



**INDIANA UNIVERSITY**

**SCHOOL OF EDUCATION**

Bloomington

# **THESES AND DISSERTATIONS FOR Ed.D. and M.S.Ed. DEGREES**

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Updated Fall 2016

*Partially adapted from the University Graduate School guide.*

# IMPORTANT INFORMATION

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Questions?

Contact the Office of Graduate Studies in Education 2100 (Reception) or check with your departmental secretary.

Office of Graduate Studies

W. W. Wright Education Building Room 2100

201 North Rose Avenue

Bloomington, IN 47405-1006

812-856-8504 (phone)

812-856-8566 (TDD)

[educate@indiana.edu](mailto:educate@indiana.edu)

All Education degree students (MSEd, EdS, EdD) must apply to graduate online at: <https://info.educ.indiana.edu/gems/?ReturnUrl=Graduation>

For detailed graduation instructions, please see the School of Education Student Portal:

<http://education.indiana.edu/students/graduates/index.html>



# DOCTORAL DISSERTATION SUBMISSION GUIDELINES

NOTE: Beginning the first fall or spring semester immediately following the semester in which you pass your qualifying exams, you are required to enroll every fall and spring semester until you graduate. If you will graduate in June, July, or August during the summer term, enrollment in that term is required as well. If you are only defending during the summer, but do not intend to graduate at that time, you do not need to be enrolled during the summer.

Arrange a mutually agreeable time with your committee, reserve a location on campus for the defense (contact your department for assistance), then submit your announcement at least 30 days prior to the date of the defense. Provide each member of your committee with a copy of the dissertation manuscript two weeks prior to the final defense so they will have sufficient time to read and criticize your work; this time will also allow other faculty members who might be interested in your work to plan to attend your defense.

## At least 30 days before the defense:

- Submit a one-page dissertation defense announcement (see Appendix A for template) to the Office of Graduate Studies, Education 2100.  
*NOTE: The announced time and place cannot be changed without the approval of the Associate Dean of Graduate Studies. Your dissertation will be announced on the Office of Graduate Studies website to the University community.*
- Verify that the Office of the Registrar has the correct spelling of your name and your correct diploma mailing address by visiting Student Central on Union. The registrar mails the diploma to your student home address. You will receive the diploma for your degree within about three months of your award date.

## During your dissertation defense, have your FULL committee sign:

- Acceptance Page – Appendix E
- Abstract – Appendix H

## By the 15th of the month you wish to graduate (May 1st for May degree conferral):

- Submit your dissertation to the Graduate Studies Recorder ([gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu)) via pdf format for review. Degrees are granted monthly.  
*NOTE: If your dissertation is too large to send via email, you can create an IU Box Account and send [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu) a link to the file with downloading permissions enabled (see <https://kb.iu.edu/d/bbox> for more information).*

## By the 27th of the month you wish to graduate:

- A finalized dissertation in pdf format (including any formatting changes required after initial review by the Graduate Studies Recorder) must be sent to [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu). The IU ScholarWorks Permission Form for Theses and Dissertations (Appendix I) should be included.
- Submit the signed acceptance page and abstract to the Office of Graduate Studies, Education 2100. No proxy, electronic, or copies of signatures are permitted.



# DOCTORAL DISSERTATION COMPONENT SPECIFICATIONS

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Your doctoral dissertation must comply with certain guidelines. Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit. Dissertation front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in bold while optional sections are italicized.

**Title Page (required)**

**Acceptance Page (required)**

*Copyright Page (optional)*

*Dedication (optional)*

*Acknowledgments (optional)*

*Preface (optional)*

**Abstract (required)**

**Table of Contents (required)**

*Supplemental Materials (lists of tables, figures, appendices, etc.) (optional)*

Additionally, all students are required to include their resume/curriculum vitae at the end of their dissertation. For more information about each section, please see below.

**Title Page—Required (See Appendix C)**

The title page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

**Acceptance Page – Required (See Appendix E)**

This page confirms the committee's approval and acceptance of your dissertation.

The acceptance page should be a separate page and no longer than one page. *The acceptance page included in the front matter of your dissertation should not be signed.* A second acceptance page, signed by all members of your committee, is submitted to Graduate Studies by the 27th of the month you wish to graduate. No proxy, electronic, or copies of signatures are permitted.

**Copyright Page – Optional (See Appendix G)**

If you choose to copyright your dissertation, you should include a copyright page. The copyright page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

**Dedication, Acknowledgements, or Preface – Optional**

Depending on your personal inclination, you may wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis. As a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding or anyone else who helped. For the dedication page, all content should be centered horizontally and vertically. Only the dedication itself should be on the dedication page; no title should appear. Acknowledgements and Prefaces pages should have a title.

**Abstract, unsigned – Required (See Appendix H)**

As many people will learn about your work through your abstract, you should spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of the housing database.

The index is based on key words, so be as specific as you can be about your subject.

*The abstract included in the front matter of your dissertation should not be signed.* A second abstract, signed by your entire committee at the defense, is submitted to Graduate Studies by the 27th of the month you wish to graduate. No proxy, electronic, or copies of signatures are permitted.

### **Table of Contents – Required**

Include a table of contents to guide readership of your dissertation.

Add an entry for your curriculum vitae (CV) to the table of contents. The CV should be the last item in your dissertation and listed last on the table of contents. Since CV pages should not have a page number, the table of contents entry for it should note only the presence of the CV at the end with no page number indicated.

Add an entry/entries (as is appropriate) for the reference/bibliography page/pages to the table of contents.

### ***Supplemental Materials – Optional***

Include lists of tables, figures, appendixes, abbreviations, or other supplemental materials, if appropriate.

### **Resume/Curriculum Vitae - Required**

Include a resume/curriculum vita at the end of the dissertation, after the main content. Do not add any page number(s) to the resume/curriculum vitae. Your CV should be in the same font and have the same margins as the rest of your dissertation and should not contain your home address, phone number, nor any page number. Please list your Ed.D degree as completed in the same month as listed on the title page.



# MASTER'S THESES SUBMISSION GUIDELINES

NOTE: Students who opt to complete a master's thesis must enroll in 3-6 credit hours of 599 Master's Thesis as part of the minimum 36 credit hour requirement for the degree.

Arrange a mutually agreeable time with your committee, reserve a location on campus for the defense (contact your department for assistance), then submit your announcement at least 30 days prior to the date of the defense. Provide each member of your committee with a copy of the dissertation manuscript two weeks prior to the final defense so they will have sufficient time to read and criticize your work; this time will also allow other faculty members who might be interested in your work to plan to attend your defense.

## At least 30 days before the defense:

- Submit a one-page dissertation defense announcement (see Appendix B for template) to the Office of Graduate Studies, Education 2100.  
*NOTE: The announced time and place cannot be changed without the approval of the Associate Dean of Graduate Studies. Your dissertation will be announced on the Office of Graduate Studies website to the University community.*
- Verify that the Office of the Registrar has the correct spelling of your name and your correct diploma mailing address by visiting Student Central on Union. The registrar mails the diploma to your student home address. You will receive the diploma for your degree within about three months of your award date. Also verify that you do not have holds on your academic record. The Registrar will not release your diploma or transcripts until all entries are cleared.

## During your thesis defense, have your FULL committee sign:

- Acceptance Page (Appendix F)

## At least 3 weeks prior to the degree conferral date (degrees are conferred four times yearly, in May, June, August, and December):

- Submit your dissertation to the Graduate Studies Recorder ([gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu)) via pdf format for review.  
*NOTE: If your dissertation is too large to send via email, you can create an IU Box Account and send [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu) a link to the file with downloading permissions enabled (see <https://kb.iu.edu/d/bbox> for more information).*

## At least 2 weeks prior to the degree conferral date (degrees are conferred four times yearly, in May, June, August, and December):

- A finalized thesis in pdf format (including any formatting changes required after initial review by the Graduate Studies Recorder) must be sent to [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu). The IU ScholarWorks Permission Form for Theses and Dissertations (Appendix I) should be included.
- Submit the signed acceptance page to the Office of Graduate Studies, Education 2100. No proxy, electronic, or copies of signatures are permitted.



# MASTER'S THESES COMPONENT SPECIFICATIONS

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Your thesis must comply with certain guidelines. Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit.

Thesis front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in bold while optional sections are italicized.

**Title Page (required)**

**Acceptance Page (required)**

*Copyright Page (optional)*

*Dedication (optional)*

*Acknowledgements (optional)*

*Preface (optional)*

*Abstract (optional by department)*

**Table of Contents (required)**

*Supplemental Materials (lists of tables, figures, appendices, etc.) (optional)*

Additionally, all students are required to include their resume/curriculum vitae at the end of their dissertation. For more information about each section, please see below.

**Title Page—Required (see Appendix D)**

The title page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

**Acceptance Page – Required (see Appendix F)**

This page confirms the committee's approval and acceptance of your dissertation.

The acceptance page should be a separate page and no longer than one page. The page must be signed by all members of your committee. No proxy, electronic, or copies of signatures are permitted.

**Copyright Page – Optional (see Appendix G)**

The copyright page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

*NOTE: If you choose to copyright your thesis, YOU MUST REGISTER by following these steps provided by the U.S. Copyright Office (<http://www.copyright.gov/register/literary.html>). If you have trouble, call them at (202) 707-8250. Generally, students copyright their work if they think they might publish it under their own name at a later date. If you are unsure about this, please talk to your advisor.*

**Dedication, Acknowledgements, or Preface – Optional**

Depending on your personal inclination, you may wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis. As a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding or anyone else who helped. For the dedication page, all content should be centered horizontally and vertically. Only the dedication itself should be on the dedication page; no title should appear. Acknowledgements and Prefaces pages should have a title.

**Abstract, unsigned (optional by department)— see Appendix H**

As many people will learn about your work through your abstract, you should spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings. You should also work to phrase your title so

that it truly describes the contents and will be easily found in the index of the housing database. The index is based on key words, so be as specific as you can be about your subject.

**Table of Contents – Required**

Include a table of contents to guide readership of your dissertation.

Add an entry for your curriculum vitae (CV) to the table of contents. The CV should be the last item in your dissertation and listed last on the table of contents. Since CV pages should not have a page number, the table of contents entry for it should note only the presence of the CV at the end with no page number indicated. Add an entry/entries (as is appropriate) for the reference/bibliography page/pages to the table of contents.

***Supplemental Materials – Optional***

Include lists of tables, figures, appendixes, abbreviations, or other supplemental materials, if appropriate.

**Resume/Curriculum Vitae - Required**

Include a resume/curriculum vita at the end of the dissertation, after the main content. Do not add any page number(s) to the resume/curriculum vitae. Your CV should be in the same font and have the same margins as the rest of your dissertation and should not contain your home address, phone number, nor any page number. Please list your MS degree as completed in the same month as listed on the title page.



# FORMATTING GUIDELINES FOR THESES AND DISSERTATIONS

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## **Fonts**

Font size should be either 11 or 12 point for the entire document with the only exception being the title on the title page, footnotes, tables/charts, and picture/table descriptions. Font up to size 16 point may be used for the document's title on the title page, only. Font as small as 10 point may be used for footnotes, the content of tables/charts, and picture/table/chart descriptions.

Black font is used throughout the dissertation with the only exception being areas where a different font color serves a purpose in explaining or highlighting some aspect of the research/dissertation in a way black font could not.

Be consistent in font style throughout your dissertation. The following font styles are recommended for the ease with which they convert to a PDF. All dissertations have to be converted to a PDF in the submission process.

Arial  
Bookman Old Style  
Calibri  
Cambria Lucida Bright  
Times New Roman

## **Spacing**

The material should be double-spaced. Long quotations within the text should be typed single-spaced with wider margins.

## **Photographs and Images**

If photographs or detailed graphics are part of the work, make sure they are crisp and clear to achieve the best possible quality.

## **Margins**

Margins should be one-inch on all sides.

These margin requirements apply to all materials included in the dissertation, including figures, tables, maps, plates, etc., and any preliminary material you choose to include.

## **Page Layout**

Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is necessary to include facing material on the left-hand page as well, be sure to leave 1½" on the right-hand side of the facing page.

Running heads are not used in dissertation submissions. Please limit the content of your header and footer space to the page number, only.

## **Page Numbers**

Page numbers must be clear, consecutive, and printed on every page, including appendixes, tables, figures, maps, charts photographs, etc., except for the title page and vita page.

Lowercase Roman numbers (e.g., i, ii, iii) are used for the pages preceding the main body of work. Arabic numerals (e.g., 1, 2, 3) are used in the body of the work, the bibliography and the appendices. The title page counts as page i but does not bear a number.

Begin the actual numbering with the acceptance page as page ii, and continue with lowercase Roman numerals until the start of the actual body of the dissertation. That page, whether part of your full introduction or of your first chapter, should be numbered using the Arabic numeral 1, and every page thereafter should be numbered consecutively until you reach the vita page.

Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and the text to prevent their loss during the binding process.

### **References, Citations, Bibliography, and Footnotes**

Check with your department on this requirement. This format depends largely on your particular field or topic. For example, footnotes can appear either on the page where the annotation occurs, the end of each chapter, or the end of the thesis. Be sure to follow the conventions of your department or discipline.

### **Recommended Style Manuals**

“The Chicago Manual of Style”

Turabian, Kate L., “A Manual for Writers”

Modern Language Association (MLA) style sheet

American Psychological Association (APA) style sheet (especially for works in the social sciences)

### **Recommended Dictionaries for Spelling and Usage**

Webster’s Third International Dictionary

Webster’s Ninth New Collegiate Dictionary

**APPENDIX A**  
**DOCTORAL ANNOUNCEMENT PAGE**  
**Separate page, content centered on page, limit of one page**

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Announcing  
the Final Examination of  
(Student's Name)  
for the  
Degree of Doctor of Education in (program)  
(Day, Date, Time)  
(Room, Building)

Dissertation: (Title)

(Summary: The summary of the dissertation should be limited to one page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Outline of Current Studies

Major: (Field)  
Minor(s): (Field and Department)

Educational Career

(Degree, Institution, year graduated – major area not needed, ex. “B.A., I.U., 1996”)

Committee in Charge  
Professorial Rank (Name), Chairperson (Phone Number), (Department)  
(Alphabetically list other committee members)

Approved: (Signature)  
(Chairperson's Name Typed)

*(Any member of the Graduate Faculty may attend. As a courtesy, please notify the  
Committee Chairperson in advance.)*

**APPENDIX B**  
**MASTER'S ANNOUNCEMENT PAGE**  
**Separate page, content centered on page, limit of one page**

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Announcing  
the Oral Thesis Defense of  
(Student's Name)  
for the  
Master of Science in Education Degree  
(Day, Date, Time)  
(Room, Building)

Thesis: (Title)

(Summary: The summary of the dissertation should be limited to one page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Major Field of Studies

Major: (Field)  
Minor(s): (Field and Department)

Educational Career

(Degree, Institution, year graduated – major area not needed, ex. "B.A., I.U., 1996")

Committee in Charge  
Professorial Rank (Name), Thesis Director (Phone Number), (Department)  
(Alphabetically list other committee members)

Approved: (Signature)  
(Thesis Director's Name Typed)

*(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Thesis Director in advance.)*

**APPENDIX C**  
**DOCTORAL DEGREE TITLE PAGE**  
**Separate page, content centered on page, limit of one page**

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TITLE CENTERED, IN ALL CAPITAL LETTERS &  
DOUBLE SPACED IF TITLE EXTENDS TO MORE THAN ONE LINE OF TEXT

(Author's Name)

Submitted to the faculty of the School of Education  
in partial fulfillment of the requirements  
for the degree  
Doctor of Education  
in the Department of (Department Name)  
Indiana University  
(Month and Year degree will be granted)

**APPENDIX D**  
**MASTER'S DEGREE TITLE PAGE**  
**Separate page, content centered on page, limit of one page**

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TITLE CENTERED, IN ALL CAPITAL LETTERS &  
DOUBLE SPACED IF TITLE EXTENDS TO MORE THAN ONE LINE OF TEXT

(Author's Name)

Submitted to the faculty of the School of Education  
in partial fulfillment of the requirements  
for the degree  
Master of Science in Education  
in the Department of (Department Name)  
Indiana University  
(Month and Year degree will be granted)

## **IMPORTANT NOTES ABOUT FORMATTING OF THE TITLE PAGE**

- Title page should begin two inches from the top of the page while the rest of the document should have a top margin of one inch.
- Top, Right, Left, and Bottom margins must be one inch.
- Font size for title, on the title page only, should be no smaller than 12-point font and no larger than 16-point font.
- All other font in the dissertation may be no larger than 12 point and no smaller than 11 point, except in the case of footnotes which should be 11-point font size.
- No font on title page should be in bold.
- Pagination of the front matter is in lower case Roman numerals. Pagination of dissertation content is in Arabic numerals.
- No page number should appear on the title page. The title page is considered page i but actual pagination begins on the acceptance page as page ii.
- The student's name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student's unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- The month and year indicated on the title page is the month and year when all requirements have been completed for the awarding of the doctoral degree by the University Graduate School. This is not necessarily the month in which you defend your dissertation.

**APPENDIX E**  
**DOCTORAL ACCEPTANCE PAGE**  
**Separate page, content centered on page, limit of one page**

---

Accepted by the School of Education Faculty, Indiana University, in partial fulfillment of  
the requirements for the degree of Doctor of Education.

Doctoral Committee

(Chairperson's signature)

\_\_\_\_\_  
(Chairperson's name typed, Post-Nominal Initials)

(Committee member's signature)

\_\_\_\_\_  
(Name typed, Post-Nominal Initials)

(Committee member's signature)

\_\_\_\_\_  
(Name typed, Post-Nominal Initials)

Date of Defense (Month Day, Year)

**APPENDIX F**  
**MASTER'S ACCEPTANCE PAGE**  
**Separate page, content centered on page, limit of one page**

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Accepted by the School of Education Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Master of Science in Education.

Master's Thesis Committee

(Chairperson's signature)

\_\_\_\_\_  
(Chairperson's name typed, Post-Nominal Initials)

(Committee member's signature)

\_\_\_\_\_  
(Name typed, Post-Nominal Initials)

(Committee member's signature)

\_\_\_\_\_  
(Name typed, Post-Nominal Initials)

Date of Oral Examination (Month Day, Year)

## **IMPORTANT NOTES ABOUT FORMATTING OF THE ACCEPTANCE PAGE**

- Acceptance sentence at top of page is centered.
- Doctoral Committee and Date of Defense are left justified.
- Committee names and signature lines are right justified. Behind each name, place the appropriate post-nominal initials for that individual. (such as Jane Doe, PhD)
- The Graduate Studies Recorder must receive an original copy of the acceptance page, bearing the original signature of each member of the research committee. A blank/unsigned copy of the same acceptance page should be included in the dissertation document for submission.
- The acceptance page is always page ii.

**APPENDIX G  
COPYRIGHT PAGE**

**Separate page, content centered on page, limit of one page**  
(In Microsoft Word, Alt-Ctrl-C (hold down all at once) will make the copyright sign.)

---

© (enter correct year)  
(Student's Name

**APPENDIX H**  
**ABSTRACT**

---

Student's Name Centered

DISSERTATION TITLE, CENTERED, DOUBLE SPACED, AND EITHER IN ALL CAPITAL LETTERS or Underlined

The abstract is double-spaced and limited to 350 words. The paragraph(s), layout, indention, and line spacing should match the layout, indention, and line spacing of the rest of your dissertation. Graduate Studies must receive an original copy of the abstract, bearing the original signature of each member of the research committee. A blank/unsigned copy of the same abstract should be included in the dissertation for submission.

(Chairperson's signature)

---

(Committee Chairperson's Typed Name, Post-Nominal Initials)

(Committee member's signature)

---

(Committee Member's Typed Name, Post-Nominal Initials)

(Committee member's signature)

---

(Committee Member's Typed Name, Post-Nominal Initials)

## **IMPORTANT NOTES ABOUT THE FORMATTING OF THE ABSTRACT PAGE**

- The student's name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student's unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- Committee names and signature lines are right justified while everything else is centered. Behind each committee member's name, place the appropriate post- nominal initials for that individual (such as Jane Doe, PhD).
- The Graduate Studies Recorder must receive an original copy of the abstract page, bearing the original signature of each member of the research committee. A blank/unsigned copy of the same abstract page should be included in the dissertation document for submission.
- Top, Right, Left, and Bottom margins must be one inch.
- All font on abstract should be either 12 or 11-point font size.
- The order of the front matter may differ from student to student, depending on which of the optional items a student may opt to include. Therefore, the page number of the abstract may vary.



# IUScholarWorks

INDIANA UNIVERSITY

Libraries

## IUScholarWorks Permission Form for Theses and Dissertations

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Author name \_\_\_\_\_

Author email \_\_\_\_\_

Subject keywords \_\_\_\_\_

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- Attribution-ShareAlike (CC-BY-SA)
- Attribution-NoDerivs (CC-BY-ND)
- Attribution-NonCommercial (CC-BY-NC)
- Attribution-NonCommercial-ShareAlike (CC-BY-NC-SA)
- Attribution-NonCommercial-NoDerivs (CC-BY-NC-ND)

### Embargo duration

By default, your work will be made immediately open access; however, you have the option to delay its availability for up to 5 years.

- None
- 6 months
- 1 year
- 2 years
- Other \_\_\_\_\_

### IUScholarWorks License

By signing and submitting this license, you (the creator or copyright owner) grant to Indiana University a non-exclusive, perpetual, irrevocable right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that Indiana University may, without changing the content, translate the submission to any medium or format, now known or later developed, for preservation or access, and provide basic metadata that describes the contents for discovery.

You also agree that Indiana University may keep more than one copy of this submission for security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Indiana University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than Indiana University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

Indiana University will clearly identify your name as the creator and/or copyright owner of the submission, and will not make any alterations, other than as allowed by this license, to your submission. We agree to not make available any files that are embargoed until the embargo has expired.

If you are submitting this item on behalf of the rights holder, you must have the rights owner's written permission to accept this license on his/her behalf.

Signature \_\_\_\_\_

Date \_\_\_\_\_