

Dissertation Defense Forms

1. **Dissertation Checklist**
2. **Transmittal form** – *due prior to first submission, submit to FLG 240 for processing*
 - a. This form should be signed by the committee chair prior to uploading a first submission. Without this form, no submissions will be sent to the graduate school for review. An email confirmation may also be submitted to the Graduate Program Assistant for approval.
3. **Defense Announcement** - *2 weeks prior to scheduled defense*
 - a. This form should be completed and sent to the Graduate Program Assistant for email distribution no later than 2 weeks prior to your scheduled oral defense.
4. **Final Exam form** - *signed at defense and returned to FLG 240 for processing*
 - a. The entire supervisory committee signs at the defense. An Academic Advisor will submit a confirmation of this form through SIS to the Graduate School immediately following your successful oral defense.
5. **ETD signature page** - *signed at defense and returned to FLG 240 for processing*
 - a. The entire supervisory committee signs this form at the defense. If the committee wants revisions made to the final document, the committee chair may request that this form be held until all stipulations are met. If that is the case, the signature page will not be submitted in GIMS until email confirmation is received from the committee chair stating that the student is cleared to make the final submission.
6. **Publishing Agreement** - *signed at defense and returned to FLG 240 for processing*
 - a. This form will be signed at your defense by the student and committee chair. Most students choose the 2-year campus restriction if planning to publish this research elsewhere. Secret is intended for those seeking a patent, etc. The majority of students also elect to release the full dissertation to ProQuest after UF campus restriction periods expire.
7. **ProQuest Publishing Agreement** – *must be sent to the Graduate School prior to final submission*
 - a. Students complete this form after the defense and are responsible for its delivery to the Graduate School by the Final Submission Deadline. If publishing with ProQuest, submit only pages 4-5 to the Grad School for processing. If a student is not forwarding their dissertation to ProQuest, please submit the “abstract only” section on page 11 in the same attachment.

Doctoral Dissertation Submission Checklist

Deadlines: <http://graduateschool.ufl.edu/editorial/deadlines>
The dissertation must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks to complete the formatting process. Consider defending before you make first submission, although not required for dissertation students, it is strongly recommended.

Promptly contact the Application Support Center [visit Rm 224 Hub, call 392-HELP (Option 5), or e-mail asc-hd@ufl.edu] when you begin writing your dissertation and long before submitting the dissertation for review by one of our editors. **The Application Support Center (ASC)** can help you ensure that you will pass first submission requirements of the Editorial Office. To streamline the use of UF's formatting template and for information regarding how to change settings in it to meet with the Graduate School's guidelines, please contact **ASC**. We also recommend all students register for at least one of their free ETD workshops as well: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

Required to make submission to the Editorial Office--No later than 5:00 p.m. the first submission deadline, these items must be submitted:

Degree application through ONE.UF: You must submit a degree application via ONE.UF for the term in which you intend to graduate. Degree applications do not carry over from semester to semester. Our office is not authorized to move forward with the processing of your dissertation without a proper degree application in place.

Transmittal letter: It is your responsibility to obtain your Committee Chair's signature on this form. Your department's graduate designee can print this form for you and must submit this form through GIMS before you attempt to make submission to the Editorial Office. Please allow your staff adequate time for processing.

Dissertation in PDF electronic format: This is not a draft; it must be near-final and must be completely formatted in order to pass first submission requirements—troubleshoot your document first with **ASC** (Rm. 224 of the Hub) to ensure you are not rejected upon first submission. The **ASC** has developed tutorials on the submission and formatting of your document. You can find those here: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

Journal article: a full sample article from the journal whose reference system you used as a model when formatting your document's reference citations and list. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS), upon your first submission of your dissertation, allowing our editors to see a sample of the style that you used to format your reference list.

Next, a Library Processing Fee of \$12.80 and a \$25 fee for Traditional Publishing with ProQuest will soon appear due in your ONE.UF account. Status updates from the Editorial Office will also arrive in your GatorLink account in the upcoming business days—follow closely, as these advise you of the specifics of how to move forward with the Editorial Office. First, you should receive an auto. E-mail acknowledging submission of the document. Then, within 2 business days, you will be advised via another e-mail if you have passed the Editorial Office's first submission requirements—if rejected, you only have until 5:00 p.m. on the first submission deadline to remedy this situation.

Forms prepared for your defense: Your department's graduate designee creates the four forms below, from the Graduate Information Management System (GIMS). All forms are typically signed at the defense. Although printed for you by your department, the ProQuest form is submitted directly to our office by you. You should upload the completed and signed form into our system prior to making your final submission. Alternatively, you may send the form via email to gradedji@aa.ufl.edu or by direct delivery to 121 Grinter Hall. The other three forms are submitted electronically through GIMS by your department's graduate staff designee. Accordingly, these three forms remain on file with your department—do not submit the paper forms to Editorial. It is your responsibility, however, to ensure all of these forms are recorded accurately in GIMS by the **Final Submission Deadline** during the term you intend to graduate.

Final Exam Form: Your entire supervisory committee signs. Your graduate coordinator designee submits a confirmation of completion of this form electronically through GIMS once you have successfully orally defended your dissertation. This must be submitted as soon as you successfully defend your dissertation—your graduate designee should not hold this form for revisions to your dissertation. If revisions to the document are necessitated the ETD Signature Page should be held instead (see below).

UF Publishing Agreement: This form will be signed at your defense by you and your supervisory committee chair. You two will decide when to release your dissertation. Most choose the 2-year campus restriction, if planning to publish this research elsewhere. Secret is intended for those seeking a patent, etc. The majority of students also elect to release the full dissertation to ProQuest after UFcampus restriction periods expire. Should you want to restrict it from ProQuest, please submit the abstract only form provided by your dept.

ProQuest Publishing Agreement: At your defense, this form is printed by your graduate staff designee and provided to you. You complete the form and are responsible for its delivery to the Graduate School by the **Final Submission Deadline**. See notes above regarding delivery methods. If publishing with ProQuest submit ONLY Pages 4 & 5 to our office for processing. If you are not forwarding your dissertation to Proquest, please complete the entire "abstract only" form provided to you.

Next, within approximately 15 business days, you will receive an e-mail with recommended changes and directions on moving forward with your final submission. As soon as you have defended and you and your committee are satisfied with the final document, work quickly and carefully to achieve **Final Clearance status by submitting all submission materials and an acceptable pdf through the GIMS interface. Submit the final document as early in the term as your committee will allow. Our office recommends submitting at least 5 business days in advance of submission deadlines, but you must submit no later than 5:00 p.m. on the **Final Submission Deadline** for the term in which you intend to graduate. You also must achieve final clearance status by the **Final Clearance Deadline** listed for your intended term. The **ASC** can help you during this process, but do not consider waiting until the days nearing deadlines to submit your document for review, as you take the chance of not completing the process on time. These deadlines apply to all thesis and dissertation students. Complete all requirements well in advance, in order to ensure you do not face the chance of not graduating within your intended term. **It's your responsibility to ensure all forms are recorded accurately in GIMS by the **Final Submission Deadline** in the term you intend to graduate, including the****

ETD Signature Page: Your supervisory committee signs this form at your defense. If your committee wants revisions made to the thesis, your chair (or designee) may hold this form until all stipulations are met. By the final submission deadline and once the Committee approves the final thesis for publication, your graduate designee will submit a confirmation of successful completion of this form electronically through GIMS. You should not submit your final document for review until this form has been posted to GIMS.

Survey of Earned Doctorates: Complete the survey at <https://sed-ncses.org>. Keep the confirmation of completion with your permanent records. Check with our office after 3 business days, and certainly before the final clearance deadline, if this remains as a deficiency in the Editorial Package portal found within the [Graduate Information Management System \(GIMS\)](#) for you.

This is not yet submitted to Grad School.

UFID:

College: Health and Human Performance (HH)

Name:

Major: Health and Human Performance (HHP)

Email:

Degree: Doctor of Philosophy (H)

First Term:

Concentration:

Transmittal Statement

On behalf of [redacted] entire Dissertation Committee, I/we confirm the dissertation document is complete, is not in draft form, and is ready for the Graduate School to review.

All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member

Approval Signature

Chair

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.



**TOURISM, HOSPITALITY &
EVENT MANAGEMENT**

**COLLEGE OF HEALTH & HUMAN PERFORMANCE
UNIVERSITY OF FLORIDA**

Announcement for

As part of the requirements for the degree of

With a concentration in

Title

To take place on _____ in room FLG _____ at _____

Supervisory Committee

Chair:

Member:

Final Exam Submission Form

Student Information

Name: _____ UFID: _____

UF Email: _____ PhD Concentration: _____

Dissertation Title:	
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Final Exam Results

The dissertation has been examined by all members of the candidate’s supervisory committee and has been:	Approved	Rejected
Defense Date:		
Final Exam Result:	Satisfactory	Unsatisfactory

All of the following supervisory committee members or their designated substitutes must approve this form before the results can be submitted to the Graduate School.

	Name	Approval Signature
Chair		
Member		
Member		
External Member		
Special Member		

This is not yet submitted to Grad School.

UFID:

College: Health and Human Performance (HH)

Name:

Major: Health and Human Performance (HHP)

Email:

Degree: Doctor of Philosophy (H)

First Term:

Concentration:

ETD Signature Statement

Dissertation entitled:

[Redacted]

This document has been reviewed and accepted by the student's supervisory committee.

All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member

Approval Signature

Chair	
Member	
Member	
External	

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.

Please submit to Grad School to process your request.

UFID:

College: Health and Human Performance (HH)

Name:

Major: Health and Human Performance (HHP)

Email:

Degree: Doctor of Philosophy (H)

First Term:

Concentration

Publishing Agreement Details

I have certified that I have obtained written permission from the owner(s) of any copyrighted matter to be included in my electronic dissertation (hereinafter referred to as ETD), allowing distribution as specified. I have further certified that I maintain copies of all such permissions in my files.

I retain ownership of the copyright of my ETD along with all rights associated with such ownership, including but not limited to, the right to use all or part of my ETD in future works (such as articles or books).

I have hereby granted to the Board of Trustees of the University of Florida (hereinafter referred to as UF) and its agents, principals, successors and assign the nonexclusive license to archive, preserve and grant access to my ETD. This nonexclusive license is bound by the conditions specified below, in all forms of media, now and hereafter. I have also hereby granted permission to UF to display portions of my bibliographic information and the dissertation's abstract.

I also acknowledge if a restriction is not selected, or once said restriction is lifted, Google et al. will be able to harvest the ETD from the UF library catalog.

Campus-Restricted means the ETD will be available to UF faculty, staff, or students or to anyone accessing the UF Library Catalog from a UF IP address.

Secret means the only information appearing in the UF Library Catalog is the student's name, Committee Chair's name, the department, and the date of degree award.

Fully released means the ETD and bibliographic information is accessible to anyone worldwide with internet access.

Choices marked here must match choices entered in the Editorial Document Management (EDM) system. Beginning on the date the student's degree is awarded by UF, the student grants access to his/her ETD subject to the following limitations:

- Immediate release:** ETD will be posted to the UF library catalog, and the content will be fully released immediately upon completion of library processing.
- 6-month campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.
- 1-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.
- 2-year campus restriction, then immediate release:** ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract during the restriction period. After the restriction period has expired, all content will be fully released.
- Secret for 2 years (generally for patent or proprietary purposes), then immediate release:** The only information appearing in the UF library catalog is the student's name, the Committee Chair's name, the department, and the date of degree award during the secret period. After this period has expired, all content will be fully released.

The student has authorized UF to send the content of the ETD to ProQuest at the end of the above designated period.

- Yes:** Print the **ProQuest Publication Agreement** and provide it to the student.
- No:** Print the **ProQuest Abstract Only Publication Agreement** and provide it to the student.

Not Selected

The undersigned have agreed that this UF Thesis/Dissertation Publishing Agreement updates any and all previous statements submitted heretofore.

Student Signature:

Chair signature:

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.



FORMS & INSTRUCTIONS for FTP or CD submission of your Doctoral Dissertation or Master's Thesis

Important Notes

- **If you are reading this, your institution does NOT participate in our *online* submission service.** That means you will provide your submission package to your graduate school or other designated office, and they will deliver it to us.
- Your university or library may have specific policies regarding dissemination of, and access to, your dissertation. You should understand your institution's policies clearly before you complete the ProQuest forms and submit your dissertation.
- **You own and retain copyright to your dissertation.** ProQuest only acquires a **non-exclusive** right to distribute your work according to options you choose.
- Most universities hold all submitted dissertations and theses until the end of the semester or quarter, then deliver them to us all at once. Once your manuscript actually arrives at ProQuest, another 6 to 10 weeks are required for processing.
- You can increase the chances of a speedy publishing process by following all instructions, guidelines, and requirements precisely. Use the Submission Checklist. And if you have any questions, call our Author Relations Team at (800) 521-0600 ext. 77020.

ProQuest Publishing Agreement Quick Start

1. Read and understand the ProQuest Publishing Agreement. This agreement grants ProQuest the right to reproduce and disseminate your work **according to the choices you make**. This is a non-exclusive right; you may grant others the right to use your dissertation or thesis as well. **You retain your copyright**.
2. Choose your publishing option, Open Access Publishing Plus or Traditional Publishing.
3. Select any necessary embargoes and restrictions. **Note:** your institution may have explicit policies regarding embargoes and restrictions, dissemination and access. Check with your graduate school or its equivalent to be sure you comply with institutional policies.
4. Sign the ProQuest Publishing Agreement. Publication of your work may be delayed or impossible if your signature is missing.

Submission Form

Personal information

We require a limited amount of personal information to process your submission and provide records to your institution. Provide your name exactly as it appears on the title page of your manuscript. We request your Country of Citizenship because libraries and researchers are often interested in searching for all dissertations published by authors of a given nation or region. We use your personal information solely for publishing and dissemination, and do not sell or supply your personal information to any third party.

Degree & Dissertation or Thesis Information

We use this information to create the bibliographic data that **establishes your work in the primary literature**. It is important this information is accurate and corresponds precisely with the information in your manuscript. Discrepancies between the data you provide in this form and your manuscript can delay publication of your work and make it difficult for other researchers to discover it. Please use full and official names when completing the information about your institution and your advisor and committee members.

Title Guidelines

- In databases and indices, your title will appear in sentence case regardless of the conventions of your discipline; e.g., "The long and short of it: a sample title."
- Whenever possible, use full proper names. For example: "Samuel Clemens" not "S. Clemens"; *Hyla arenicolor*, not *H. arenicolor*.

- Try to spell out abbreviations for specialized vocabulary; e.g., "Triassic" rather than "Tr."
- Use word substitutes for formulas, symbols, superscripts, subscripts, Greek characters, etc. For example, use "potassium", not "K"; "first", not "1st"; "delta", not "Δ".
- Be sure to include all appropriate accents and diacritical marks.

Subject Categories

The first (**primary**) **subject category** that you enter is the one under which your dissertation or thesis will **occur in our citation and abstract indices**. Using Guide 2: ProQuest Subject Categories (attached), choose the category that most **closely corresponds with the field in which you did your graduate research**. You may add one or two more secondary subject categories; these will be associated with your work and may increase its exposure to search engines.

Keywords

Adding good keywords is another way to increase the chances your work will be discovered. For example, geographic locations or specialized terms that do not occur in your title or abstract can increase exposure of your work.

Contact Information

Provide a **future mailing** address and telephone numbers. If there is an issue with your submission and we are not able to reach you, release of your dissertation or thesis and production of any print copies you order will be substantially delayed. Provide a permanent email address such as gmail.

Additional Materials

Required Permissions

Any necessary co-authorship or copyright permissions must be secured. If you share authorship with anyone else for any part of your dissertation or thesis, you need to acquire their permission to include that content. If any content in your manuscript, including appendices, is already under another copyright, you need to acquire permission from the copyright holder to use that content. All such permissions must accompany your submission. Go online for more information and a sample permission letter:

<http://www.proquest.com/go/authorservices>

Optional

Supplementary files on digital media. See the website to learn about including multimedia material:

<http://www.proquest.com/go/authorservices>

Completed Submission Package

All materials should be packaged together and delivered to the appropriate office on your campus. A complete submission package includes:

- Signed ProQuest Publishing Agreement
- COMPLETED Submission Form
- 1 extra copy of your Title Page, identical to the one in your manuscript
- 1 extra copy of your Abstract, identical to the one in your manuscript
- Your complete manuscript
- Any payments you will make directly to ProQuest LLC (**either a certified check in U.S. dollars or valid postal money order in U.S. dollars**)
- Any permission letters necessary to use material under another copyright in your manuscript
- Copyright Registration Form, if you want us to register your copyright
- Any supplementary multimedia material on CD/DVD

Checklist

- Have you indicated your choice of Open Access Publishing Plus or Traditional Publishing?
- Have you indicated any necessary embargoes or restrictions?
- Have you signed the ProQuest Publishing Agreement in the space provided?
- Have you indicated the type of manuscript that you are submitting (Master's Thesis or Doctoral Dissertation)?
- Have you enclosed any payments that you will make directly to us, for the publishing fee and/or copyright registration? Please ensure that whatever form of payment you use will not expire in the 6 months following your submission.
- Have you provided a permanent or future email address where we can reach you if there are any problems processing your submission?
- If you chose to have us register your copyright, have you completed the Copyright Registration Form?
- Is the title of your dissertation identical on the submission form, abstract, and title page of your manuscript?
- Have you included any permission letters necessary to use material under another copyright in your manuscript?
- Is your full name **identical** on the submission form, abstract, and title page of your manuscript? If not, we will use the name as it appears on your title page.
- Are the full names of your advisor/committee chair and committee members **identical** on the submission form and in your manuscript's front pages?
- Have you indicated one or more subject categories that describe your disciplinary area?
- Have you provided keywords that will help search engines discover your research?
- Are all pages of your manuscript present and appropriately numbered? The most common problem with submissions is missing pages.
- Have you enclosed a payment or provided a credit/debit card number, expiration date, and signature for copies of your dissertation/thesis for your personal use? Please ensure that whatever form of payment you use will not expire in the 6 months following your submission.

Questions?

<http://www.proquest.com/go/dissertation>

See our website for answers to many questions, and for information about why most universities and colleges in North America require their graduates to submit their dissertations and theses to ProQuest. In the "Authors" section of the website, topical information includes links to the following Guides:

- Preparing Your Manuscript
- ProQuest Subject Categories
- Open Access versus Traditional Publishing
- Embargoes and Restrictions
- Copyright Guide

Our Customer Service Team is available by phone at (800) 521-0600 ext. 77020 or by email at disspub@proquest.com

Need help selecting a subject heading? Contact our editors at (800) 521-0600 ext. 74883 (Arts, Business, Education, Social Sciences, and Humanities) or ext. 74881 (Behavior, Natural and Physical Sciences, Mathematics)



2016-2017 ProQuest Publishing Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest Dissertation Publishing business (formerly ProQuest/UMI). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis (the Work), abstract, and index terms provided by Author to ProQuest.

Section I. License for Inclusion of the Work in ProQuest Publishing Program

Grant of Rights. Author hereby grants to ProQuest the **non-exclusive**, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations & Theses (PQDT) database and in ProQuest Dissertation Abstracts International and any successor or related index and/or finding products or services.

ProQuest Publishing Program—Election and Elements. The rights granted above shall be exercised according to the publishing option selected by Author in Section III, Author Options, and subject to the following additional Publishing Program requirements:

- **Redistribution of the Work.** Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters.
- **Restrictions.** ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work.
- **Removal of Work from the Program.** ProQuest may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to the website <http://www.proquest.com/go/dissertation> for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and/or the degree-granting institution so directs, ProQuest will expunge the Work from its publishing program in accordance with its then current publishing policies.
- **Degree Granting Institution Directives.** Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.

Copyright and Deposit with the Library of Congress. At Author's option and upon payment of the applicable fee, ProQuest will

submit an application for registration of **Author's copyright** in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

Publishing Fees and Royalties. Author shall remit the publishing fees and the optional copyright registration fees as appropriate for the publishing option chosen by Author, and as specified by Author's degree-granting institution. Except as provided under the Traditional Publishing option, no royalties shall be due from ProQuest to Author.

Delivery of the Work. Author shall provide to ProQuest the Work and all necessary supporting documents, according to the Instructions accompanying this agreement.

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest for any third party claims related to the Work as submitted for publication.

Section II-A. Rights pursuant to Traditional Publishing

Author's election of Traditional as the Type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Traditional Publishing option described below.

- **Traditional Publishing.** ProQuest may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and reference products or services.
- **Publishing Fees and Royalties.** Author's payment of the dissertation or thesis publishing fee is a one-time, up-front fee. Author's institution may assess additional fees to be collected along with the publishing fee. ProQuest will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest. Royalties will be paid when accrued earned royalties reach \$25.00. If, after 25 years, earned royalties do not accrue to at least \$25.00, ProQuest's royalty payment obligation will cease.

Section II-B. Rights pursuant to Open Access Publishing Plus

Author's election of Open Access as the Type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Open Access Publishing option described here.

- **Open Access Publishing Plus.** In addition to the rights granted under Section I of this ProQuest Publishing Agreement, ProQuest may reproduce, distribute, display and transmit the

Work in electronic format in the ProQuest Dissertations & Theses database, where it may be made available for free download. A subset of the ProQuest Dissertations & Theses database may be accessed by the academic community as well as through major search engines and open access harvesters. ProQuest may also provide an electronic copy of the Work to Author's degree-granting institution where it may also be posted for free open access. Learn more:

- Copy Sales. ProQuest and its agents and distributors may offer copies of the Work for sale in tangible media, including but not

limited to microform, print and CD-ROM, as well as electronic format individually or as part of its electronic database and reference products and services. No royalties shall be due to Author.

- Publishing Fees. Author's payment of the additional Open Access fee is a one-time, up-front fee in addition to the ProQuest dissertation or thesis publishing fee. Author's institution may assess additional fees to be collected along with the Open Access and publishing fees.

Section III. Publishing Options & Signature

Select the publishing options below that best fit your interests and scholarly publishing obligations.

Traditional Publishing

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
 - I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
 - I understand that the ProQuest **fee for Traditional Publishing is \$25**, and that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest.

Open Access Publishing Plus

- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
 - I understand that I will not be eligible to receive royalties.
 - I understand that the ProQuest **fee for Open Access Publishing Plus is \$120**, and that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest.

Select Publishing Options

I want my work to be available as soon as it is published.

- Yes
- No – I would like access to the full text of my Work to be delayed for the following period of time:
 - 6 month embargo
 - 1 year embargo
 - 2 year embargo

Note: Most institutions have *delayed release (embargo) policies*; please consult with your Graduate School/Program if you need to delay the release of your Work. Access to the full-text of your work will be delayed for the time period specified above, beginning from the date that we receive your manuscript at ProQuest. During this time, only your citation and abstract will appear in the ProQuest Dissertations & Theses database (PQDT).

I want major search engines (e.g. Google, Yahoo) to discover my work.

- Yes
- No

Learn more: <http://www.proquest.com/go/dissertations-google>

Acknowledgment: I have read, understand and agree to this ProQuest Publishing Agreement, including all rights and restrictions included within the publishing option chosen by me as indicated above.

REQUIRED Author's signature _____ Date _____

(Print Name) _____

Institution conferring degree _____

This page must accompany your manuscript and the rest of the submission materials.

Dissertation/Master's Thesis Submission Form

Please print clearly in block letters

Please check type of manuscript:

___ M (Master's Thesis)

___ D (Dissertation)

Personal Information

Last Name _____ Middle Name or Initial _____
First Name _____ Country(ies) of Citizenship _____

Degree & Dissertation Information

Title of Dissertation/Thesis _____

Institution conferring degree _____ Degree awarded (Ph.D., MA) _____

College, School, or Division _____ Year degree awarded _____

Department or Program _____ Year manuscript completed _____

Advisor/Committee Chair _____

Committee Member _____ Committee Member _____

Committee Member _____ Committee Member _____

Committee Member _____ Committee Member _____

Language of manuscript _____

Primary Subject Category: Enter the 4-digit code and category name from Guide 2 that most closely describes the disciplinary area of your research. Code _____ Category _____

You may suggest two additional subject categories that may aid in the discovery of your work in our digital database.

Code _____ Category _____ Code _____ Category _____

Provide up to 6 keywords or short phrases for citation indices, library cataloging, and database searching.

Current Contact Information

Current Email _____

Street Address (line 1) _____

Street Address (line 2) _____

City _____ State/Province _____ Daytime Phone _____

Country _____ Postal Code _____ Evening Phone _____

Permanent Contact Information

Permanent Email Address _____

Street Address (line 1) _____

Street Address (line 2) _____

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English literature	0593
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Physiological psychology	0989
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Cellular biology	0379
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Entomology	0353
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Paleoecology	0426

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Environmental engineering	0775
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Environmental management	0474
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Atmospheric chemistry	0371
Atmospheric sciences	0725
Biogeochemistry	0425
Biological oceanography	0416
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Geochemistry	0996
Geographic information science and geodesy	0370
Geology	0372
Geomorphology	0484
Geophysics	0373
Hydrologic sciences	0388
Marine geology	0556
Meteorology	0557
Mineralogy	0411
Paleoclimate science	0653
Paleontology	0418
Petroleum geology	0583
Petrology	0584
Physical geography	0368
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Planetology	0590
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Alternative medicine	0496
Audiology	0300
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Health care management	0769
Health sciences	0566
Immunology	0982
Kinesiology	0575
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Medicine	0564
Mental health	0347
Nursing	0569
Nutrition	0570
Obstetrics	0380
Occupational safety	0354
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Ophthalmology	0381
Osteopathic medicine	0499
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Pharmaceutical sciences	0572
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PHYSICAL SCIENCES**

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Atomic physics	0748
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Genetics	0369
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Microbiology	0410
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Hydrology	0388
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Paleontology	0418
Paleozoology	0985
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