



Guide for the Electronic Submission of Thesis and Dissertation

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Summary of Steps for Electronic Submission of Thesis and Dissertation
Duke University Graduate School

1. Initial Submission:

- Apply for graduation through ACES before [graduation deadlines](#).
- Double check your committee: Request your DGSA submit a Committee Approval Form if your dissertation committee in ACES does not match the committee that will be present at your defense.
- Format your dissertation using the Graduate School dissertation template (available in MS Word or LaTeX) and the *Guide for Electronic Submission of Dissertations*, both of which are provided on the Graduate School Web site: <http://gradschool.duke.edu/academics/theses-and-dissertations>
NOTE: The Graduate School strongly recommends all students use the dissertation templates in order to reduce the chance of serious formatting problems that could potentially delay your graduation.
- Before your initial submission, give your advisor a complete draft of your thesis or dissertation and fix any problems noted.
- 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 .
- Submit your correctly formatted dissertation/thesis to [UMI/ProQuest](#) at least **2 weeks prior to your defense**. Do not destroy original file from which you create the PDF, as you will need this version for revision purposes. Remember, this is your initial submission and it must be complete with correct formatting and no sections left blank-otherwise it will be rejected. When you receive an email containing the format changes required (if any), **make an exam card appointment with the administrator from whom you received the email**. The appointment calendar is located at: <https://examcard.gradschool.duke.edu/grad.html> Appointments are at the Graduate School 2127 Campus Drive. 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.

2. Exam Card Appointment:

- Provided you have filed an “Apply for Graduation” form, and 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 PhD students only, the online email links to complete the Survey of Earned Doctorates (**SED**) and Graduate Exit Survey. [The Exam Card Procedure Guide](#) provides a step by step overview.

3. 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 (exam card). Also, obtain the signature of your Director of Graduate Studies on your Final Exam Certificate (exam card).

4. Final Submission:

- Submit revised PDF file to [UMI/ProQuest](#). Submit what you consider to be the final version of your dissertation/thesis, taking into consideration the revisions required by the Graduate School **and** the revisions required by your committee. You will receive notification when the Graduate School has accepted your dissertation.
- Submit the following materials to the Graduate School after your defense (**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 (**must match the Institutional Repository selection 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 semester deadline, and do not have 30 days to complete your final submission. Please see Graduate School website for semester deadlines:

<http://gradschool.duke.edu/academics/preparing-graduate/graduation-deadlines>

Guide for the Electronic Submission of Thesis and Dissertation

I. 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 ACES and select “Apply for Graduation.” The Graduation list submitted to the University Marshal is generated from the “Apply for Graduation” forms. 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, you must file a new form in the spring if you expect to defend during the 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, July 1 for a September degree, and November 1 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’ve 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. Masters committees must have at least three members,

doctoral committees at least four; however, if you have more than the minimum number, they still must all participate. In rare cases, and with the Associate Dean's prior permission, one committee member who is not the chair may be allowed to participate remotely. Inform your DGSA if you have a remote participant so that s/he can request approval from the Associate Dean **prior** to your defense date.

II. Committee Approval Form

Your committee in ACES 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 request a [Committee Approval Form](#) be submitted electronically on your behalf by your department DGSA.

If your Dissertation Committee remains the same as your Preliminary Exam Committee, you must email gradacademics@duke.edu to request that they change your Preliminary Exam Committee to be the Dissertation Committee.

III. Initial Submission Procedures

A. Advisor Letters and Defense Announcements

1. 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 back of this guide**).
2. Request a [Departmental Defense Announcement](#) to be sent from your DGSA who will also email it to gradacademics@duke.edu . (See **Defense Announcement Form at the link**). ***Do not** e-mail those documents to a specific person in the Graduate School use the email address.

B. UMI/ProQuest

1. Ph.D. students and Masters students doing a thesis must submit a correctly formatted, complete electronic document to [UMI/ProQuest](#) at least **two weeks** prior to your defense. No paper copies are accepted. Use the following web address for the initial submission of your thesis/dissertation.
2. All manuscripts are delivered to ProQuest/UMI as PDF files. It is up to the student to create and verify the PDF file before submission. You may want to use the most up to date Adobe Acrobat to convert your document to a PDF. ***Note-if** you are a Mac user, you may experience conversion problems so you may want to use a PC. Everyone should check their converted document before uploading it to Proquest to make sure everything converted properly.

An administrator within the Graduate School will be assigned to your case for initial format checking through to final acceptance of your examination

- documents, and will serve as your liaison with the Graduate School.
3. Your initial submission must be a complete document with all sections filled in. Your document will be inspected by your administrator for proper formatting and completeness, though not for academic merit. Blank space and placeholders are not permitted. If you do not submit a fully completed and properly formatted document, it will be rejected. Minor revisions required will be identified, with a request to revise, but 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.
 4. Please remember that when uploading a revised pdf to Proquest, you are not done with your submission until you click 'Submit Revisions'. A confirmation page will display, showing your submission details. If everything is correct, click the 'Submit Revisions' button. You must click the 'Submit Revisions' button on the confirmation screen for your revisions to be submitted and for your administrator to be notified by e-mail of the updates.
 5. One you submit into UMI/ProQuest, you can use the revision link as many times as you require to make revisions until your submission is due. You do not need administrator approval to revise your submission.
 6. UMI/ProQuest may initially ask if you would like them to submit a copyright on your behalf. Their fee will be charged to your credit card. (**Remember that you already own the copyright so this is optional.**) PLEASE review the [ETD \(Electronic Thesis & Dissertation\) Copyright Information](#) on our web page so you can make an informed decision.
 7. Under Publishing Settings & Copyright-the Delayed Release (Proquest) must match Institutional repository access (IR), which must match the selection on the Non-exclusive Distribution License and Thesis/Dissertation Availability Agreement form.
 8. Further information about the Electronic Thesis & Dissertation (ETD) process can be found on the Graduate School website:
<http://gradschool.duke.edu/academics/theses-and-dissertations>

IV. 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 page of its own.

Templates are available in Microsoft Word and LaTeX that follow the formatting guidelines described in this Guide. They can be found on the Graduate School Web Site [Theses and Dissertations](#) under the heading *Thesis/Dissertation Templates at the bottom of the webpage*.

A. Title and Abstract Title Pages

1. Title of your thesis/dissertation:

Please enter the title 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.

2. Make sure your committee members are correct by consulting your DGSA.
3. Committee member names should **not** have professional titles-do not put Dr., Ph.D., or M.D. before or after committee member names.
4. If committee approval form lists a different person for chair and advisor, on title and abstract title signature pages: Supervisor=Advisor and Chair remains Chair
5. If committee approval form only lists a Chair (no advisor), then Chair=Supervisor on title signature pages.
6. If committee approval form lists Co-chairs, then title pages = Co-supervisors.
7. The word "Abstract" should appear at the top of the abstract title page.
8. All dissertations & theses must have an Abstract Title Page.
9. The paragraph at the bottom of the Abstract title page should begin, "An abstract of a thesis (if you are doing a Master thesis) or "An abstract of a dissertation (if you are doing a doctoral dissertation).

B. Margins

All pages in the thesis/dissertation must be formatted:

1. With at least a 1.5 inch margin on the left
2. At least a one inch margin on the top, right side, and bottom
3. There must be at least a 1" margin beneath the bottom page number
4. All text in the thesis/dissertation, including footnotes, page numbers, tables, figures (illustrations), schemes, and figure legends, must fall within these margins

C. Typing and Spacing

All text (including the abstract) must be double-spaced –see **Exceptions:**

1. **Except:** When an entry in the Table of Contents, List of Tables, List of Figures (Illustrations), List of Schemes, and in the Reference Section is longer than one line, that entry is single-spaced within that entry
2. **Except:** If a chapter heading or subheading is longer than one line, that entry is single spaced within the entry
3. **Except:** Indented quotations should be single spaced
4. **Except:** Dissertation/Thesis titles and footnotes may be either single spaced or double spaced
5. Do not use italics or script fonts for the general body of the document.

D. Page Numbers

All page numbers should be placed bottom center with a 1" margin beneath

1. The Title Signature page, the Abstract Title Signature page, and the copyright

- page do not have page numbers, but they are counted
2. The preliminary pages are numbered with lower case Roman Numerals
 3. The abstract text page begins numbering with Roman numeral “iv”
 4. Begin the first page of the Introduction or Chapter 1 with Arabic number “1.” All pages are numbered consecutively from that point

E. Footnotes

All footnotes must appear at the bottom of the page

1. Footnotes should begin renumbering with 1 at the beginning of each new chapter
2. Footnotes may be continued on the next page, but must begin on the page they are cited. Endnotes will not be allowed.
3. 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

F. 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).

1. If your thesis/dissertation includes tables, figures (illustrations), schemes, you must include a List of Tables, List of Figures, and List of Schemes to be placed after the Table of Contents. Note: Tables and figures must fall within the specified margins
2. Table number and captions go above the table
3. Figure number and captions go below the figure
4. When possible, the student should try to keep each figure/table all on one page with caption, inserting page breaks where necessary or they can be continuous to the next page without labeling-“continued”
5. There is no rule on font or justification of text in captions, just be consistent
6. You can either single space or double space your captions, just be consistent

G. 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

H. The Abstract

In the abstract, you must (1) present the problem of the thesis/dissertation, (2) discuss the approach, materials and methods used, (3) summarize the major findings, and (4) 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.

I. The Order of Pages in a thesis/dissertation

Title Signature Page (counted but not numbered)
Abstract Title Signature Page (counted but not numbered)
Copyright Page (counted but not numbered)
Abstract (page number should be iv)
Dedication (optional/do not list this as a line item in the Table of Contents)
Table of Contents (do not list this as a line item in the Table of Contents)
List of Tables
List of Figures (illustrations)
List of Schemes (if any)
List of Abbreviations
Acknowledgements (optional)
Introduction (if used)
Research chapter(s)
Conclusions
Appendices (if any-includes supplementary figures or movies)
References, Bibliography, or Works Cited (any of these titles are correct)
Biography (PhD 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)

Samples of the title signature page, abstract title signature page, and copyright page are included at the end of this guide.

J. 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.

1. The bibliography or reference section is either in alphabetical order or numbered
2. The bibliography or reference section is single spaced within the reference and double spaced between references

K. The Biography (PhD only-students doing a Master Thesis do not include)

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 and in narrative form containing mainly educational background information. Do not use or include a CV/resume for your biography.

L. Consistency of Format. The thesis/dissertation must be formatted consistently throughout the entire manuscript. Any article that is submitted to a professional journal and is included in the thesis/dissertation must conform to the format described in this Guide.

M. 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 a supplement. This would include video or audio recordings, which should be provided to each committee member and to the Graduate School on DVDs. 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.

N. Inclusion of Articles Submitted to a Professional Journal. Issues regarding which format to choose and the format of non-traditional sources should be resolved with your Committee. 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 referenced, and 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 in a coherent manner. 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, eg attribute the work of any other authors on the publication (see below).

O. Collaborative Work. Multi-authored articles may be included in the manuscript if the student's contribution to that article, and the relationship of the research described in the article to the thesis/dissertation, are made clear in the Introduction. 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.

P. Using Materials Copyrighted by Others. As the author of the manuscript, 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 refer to [Copyright and Your Dissertation or Thesis](#). Please consult the following site for information on "[When U.S. Works pass into the Public Domain](#)". The [United States Copyright Office](#) is a valuable resource for any question 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 Susan Williford at 2127 Campus Drive who will send them to UMI.

¹Council of Graduate Schools, *A Policy Statement: The Role and Nature of the Doctoral Dissertation*, (Washington, D.C.: Council of Graduate Schools, 1991), 4.

Q. 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 Susan Williford at 2127 Campus Drive. She will send them to UMI at the end of the semester. A sample of the permission letter is in the back of this Guide.

V. Graduate School Exam Card Appointment

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

A. After your initial thesis/dissertation submission to UMI/ProQuest, you will receive an email from a Duke University Administrator informing you of any formatting issues. When you receive this email, you may then sign up for an exam card appointment (**with the individual from whom you received the email**). Please sign up for an appointment at: <https://examcard.gradschool.duke.edu/>

B. Provided you have filed an “Apply for Graduation” form, and the Graduate School has received your Advisor letter from your Advisor and your DGSA or DGS has submitted your Department Defense Announcement, and you have an approved thesis/dissertation committee, you will receive your Final Examination Certificate, Non-Exclusive Distribution License. PhD students will complete two online surveys The Survey of Earned Doctorates (**SED**) and the online Graduate School’s Exit Survey. Your assigned Exam card administrator will send the survey links.

C. Final Exam Certificate (card)

1. The exam card is generated in the Graduate School and will be released to you at your exam card appointment, provided all of the necessary 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.
2. Take the exam card to your defense; give it to your chair because each member of your committee must sign the final examination certificate indicating the result of your final examination (pass or fail).

VI. Defense

After defending, obtain the original signatures of all members of your committee on: one (1) 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.

VII. Final Submission-After Your Defense

- A.** Submit **Final Examination Certificate** to the Graduate School.
- B.** Submit one **Title Signature page** with original signatures of each committee member to the Graduate School.
- C.** Submit one **Abstract Title Signature page** with original signatures of each committee member to the Graduate School.
- D.** Submit signed “**Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement.**” This document can be found on the back page of this guide however, you will be given a copy at your exam card appointment.
- E.** Submit “**Survey of Earned Doctorates**” to the Graduate School. (PhD only).
- F.** 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 of time to Associate Dean John Klingensmith john.klingensmith@duke.edu 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 for the ensuing semester in which you will receive your degree.
- G.** Submit the final revised pdf of your thesis/dissertation to UMI/ProQuest.
- H.** You will receive an e-mail notification when the Graduate School has accepted your final thesis/dissertation and is ready to go to Proquest.

⇒**NOTE:** Do not submit signed Title and Abstract Title pages to UMI/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 thru campus mail.

⇒**NOTE:** 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.

VIII. 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.

Under Publishing Settings & Copyright-the Delayed Release (Proquest) must match Institutional repository access (IR), which must match the selection on the Non-exclusive Distribution License and Thesis/Dissertation Availability Agreement form.

Regardless of whether you elect to embargo your document, your title abstract will be publically available from soon after the final submission to ProQuest. If you need to 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 prepare a more generic abstract for the public to see during the embargo period, until the more technical, actual abstract of your document is available publicly at the end of the embargo. Please contact Proquest and DukeSpace to update your abstract.

IX. Information Regarding Copyrighting

Your master's thesis/doctoral dissertation must be submitted to University Microfilms International (UMI), Ann Arbor, Michigan 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 UMI 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 UMI 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 on page 16 of this manual. This page gives notice of your rights in your work whenever that work is reproduced in any form.

A. Author Royalties. UMI will pay a 10% royalty on all sales excluding your purchases of your thesis/dissertation. Royalty payments must exceed \$10.00 in a calendar year to be paid. If you change your address, please notify UMI by mail at: UMI, dissertation Services, 300 N. Zeeb Rd., Ann Arbor, MI 48106-1346, so they will know where to send your royalties.

X. 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 Unique 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

20

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: _____

6. For more information about permissions. Various organizations grant permissions for certain works. For, example, the Copyright Clearance Center offers a "Republication Licensing Service" that may prove helpful:
<http://www.copyright.com>.

Sample: Permission Letter to use for Copyrighted Material

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

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

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