](#) is a useful resource for information:

After your initial thesis/dissertation submission to ProQuest, you will receive an email from a

Graduate School Administrator informing you of any formatting issues. When you receive this email, you may then sign up for an exam certificate appointment with the administrator who emailed you. The link to the exam certificate appointment calendar will be included in the email sent through ProQuest.

Provided that you have applied for graduation in DukeHub and The Graduate School has received all essential pre-dissertation defense paperwork, you will receive your Final Examination Certificate and Non-Exclusive Distribution License at your exam certificate appointment. In addition, Ph.D. students will receive instructions for completing three online surveys: The Survey of Earned Doctorates (SED), the Graduate School's Exit Survey, and the Duke Placement Survey. Your assigned exam certificate administrator will send the survey links.

Final Exam Certificate. The exam certificate is generated in The Graduate School and will be released to you at your exam certificate appointment, provided all of the necessary pre-defense paperwork has been received. If your thesis/dissertation committee does not match the approved committee in our system, if we have not received the defense announcement, or if we have not received the advisor letter, the Final Exam Certificate will be held in The Graduate School until all items are received.

Bring the exam certificate to your defense and give it to your Chair. Each member of your committee must sign the Final Exam Certificate, indicating the result (pass or fail) of your final examination.

Defense

You will provide your dissertation or thesis to your committee at least two weeks before your defense date. At the examination, your committee will read your dissertation or thesis and ask you questions based on their reading and assessment of your work. You must take the exam certificate to your defense and give it to your Chair. Each member of your committee must sign the Final Exam Certificate, indicating his or her vote on your final examination (pass or fail). Often, a committee will pass the student but ask for minor edits or corrections to be made prior to final submission.

After defending, obtain the original signatures of all members of your committee on: one Title Signature Page, one (1) Abstract Title Signature Page, and the Final Exam Certificate. Please note that neither signature page needs to be printed on a specific type of paper. Do not print front and back; have two separate pages. Also, be certain to obtain the signature of your Director of Graduate Studies on your Final Exam Certificate.

Final Submission

- After your defense, submit **Final Examination Certificate** to The Graduate School.
- Submit the **Title Signature Page** with original signatures of each committee member to The Graduate School.
- Submit the **Abstract Title Signature Page** with original signatures of each committee member to The Graduate School.
- Submit the signed **“Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement.”**
- Doctoral recipients must complete the Survey of Earned Doctorates (**SED**), the Graduate

School's Exit Survey, and the Duke Placement survey.

- Master's graduates must complete the Duke Placement survey.
- Within 30 days of your examination, make the corrections required by The Graduate School and your thesis/dissertation committee. ****NOTE:** If your exam is held less than 30 days before the semester deadline for completion of requirements, you must adhere to the semester deadline. If you need a period of time longer than 30 days for making changes in the thesis/dissertation, have your Director of Graduate Studies make a request for an extension to the Associate Dean for Academic Affairs, stating the reasons for the delay and specifying at what date the thesis/dissertation will be submitted. If at the end of the semester or term you cannot meet the submission deadline, you will be required to register and pay the Continuation fee for the ensuing semester in which you will receive your degree. You will also need to reapply to graduate in DukeHub.
- Submit the final revised PDF of your thesis/dissertation to ProQuest.
- You will receive an e-mail notification when The Graduate School has accepted your final thesis/dissertation, and it is ready for archiving at ProQuest.

Notes:

- Do not submit signed title and abstract title pages to ProQuest. Please use unsigned title pages for the electronic submission. The signed title pages should be delivered to The Graduate School at 2127 Campus Drive. Do not send them through campus mail.
- About bound copies of thesis/dissertation: If your advisor or department requires a bound copy of your thesis/dissertation, or if you would like a personal copy, you can order copies through ProQuest or print out your thesis/dissertation and take it to the Textbook Store in the Bryan Center for binding. Please note that image resolution will be higher on the self-printed copy taken to the Textbook Store than on the copy ordered through ProQuest. If your thesis/dissertation contains images and/or you require a higher quality copy, The Graduate School recommends the services of the Textbook Store.
- Submit the Final Examination Certificate, Title Signature Page, Abstract Signature Page, and "Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement" to The Graduate School in a single delivery.

Embargo

All theses and dissertations 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 yet.

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 form.

Regardless of whether you elect to embargo your document, your dissertation/thesis abstract will be publically available from soon after the final submission to ProQuest. If you must put confidential information in your abstract (i.e., findings or conclusions) that are not yet ready to be known publicly

due to manuscript submission concerns), you may supply a more generic, public abstract for all to see during the embargo period, until the more technical, actual abstract of your document is available publicly at the end of the embargo. You do this by placing the public abstract in the abstract box during your final ProQuest submission, after gaining the approval for this public abstract from your advisor.

Information Regarding Copyrighting

Your master's thesis/doctoral dissertation must be submitted to ProQuest for microfilming and inclusion in the Dissertation Abstracts database. 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). 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, and submission to ProQuest does constitute legal publication. You may register your work directly with the Registrar of Copyrights for a fee of \$35 (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.

While notice of copyright is a legal formality, Duke University requires that you include a copyright page after the Abstract Title Signature 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. This page gives notice of your rights in your work whenever that work is reproduced in any form.

Sample Pages

- Departmental Defense Announcement
- Advisor Letter
- Copyright Page
- Title Signature Page
- Abstract Title Signature Page
- Instructions for Copyright Permission Letters
- Sample Permission Letter for use of Copyrighted Material

Departmental Defense Announcement

The final examination of _____
Name of student

Student ID

for the [Ph.D./master's] degree in _____ will be
Department

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

(building, room number)

The Title of the [thesis/dissertation] is:

The Committee to conduct the examination consists of:

_____ Chair

Director of Graduate Studies

Advisor Letter

(e-mail letters to gradacademics@duke.edu)

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 [thesis/dissertation] of _____ and it is complete and ready to defend.

Sincerely,

Advisor

Department

Template: Copyright Page

Copyright by
Alexis Moore Scott
2012

Template: Title Signature Page

The Systematic Study of Solvent
Extraction with Acetylacetone

by

Alexis Moore Scott

Department of Chemistry
Duke University

Date: _____

Approved:

Ray T. John, Supervisor

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

(NOTE: Signatures of all committee members must be included above.)

Thesis/Dissertation submitted in partial fulfillment of
the requirements for the degree of Doctor
of Philosophy, Master of Science, Master of Arts in the Department of
Chemistry in The Graduate School
of Duke University

2012

(Note single spacing above.)

Template: Abstract Title Signature Page

ABSTRACT

The Systematic Study of Solvent
Extraction with Acetylacetone by
Alexis Moore Scott

Department of Chemistry
Duke University

Date: _____

Approved:

Raye T. John, Supervisor

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

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

An abstract of a [thesis/dissertation] submitted in partial
fulfillment of the requirements for the degree
of Doctor of Philosophy, Master of Science, Master of Arts in the Department of
Chemistry in The Graduate School of
Duke University

2012

Instructions for Copyright Permission Letters

[NOTE: This form is reprinted from Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation by Dr. Kenneth Crews.]

1. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State clearly the name of your university and your thesis/dissertation's title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature format:

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of company]

By: _____

Title: _____

Date: _____

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