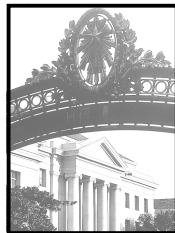


GUIDELINES FOR SUBMITTING A DOCTORAL DISSERTATION OR A MASTER'S THESIS

March 2000



Graduate Division • University of California, Berkeley

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I. PREPARATIONS FOR SUBMISSION

A. REGISTRATION REQUIREMENT

You must be registered or on approved filing fee status, whichever is applicable, when you file your dissertation or thesis. The Graduate Division will not accept your dissertation or thesis until your registration or filing fee status has been verified. If you need to readmit in order to register to file your dissertation or thesis, you should submit your readmission form at least one month before you intend to file.

Unless covered by the filing fee, students filing for a December degree must register for the fall semester, and those filing for a May degree must register for the spring semester. Students who file dissertations during the summer must register for the following fall semester unless they are on approved filing fee status. The Graduate Division will not accept registration for the Summer Session as a substitute for registering for a regular academic semester.

Information and applications for the filing fee and readmission can be obtained at Graduate Degrees, 302 Sproul Hall. Information regarding the policies concerning theses and dissertations can be found in the Graduate Adviser's Handbook.

B. FILING DATE

It is your responsibility to be informed about filing dates. Academic Senate regulations state that all work for a degree must be completed by the last day of the semester in which the degree is conferred. The last day for filing with the Graduate Division has been set to meet this requirement. The deadline to file a thesis or dissertation in order to receive a degree in any given term is the last working day of the semester. The deadlines are strictly observed, and no exceptions will be made.

Dates for filing with the Graduate Division are announced each year in the official Student Calendar contained in the *Schedule of Classes*. These dates may also be obtained from Graduate Degrees or from your department or school.

The departments arrange ceremonies for graduation. Information on ceremonies can be obtained through your graduate assistant.

C. RESEARCH AND DEVELOPMENT ACTIVITIES INVOLVING HUMAN OR ANIMAL SUBJECTS

1. Human Subjects

If you plan research or development activities that involve human subjects, you must have your work reviewed and approved by the Committee for Protection of Human Subjects before you begin your research. You must file a protocol involving human subjects and your research must be carried out according to the Berkeley campus' "Multiple Project Assurance of Compliance with DHHS Regulations for Protection of Human Subjects."

The Graduate Division cannot accept dissertations or theses that include material obtained or produced without authorization from the CPHS. You must submit a copy of your approval letter from the Committee for Protection of Human Subjects when you file. For more information, including a copy of the "Guidelines for the Preparation of a Protocol," contact the CPHS (Phone: 510-642-7461, or e-mail: subjects@uclink.berkeley.edu).

2. Animal Subjects

If you plan research or development activities that involve live vertebrate animals, you must have your work reviewed and approved by the Animal Care and Use Committee (ACUC) before you begin your research. In addition, you must notify the ACUC of any proposed plans to obtain custom antibodies from commercial sources or other laboratories. Only individuals with Principal Investigator (PI) status on the Berkeley campus may submit protocols to the ACUC. Thus, if you plan any use of animals, the proposed use must be described in an approved animal use protocol for a Berkeley PI.

The Graduate Division cannot accept dissertations or theses that include material obtained or produced without authorization from the ACUC. When you file, you must submit copies of the relevant PI's annual approval letter from the ACUC for each of the years in which you conducted animal research. For more information, contact the ACUC (Phone: 510-642-8855, or e-mail: acuc@uclink.berkeley.edu).

D. INCLUSION OF PREVIOUSLY PUBLISHED OR COAUTHORED MATERIAL

If you plan more than incidental use of your own previously published or coauthored material in your dissertation or thesis—a practice common in the sciences and engineering and sometimes followed in other fields—you must have prior permission from the Dean of the Graduate Division. The procedure requires that your dissertation chair review the material in order to determine whether your work is comparable to all or part of a dissertation or thesis carried out under the supervision of a member of the Berkeley faculty. If that is the case, your chair should write a letter of endorsement and send it along with a copy of the previously published or coauthored material to the Dean of the Graduate Division, Graduate Degrees, 302 Sproul Hall. Statements from the coauthor(s), if appropriate, granting you permission to use and reproduce the material as part of your dissertation is also required. If the Dean has doubts about the appropriateness or the amount of material to be used, the Dean will refer the request to the Administrative Committee of the Graduate Council for a decision. Requests to use work done prior to graduate enrollment at Berkeley will not be considered.

If inclusion of previously published, coauthored material has been approved, the published material must be incorporated into a larger argument that binds together the whole dissertation or thesis. The common thread linking various parts of the research, represented by individual papers, should be made explicit, and you must join the papers into a coherent unit. You are required to prepare introductory, transitional, and concluding sections. As a matter of courtesy, you should give credit to the publisher. Refer to page 16, section D, for further instructions on the use of copyrighted, previously published material in your dissertation.

E. INCLUSION OF PUBLISHABLE PAPERS OR ARTICLE-LENGTH ESSAYS

Publishable papers and article-length essays arising from your research project are acceptable, but not as discrete unlinked units. The unpublished material must be incorporated into a larger argument that binds together the whole dissertation or thesis. It is required that you include introductory, transitional, and concluding sections with the papers or essays.

F. SUBMITTING A MANUSCRIPT IN A FOREIGN LANGUAGE

Special approval from the Graduate Council is required to submit a dissertation or thesis in a foreign language. If approval is given, an abstract in English must be included with the dissertation or thesis. Requests for approval should be submitted to Graduate Degrees, 302 Sproul Hall.

II. SPECIFICATIONS OF THESES AND DISSERTATIONS

A. FORMAT

The manuscript consists of three main parts: the preliminary pages, the text, and the reference section. You, in consultation with your committee chair, determine the internal arrangement within the text and reference sections. You should be guided on matters of style by the chair and members of your dissertation committee. The following section specifies the format that must be adhered to in preparing the final copy of your dissertation or thesis.

B. MARGINS

For binding purposes and later ease in microfilming and copying, every page of the dissertation or thesis needs to be kept within the following margins:

Top: 1 inch	Right: 1 inch
Bottom: 1 inch	Left: 1 1/2 inches (Binding edge)

All manuscript material must fit within these margin requirements (including tables, headers and footers, figures, and graphs). The page number can be positioned outside of these margins, but no less than 3/4 inch from the paper edge. When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

C. SPACING

The dissertation or thesis, including the abstract, acknowledgments, and introductions, must be double-spaced on one side of the page. Footnotes, bibliographic entries, long quoted passages, and items in lists, tables, and appendices may be single-spaced if that style is recommended by the committee chair.

D. PAGINATION

Each page of the entire manuscript **must** be numbered, except where stated below, in the upper right corner or the bottom center of the page, no less than 3/4 inch from the edge of the page. The placement of page numbers **must** be consistent throughout the manuscript. Pages should be counted or numbered sequentially throughout as follows:

1. The title page is not counted or numbered.
2. The approval or signature page is not counted or numbered.
3. The copyright page, if included, is not counted or numbered.
4. The abstract is numbered in Arabic numerals (1, 2, 3, etc.). It has separate pagination from the remainder of the manuscript.
5. The remaining preliminary pages are numbered with lower case Roman numerals (i, ii, iii, iv, etc.) Begin numbering the preliminary pages with "i". Preliminary pages may include: dedications, tables of contents, lists of figures, tables, symbols, illustrations, or photographs, prefaces, introductions, acknowledgments, and vitae, if included in the manuscript.
6. The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning with page "1" and continuing throughout, including text, illustrative materials, bibliography and appendices.

If it becomes necessary to insert material, the new pages inserted after page 21, for example, should be numbered as follows: 21a, 21b, 21c, etc. If a page is removed, another numbered page should be inserted in the proper place. Aside from the page number, it should be blank.

To avoid delays in publication through UMI Dissertations Publishing and the University Library, please make certain that all copies you submit include all the pages of your manuscript.

E. NUMBER OF COPIES

An original and a copy of your doctoral dissertation must be submitted to the Graduate Division. After your degree is awarded, the Graduate Division will send one copy to UMI Dissertations Publishing (UMI) to be microfilmed and included in their electronic collection and the original copy to the University Library to be bound and included in the University Library's collection. Each copy of the dissertation has separate requirements: the original copy must be on an approved brand of paper; the UMI copy is acceptable on at least 20-lb. white paper or may be submitted electronically. Refer to page 7 for paper specifications and to the checklist on page 18 for specific requirements about what must be included in each copy. The UMI Agreement form is needed regardless of the method of submission and is available at Graduate Degrees, 302 Sproul Hall.

If you do not want your doctoral dissertation to be sent to UMI Dissertations Publishing, you must submit a written statement, endorsed by your dissertation chair, to the Dean of the Graduate Division explaining the reasons for your request. If the Dean approves your request, two copies on an approved brand of paper and the Library Permission Form will be required.

Master's theses will be sent to the Library. An original and a copy, both on an approved brand of paper, are required. Refer to page 7 for paper specifications. The Library Permission Form, which must accompany the thesis to the University Library, is available at Graduate Degrees, 302 Sproul Hall.

Some departments require additional copies of dissertations. Some departments will not certify completion of requirements until their copy is received. You should check with your graduate assistant.

F. PREPARING ELECTRONIC DISSERTATIONS

In order to prepare and submit the UMI copy of your dissertation electronically, you must create a Portable Document Format (PDF) file using Adobe® Acrobat®. To create a PDF, follow these steps:

1. First, you need access to a PostScript printer that has the correct printer drivers installed.
2. Open the document to be converted in a word processing application.
3. You will need to embed your fonts both in the original document and in the converted PDF file. This will ensure that the original fonts in your document will be properly displayed on any system, regardless of whether the fonts are installed on the system. Check your software's documentation. In Word®, go to Tools: Options: Save, and check the box in front of "Embed TrueType Fonts."
4. Choose Print from the File menu.
5. Determine which printer will be the PostScript printer.
6. Print the file to the PostScript printer. If necessary, name individual chapters (ch1.prn, ch2.prn, etc.)
7. Open Adobe® Acrobat Distiller®.

8. Once the program has launched, choose Job Options from the Distiller menu. After selecting the General filecard, you will perform two tasks: set Adobe Acrobat to the version you are using, and ascertain that the page size is correct (i.e. 8 1/2 x 11 inches).
9. Now choose the Font Embedding Filecard. Here, you should choose to Embed All Fonts. Click OK.
10. Next, go to File: Open, and choose the *.ps file you created in step 6. Save as xyzdiss.pdf (Keep in mind that “xyz” should be replaced with your three initials.)
11. Adobe Acrobat Distiller will now convert your document into a PDF file.
12. If you created chapter files earlier, you will now need to open and convert them.
13. Using Adobe® Acrobat Exchange®, check all files for proper formatting.

III. ILLUSTRATIVE MATERIAL

A. TABLES, CHARTS, AND GRAPHS

Tables, charts, and graphs may be presented horizontally or vertically but, in either case, must fit within the required margins, and the placement of page numbers must be consistent throughout the entire manuscript. It may be necessary to use a reducing copier in order to achieve this. Labels or symbols rather than colors should identify lines on a graph. Shaded areas, such as countries on a map, will have better contrast during microfilming if crosshatching is used instead of color.

B. ILLUSTRATIONS

Original illustrations are preferred, even if larger than 8 1/2" x 11". Permanent black ink, such as India ink, should be used. Colors may be applied using acrylic paints, colored pencils, or good quality water-colors. Felt-tip pens (even so-called “permanent” pens) are not acceptable; the colors may fade or bleed over time. Color photocopies made on a Canon laser copier, or equivalent, are acceptable if they are printed on one of the approved brands of paper. See page 7 for a list of approved papers.

Microfilming is a black-and-white photographic process. For this reason, illustrative material drawn or computer generated in black will reproduce satisfactorily, while colors will appear as slightly varying shades of gray.

C. PHOTOCOPIES

Photocopies or reduced photocopies are acceptable if they are reproduced on an approved brand of paper. They must be clearly legible, and margin requirements must be met. Color photocopies on an approved brand of paper made on a Canon laser copier, or equivalent, are acceptable.

While the original of all dissertations and theses is preferred for the Library copy, a photocopy of the manuscript on an approved brand of paper is acceptable. The photocopy must be as legible as the original. Inconsistency of the letter quality or color is not acceptable, nor is a copy that has a gray or dark cast to the background. If the copy can be smudged or erased, the copy machine was not set correctly, and the copy will have to be redone from the original.

D. PHOTOGRAPHS

Photographs should be printed on single-weight paper with a glossy finish. Imaging paper is not archival quality and is not acceptable. All prints must be processed according to nationally established standards for chemical permanence. Black-and-white prints are preferable. When color prints are necessary, the Cibachrome printing process is recommended. Cibachrome prints are made from color slides. Other processes, like photostats, Itek prints, and Polaroid prints that do not include archival processing are not acceptable.

Original photographs are not needed in the UMI copy of the dissertation. Adjusting the contrast on copy machines will produce high quality copies that microfilm well.

When full-page prints are desired, the image area of the print must conform to the same margins as the text. This means that the image area must be 6" x 9" or smaller, leaving a 1 1/2" margin on the left and 1" margins on all other sides.

Captions, legends, and page numbering for small photographs can be typed on the mounting sheet. Those for full-page originals can be incorporated by being photographed with the picture, placed on a separate page, or printed onto the photograph with waterproof ink. Pens acceptable for marking photographs are the Pilot Ultrafine Pen (Model SC-UF Permanent), the Stanford SHARPIE Permanent Ultrafine Point Marker, and the Abbeon Model TP-82, available from Abbeon Cal, Inc., Santa Barbara, CA 93101. Labels are not acceptable.

Photographs conforming to these guidelines can be obtained from the Library Photographic Service, 115 Doe Library (510-642-3885).

E. NONPRINT MEDIA

Computer diskettes, compact disks, videotapes, or audiotapes can be included with the dissertation **only** if the dissertation is understandable without the material contained on the diskette or tape. The diskette or tape should be clearly marked with your name, major, dissertation title, and a reference to the diskette or tape's place in the dissertation. The diskette should be "read only" and the information on the diskette should be printed out, if possible. Only one copy of the diskette or tape needs to be filed with the dissertation.

A copy of the diskette or tape should also be left in the department and a note should be placed in the dissertation indicating the availability of the diskette or tape in the department.

F. MOUNTING INSTRUCTIONS

1. Undersized Material

Undersized material should be mounted on a standard size sheet of acceptable paper using one of the following methods:

- a. Two vertical strips of double-sided tape (Scotch brand #415) centered close to the right and left edges of the material to be mounted.
- b. Photographic dry mounting tissue according to label directions. Tissue should be cut slightly smaller than material to be mounted.

No other mounting materials, including rubber cement, spray adhesive, mounting corners, or adhesive tapes other than the Scotch #415 cited above, are acceptable. For advice on mounting techniques, contact the Conservation Department of the Library (510-642-8843).

2. Oversized Material

Oversized materials should be reduced to 6" x 9" when legibility can be maintained. Otherwise, approved paper should be used for the oversized material. For a list of approved papers, see the next section. Do not crease oversized material. Either roll such materials and place in a mailing tube, or loosely fold them into a manila envelope. Clearly label the mailing tube or envelope with your name and the position of the material in the dissertation. A page should be placed in the manuscript indicating the position of the oversized material. Wide carriage computer printouts should be reduced. A 77% reduction will convert a standard 11" x 14 7/8" sheet to 8 1/2" x 11".

3. Other Illustrative Material

Blueprints and vellum overlays are inherently unstable and will deteriorate quickly. They should be photocopied onto approved paper. See the next section for a list of approved papers.

IV. MATERIALS

A. PAPER FOR DISSERTATIONS OR THESES FOR THE LIBRARY

The original of the dissertation or thesis must be on one of the brands of white archival paper listed below. The papers listed meet standards of strength and permanence appropriate for materials that will be a permanent part of the University Library collection. No substitute or "equivalent" papers will be accepted. Appropriate paper is available from most stationery and copy stores, and some local art supply stores. Some oversized papers may have to be special ordered.

Students in the Berkeley area can obtain approved paper and photographic supplies from:

The ASUC Store
Bancroft Way
Berkeley, CA 94720
(510) 642-7292

Copygrafik
2282 Fulton Sreet
Berkeley, CA 94704
(510) 843-5251

Radstons Office Supplies
1950 Shattuck Avenue
Berkeley, CA 94704
(510) 843-2610

Students outside the Berkeley area can obtain approved paper from the distributors or the ASUC Mail Order Service (510-981-1702 or 800-766-1546).

1. 8 1/2" x 11"

a. Xerox Image Elite
Distributor: Xerox Corporation
(800) 822-2200

b. Crane's Thesis Paper
Distributor: Crane and Company
Dalton, MA 01226

c. Cascade 25% Cotton Laser
(Cascade recycled paper is acceptable.)
Distributor: Arvey Paper
330 Brush Street
Oakland, CA 94607
(510) 839-8863

d. Perma Dur Bond
Distributor: University Products
Box 101, South Canal Street
Holyoke, MA 01226
(800) 628-1912

e. Permalife Bond
(FoxRiver Paper Co.)
Distributor: University Products
Box 101, South Canal Street
Holyoke, MA 01226
(800) 628-1912

f. Strathmore Writing Paper
Distributor: Radstons OfficeSupplies
2225 Shattuck Avenue
Berkeley, CA 94704
(510) 843-2610

2. 11" x 17" or Larger

- a. Permalife Bond (FoxRiver Paper Co.)
Distributor: University Products
Box 101, South Canal Street
Holyoke, MA 01226
(800) 628-1912

3. Oversized Drawing Paper

The following acceptable drawing papers are available or can be ordered in tablet form from Amsterdam Art, 1013 University Avenue, Berkeley (510-649-4800).

- a. Bristol Drawing: Plate surface, Neutral pH;
Sizes: 9" x 12", 11" x 14", 14" x 17", 19" x 24"
- b. Bienfang: pH Neutral Drawing
- c. Bienfang Designer: 100% Rag, Layout, Series Graphic 360;
Sizes: 11" x 14", 19" x 24"
- d. Omni Sketchbook: 70 lb., Neutral pH, medium Pentaclic Corp., neutral tone, Size: 14" x 17"

B. PAPER FOR DISSERTATIONS FOR UMI DISSERTATIONS PUBLISHING

The copy of the doctoral thesis that will be sent to UMI Dissertations Publishing (UMI) must be on at least 20 lb. **white** paper. This paper is available in most stationery and photocopy stores. If you submit the UMI copy of the dissertation electronically, you will not need paper.

C. PHOTOGRAPHIC SUPPLIES

1. Acceptable pens for marking photographs

- a. Pilot Pen Ultrafine, Model SC-UF Permanent
- b. Stanford SHARPIE Permanent Ultrafine Point Marker
- c. Abbeon Model TP-82 from Abbeon Cal, Inc., Santa Barbara, CA 93101

2. Acceptable material for mounting illustrations

- a. Scotch brand #415 double-sided tape
- b. any photographic dry mounting tissue

D. FONTS AND PRINTERS

1. Fonts and Font Size

Any legible font, except script, italic, or ornamental fonts, is acceptable for the body of the text. The chosen font should be used consistently throughout the manuscript. While the recommended font size for text is twelve, no smaller than ten in Arial, Helvetica, or Century Gothic will be accepted.

Italics may be used for quotations and words in a foreign language. Font used for appendices, charts, drawings, graphs, and tables may differ from that used for the text. The print should be letter quality with dark black characters that are consistently clear and dense.

2. Printers

The following computer printers may be used: daisy wheel, laser, and ink-jet printers. Some letter quality dot matrix printers are acceptable. You should bring or send a sample for review to Graduate Degrees, 302 Sproul Hall. Warning: When using a laser or ink-jet printer with Crane's Thesis paper, check one page for ink smudging before printing the entire manuscript.

E. CORRECTIONS

Corrections made with correction fluids or tapes are not acceptable. Pages with illegible or disfiguring erasures or corrections, or with changes likely to be unclear in photographic reproduction, will be rejected, and the pages will have to be replaced. All corrections should be made on the original manuscript before it is photocopied.

V. ORGANIZATION OF MATERIALS

The manuscript may be arranged in the following sequence:

A. THE PRELIMINARY PAGES

1. Title Page
2. Approval Page (included with Library Copy)
3. Copyright Page or a blank page
4. Abstract
5. Dedication Page (optional)
6. Table of Contents
7. List of Figures, List of Tables, List of Symbols (if applicable)
8. Preface or Introduction (if any)
9. Acknowledgments (usually optional)
10. For dissertations only: Vita (optional)

B. THE TEXT

1. Text, divided into chapters or sections

C. REFERENCE SECTION

1. References or Bibliography
2. Appendices (if any)
3. Addenda (if applicable)

It is required that items 1 through 4 of the preliminary pages be in the preceding order. The rest is a suggested order for organization of the manuscript.

VI. TITLE PAGE, APPROVAL PAGE, AND ABSTRACT

A. TITLE PAGE

Your title page must meet the following requirements:

1. Indicate full title.
2. The name that appears on your dissertation or thesis must be your name exactly as it is recorded with the Office of the Registrar. You must include your full middle name, not just an initial, if that is the name under which you are registered. Check your confirmed class schedule or transcript. If you wish, you may file a form to change your name at the Office of the Registrar.
3. You must list previous degrees that appear on your Berkeley transcript. Do not list the major, and do not abbreviate the university.
4. Show the exact degree you are receiving, i.e., Doctor of Philosophy. Do not use abbreviations.
5. Show the exact major. Do not list your specialization. For professional degrees, you are receiving a Doctor of Education in Education, or a Doctor of Public Health in Public Health, for example. All majors in the College of Engineering except Bioengineering and Computer Science must put Engineering- or Engineering Science- before the name of the major.
6. If your committee has changed since advancement, the Graduate Division must approve the revised committee. The Request for Change in Higher Degree Committee form is available in 302 Sproul Hall.
7. The semester and year listed should be the semester in which your degree will be conferred.

See sample title pages in the next section for the required format.

B. APPROVAL PAGE

Your committee members must sign the approval page, indicating final approval of your manuscript. Refer to page 19 for information on the acceptability of theses or dissertations. Signatures on the approval page must be in blue or black ink; other colors are not acceptable. Your approval page must be on one of the approved papers. Do not submit the approval page with the UMI copy of the dissertation.

See sample approval page in the next section for the required format.

C. SAMPLE PAGES

(Required Title Page Format for UC Berkeley Students)

(1) Compiling Real-Time Digital Signal Processing Applications
onto Multiprocessor Systems

by

(2) John Joseph Johnson

(3) B.A. (Harvard University) 1996
M.S. (University of California, Berkeley) 1998

A dissertation (or thesis) submitted in partial satisfaction of the

requirements for the degree of

(4) Doctor of Philosophy
in

(5) Engineering-Electrical Engineering
and Computer Sciences

in the

GRADUATE DIVISION

of the

UNIVERSITY OF CALIFORNIA, BERKELEY

(6) Committee in charge:

Professor Jane D. Doe, Chair
Professor Thomas R. Doe
Professor Joseph B. Doe

(7) Fall 2002

(Required Title Page Format for Doctoral Students in Joint Degree Programs)

The Relationship of Changes in Behaviors to Attitudes
Toward Disabled Students in Secondary Level Schools

by

Debra Joyce Smith

B.A. (University of California, Santa Cruz) 1994

M.S. (University of California, Berkeley) 1997

A dissertation submitted in partial satisfaction of the

requirements for the degree of

Joint Doctor of Philosophy
with San Francisco State University

in

Special Education

in the

GRADUATE DIVISION

of the

UNIVERSITY OF CALIFORNIA, BERKELEY

Committee in charge:

Professor John P. Doe, Cochair
Professor Thomas R. Doe, Cochair
Professor Josephine B. Doe
Professor Howard C. Doe
Professor F. Robert Doe

Spring 2001

(Required Approval Page Format)

*[This page must be printed on acceptable paper for the Library copy
and is not included with the UMI copy of the dissertation.]*

The dissertation (*or thesis*) of Jennifer Jane Johnson is approved:

(Professors sign here in black or blue ink.)

Chair

Date

Date

Date

University of California, Berkeley

Spring 2002

*[Name of student should be the same as that which appears
on the title page, copyright page (if included), and the first page of the abstract.]*

D. ABSTRACT

Three abstracts must be submitted with the doctoral dissertation when it is filed: an original abstract, signed by your committee chair or cochairs, and two unsigned copies. A master's thesis does not require an abstract. If one is included, it must conform to the requirements below.

Your committee chair or cochairs signify approval by signing the last page of the original abstract. This abstract is included in the library copy of the dissertation.

The word "Abstract," the title of your dissertation (exactly as it appears on your title page), your full name (exactly as it appears on your title page), your degree and major, the University of California, Berkeley, and the name of your dissertation chair **must** appear at the top of the first page of the abstract as follows:

Abstract
(Title of dissertation)
by
(Your name)
Doctor of Philosophy in (Your major)
University of California, Berkeley
Professor (Name of your chair or cochairs), Chair (or cochair)

Your abstract should be prepared carefully, because it will be published exactly as you submit it. Be sure symbols, as well as foreign words and phrases, are printed clearly and accurately. Please do not include graphs, charts, tables, or illustrations in your abstract. **The abstract should conform to the same requirements regarding spacing and margins as the main body of the work.** The abstract should be numbered separately in Arabic numerals, as an independent document.

For those students who have received special approval from the Graduate Council to submit a dissertation or thesis in a foreign language, the abstract must be in English.

It is preferred that the body of the text of the abstract not exceed 350 words in length. If this is exceeded, UMI Dissertations Publishing (UMI) will edit the abstract. Do not include signatures in the copy of the abstract submitted to UMI.

VII. COPYRIGHT AND PUBLICATION

A. PUBLISHING YOUR MASTER'S THESIS

Your master's thesis is by intent and tradition a published work announcing the result of your research to the scholarly community. The shelving of your thesis in the University Library constitutes a form of publication. You may copyright your thesis by enclosing a copyright page and registering the copyright through the Library of Congress. Refer to the section on copyrights below for specific details.

B. PUBLISHING YOUR DOCTORAL DISSERTATION

Your doctoral dissertation is a published work that announces the results of your research. The University holds to the tradition that you have an obligation to make your research available to other scholars. This obligation is met when the Graduate Division submits your dissertation to the University Library to be bound and shelved for public use. In addition, your dissertation will be made available to interested persons through UMI Dissertations Publishing (UMI). UMI keeps a master microfilm of your dissertation, includes your dissertation in their web-based digital library, and produces copies upon request. In order to make your dissertation available this way; you must sign an agreement form with UMI. On the agreement form indicate the title and subject category of your dissertation. These subjects are used to categorize your abstract in Dissertation Abstracts International and to index and retrieve the bibliographic reference to your dissertation in UMI's database. The University pays for the charge for this service.

If you do not want your dissertation sent to UMI Dissertations Publishing, you must submit a written statement explaining the reasons for your request and endorsed by your dissertation chair, to the Dean of the Graduate Division. If the Dean approves your request, we will forward your dissertation directly to the Library for binding and shelving. In this case, a signed Library Permission Form will be required. This form is available in Graduate Degrees, 302 Sproul Hall.

C. COPYRIGHT

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