Emory Thesis and Dissertation (ETD) Repository Submission Agreement Form

For College of Arts and Sciences
Honors Program Thesis Submission

Student name:	
Student ID:	
Academic program:	
Document title:	

Submission type
Check one

◯ **Thesis** ◯ **Dissertation** ◯ **Scholarly project**
(School of Nursing DNP only)

NOTE: This form uses the generic term *scholarly work* for all submission types. It is not to be confused with *scholarly project,* a specific term used for works submitted by School of Nursing Doctor of Nursing Practice students.

Preface: You are the owner of the copyright in your scholarly work. By completing and signing this document, you are granting permission to Emory University to share your scholarly work on the internet immediately upon graduation unless otherwise specified. For those submitting dissertations, you are also granting permissions to ProQuest as described below.

Part 1: Author Agreement

I hereby grant Emory University and its agents the nonexclusive, irrevocable license to archive, make accessible, and display, subject to the conditions specified below in Part 4, my scholarly work in whole or in part in all forms of media, now or hereafter known, including the display of my scholarly work on the internet. I retain all ownership rights to the copyright of my scholarly work. I also retain the right to use all or part of my scholarly work in future works (such as articles or books). I certify that my submission to this repository is the version of my scholarly work that was approved by my committee.

Part 2: Submission Questionnaire

Question 1: Does your scholarly work contain any third-party text, audiovisual, or other material that exceeds fair use and thus would require permission?

Check one ◯ Yes ◯ No

If yes, you must obtain permission or remove the copyrighted content from your scholarly work before proceeding with submission. Examples of materials for which you may need permission include extra-long quotations and images. You will need to list the materials for which you received permission in Part 3 below.

You do not need to seek permission if one or more of the following is true:

- The material is in the public domain because (a) the copyright expired or (b) the work was never copyrighted (e.g., an employee of the U.S. federal government created it).
- The material was published under a Creative Commons license.
- The use of the material fits the fair use parameters of U.S. copyright law. A use is more likely to be fair when the third-party copyrighted work is used to advance an argument or is essential to comment and criticism, and when no more than what is needed to make the argument is used. A use is less likely to be fair when it is illustrative or decorative, or when more of the work is used than is necessary to support the argument.

Question 2: Does your scholarly work contain content you created, such as a previously published article, for which you no longer own copyright? If your article was published with a Creative Commons license, you can reproduce the publisher's final version of it (be sure to provide a proper citation for the article and link to the publisher's version). If you have questions about your use of copyrighted material, please contact the Scholarly Communications Office at scholcomm@listserv.cc.emory.edu. While permission may be required, publishers typically grant it for this purpose and do not assess a licensing fee.

Check one ◯ Yes ◯ No

Question 3: Does your scholarly work disclose or describe any inventions or discoveries that could potentially have commercial application and therefore may be patented?

Check one ◯ Yes ◯ No

If yes, further conversation with Emory's Office of Technology Transfer (OTT) is required before you can continue with the ETD submission process. Please contact OTT at (404) 727-2211.

Part 3: Inclusion of Previously Copyrighted Materials

I hereby certify that all text, audiovisual, or other materials not created by me or for which I no longer control copyright that are included in my submission (a) have been identified in my submission by quotation, if directly quoted, and with appropriate source citations; and (b)

- fall within the parameters of fair use as defined by U.S. copyright law; or
- are unambiguously a part of the public domain as a matter of law; or
- are the subject of a properly documented permission obtained from the entity that owns or controls the copyright in the material.

I will provide copies of permission(s) upon request.

Special note for students submitting supplemental files with music recordings: If you submit supplemental files with recordings of music that's still protected by copyright, you should check "Yes" on this question, and these supplemental files will be restricted to campus access only for the foreseeable future. You do not need to seek permission to share these files, and your primary PDF file will be openly available unless you choose to restrict it in Part 4 of this form. If the music in your recording is old enough to have entered the public domain, these files will be openly available to the public at large.

Here is a list of the items for which I have sought and received written permission from the copyright owners to include in my submission (attach a separate page if necessary):

Previously copyrighted materials list

Part 4: Access Restrictions

Are you requesting an access restriction (aka embargo) for your scholarly work?

Check one ◯ Yes ◯ No

The ETD system allows for both a full and partial embargo of your work. A partial embargo will allow visitors to read your abstract and table of contents while the full text of your scholarly work is restricted. A full embargo allows you to restrict access to the abstract, table of contents, and the full text of your scholarly work for the duration of the embargo period.

Should your abstract and table of contents be included in the access restriction?

Check one ◯ Yes ◯ No

If yes, you will be able to restrict access to your abstract and your table of contents during the submission process. If you have already submitted your scholarly work to the ETD repository, please email the Libraries' Scholarly Communications Office at scholcomm@listserv.cc.emory.edu and request help with changing your embargo terms.

Terms of Access

Access restrictions must be approved by your advisor and your school approver, and access restrictions you select on this form must match access restriction selections you make when you deposit your work in the ETD repository. More information about the pros and cons of openly sharing your work is available, or you can contact scholcomm@listserv.cc.emory.edu with questions.

Note for submitters of dissertations only: Your signature on this form authorizes Emory to share your full-text primary and supplementary dissertation files and metadata with ProQuest, who will add them to the ProQuest Dissertations and Theses Global database. ProQuest will comply with the access restriction choices you made or will make during submission of your dissertation to the ETD repository. If you have questions for ProQuest, please contact them by emailing disspub@proquest.com.

SELECT ONLY ONE OPTION ON THE NEXT PAGE.

◯ Option 1: OPEN ACCESS.

By choosing open access you agree to publish your scholarly work in Emory's ETD repository immediately after graduation. This option will provide the broadest possible access to your work. The full text of your scholarly work and any supplemental files will be accessible on the internet for unlimited viewing. Your scholarly work will be indexed and discoverable via major search engines.

↑ OR ↓

◯ Option 2: RESTRICTED ACCESS

By choosing this option, you are requesting that the library restrict access to all full-text copies of your scholarly work for the period specified below. Your scholarly work will be listed and indexed in the ETD repository, but the content (i.e., the full text of your scholarly work and any supplementary files) will not be accessible until the expiration of the restricted access period. If you choose to restrict access to the full-text copy of your scholarly work, then you may opt to also restrict access to your abstract or table of contents. You will need to indicate your desire to restrict access to these components of your ETD record during the electronic submission process. If you do not restrict access to your abstract and table of contents, then this information will be displayed on the web in the ETD record for your scholarly work even if you have restricted access to the full-text copy. If you need help deciding this question, see this discussion of the pros and cons of sharing your work.

You are responsible for keeping track of your embargo expiration date. If you would like to extend your embargo when that date is approaching, please contact your school approver with that request approximately one month before the expiration date.

Please select the time period you would like restricted access below. **Check one (and only one) box below to choose Option 2 and the duration of your embargo.**

I request that the full text of my scholarly work (and any supplemental files) be published no sooner than:

◯ 6 months after graduation

◯ 1 year after my graduation

◯ 2 years after my graduation

Part 5: Certification and Signatures

I, the undersigned, have read this form in its entirety, and by signing below:

- **Grant the license described in Part 1;**
- **Certify that all my responses on this form are true and accurate;**
- **Agree to the terms of access detailed in Part 4; and**
- **Certify that I have obtained the proper permissions, if necessary, for any previously copyrighted materials included in my scholarly work as described in Parts 2 and 3.**

Student author signature	Date

I, the undersigned, as committee chair for the author above, have discussed this form with the author and approve the decisions made herein.

Committee chair signature	Date

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FOR SCHOOL USE ONLY

Form reviewed by	Date
Access restrictions approved by	Date