

Copyright Authority CheckList for Theses and Dissertations

The thesis or dissertation is unlike most of your previous scholarly endeavors. Copies of the thesis or dissertation will be deposited at Milner Library, and you will probably provide copies to others. Dissertations are also submitted to ProQuest, where copies of your work will be available electronically for scholars from around the world. Many students integrate other people's work into their thesis or dissertation - a figure from a scholarly article, an illustration, or perhaps a copy of a survey instrument included in the appendix. Many of these works are copyrighted by their creators or other rights holders. You must seek permission from the rights holders when you reprint or adapt works protected by copyright. For more information regarding copyright, permissions, and theses/dissertations, please review "Copyright Law & Graduate Research" at www.proquest.com/en-US/products/dissertations/copyright/

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As stated in the university's Guide for Writers of Theses and Guide for Writers of Dissertations, you are required to resolve all permissions issues before you can receive the Right to Defend. Fortunately, no one expects you (or your director) to be an expert on copyright and permissions. All you need to do is fill out this checklist at the beginning of your research and then follow the instructions.

Does (or will) your thesis or dissertation contain any of the following items?

- * Do not leave any items blank.
- * Answer no only if your thesis or dissertation will not contain that type of item at all.
- * Answer yes if you have included--or think you might include--that type of item in your thesis or dissertation (if that item type will be present you must answer yes, whether or not you purchased the item, received permission to use it in the research, and/or believe it may be used without permission).

Yes No Image/s originally produced by another person (including but not limited to photographs, graphs, graphics, charts, diagrams, ads, artwork, maps or drawings) whether found in print or online

Yes No Image/s that you traced, redrew, adapted from or based on images originally produced by someone else whether found in print or online

Yes No Survey/s, instrument/s, questionnaire or tool/s originally prepared by someone else, whether found in print or online

Yes No Any survey, instrument, questionnaire, tool, or image that you modified from, adapted from, or otherwise based on an item originally created by someone else, whether found in print or online

Yes No Entire poem/s or song/s, whether found in print or online

Yes No Segment/s from poems or songs, whether found in print or online

Yes No Significant portions of books or articles, whether literary or non-literary, whether found in print or online (generally "significant" is more than 1 1/2 single-spaced pages)

Yes No Work that you produced for an employer or on a grant

Yes No Work that you previously published

Yes No Work that has been accepted for publication

Yes No Work produced with co-authors, whether published or unpublished

Copyright Authority CheckList for Theses and Dissertations (page 2)

IF ALL ANSWERS ON PAGE 1 ARE NO, read and sign this section and turn it in with your documents to obtain your Right to Defend: (you are not required to consult the copyright officer at Milner, but may still choose to do so if you have any questions)

I understand that it is my responsibility to follow all applicable laws regarding copyright and permission as I prepare my thesis or dissertation. I have not included any item that may require permission.

_____ (signature of student) _____ (print name) _____ (date)

IF YOU CHECKED YES TO ONE OR MORE ITEMS ON PAGE 1 you are required to consult the copyright officer at Milner for advice and to obtain the officer's signature on the appropriate section before you sign the checklist and submit your documents to the Graduate School for the Right to Defend. You may or may not need to obtain permission letters. If the officer concludes that you do need permissions, you will need to present them for review before the checklist can be signed, and those letters must be attached when you submit the checklist to the Graduate School. Schedule a consultation early in the research and writing process to prevent delays in completion. It is recommended that you schedule the consultation no later than 4 weeks before you expect to submit your documents for the Right to Defend.

To be completed by copyright officer:

I have discussed this checklist with the student, and advised him/her that

a. No permissions letters are required. _____ (signature of copyright officer/date)

b. Permissions letters are required. The student has now obtained all appropriate letters and has attached copies to this form. _____ (signature of copyright officer/date)

To be completed by the student:

I understand that it is my responsibility to follow all applicable laws regarding copyright and permission as I prepare my thesis or dissertation. I have consulted the copyright officer and followed his/her advice regarding permissions. Since that consultation I have not inserted any additional items that would result in a "yes" on the checklist.

_____ (signature of student) _____ (print name) _____ (date)

If at any time after the copyright officer has signed this checklist you insert any item that would result in a "yes" answer, you will need to schedule another consultation, discuss the new item, and obtain a new signature from the copyright officer. This includes items inserted between the defense and the final deposit.

List and describe any item/s added and discussed:

a) No additional permissions letters required. _____ (signature of copyright officer/date)

b) Additional permissions letter/s required. The student has now obtained all appropriate letters and has attached copies to this form. _____ (signature of copyright officer/date)