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IMMEDIATE* Release

Retail copy sales

Accessible to search engines

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Restriction Options:

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Traditional Publishing Options

❒ **TR-1**

TRADITIONAL Publishing

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Retail copy sales

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Restriction Options:

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- ❒ No sales via third-party

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Do NOT use erasable paper	
Single-side printing	Required
Margins	Left: 1 ½"; Right: 1"; Top: 1"; Bottom: 1". ALL material, including figures, headers/footers, footnotes/endnotes, and full-page images must appear within the margins of the manuscript. Page numbers are the only exception; these must appear at least ¾" from the edge of the page, but do not need to appear within the margins.
Fonts	Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Black & White	Preferred for paper submissions
Color	Acceptable. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
Oversize materials	Acceptable. Fold maps and other material larger than 8 ½" x 11" to manuscript size, or roll and place in a mailing tube clearly identified as part of your submission.

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance should exist in help files.

To begin with, create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Select the **Embed TrueType fonts** check box.
3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
5. If prompted to save these new settings, save them as "Embed all fonts."

6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."
9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.
10. If you see "(Embedded Subset)" after all fonts, you have succeeded.

Some recommended TrueType fonts and point sizes

*Arial	10pt
Century	11pt
*Courier New	10pt
Garamond	12pt
*Georgia	11pt
Lucida Bright	10pt
Microsoft Sans Serif	10pt
Tahoma	10pt
*Times New Roman	12pt
*Trebuchet MS	10pt
*Verdana	10pt

* Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis onscreen, you may wish to improve the readability of your text by using one of these fonts.

Guide 2: Subject Categories

The ProQuest® Dissertations and Theses (PQDT) database and the ProQuest/UMI citation indices are arranged by subject categories. Please select the one category below that best describes the overall subject of your dissertation or thesis. You may add one or two additional categories on your submission form that will also be associated with your work as secondary subjects.

THE HUMANITIES AND SOCIAL SCIENCES

COMMUNICATIONS AND THE ARTS

Architecture	0729
Art History	0377
Cinema	0900
Dance	0378
Design and Decorative Arts	0389
Fine Arts	0357
Information Science	0723
Journalism	0391
Landscape Architecture	0390
Library Science	0399
Mass Communications	0708
Music	0413
Speech Communication	0459
Theater	0465

EDUCATION

General	0515
Administration	0514
Adult and Continuing	0516
Agricultural	0517
Art	0273
Bilingual and Multicultural	0282
Business	0688
Community College	0275
Curriculum and Instruction	0727
Early Childhood	0518
Educational Psychology	0525
Elementary	0524
Finance	0277
Guidance and Counseling	0519
Health	0680
Higher	0745
History of	0520
Home Economics	0278
Industrial	0521
Language and Literature	0279
Mathematics	0280
Music	0522
Philosophy of	0998
Physical	0523
Reading	0535
Religious	0527
Sciences	0714
Secondary	0533
Social Sciences	0534
Sociology of	0340
Special	0529
Teacher Training	0530
Technology	0710
Tests and Measurements	0288
Vocational	0747

LANGUAGE, LITERATURE, AND LINGUISTICS

Language	
General	0679
Ancient	0289
Linguistics	0290
Modern	0291
Rhetoric and Composition	0681
Literature	
General	0401
Classical	0294
Comparative	0295
Medieval	0297
Modern	0298
African	0316
American	0591
Asian	0305
Australia, New Zealand, and Oceania	0356
Canadian (English)	0352
Canadian (French)	0355
Caribbean	0360
English	0593
Germanic	0311
Latin American	0312
Middle Eastern	0315
Romance	0313
Scandinavian and Icelandic	0362
Slavic and East European	0314

PHILOSOPHY, RELIGION, AND THEOLOGY

Philosophy	0422
Religion	
General	0318
Biblical Studies	0321
Clergy	0319
History of	0320
Philosophy of	0322
Theology	0469

SOCIAL SCIENCES

American Studies	0323
Anthropology	
Archaeology	0324
Cultural	0326
Medical and Forensic	0339
Physical	0327
Biography	0304
Black Studies	0325
Business Administration	
General	0310
Accounting	0272
Banking	0770
Management	0454
Marketing	0338
Canadian Studies	0385
Economics	
General	0501
Agricultural	0503
Commerce-Business	0505
Finance	0508
History	0509
Labor	0510
Theory	0511
Folklore	0358
Geography	0366
Gerontology	0351
Gender Studies	0733
Hispanic American Studies	0737
History	
General	0578
Ancient	0579
Medieval	0581
Modern	0582
African	0331
Asia, Australia, and Oceania	0332
Black	0328
Canadian	0334
Church	0330
European	0335
Latin American	0336
Middle Eastern	0333
Military	0722
Russian and Soviet	0724
United States	0337
History of Science	0509
Jewish Studies	0751
Law	0398
Military Studies	0750
Museology	0730
Native American Studies	0740
Political Science	
General	0615
International Law and Relations	0616
Public Administration	0617
Recreation	0814
Social Work	0452
Sociology	
General	0626
Criminology and Penology	0627
Demography	0938
Ethnic and Racial Studies	0631
Individual and Family Studies	0628
Industrial and Labor Relations	0629
Organizational	0703
Public and Social Welfare	0630
Social Structure and Development	0700
Theory and Methods	0344
Transportation	0709
Urban and Regional Planning	0999
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
Horticulture	0471
Plant Culture	0479
Plant Pathology	0480
Range Management	0777
Soil Science	0481
Wood Technology	0746

Biology

General	0306
Anatomy	0287
Animal Physiology	0433
Bioinformatics	0715
Biostatistics	0308
Botany	0309
Cell	0379
Ecology	0329
Entomology	0353
Genetics	0369
Limnology	0793
Microbiology	0410
Molecular	0307
Neuroscience	0317
Oceanography	0416
Parasitology	0718
Physiology	0719
Plant Physiology	0817
Veterinary Science	0778
Virology	0720
Zoology	0472

Biophysics

General	0786
Medical	0760

EARTH SCIENCES

Atmospheric Sciences	0725
Biogeochemistry	0425
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
Physical Oceanography	0415
Remote Sensing	0799

HEALTH AND ENVIRONMENTAL SCIENCES

Environmental Sciences	0768

Health Sciences

General	0566
Audiology	0300
Dentistry	0567
Education	0350
Epidemiology	0766
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
Speech Pathology	0460
Toxicology	0383

Home Economics	0386

PHYSICAL SCIENCES

Pure Sciences

Chemistry

General	0485
Agricultural	0749
Analytical	0486
Biochemistry	0487
Inorganic	0488
Nuclear	0738
Organic	0490
Pharmaceutical	0491
Physical	0494
Polymer	0495
Radiation	0754

Mathematics	0405

Physics

General	0605
Acoustics	0986
Astronomy and Astrophysics	0606
Atmospheric Science	0608
Atomic	0748
Condensed Matter	0611
Electricity and Magnetism	0607
Elementary Particles and High Energy	0798
Fluid and Plasma	0759
Molecular	0609
Nuclear	0610
Optics	0752
Radiation	0756
Theory	0753

Statistics	0463

Applied Sciences

Applied Mechanics	0346
Artificial Intelligence	0800
Computer Science	0984
Energy	0791

Engineering

General	0537
Aerospace	0538
Agricultural	0539
Automotive	0540
Biomedical	0541
Chemical	0542
Civil	0543
Electronics and Electrical	0544
Environmental	0775
Industrial	0546
Marine and Ocean	0547
Materials Science	0794
Mechanical	0548
Metallurgy	0743
Mining	0551
Nuclear	0552
Packaging	0549
Petroleum	0765
Robotics	0771
Sanitary and Municipal	0554
System Science	0790

Geotechnology	0428
Operations Research	0796
Plastics Technology	0795
Textile Technology	0994

PSYCHOLOGY

General	0621
Behavioral	0384
Clinical	0622
Cognitive	0633
Developmental	0620
Experimental	0623
Industrial	0624
Personality	0625
Physiological	0989
Psychobiology	0349
Psychometrics	0632
Social	0451

Guide 3: Open Access versus Traditional Publishing

What is Open Access?

The now-common usage of the term "open access" means freely available for viewing or downloading by anyone with access to the internet. Sometimes a distinction is made for "limited open access" meaning that material is available free of charge to a limited group of authorized users. Our usage of "open access" means the former; that is, dissertations and theses published for Open Access with ProQuest/UMI will be available at no charge for viewing or downloading by anyone with access to the internet, indefinitely.

What is Traditional Publishing?

Traditional publishing at UMI® corresponds with the model that generated the publishing industry as soon as mass-reproduction of printed material was possible. That is, the owner of intellectual property and author of the work contracts with the publisher to reproduce, distribute, and sell copies of the work. The publisher pays the author a certain portion of the revenue thus generated. That is why we also refer to our Traditional Publishing model as the "copy sales and royalty payments" model. It's been our business model since 1938, and we've paid out hundreds of thousands of dollars in royalties to the authors of dissertations and theses over the decades.

Why do we offer both options for publishing your work?

Just as the modern printing press stimulated the modern publishing industry, technology and the ubiquity of the worldwide web have revolutionized the dissemination of intellectual property—including graduate works. The scholarly community in particular has benefited as more and more of its reference materials and the latest literature in every discipline becomes available online—especially when it's free whether or not you or your institution subscribe to the publication. The primary literature is accelerating toward open access as scholarly publishers work to create new business models that will support this demand while sustaining the quality of their product. Where the primary literature goes, so does ProQuest/UMI, because we believe graduate works are primary literature.

At the same time, society is rapidly altering its notion of intellectual property, as access to information becomes a mouseclick rather than a trip to the library or bookstore. There is a strong and growing notion that information should be free to all members of society. While academia has long argued that there is a difference between information and intellectual property, it is clear that the distinction becomes ever more blurred as the Web grows and search engines become increasingly intelligent and powerful. The notion that information is a global commons, that society has a right to access the results of research that it supports, and the increasing call for academic accountability are together generating powerful forces that will affect how you publish as a scholar from this point forward. For example, search the internet under the term "Federal Research Public Access Act" and you will see that Congress may soon require the published results of all federally funded research to be held in open access repositories. In a nutshell, it is time for ProQuest/UMI to offer an open access publishing option to the authors of graduate works.

So why will we continue to offer the traditional copy-sales and royalties publishing option? The landscape of scholarly publishing is evolving—not changing overnight—so we are evolving with it by offering a range of options to suit the best interests of all graduate student authors.

How do you choose between Open Access and Traditional publishing?

- Check in with your graduate school or its equivalent first. Your university may require that you publish for Open Access, particularly if your research was supported by federal funds.

- Check into any restrictions imposed by a funding source. If your work was funded by industry or a corporate interest, as part of their research and development efforts, there may be some restrictions on the dissemination of all or part of your published dissertation or thesis.
- If you have a patent pending, or there is patentable work in your dissertation or thesis, you should already be working with your institution's technology transfer office or higher-level research office. If this is the case, see Guide 4: Embargoes and Restrictions and take appropriate steps to ensure that any patentable rights are protected.
- Next, check in with your advisor, committee chair, and any trusted mentors in your field. Your disciplinary community may share strong sentiments either for or against open access publishing. In some disciplines, open access is seen as a threat to the peer-review system because of the financial stress it causes for non-profit scholarly societies who publish journals. Other fields share a common and strong ethic *for* open access, particularly if its contributions are important to individual and societal decision-making. While you may not wish to have your decision governed by the norms of your discipline, you should at least be aware of any strong culture for or against open access in your field. Your mentor should also be able to advise you on whether or not your work is commercially viable in and of itself. If, for example, it is likely that your dissertation or thesis would sell well, you may not want to forgo earned royalties. Finally, your mentor should be able to help you decide if there is content in your work that should remain within academic circles, at least for a while. In such cases, you could still choose to publish for open access, but delay the release of your work for a fixed time (see Embargoes and Restrictions).
- Lastly, check in with your own value system and your professional goals. Do you believe that society will benefit from your research? Was your graduate work supported by public funds or by a charitable source with a strong social mission? If so, you may feel like giving back by making your work free to anyone who wants or needs it. Are you on your way to a career in the fine or performing arts? If so, you may not want to give away the unique platform you've built through your graduate work, and prefer to let interested readers or viewers pay for the privilege. Did you create or develop something with tangible value to industry or business? Again, perhaps you should start requiring payment for your expertise now. In the end, there is no right or wrong to either open access or copy sales and royalties as a basis for disseminating your work. We have developed the means for you to choose the model that best serves your professional and personal interests.

Open Access graduate works will be maintained in the new PQDT Open database, comprising the subset of our collection for which authors have paid the one-time fee for open access (currently $95). 2007 graduates will be the first cohort to have the Open Access Publishing option. For more information on PQDT Open and Open Access Publishing with ProQuest/UMI, go to www.proquest.com/products_umi/dissertations/ and click on "New! Open Access Publishing."

What about Copyright and Open Access publishing?

We have been asked whether there is any benefit in retaining your copyright or registering your claim to copyright with the U.S. Copyright Office if you publish anything for open access. There certainly is good reason, if not more reason to retain and protect your copyright if you publish open access, though you must decide for yourself about registering your claim (see the following section). By giving open access to your work, you are inviting people to read, reference, think about, build upon, refute, and perhaps even enjoy your work. You are NOT granting the right to take your work as one's own and/or to use it as one's own and/or to use it for commercial purposes without your permission. That is a copyright infringement.

Guide 4: Embargoes & Restrictions

Consideration	Recommended Action				
	Choose Traditional Publishing	Place an embargo of 6-months, 1 year, or 2 years	Do NOT choose third-party distribution	Restrict from Google/search engines and harvesters	See your institution's technology transfer or research officer. Consult with your advisor and graduate dean.
Likely submission to a peer-reviewed journal	✓	✓	✓		
Interested/potential interest by an academic or commercial press	✓	✓	✓		
Ethical need to prevent disclosure	✓	✓	✓	✓	
Patentable rights in the work/ other commercial potential	✓	✓	✓	✓	✓

University Policies

Many universities enforce explicit policies regarding the delayed release (embargo) and/or restriction of dissemination of dissertations and thesis. These policies may also apply to the delay or restricted shelving of a copy of your work in the university library. Such policies serve the scholarly convention of sharing one's research with others. Simply put, you are not contributing to your field or to general knowledge if others cannot examine the results of your scholarly work.

When you instruct us to embargo or restrict dissemination of your dissertation or thesis, we assume that you are complying with the policies of your institution.

University policies generally require that you petition for permission to embargo or restrict the dissemination of your dissertation or thesis. You will need to substantiate the reason for your request, and receive approval from the required persons and/or authorities. Considerations that are likely to be deemed reasonable for granting permission to embargo and/or restrict dissemination include:

- Patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
- The ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc.
- The interest of an academic or commercial press in acquiring the rights to publish your dissertation or thesis as a book*.
- Content that is likely to be submitted to a peer-reviewed journal*.

Your Decisions

We provide you additional choices about dissemination and restriction that your university may not be concerned about, as long as you are fully informed of your options. These involve the extent to which you make your dissertation or thesis available to non-academic readers, through our own distribution channels, third-party distributors, and major search engines such as Google and Google Scholar.

For example, if you wish your work to be available to the largest potential population of interested readers, both general and academic, you would choose Open Access Publishing with immediate release, opt to have it available through third party retailers for sale to the non-academic reader, and not restrict access by Google and other search engines (Option OA-1 on page 1). You will choose this option if you feel that society has an interest in and a right to view the results of the research it supports by funding higher education. You should not choose this option if considerations such as those described above would make such wide access a detriment to your scholarly, professional, or personal future.

We began allowing Google and Google Scholar to search the bibliographic data and abstracts of dissertations and thesis in 2006. Internet search engines are quickly becoming a preferred tool for all of academia, and we believe graduate works should be easy for researchers to find. Therefore, if you need to limit dissemination of your work, you will need to exclude it from the data that we provide to select internet search engines. We provide you the ability to "opt out" of such exposure through the Publishing Agreement (Page 3). PLEASE NOTE, however, that internet search engines are likely to find your dissertation or thesis **through other access points, especially through the library or institutional repository** at your graduate institution. If you truly need exclusion from search engines, you will need to petition for restriction at your graduate institution in addition to restricting such access through ProQuest/UMI

***Publishing with UMI® Dissertation Publishing: Effects on publishing your content elsewhere**

The first thing to remember is that YOU own your copyright; unlike most scholarly publishers, ProQuest/UMI does NOT acquire copyright when we publish your dissertation or thesis. You are free to re-publish your work in whole or in part, with whomever you choose without asking our permission.

Some authors are concerned that journals and other publishers will not accept content that has been published in or as a dissertation or thesis. This concern is less valid in the case of peer-reviewed journals, and potentially more valid in the case of commercial book publishers. While every case is unique, here are some general rules of thumb in examining this issue with regard to your own work:

- In most cases, you will not be submitting your dissertation or thesis *as is* to a peer-reviewed journal (unless it is a journal that publishes a monograph series). Most often, the content submitted for journal publication is an excerpt, chapter, or section of your dissertation or thesis. At the very least, it would be a significantly shorter distillation of your graduate work. The content is likely to be rearranged and reformatted to fit the style of the journal to which you submit. Finally, the content is likely to be revised and updated through the peer-review process and finally the editorial process if it is accepted. All of these processes mean that the material as finally published by a journal is substantively and substantially refined and therefore different from the content that is published as your dissertation or thesis. For this reason, journals are not historically concerned about your content having appeared and been distributed as a published graduate work. This is particularly true in the STEM disciplines (science, technology, engineering, and mathematics).
- Academic presses, monograph publishers, and commercial presses are more likely to consider your dissertation or thesis as a book. This is more often the case with the humanities, social sciences, and arts. Still, even if not peer-reviewed, the editorial process that turns your graduate work into a book is likely to change it substantially. The key in this consideration is whether the content changes substantively; i.e., is there a real difference in the content that makes the press comfortable with investing its resources in producing a book from your dissertation/thesis. Historically, presses have not been terribly concerned that distribution of your graduate work would harm potential sales as a book. However, as dissertations and theses have become widely available over the internet through libraries,

consortia and institutional repositories as well as from our subscription database, more presses may look more carefully at the question of marketability.

As with exercising caution around open access, you should seek the advice of well-established mentors in your field if you feel that your future ability to publish dissertation/thesis content might be jeopardized by wide dissemination. If you decide that it might, you will want to take one or more of the precautions shown in the table below.

Guide 5: Copyright and Your Dissertation or Thesis

"Copyright is one of the most confounding and misunderstood laws affecting colleges and universities." Kenneth D. Crews, Indiana University, wrote these words in 1992 in the preface to his book on copyright law for graduate research and repeated them in the first line of the 2002 edition of Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation (© Copyright 2000, ProQuest Information and Learning).

In terms of your dissertation or thesis and copyright, there are two considerations: how to avoid infringing on someone else's copyright, and how to protect your own copyright. Outside of becoming an expert yourself, the best way to handle these to necessities is to read and refer often to Crews guide, which he wrote with the cooperation and support of ProQuest Information and Learning and the Council of Graduate Schools. Dr. Crews is a Professor at Indiana University, in the School of Law-Indianapolis, and the School of Library and Information Science, and serves as Associate Dean of the Faculties for Copyright Management. Crews' guidance is far superior to any advice we can offer here. You can view and/or download a free copy of the book at http://www.proquest.com/products_umi/dissertations/copyright/.

We have excerpted a few of the most general guidelines from Crew's book to help you determine when and how to seek further guidance in addressing copyright issues.

Avoiding Copyright Infringement in Your Dissertation or Thesis

Copyright law protects "original works of authorship" that are "fixed in any tangible medium of expression." Legal use, without permission, of copyrighted work is limited to "fair use" of the work. Educational and research use is not necessarily "fair use", especially if the work is published, as your dissertation or thesis will be with ProQuest/UMI and as (hopefully) many of your future journal articles or books will be. You may be better off acquiring permission to use the work in question from the start, or to figure out how not to use material of questionable copyright in your dissertation or thesis. The table here, taken from Crew's book, shows general guidelines for determining whether the age, authorship, and status of a work means that it is, or is not likely to be copyrighted. At the end of this section is a sample permission letter (again, taken from Crews) that will satisfy our requirements for using material under another copyright in your dissertation or thesis.

Creation/Publication of the Work	General Rule of Duration
Created in or after 1978 by a named author acting in an individual capacity, whether published or not.	Life of the author, plus seventy years.
Created in or after 1978 by an anonymous or pseudonymous author, or by a corporate author, or a work-made-for-hire.	The earlier of either ninety-five years from publication, or 120 years from creation.
Created before 1978, but not published.	The later of either seventy years after the death of the author, or through December 31, 2002. The expiration date is extended through December 31, 2047, if the copyright owner publishes the work before the end of 2002.
Published after 1922 and before 1978 with a copyright notice and renewed if required.	Ninety-five years from the date of original publication.
Created and published before 1923.	Copyright has expired.

The following are the kinds of materials that we might expect to see accompanied by a permission letter if they appear in your manuscript, or that may cause us to contact you regarding permission or other resolution. You are responsible for obtaining proper permissions for all material used within your work.

- **Long quotations** from pre-existing materials that extend for more than one and one-half single-spaced pages.

- **Reproduced publications.** Examples include copies of standard survey instruments or questionnaires and journal articles. This applies even if you are the author of the original work, as the original publisher may have acquired copyright.
- **Unpublished materials.** Extensive reference to unpublished works raises a variety of issues about copyright and about privacy and access to collections.
- **Poetry and Music Lyrics.** Fair use for highly creative works is relatively limited. Lengthy excerpts will raise critical questions. Some publishers require permission for all quotations from poems.
- **Dialogue from a play, screenplay, broadcast, or novel.** While fair use is relatively narrow for creative and fictional works, it should allow brief quotations in the context of scholarly critiques.
- **Music.** Excerpts in your dissertation should be brief and should be closely tied to your research objectives.
- **Graphic or pictorial works.** The material should be closely related to your research objectives, tied to critical analysis, and not supersede the market for the original.
- **Computer Software.** Dissertations embodied in new media, such as on a website or on CD-ROM, may incorporate reader programs or other application software to make the new work accessible or useful. Reproducing such programs to accompany your dissertation will almost invariably require permission. Consult any license agreement that may apply to the programs, and prepare to seek permission from the copyright owner. "Shareware" is also not necessarily freely available for copying. Shareware is a protected work made available under generous or lenient licensing terms; read the license carefully before integrating the program into your dissertation.
- **Sources located on the Internet.** Easy availability does not change copyright status. Materials on the Web are protected by copyright just as if they appeared in a book or on tape.

Protecting Your Own Copyright

Copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration. However, you should still include a copyright notice on your dissertation. Your graduate school may even require that you do. Typical copyright notices take this form:
Copyright 2001, Jane Student or © 2001, Jane Student. The notice should appear in a conspicuous location, customarily just after the title page.

Registration is also technically optional, but still recommended. It establishes a public record of your dissertation and copyright. In the U.S., registration is required before you can file an infringement lawsuit. You should therefore register before that possibility ever arises then hope it never does. Registration also allows you to be awarded damages and attorney fees in an infringement action. Generally, you must have registered before the infringement occurs to have these benefits.

One final reason for registration is that you must deposit two copies of your dissertation to the Library of Congress anyway. Thus, early registration secures your rights and satisfies the deposit requirement as well. ProQuest/UMI can do the registration for you and deposit the required copies. You may instead register the copyright yourself by filing the appropriate forms.

Guide 6: Sample Permission Letter for Use of Previously Copyrighted Material

Modified from Crews, Kenneth D. 2000. Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation
http://www.proquest.com/products_umi/dissertations/copyright/

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

I am completing a doctoral dissertation at _____ University entitled "_____." I would like your permission to reprint in my dissertation excerpts from the following:

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