

Thesis Defense Forms

1. [UF Graduate School Thesis Instructions](#)
2. **Defense Announcement** – submit two weeks prior to scheduled defense
 - a. This form should be completed and sent to the Graduate Program Assistant for email distribution no later than two weeks prior to your scheduled oral defense.
3. **Final Exam Form** – signed at defense and returned to FLG240 for processing
 - a. The entire supervisory committee signs at the defense. The Graduate Program Assistant will submit a confirmation of this form through SIS to the Graduate School immediately following your successful oral defense.
4. **ETD signature Page** – signed at defense and returned to FLG240 for processing
 - a. The entire supervisory committee signs this form at your defense. If the committee wants revisions made to the final document, the committee chair may hold this form. GIMS will not be updated until the committee chair submits this form to the Graduate Program Assistant stating that the student has been cleared to make the final submission.
5. **Publishing Agreement** – signed at defense and returned to FLG 240 for processing
 - a. This form will be signed at the defense by the student and the 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.

Master's Thesis Submission Checklist

Deadlines: <http://graduateschool.ufl.edu/editorial/deadlines>

The Thesis must be completely formatted before submitting to the Editorial Office or it will be rejected. It is not a draft. Allow yourself weeks for the formatting process. All master's theses must be orally defended before making submission to the Editorial Office. Therefore, the final exam form must be posted to GIMS before an attempt at submission can be made. Additionally, without a degree application in place by the degree application deadline, a submission cannot be made.

Promptly contact the Application Support Center, by visiting Room 224 in the Hub, by calling 392-HELP (Option 5), or by e-mailing asc-hd@ufl.edu, when you begin writing your thesis and long before submitting the thesis for review by one of our editors. The Application Support Center (ASC) can help you to ensure you will pass the 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 the ASC. We recommend that all students register for at least one of the free ETD workshops as well: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

By the published deadline, within your intended term of degree award, YOU MUST SUBMIT A DEGREE APPLICATION. The degree application deadline falls before our office's submission deadline; therefore, file early, as degree applications will not be accepted by the Registrar after the degree application deadline has passed.

____ **Degree application through ONE.UF:** You must submit a degree application for the term in which you intend to graduate by the published degree application deadline—this deadline falls before the submission deadline to our office. Degree applications do not carry over from semester to semester. Without a proper degree application in place, our office is not authorized to move forward with the processing of your thesis.

Promptly after your defense, but no later than 5:00 p.m. on the first submission deadline, these items must be submitted to the Editorial Office:

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

____ **Journal article:** an entire sample article from the journal whose reference system you used as a model in formatting your thesis reference citations and list.

____ **Final Exam Form:** Your supervisory committee signs. Your graduate designee submits a confirmation of successful completion *electronically* through GIMS once you have successfully orally defended your thesis. This must be submitted in GIMS as soon as you successfully defend your thesis—your department should not hold this form for revisions to your thesis. If revisions to the document are necessitated the [ETD Signature Page](#) should be held instead.*

____ **UF Publishing Agreement:** This form will be signed at your defense by you and your supervisory committee chair. Most choose a 2-year Campus-Restriction option if planning to publish their master's research in another outside publication or journal. The 2-year Secret option is intended for those obtaining a patent, etc.

Next, a Library Processing Fee of \$12.80 soon appears in your ONE.UF account, and status updates from our office start arriving via your Gatorlink e-mail. Follow closely, as these will advise you of specifics. You first receive an auto-generated e-mail acknowledging the submission has been made. Then, you are advised, via another e-mail, if you passed the submission requirements—if rejected on deadline day, you only have until the close of business that day to remedy the situation.

Next, within 15 business days, you receive another e-mail with our recommended changes and directions on moving forward with your final submission. As soon as your committee and you are satisfied with the final document, work quickly and carefully to achieve [Final Clearance](#) by submitting all submission documents and an acceptable pdf document through the Editorial Package portal found within the [Graduate Information Management System \(GIMS\)](#) no later than 5:00 p.m. on the [Final Submission Deadline](#). Do not wait until this deadline to submit, as there are hundreds of students in this process. Get in the list early. 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 the [Final Submission Deadline](#) for the term in which you intend to graduate, and you also must achieve final clearance status by the [Final Clearance Deadline](#) listed for that term. No exceptions can be granted to these deadlines. 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 the Editorial Package portal found within the [Graduate Information Management System \(GIMS\)](#) 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.

***Information regarding the forms prepared for your defense:** Your department's graduate coordinator designee creates the final exam form, UF Publishing Agreement, and the ETD Signature Page, through the Graduate Information Management System (GIMS) database. All forms are typically signed *at* the defense. A confirmation of successful completion is sent *electronically* through GIMS. The final exam form and the publishing agreement must be submitted prior to the first submission of your document for review to our office. If after your defense, your committee wants additional changes made to the thesis before publication, **your committee may elect to hold the ETD Signature Page until all provisos have been addressed; but, if they elect to do so, a confirmation of completion must be posted to GIMS no later than the Final Submission Deadline.**



**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: _____ Concentration: _____

Thesis Title:	
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Final Exam Results

The Thesis 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: Tourism and Recreation Management (TOU)

Email:

Degree: Master of Science (M)

First Term:

Concentration:

ETD Signature Statement

Thesis entitled:

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: Tourism and Recreation Management (TOU)

Email:

Degree: Master of Science (M)

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) _____

City _____ State/Province _____ Phone _____

Country _____ Postal/ZIP code _____ Alternate Phone _____

THIS PAGE MUST ACCOMPANY YOUR MANUSCRIPT AND THE REST OF YOUR SUBMISSION MATERIALS
Attach additional, separate copies of your Title Page and Abstract to this form

Copyright Registration Form—Optional

At ProQuest, we make copyright registration easy by submitting your application to the United States Office of Copyright on your behalf and providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most efficient method currently available.

How to Take Advantage of Our Copyright Service

Registering with the U.S. Office of Copyright *establishes your claim* to the copyright for your dissertation and *provides certain protections if your copyright is violated*. If you wish, ProQuest will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. We will prepare an application in your name, submit your application fee, deposit the required copy or copies of the manuscript, and mail you the completed certificate of registration from the Library of Congress.

To take advantage of this service, please complete the information requested below and return this page along with the rest of your submission documents.

YES; I want ProQuest to handle the application for registration of my claim to copyright, and am providing the necessary information as follows:

The fee for this service is \$55.00, including the filing fee set by the U.S. Copyright Office, and is subject to change.

I hereby request and authorize ProQuest to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.

Author's signature

Date

(Indicate one):

I have NOT previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright.

I HAVE previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright. The previous registration was made by

That registration number is _____
Previous registration number

Institution conferring degree _____

PUBLISHING FEE AND COPYRIGHT REGISTRATION FEE must be paid by check or money order.

Check/Money Order payable to: ProQuest LLC

And mail to: Author/School Relations, ProQuest, PO Box 1346, Ann Arbor, MI 48106-1346

**RETURN THIS PAGE WITH THE REST OF YOUR SUBMISSION MATERIALS
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AREA, ETHNIC, AND GENDER

STUDIES

African American studies	0296
African studies	0293
American studies	0323
Asian American studies	0343
Asian studies	0342
Baltic studies	0361
Black studies	0325
Canadian studies	0385
Caribbean studies	0432
Classical studies	0434
East European studies	0437
Ethnic studies	0631
European studies	0440
French Canadian culture	0482
Gender studies	0733
LGBTQ studies	0492
Hispanic American studies	0737
Holocaust studies	0507
Islamic studies	0512
Judaic studies	0751
Latin American studies	0550
Middle Eastern studies	0555
Native American studies	0740
Near Eastern studies	0559
North African studies	0560
Pacific Rim studies	0561
Regional studies	0604
Scandinavian studies	0613
Slavic studies	0614
South African studies	0654
South Asian studies	0638
Sub Saharan Africa studies	0639
Women's studies	0453

BUSINESS

Accounting	0272
Arts management	0424
Banking	0770
Business administration	0310
Entrepreneurship	0429
Finance	0508
Management	0454
Marketing	0338
Sports management	0430

COMMUNICATIONS AND INFORMATION SCIENCES

Communication	0459
Information science	0723
Journalism	0391
Library science	0399
Mass communication	0708
Technical communication	0643
Web studies	0646

FINE AND PERFORMING ARTS

Art criticism	0365
Art history	0377
Cinematography	0435
Dance	0378
Design	0389
Fashion	0200
Film studies	0900
Fine arts	0357
Music	0413
Musical performances	0943
Performing arts	0641
Theater	0465
Theater history	0644

ARCHITECTURE

Architecture	0729
Architectural engineering	0462
Landscape architecture	0390

EDUCATION

Adult education	0516
Art education	0273
Bilingual education	0282
Business education	0688
Community college education	0275
Continuing education	0651
Curriculum development	0727
Early childhood education	0518
Education	0515
Education finance	0277
Education history	0520
Education policy	0458
Educational administration	0514
Educational evaluation	0443
Educational leadership	0449
Educational philosophy	0998
Educational psychology	0525
Educational sociology	0340
Educational technology	0710
Educational tests & measurements	0288
Elementary education	0524
English as a second language	0441
Foreign language education	0444
Gifted education	0445
Health education	0680
Higher education	0745
Higher education administration	0446
Home economics education	0278
Industrial arts education	0521
Instructional design	0447
Language arts	0279
Mathematics education	0280
Middle school education	0450
Multicultural education	0455
Music education	0522
Pedagogy	0456
Performing arts education	0457
Physical education	0523
Reading instruction	0535
Religious education	0527
School counseling	0519
Science education	0714
Secondary education	0533
Social sciences education	0534
Special education	0529
Teacher education	0530
Vocational education	0747

HISTORY

African history	0331
American history	0337
Ancient history	0579
Asian history	0332
Black history	0328
Canadian history	0334
European history	0335
History	0578
History of Oceania	0504
Latin American history	0336
Medieval history	0581
Middle Eastern history	0333
Military history	0722
Modern history	0582
Russian history	0724
Science history	0585
World history	0506

LANGUAGE AND LITERATURE

African literature	0316
American literature	0591
Ancient languages	0289
Asian literature	0305
Australian literature	0356
Canadian literature	0352
Caribbean literature	0360
Classical literature	0294
Comparative literature	0295
Creative writing	0203
English literature	0593
French Canadian literature	0355
German literature	0311
Icelandic & Scandinavian literature	0362
Language	0679
Latin American literature	0312
Linguistics	0290
Literature	0401
Medieval literature	0297
Middle Eastern literature	0315
Modern language	0291
Modern literature	0298
Rhetoric	0681
Romance literature	0313
Slavic literature	0314

PHILOSOPHY AND RELIGION

Aesthetics	0650
Biblical studies	0321
Canon law	0375
Clergy	0319
Comparative religion	0618
Divinity	0376
Epistemology	0393
Ethics	0394
Logic	0395
Metaphysics	0396
Pastoral counseling	0397
Philosophy	0422
Philosophy of religion	0322
Philosophy of science	0402
Religion	0318
Religious history	0320
Spirituality	0647
Theology	0469

LAW AND LEGAL STUDIES

Alternative dispute resolution	0649
Intellectual property	0513
International law	0616
Law	0398
Patent law	0562

SOCIAL SCIENCES

Archaeology	0324
Area planning and development	0341
Commerce-Business	0505
Criminology	0627
Cultural anthropology	0326
Demography	0938
Economic history	0509
Economic theory	0511
Economics	0501
Folklore	0358
Forensic anthropology	0339
Geography	0366
Individual & family studies	0628
International relations	0601
Labor economics	0510
Labor relations	0629
Military studies	0750
Organization theory	0635
Organizational behavior	0703
Peace studies	0563
Physical anthropology	0327
Political Science	0615
Public administration	0617
Public policy	0630
Recreation	0814
Social research	0344
Social structure	0700
Social work	0452
Sociolinguistics	0636
Sociology	0626
Transportation	0709
Urban planning	0999

INTERDISCIPLINARY

Alternative energy	0363
Biographies	0304
Climate change	0404
Cultural resources management	0436
Energy	0791
Food science	0359
Home economics	0386
Information technology	0489
Multimedia communications	0558
Museum studies	0730
Sustainability	0640
Textile research	0994
Wood sciences	0746

Behavioral, Natural, and Physical Sciences

AGRICULTURE

Agriculture	0473
Agriculture economics	0503
Agriculture education	0517
Agriculture engineering	0539
Agronomy	0285
Animal diseases	0476
Animal sciences	0475
Aquatic sciences	0792
Forestry	0478
Horticulture	0471
Plant pathology	0480
Plant sciences	0479
Range management	0777
Soil sciences	0481
Urban forestry	0281
Wildlife management	0286

BEHAVIORAL SCIENCES

Behavioral psychology	0384
Behavioral sciences	0602
Clinical psychology	0622
Cognitive psychology	0633
Counseling psychology	0603
Developmental psychology	0620
Experimental psychology	0623
Occupational psychology	0624
Personality psychology	0625
Physiological psychology	0989
Psychobiology	0349
Psychology	0621
Quantitative psychology	0632
Social psychology	0451

BIOLOGICAL SCIENCES

Biochemistry	0487
Bioinformatics	0715
Biology	0306
Biomechanics	0648
Biophysics	0786
Biostatistics	0308
Botany	0309
Cellular biology	0379
Developmental biology	0758
Endocrinology	0409
Entomology	0353
Evolution & development	0412
Genetics	0369
Histology	0414
Limnology	0793
Microbiology	0410
Molecular biology	0307
Morphology	0287
Neurosciences	0317
Parasitology	0718
Physiology	0719
Systematic biology	0423
Virology	0720
Zoology	0472

ECOSYSTEM SCIENCES

Ecology	0329
Macroecology	0420
Paleoecology	0426

ENGINEERING

Aerospace engineering	0538
Artificial intelligence	0800
Automotive engineering	0540
Biomedical engineering	0541
Chemical engineering	0542
Civil engineering	0543
Computer engineering	0464
Computer science	0984
Electrical engineering	0544
Engineering	0537
Geological engineering	0466
Geophysical engineering	0467
Geotechnology	0428
Industrial engineering	0546
Mechanical engineering	0548
Mining	0551
Naval engineering	0468
Nanotechnology	0652
Nuclear engineering	0552
Ocean engineering	0547
Operations research	0796
Packaging	0549
Petroleum engineering	0765
Plastics	0795
Robotics	0771
System science	0790

ENVIRONMENTAL SCIENCES

Conservation biology	0408
Environmental economics	0438
Environmental education	0442
Environmental engineering	0775
Environmental geology	0407
Environmental health	0470
Environmental justice	0619
Environmental law	0439
Environmental management	0474
Environmental philosophy	0392
Environmental science	0768
Environmental studies	0477
Land use planning	0536
Natural resource management	0528
Water resources management	0595
Wildlife conservation	0284

GEOSCIENCES

Aeronomy	0367
Atmospheric chemistry	0371
Atmospheric sciences	0725
Biogeochemistry	0425
Biological oceanography	0416
Chemical oceanography	0403
Continental dynamics	0406
Geobiology	0483
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
Physical oceanography	0415
Planetology	0590
Plate tectonics	0592
Remote sensing	0799
Sedimentary geology	0594

HEALTH AND MEDICAL SCIENCES

Aging	0493
Alternative medicine	0496
Audiology	0300
Dentistry	0567
Epidemiology	0766
Gerontology	0351
Health care management	0769
Health sciences	0566
Immunology	0982
Kinesiology	0575
Medical ethics	0497
Medical imaging	0574
Medicine	0564
Mental health	0347
Nursing	0569
Nutrition	0570
Obstetrics	0380
Occupational safety	0354
Occupational therapy	0498
Oncology	0992
Ophthalmology	0381
Osteopathic medicine	0499
Pathology	0571
Pharmaceutical sciences	0572
Pharmacology	0419
Physical therapy	0382
Public health	0573
Public health education	0500
Speech therapy	0460
Surgery	0576
Toxicology	0383
Veterinary medicine	0778

**MATHEMATICAL AND
PHYSICAL SCIENCES**

Acoustics	0986
Analytical chemistry	0486
Applied mathematics	0364
Astronomy	0606
Astrophysics	0596
Atomic physics	0748
Chemistry	0485
Condensed matter physics	0611
Electromagnetics	0607
High energy physics	0798
High temperature physics	0597
Inorganic chemistry	0488
Low temperature physics	0598
Materials science	0794
Mathematics	0405
Mechanics	0346
Molecular chemistry	0431
Molecular physics	0609
Nanoscience	0565
Nuclear chemistry	0738
Nuclear physics and radiation	0756
Optics	0752
Organic chemistry	0490
Physical chemistry	0494
Physics	0605
Plasma physics	0759
Polymer chemistry	0495
Quantum physics	0599
Statistics	0463
Theoretical mathematics	0642
Theoretical physics	0753



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Design and Decorative Arts	0389
Fine Arts	0357
Information Science	0723
Journalism	0391
Landscape Architecture	0390
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Mass Communications	0708
Music	0413
Speech Communication	0459
Theater	0465

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General	0515
Administration	0514
Adult and Continuing	0516
Agricultural	0517
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Bilingual and Multicultural	0282
Business	0688
Community College	0275
Curriculum and Instruction	0727
Early Childhood	0518
Educational Psychology	0525
Elementary	0524
Educational Psychology	0525
Finance	0277
Guidance and Counseling	0519
Health	0680
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Home Economics	0278
Industrial	0521
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Philosophy of	0998
Physical	0523
Reading	0535
Religious	0527
Sciences	0714
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Sociology of	0340
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Language	
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Ancient	0289
Linguistics	0290
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Rhetoric and Composition	0681
Literature	
General	0401
Classical	0294
Comparative	0295
Medieval	0297
Modern	0298
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Asian	0305
Canadian (English)	0352
Canadian (French)	0355
Caribbean	0360
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Latin American	0312
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Romance	0313
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General	0318
Biblical Studies	0321
Clergy	0319
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Philosophy of	0322
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American Studies	0323
Anthropology	
Archaeology	0324
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Physical	0327
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General	0310
Accounting	0272
Banking	0770
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Marketing	0338
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Agricultural	0503
Commerce-Business	0505
Finance	0508
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Theory	0511
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Geography	0366
Gerontology	0351

History	
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Ancient	0579
Medieval	0581
Modern	0582
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Public Administration	0617
Recreation	0814
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Criminology and Penology	0627
Demography	0938
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Women's Studies	0453

THE SCIENCES AND ENGINEERING

BIOLOGICAL SCIENCES

Agriculture	
General	0473
Agronomy	0285
Animal Culture and Nutrition	0475
Animal Pathology	0476
Fisheries and Aquaculture	0792
Food Science and Technology	0359
Forestry and Wildlife	0478
Plant Culture	0479
Plant Pathology	0480
Soil Science	0481
Range Management	0777
Soil Science	0481
Wood Technology	0746
Biology	
General	0306
Anatomy	0287
Animal Physiology	0433
Biostatistics	0308
Botany	0309
Cell	0379
Ecology	0329
Entomology	0353
Genetics	0369
Limnology	0793
Microbiology	0410
Molecular	0307
Neuroscience	0317
Oceanography	0416
Plant Physiology	0817
Veterinary Science	0778
Zoology	0472
Biophysics	
General	0786
Medical	0760

Environmental Sciences	0768
Geochemistry	0996
Geodesy	0370
Geology	0372
Geophysics	0373
Hydrology	0388
Mineralogy	0411
Paleobotany	0345
Paleoecology	0426
Paleontology	0418
Paleozoology	0985
Palynology	0427
Physical Geography	0368
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HEALTH SCIENCES

Health Sciences	
General	0566
Audiology	0300
Dentistry	0567
Education	0350
Health Care Management	0769
Human Development	0758
Immunology	0982
Medicine and Surgery	0564
Mental Health	0347
Nursing	0569
Nutrition	0570
Obstetrics and Gynecology	0380
Occupational Health and Safety	0354
Oncology	0992
Ophthalmology	0381
Pathology	0571
Pharmacology	0419
Pharmacy	0572
Public Health	0573
Radiology	0574
Recreation	0575

Rehabilitation and Therapy	0382
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Toxicology	0383
Home Economics	0386

PHYSICAL SCIENCES

Pure Sciences	
Chemistry	
General	0485
Agricultural	0749
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Atmospheric Science	0608
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Applied Sciences	
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Engineering	
General	0537
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Packaging	0549
Petroleum	0765
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Plastics Technology	0795
Textile Technology	0994

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General	0621
Behavioral	0384
Clinical	0622
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Industrial	0624
Personality	0625
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Biogeochemistry	0425
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