



**Psychology or Thanatology  
Master's Thesis  
PSY 580 or THAN 580**

**April 2015**

In order to begin a Psychology or Thantology Master's Thesis you need to determine a topic and find an adviser to help you. If you are considering conducting the thesis at Hood, you need to find a research adviser among the faculty. This need not necessarily be the same person as your academic adviser. (You could also do a thesis at an off-campus site, which is sometimes the student's work site, if that is a better match for you).

In choosing a thesis you need to consider the following:

1. What topics are of interest to you?
2. What skills do you know or will you need to develop in order to be able to study the topic(s) you have chosen? A good strategy is to have your project be a training ground that you can use to develop the skills and practical knowledge to make you more employable.
3. What are the time constraints? Can you work in the evenings and on weekends to finish your thesis or will it require larger blocks of time? Can you work on a thesis full time for a short period of time (e.g. a month in the summer)? Theses rarely fit into the neat 3-hour, 1-day-a-week schedules like your classes did, so you will need to make some adjustments for this.

**4. Do you have sufficient background in statistics and research methodology to undertake thesis research?**

**5. Thesis which involve human subjects must be approved by the Hood College IRB (Institutional Research Board).**

Once you have given these questions some thought and arrived at less tentative answers, contact potential advisers and make appointments with them to talk about where your interests and theirs may overlap. You probably have some ideas about what topics most on-campus faculty members study through your time at Hood. You can also do a literature search to see what they have published recently.

Once you and an adviser have mutually agreed to work together, your next step is to write a proposal for the work you will do. An approved proposal is needed to allow you to enroll in PSY 580 or THAN 580.

## **ADMINISTRATIVE PROCEDURES**

### ***General Information***

A thesis is required in some degree programs, is optional in a few programs, and is not available in other programs. Students should carefully review the most current Hood College Catalog (also available on the Hood College web site: [www.hood.edu](http://www.hood.edu)) and seek the advice of their academic adviser before beginning a thesis.

### ***Thesis Adviser***

The student is responsible for submitting a thesis proposal approved by the reading committee and for securing a thesis adviser, **preferably a member of the Hood College faculty**, to oversee the project. If the proposed thesis adviser is not a member of the Hood College faculty, the sponsoring department must approve her or him. It is, in this case, the student's responsibility to forward a curriculum vitae and three letters of recommendation in support of the thesis adviser to the department Program Director prior to registration for thesis by the student. If the thesis adviser is on the faculty or staff of an accredited college or university and is engaged in research, the sponsoring department, if requested, may waive the requirement for three letters of recommendation. Advisers are approved by consent of the departmental faculty. The Program Director, with the advice and consent of the program faculty, generally reviews the thesis adviser qualifications, and gives final approval of the thesis proposal. It is expected that the thesis adviser will be a Ph.D., M.D., or D.V.M. experienced in the topic of thesis research.

The Graduate Council of Hood College must approve a thesis adviser who does not hold the Ph.D., M.D. or D.V.M degree. In such a case, the sponsoring department is asked to submit a curriculum vitae and three letters of recommendation in support of the thesis adviser to the Dean of the Graduate School prior to registration for thesis by the student. The Graduate Council reviews credentials. Final approval of the thesis adviser is made by the Dean of the Graduate School, based upon the credentials of the proposed thesis adviser and the recommendation of the Graduate Council.

### ***Registering for Thesis Credits***

Students writing a thesis must register during the regular graduate school registration period for course number 580, *Master's Thesis Preparation*. Registration for 580 should occur prior to beginning the thesis research. The actual course number has a departmental prefix which is PSY or THAN. To register for the course, students must submit a written proposal to their reading committee for review and obtain signatures of approval from their thesis adviser, Program Director, and Dean of the Graduate School on a thesis coverpage. The approved proposal and signed coverpage must be submitted to the Registrar's Office along with a Permission to Enroll form to complete the registration process.

The thesis requires planning on the part of the student well in advance of the semester in which the student wishes to enroll. Students first develop the proposal in consultation with the project advisor.

The course PSY/THAN 580, *Master's Thesis Preparation*, is a six-credit course. If the thesis is not completed within the same semester for which it was originally registered, a grade of IP (In Progress) will be assigned until the thesis has been completed, defended, and finalized.

### ***Reading Committee***

The approved thesis adviser serves as chair of the reading committee. The adviser and the student, in consultation, will identify at least two additional persons to serve on the reading committee. At least one member of the committee must be a full-time equivalency (AC) faculty member in the sponsoring department. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the department, or another professional working on the research topic. For non-members of the faculty, a curriculum vitae and one letter of recommendation must be submitted to the Department Chair or Program Director, who approves such a member. The reading committee should be kept informed of progress on the thesis project, and should meet as required to help guide the research. The committee should meet at least once before the thesis defense.

### ***Oral Defense***

An oral defense of the thesis is required and will be conducted by the reading committee at an agreed upon date and at a specified location. To schedule a location on campus, the Administrative Assistant for the student's degree program should be contacted. Defense dates should not be set until the thesis adviser and the reading committee approves the thesis draft. Defense dates are not permitted in the two weeks period prior to the final thesis submission date set by the Graduate School. At least two weeks before the oral defense the student should submit the thesis, in final form, to the adviser, reading committee members, Program Director and Dean of the Graduate School. The Dean of the Graduate School and the Program Director should be invited to attend the defense, whether or not they are members of the reading committee. The Program Director and Dean of the Graduate School are not required to attend the defense.

The candidate should expect to present the thesis research and findings in a professional manner, similar to presentations at a professional meeting. The use of well-prepared graphs, charts, and other explanatory aids is encouraged. The candidate will be expected to explain the research and to answer questions relating to the thesis topic. The oral defense may be attended by members of the sponsoring department, the Dean of the Graduate School, and others in the research group interested in the topic, subject to the approval of the reading committee. Normally, the presentation of the thesis data by the student is an open event to faculty, students and other invitees. However, the question and answer session is closed and attended only by the student, the reading committee members, Program Director, Dean of the Graduate School, and (at their request) members of the departmental graduate faculty.

### ***Approval of Master's Thesis***

The thesis is approved after the oral defense and after corrections recommended by the thesis adviser and reading committee, Program Director and Dean of the Graduate School have been completed. Signatures on the title page indicate approval. (Names of individuals who sign the title page should be typed below the signature line.) Final

committee authorization and signatures of the Program Director and the Dean of the Graduate School are required before the thesis is submitted to the library for binding. Copies of the title page submitted to the Graduate School should bear original signatures, not photocopies.

#### ***Grade for Thesis***

The thesis is graded "S" (satisfactory) or "U" (unsatisfactory). After the first semester of thesis research, the thesis adviser awards an interim grade of "IP". The thesis adviser awards the final grade. The grade of "S" has no effect upon the student's grade point average. The grade of "U" has the same effect as a grade of "F" (failure). A final grade of "U" on the thesis usually results in the student's dismissal from the master's degree program.

An unsatisfactory performance at the oral defense of the thesis may result in the student's dismissal from the master's degree program. The Program Director, in consultation with the adviser, the reading committee and the Dean of the Graduate School, may allow the student one additional opportunity to defend the thesis. Unsatisfactory performance at the retake will result in dismissal with no additional opportunities to complete the degree.

### **THESIS PREPARATION**

#### ***Introduction***

The thesis will be written according to the format and style described in established publication manuals. Students will follow the format and style of the latest edition of the Publication Manual of the American Psychological Association, published by the American Psychological Association (APA). This manual is available in the reference section of the Hood College Beneficial-Hodson Library, as well as in the Hood College Bookstore and other bookstores.

### **THESIS REQUIREMENTS FOR ALL STUDENTS**

#### ***Copyright***

Under the Copyright Act of 1976, the "copyright in the work of authorship" becomes the property of the author who created it. For further information, please refer to the Copyright Office, Library of Congress, Washington, DC 20559.

Students completing a thesis must take care to obtain permission before using copyrighted materials within their thesis. Permission to use copyrighted materials, for example, tables and figures, must be obtained from the holder of the copyright. The student needs to search carefully for the source of the copyright and obtain permission to use the copyrighted materials in the thesis document. The permission to use copyrighted materials should be referenced in the thesis at the point where such materials are presented. The student must retain copies of the copyright permissions, and supply them to Hood College upon request. Students completing a thesis are able to facilitate the use of their thesis research and findings by including a copyright waiver as part of the thesis document.

### ***Copyright Waiver***

In order to permit others to utilize the thesis research and findings, the following statement should appear in the thesis on the page immediately following the title page, with the heading in standard format: “**I do/do not** authorize Hood College to lend this thesis, or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.” Please circle **do** or **do not**.

### ***Acknowledgment of Hood College in Publications of Thesis Work***

The Graduate School of Hood College should be acknowledged in publications that result from the thesis research. A simple statement of acknowledgment is sufficient. An appropriate example would be "Research reported in this document was originally published in a Master's degree thesis sponsored by the Department of Human Sciences or Thanatology and submitted to The Graduate School of Hood College in Frederick, Maryland."

### ***Thesis Paper and Printing***

The original copy of the thesis for the Hood College Library should be on thesis paper, which is available from the Hood College Bookstore or an office supply store. A second identical copy, for the sponsoring department, is also required. **The minimum requirement is a 20 lb., 25% rag or cotton content paper.** Additional copies may be made at the discretion of the student. However, waiting for the reading committee's final approval before producing multiple copies will help to avoid unnecessary expense. The thesis should be typed or produced on a high quality printer. Both official thesis documents (for the Library and the department) must be originals, not photocopies. Font sizes of 12 point are recommended for thesis work. Standard typefaces should be used, either proportional or monospace. Justification at the right margin is optional. Reduction of Tables or Figures such that type size is smaller than 10 point is not acceptable.

### ***Headings, Spacing, and Margins***

Section headings should contain all uppercase letters, be boldface, and centered at the top of a new page. All text should be **double spaced** with a left hand margin of 1.5 inches (3.8 cm.) and with right, top, and bottom margins of 1.0 inch (2.5 cm.). **The Graduate School will not accept theses that violate these margin requirements.**

The one exception to this is on a "facing" legend page where the right margin (adjacent to the spine) is 1.5 inches and the left margin (toward the outer edge) is 1 inch. The margin requirements apply to all tables and figures as well as pages with text. A facing figure legend page and the figure together have one page number.

### ***Binding and Distribution***

The original typed or printed thesis copy becomes the property of the Hood College Beneficial-Hodson Library. The sponsoring department retains the second copy for its files. Title pages for both of these copies must bear **original** signatures (not photocopies) of the adviser, reading committee members, Program Director, and Graduate School Dean. Additional copies may be bound at the student's request for an additional fee. A third copy in electronic form is required for submission to UMI ProQuest for archiving and electronic publication. All final copies are to be submitted to the Graduate School prior to the published deadline for each academic semester. The Graduate School will send the theses to the Library for binding, archiving, and electronic publishing.

Instructions for binding and guidelines for archiving and electronic publishing have been published by the Hood College Beneficial-Hodson Library and are included in Section II of this document. The student is responsible for all fees associated with the binding, archiving, and electronic publishing of their thesis.

### ***Deadlines***

The importance of observing published deadlines for final submission of the completed and approved thesis cannot be overemphasized. Students are urged to follow closely and carefully the published dates for thesis submission. Arrangements for the oral defense of the thesis should be made early enough to allow time for completion of required corrections. This will enable the candidate to earn the master's degree at the earliest possible date. Past experience has shown that the most common reason for thesis candidates to receive their diplomas later than anticipated is because of poor planning with respect to the deadlines.

As a general guideline, all theses are due in final form with signed cover pages to the Graduate School two weeks prior to the last day of classes in the fall or spring semester. However, be sure to check the Catalog or contact the Graduate School to confirm the assigned date each term.

## **THESIS GUIDELINES FOR PROGRAMS UTILIZING APA FORMAT**

### **Preliminary pages**

All of the below-named sections should begin on separate pages and must be double-spaced. The preliminary pages should be numbered in lower case Roman numerals located at the bottom center of each page. The title page is counted as page "i" but is not numbered. The preliminary pages should appear in the order specified below.

- a. Title page (see sample page in this document)
- b. Statement of Use and Copyright waiver (see example in this document)
- c. Abstract
- d. Dedication (this page is optional)
- e. Acknowledgements and Sponsorship
- f. List of Tables – should include the page location of each table, and short legends
- g. List of Figures – should include the page location of each Figure, and short legends
- h. List of Abbreviations (optional)

### ***Main body of the text***

The main body of the text should be numbered in Arabic numerals located at the bottom center of each page. The first page is counted as page "1" but is not numbered. If you use chapters, each chapter should begin on a new page.

### ***Content Sections***

Guidelines in this section are broad and intended for general information. Students should refer to the APA manual. Content Sections should be presented in the following order:

*Abstract* -- The abstract should be a short, concise summary of the thesis project outlining the purpose, rationale, and methods used. The most significant findings are also included. The maximum length of the abstract is 150 words.

*Introduction* -- This section is used to specify the problem, describe the rationale, and to provide an overview of previously published relevant work. It should have a clear statement of purpose. If a hypothesis is being tested, it is often stated explicitly in the introduction.

*Materials and Methods* -- This section should describe in detail all of the methods and protocols used to conduct the research. The purpose is to provide enough information so the data could be duplicated with only the thesis available as an information source. The Materials and Methods section should make clear all of the procedures performed by the candidate. Data collection and analysis methods (e.g. description of statistical analysis) should be described. This section may include tables and figures.

*Results* -- This section presents a comprehensive picture of all research results and data. The supporting data are included. This section usually contains tables and figures. Tables and figures must be interpreted and explained within the text.

Tables and figures are numbered consecutively (Arabic numerals) throughout the thesis document. Numbering for tables and figures is independent (start at Table 1 and Figure 1, etc.). Each table or figure has a legend and a title, and is listed by page number in the preliminary pages. Each table or figure should have one page number; it should be printed, centered, at the bottom of the page. For tables or figures presented in landscape format, page numbers should still be at the bottom of the upright page. Tables and figures must fit within the specified page margins (see above).

*Discussion* -- This section is for critique, evaluation, and interpretation. Describe conclusions and compare findings with your original hypotheses and other reported data. Where there is agreement, use it for validation. Where there is disagreement, suggest reasons and explanations. Suggest future directions resulting from your study.

Endnote ®, a commercial reference management software program, is available to all Hood College students. This software package can manage reference and bibliographic material.

*References* -- Follow the guidelines in the APA manual for approved reference format.

*Appendix* -- An appendix is not common in the thesis. Students who contemplate including an appendix should, in consultation with their adviser, follow the guidelines in the APA manual. One common practice is to include reprints of publications (if any) of thesis data in an Appendix.

## **APPENDICES**

### **Copyright Letter Example**

Date

Holder of Copyright  
Street Address  
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Human Sciences **OR** Thanatology Master's degree program at Hood College in Frederick Maryland. My thesis is \_\_\_\_\_. I am requesting permission to include in my thesis the following material:

*(Include all relevant information about your request: title, page numbers, year of publication, etc.)*

If permission is granted, proper acknowledgement and credit will be incorporated in the thesis document.

Sincerely,

Your Name  
Contact Information

*Sample Title Page*

DEFINITION AND EXAMINATION OF END-OF-LIFE APNEA (EOLA)  
AND VERBAL RESPONSIVENESS

by

Elissa Al-Chokhachy

B.S.N. (Boston College) 1981

THESIS

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF ARTS

in

THANATOLOGY

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

January 2009

Accepted:

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Dana G. Cable, Ph.D.  
Committee Member

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Dana G. Cable, Ph.D.  
Director, Thanatology Program

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Terry L. Martin, Ph.D.  
Committee Member

---

Linda Scott, Ph.D.  
Thesis Advisor

---

Allen P. Flora, Ph.D.  
Dean of the Graduate School

## **Title Page Signature Guidelines**

Names of the individuals signing the title page should be typed in the space below their signature line, above their title.

## **HOOD COLLEGE BENEFICIAL-HODSON LIBRARY**

### **Instructions for Binding**

The following procedures apply to Masters' Theses, BMS Mock Grant Proposals, Humanities Capstone Projects, BMS Master's Field Work Projects, and ENV Independent Research Projects, all of which are to be submitted to the Hood College Library for binding. A minimum of two copies (one for permanent storage in the Library, and one for the originating department) will be submitted for binding, and should conform to the guidelines enumerated below.

All pages must have at least 1 ½ inch left margins, and 1 inch upper, bottom, and right margins. These are minimum figures. Photocopies should have the same margins as originals. When making photocopies, special care should be taken when placing the original on the machine so that copies are neither off center nor out of alignment.

Page sequences should be correct and verified. The bindery will not correct pagination errors. Pagination should be uniform and consecutive, i.e., all preliminary pages should appear in Roman numerals in one sequence, and beginning with the title page (which is "page 1," but is not numbered), all content pages should appear in Arabic numerals in one sequence. If folded pages are included, then these should be folded at least one inch from the right margin to prevent their being cut during the trimming process at the bindery.

Supplementary materials, such as separate electronic disks or large maps or charts that are not to be bound into the finished "book," should be accompanied by an explanation of how they will be used in relation to the project. E.g., an accompanying CD with raw statistical data might have a note appended stating "Raw statistics, submitted as supporting documentation." This helps the Library, as it prepares the materials for the bindery, to determine the best way for the bindery to incorporate these materials into the book.

If photographs are included, they should be firmly glued to standard 8 1/2 inch x 11-inch pages, and should not move on the page when handled. Full-page photographs come out of the bindery process best. Page protectors may NOT be used because they prevent trimming.

Lightweight papers must be avoided, both for the original and for copies; 20-pound bond paper is the minimum requirement. Paper should be "bright white" in color. Extraneous decorations should not be added to any page. Only the text (which includes, as applicable, charts, tables, illustrations, etc.) should appear on the pages.

The Library asks that the following procedures be observed:

- Projects ready for binding should be submitted to the Graduate Office in file folders or a box to protect the pages. Please be sure that formatting guidelines have been followed and that all necessary documentation accompanies your submission. Upon receipt, projects will be forwarded to the Library Collection Development Services Department. Binding orders are sent from the Library when a minimum order has been accumulated, therefore, there may be a delay of several months from submission to the Graduate Office until projects are shipped to the bindery while the minimum number of items for binding is accumulated.
- The Library will retain one original copy (with original signatures on the title page), and the originating department will retain the second.
- The author's full name, address, telephone number and e-mail address should be included with each copy to be bound.
- The cost to the author for binding is \$20.00 per copy. Multiple copies should be pre-sorted into complete documents, so that each copy of your project has all of the requisite elements in its proper place. Materials submitted to the Library go out with the next bindery shipment and are usually returned to the Library within five weeks of shipment. Payment for binding is to be made to the Graduate School, and checks for binding should be made payable to Hood College.
- Students should consider whether they will be in a position to pick up personal copies from the library when the binding is completed. If not, they can request that personal copies be mailed to them. There is a charge of \$5.00 per copy for this service. Mailing charges can be included in the total for binding services, so only one check is necessary. As noted above, payment should be made to the Graduate School, with checks payable to Hood College.
- Upon receipt from the bindery, the Library's copy of the Master's Project (Thesis, Mock Grant Proposal, Capstone, Field Work Project, or Independent Research Project) is cataloged under author, title, and appropriate subject entries. It is then shelved alphabetically by author's last name in the Master's Project section and is available for use only in the Library.
- If the student has ordered additional personal copies of the thesis or project, he or she will be notified by letter when the bound copies are received. It is expected that the student will pick the materials up from the library upon notification.

#### **GUIDELINES FOR ARCHIVING AND ELECTRONIC PUBLISHING**

#### **Guidelines for Submission of Dissertations and Masters' Theses in Electronic Format**

As of September 2004, archiving and electronic publication is a Hood College Graduate School requirement for all theses.

Submission on DVD is also supported. DVD submissions should include the author's name, the title of the thesis, and "Hood College" written **legibly** in permanent marker on the top face of the disk.

## **Guidelines for Theses in Digital Format**

The document should be in **single file** PDF format using Adobe. Compression of images is permitted; however, please do not "zip" files. UMI ProQuest can make no changes to the document. Therefore, the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author. It is strongly recommended that the author assume responsibility for reformatting the document into Adobe PDF, checking the reformatted document for accuracy, and submitting the PDF document to the graduate school or library for publication.

All fonts used should be embedded in the document. External or internal links to multi-media files are acceptable. If multi-media elements are used in the document, file formats should be identified in the dissertation/thesis abstract. Acceptable file formats include the following:

<b>Images</b>	<b>Video</b>	<b>Audio</b>
GIF (.gif) JPEG (.jpeg) PDF (.pdf) use Type 1 PostScript fonts TIFF (.tif)	Apple Quick Time (.mov) Microsoft Audio Video Interleaved (.avi) MPEG (.mpg)	AIF(.aif) CD-DA CD-ROM/XA MIDI (.midi) MPEG-2 SND (.snd) WAV (.wav)

### ***Supporting Documents***

Supporting documents **must be submitted on thesis paper** and be forwarded in an 8.5 X 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters
- Third party software licenses, if required

### ***Print and Electronic Access to Theses in Electronic Format***

Theses received in digital format will be processed in a manner identical to paper documents. Bibliographic citations and abstracts for these documents will be published in Dissertation Abstracts International in print, on-line, DVD and microform. Bibliographic information concerning these documents will also be made available through the UMI ProQuest Dissertation Abstracts Database and to a worldwide network of online information providers including OCLC and Dialog (r). The print output of the document will be microfilmed and stored with the electronic segment of the document in UMI ProQuest's vaults. The PDF format of the document will be loaded into UMI ProQuest Digital Dissertations, a digital archive of dissertations and theses. UMI ProQuest will check for document integrity and copyright compliance. If the document appears to be

incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

## **Masters' Theses as Compound Documents**

A compound document contains both text on paper and other information only available in and accessible through a specific electronic format. For example: Geography: an analysis of the topography of a region is accompanied by a computer simulated "flight" through that area on CD.

## **Supporting Documents for Compound Documents**

Supporting documents **must be submitted on thesis paper** and be forwarded with the DVD in an 8.5 x 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters

## **Specifications of hardware and software versions required to run the electronic component**

Other applications: Any third party application used to calculate a problem, present a video clip or sound recording or a combination of sound and video, a graph, picture, animation or representation, must be licensed for commercial distribution. Without written permission, the document will not be distributed.

## **Print and Electronic Access to and Distribution of Compound Documents**

Compound documents will be processed in a manner similar to paper documents. Bibliographic citations and abstracts for these documents will be published in the DAI/MAI complex in print, on-line, DVD and microform. The citation will indicate the nature and components of the document. The paper segment of the document will be microfilmed and stored with the electronic segment of the document in UMI's vaults. Compound documents will be distributed as hardbound publications only. Library bindings allow the secure placement of a DVD disk sleeve on the inside of the binding and proper packaging of electronic segments.

## **Masters' Theses on DVD**

ProQuest will accept Masters' theses on DVD under the following conditions: Software to display, play or read the document is either ubiquitous free ware such as Netscape or Adobe Acrobat or is fully licensed third party software. A copy of the application used to display, play or read the document is available on the DVD and is fully licensed to be copied and installed on a reader's machine.

### ***Supporting Documents for DVD***

Supporting documents **must be submitted on thesis paper** and be forwarded with the DVD in an 8.5 X 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters to reproduce previously copyrighted materials within the body of the work
- A description of software or other applications used to create the DVD disk, including a list of files and file sizes on the DVD disk
- Copies of licenses for third party software necessary to access, display, run or print the dissertation
- Written permission to reproduce copyrighted images, video, graphics, animation, data and images of individuals.

***Print and Electronic Access to and Distribution of CD's***

Dissertations and Masters' theses on CD will be processed in a manner similar to paper documents. Bibliographic citations and abstracts for these documents will be published in the DAI/MAI complex in print, on-line, DVD and microform. The citation will indicate the nature of the document and that it is only available in DVD format. The master disk will be stored in UMI ProQuest's vault. Dissertations and Masters' theses on DVD will be distributed in DVD format only.

***Additional Requirements for Submission***

Both sides of the Master's Thesis Agreement Form must be completed and signed, a photocopy of the title page with adviser signatures, and the 150-word abstract must be submitted to the Graduate School office with the final copies of your thesis. In addition, **a cashiers check, certified check, or money order made payable to PQIL (ProQuest Information and Learning Company) for \$25.00** must be submitted to the Graduate School with the final copies of your thesis. This fee covers ProQuest's costs to process and store a copy of your thesis and to publish the citation and abstract on their website. The fee also covers making the thesis itself available electronically at Hood, if you have authorized that.

If you wish, you may authorize ProQuest to apply for copyright for your thesis with the Library of Congress. To do this, you must submit an additional cashier's check, certified check, or money order for \$45, made payable to PQIL, and complete the "Authorization to Apply for Registration of My Claim to Copyright," which is located on the bottom of the back of the "Publishing Agreement Form." The copyright service through PQIL is optional.

For more information, contact UMI ProQuest at  
[wwwlib.umi.com/dissertations/about\\_etds](http://wwwlib.umi.com/dissertations/about_etds).