

## **THESIS/DISSERTATION PUBLICATION, PRINTING/BINDING, & Optional COPYRIGHT INFORMATION**

### **Publication Processing Fee**

All theses and dissertations must be published, by allowing Auburn University to reproduce, distribute, display, and transmit the work in the electronic/print format in the AUETD database. Master's Thesis Students and PhD Students will be charged a publication fee of \$50 for this service. This fee will be charged to the student's bursar bill when the publication agreement is submitted to the Graduate School.

### **Printing/Binding**

The Graduate School and the Auburn University Bookstore have partnered together to offer students and departments on campus printing options for a theses and dissertations through Isaak Books. To learn more about the options available and pricing please visit [auetd.thesisondemand.com](http://auetd.thesisondemand.com).

### **Optional Copyright Registration:**

The Auburn University Graduate School wants to make the Copyright registration process as easy as possible for you. We will submit your application to the United States Office of Copyright on your behalf. Registering your Copyright through our office is fast and easy. A Certificate of registration will be mailed to you at the permanent address provided. A charge of \$55.00 will be added to your student bursar account along with the thesis/dissertation processing fee.

## **BEFORE PUBLISHING YOUR ETD IN AUETD . . .**

This guide is prepared to help you (and your advisor) make informed decisions about whether to 1) publish your ETD in AUETD immediately; or 2) limit access to your ETD in AUETD. Publication of your ETD in AUETD is an academic requirement and cannot be postponed indefinitely.

### **WARNINGS**

1. Some commercial and academic publishers are reluctant to publish a thesis or dissertation if it has first been published electronically in AUETD. Therefore, if you plan to publish your ETD elsewhere at a later date, you should consider limiting access to your ETD in AUETD for one of the allowable time periods described below.
2. **UNLIMITED ACCESS:** Publication in AUETD is immediate and irreversible. Once your ETD is submitted and published electronically in AUETD, it is accessible immediately to anyone with access to the World Wide Web. Therefore, you cannot decide afterward to limit access to your ETD. As explained in Warning #1, the decision to publish immediately in AUETD may have consequences if you later plan to publish your ETD elsewhere.
3. Even if you limit access to your ETD, basic bibliographical information about your ETD (including the abstract) will be published immediately in AUETD's searchable database.

### **LIMITING ACCESS TO YOUR ETD IN AUETD**

1. **WITHHELD ACCESS.** You can request that access be withheld to all users for a limited period of time.

This option prevents anyone from viewing your ETD in AUETD. This option excludes you (the author), your advisors, committee members, people who you may want to write letters of recommendation for you, family members—EVERYONE.

2. **LIMITED ACCESS TO AUBURN USERS:** You can request that access be limited to Auburn users (anyone with a valid AU ID userid and password) for a limited period of time.
3. **LIMITED ACCESS FOR A PERIOD OF TIME.** You can limit access to your ETD in AUETD for one of the following time periods:
  - a. Six months
  - b. One year
  - c. Two years
  - d. Five years

Unless you petition (with your advisor's consent) the Dean of the Graduate School to extend the period of limited access, the ETD will be published with unlimited access immediately upon expiration of the time period.

### ADVISOR'S CONSENT

You and your advisor should discuss these publication and copyright options before submitting the electronic ETD to AUETD. The ETD Final Approval Form has been revised to include a signature blank indicating that your advisor is aware of the choices you have made regarding access to your ETD as well as plans to copyright your work.

### OPTIONAL COPYRIGHT OPTION

If you plan to copyright some or all of your ETD, you should discuss these plans with your advisor, especially if the ETD includes shared data. **\*\*Note: If you do not plan to copyright some or all of your ETD, you do not need to submit the Copyright Registration Agreement Form (page 6) to the Graduate School.\*\***

Although the U.S. Copyright Office notes that copyright is secured automatically when the work is created in a fixed form, there are advantages to registration. For information about "Copyright Basics" and "Frequently Asked Questions about Copyright," visit the U. S. Copyright Office website at <http://www.copyright.gov/>. To have the Graduate School submit your copyright registration form, provide the requested information during the ETD submission process.



# ELECTRONIC THESIS / DISSERTATION FINAL APPROVAL FORM

## STUDENT INFORMATION

<i>Last Name *</i>	<i>First Name *</i>	<i>Middle Name</i>	<i>Suffix</i>
<i>Student ID Number *</i>	<i>E-mail address *</i>	<i>Phone</i>	
<i>Major *</i>	<i>Degree (MS, MA, PHD) *</i>	<i>Semester of Graduation *</i>	
<i>Defense Date *</i>	<i>ETD Submission Date *</i>		

*Thesis or Dissertation title:* \_\_\_\_\_

*Style Guide Used (APA, MLA, Chicago Style) \* :* \_\_\_\_\_

*LaTeX Template (Indicate Yes or No) \*:* \_\_\_\_\_

Except where reference is made to the work of others, the work described in this [*thesis / dissertation*] is my own or was done in collaboration with my advisory committee. This [*thesis / dissertation*] does not include proprietary or classified information. \* *Indicates required information*

### Access/Publication Restrictions (choose one):

- Unlimited Access (No Restrictions)
- Limited Access (access available to valid AU user accounts)
  - 6 months  1 year  2 years  5 years
- Withheld Access (no access to all users including student/advisory committee, etc.)
  - 6 months  1 year  2 years  5 years
- I wish to have my work protected by registering for an official Copyright.
 

*Registering with the U.S. Copyright office establishes your claim to the copyright of your thesis or dissertation and provides you the author with certain protections if your copyright is violated. If you wish, the Graduate School will act as your agent with the US Copyright Office and apply for copyright registration as part of the publication process. We will prepare the application in your name, submit the fee, deposit the required copy or copies of the manuscript, and mail you a completed certificate of registration from the Library of Congress.*

Major Professor Signature\* (signature indicates you are aware and have discussed these options with the student)

\_\_\_\_\_  
*Student's Signature \** *Date \**

**REVIEW AND ACCEPTANCE**

Student ID Number: \_\_\_\_\_ Student E-mail Address: \_\_\_\_\_

We have reviewed the [*thesis/dissertation*] named above in electronic format and indicate our approval of the document for electronic publication by our signatures below:

_____ <i>Co-Chair &amp; Major Professor</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>
_____ <i>Co-Chair</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>
_____ <i>Committee Member</i>	_____ <i>Printed Name</i>	_____ <i>Email</i>	_____ <i>Date</i>

*Please Note: Please enter information in required fields, and either email the form to [gradforms@auburn.edu](mailto:gradforms@auburn.edu), or you may submit the form in person to the Graduate School at 106 Hargis Hall between the hours of 7:45 a.m. and 4:45 p.m. M-F.*



**Optional THESIS/DISSERTATION U.S. COPYRIGHT REGISTRATION**

*Please fill this form out only if you plan to copyright some or all of your ETD.*

**Personal Information:**

Last Name: \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_

First Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**Degree & Thesis/Dissertation Information:**

College, School, or Division: \_\_\_\_\_ Degree \_\_\_\_\_ Awarded: \_\_\_\_\_

Department or Program: \_\_\_\_\_ Year Degree \_\_\_\_\_ Awarded: \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Year Manuscript Completed: \_\_\_\_\_

**Current Contact Information:**

Street Address: \_\_\_\_\_

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Current Email address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

**Permanent Contact Information:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Email address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Author's (Student) Signature

\_\_\_\_\_  
Date

**For Official Use Only**

Copyright Case Number: \_\_\_\_\_