

Instructions for Preparing and Filing Your Thesis or Dissertation



**Graduate Division - University of California - Berkeley
April 2008**

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Introduction

Filing your master's thesis or doctoral dissertation at the Graduate Division is one of the final steps leading to the award of your graduate degree. Your manuscript is a scholarly presentation of the results of the research you conducted. UC Berkeley upholds the tradition that you have an obligation to make your research available to other scholars. This is done when the Graduate Division submits your manuscript to the University Library to be bound and shelved for public use and, if a dissertation, published by ProQuest's UMI Dissertation Publishing Service.

If your research activities involve human or animal subjects, you must follow the guidelines and obtain an approved protocol **before you begin your research**. Visit our Web site at http://www.grad.berkeley.edu/policies/degrees_office.shtml or contact the Committee for the Protection of Human Subjects (<http://cphs.berkeley.edu/> or 642-7461) or the Animal Care and Use Committee (<http://www.acuc.berkeley.edu/> or 642-8855).

To be eligible to file for your degree, you must be registered or on approved Filing Fee status for the semester in which you file and have paid the appropriate fees through the Campus Accounts Receivable System (CARS). We encourage you to file in person and to file as early in the semester as you can. If you can't be here to file, it is helpful if you have a friend bring in the manuscript and required forms. If we identify some problem that prevents us from being able to accept your manuscript, your friend can contact you to determine how you want to proceed, or may be able to address the problem. The deadline to file your thesis or dissertation in its final form is the last day of the semester for your degree to be awarded as of that semester. If you file in the summer, you will have a December degree date.

Your faculty committee supervises the intellectual content of your manuscript and your committee chair will guide you on the arrangement within the text and reference sections of your manuscript. Consult with your committee chair early in the preparation of your manuscript.

The specifications in the following pages were developed in consultation with University Library and based on the publication standards of ProQuest. These standards assure uniformity in the degree candidates' manuscripts to be archived in the University Library, and ensure as well the widest possible dissemination of student-authored knowledge.

Preparing Your Manuscript: Format, Illustrations, and Materials

Materials

Doctoral students: Print one copy of your dissertation on one of the approved archival papers listed below. We are responsible for submitting this original of your dissertation to the University Library where it will become part of the permanent collection. Make a second copy on at least 20-lb. white photocopy paper. We will send this copy to ProQuest, UMI's Dissertation Publishing division. If you prefer to submit the ProQuest copy in PDF format electronically, please see the section "Electronic Filing of the ProQuest Copy" on page 20.

Master's students: Print two copies of your thesis on one of the approved archival papers listed below. We will submit both copies to the University Library.

Archival Paper- 8.5 x 11 inch, white

Crane's Thesis Paper

Crane and Company, <http://www.crane.com>
(800) 268-2281

Eaton-Southworth Acid Free Thesis Paper ("Credentials" and "Connoisseur")

Southworth Company, <http://www.southworth.com>
(800) 225-1839

Permalife Bond, Perma Dur Bond

University Products Archival Suppliers division, <http://www.archivalsuppliers.com/>
(800) 628-1912

Strathmore Writing Paper, ("Ultimate White Wove" or "BrightWhite Wove")

Mohawk Paper Company, <http://www.mohawkpaper.com/lite/>

Xerox Image Elite

Xerox Corporation
(800) 822-2200

Oversize pages, 11" x 17" or larger:

Permalife Bond

University Products Archival Suppliers division, <http://www.archivalsuppliers.com/>,
(800) 628-1912

Conservation Resources Archival Bond

Conservation Resources International, <http://www.conservationresources.com>,
(800) 634-6932

Oversized Drawing Paper

Use the following drawing papers:

Bristol Drawing-Plate surface (smooth)

Neutral pH; Sizes: 9" x 12", 11" x 14", 14" x 17", 19" x 24"

Bienfang Bristol Drawing

Neutral pH; Sizes 9" x 12", 11" x 14", 14" x 17"

Omni Sketchbook, Pentelic Corporation, <http://www.pentalic.com>

70 lb., neutral pH, neutral tone, Size: 14" x 17"

Copy Paper

For doctoral dissertations only, if you choose to submit your ProQuest copy on paper, it must be on at least 20 lb. white copy paper which you can find at most copy and stationery stores.

Paper Sources

In the Berkeley area, the following businesses usually carry one or more of the archival papers:

Cal Student Store, Bancroft Way at Telegraph Avenue, Berkeley, CA 94720;
(510) 642-9000; <http://calstudentstore.com>

Copygrafik, (<http://www.copygrafik.com/>) 2282 Fulton Street, Berkeley, CA 94704; (510) 843-5251

xpedx Paper Store (<http://www.xpedxstores.com/>), 795 Potter Street, Berkeley, CA 94710;
(510) 540-5900

Appearance

Your manuscript must be neatly typed or printed from a computer, without error, and on **only one side** of each page. Print the text in black. Strikeovers, handwritten corrections, or use of correction fluids or tapes are not acceptable. Pages with illegible or disfiguring erasures, corrections, or changes that reproduce in a photographic reproduction will not be accepted. Be sure that your original manuscript meets these standards before making any photocopies.

Typeface

For the basic manuscript text, only non-italic type fonts may be used. We recommend that you use a font size of 12-point or larger. For the basic manuscript text, the font size may be no smaller than 10-point. The Times font in 12-point is a standard type and size that you may use as an example. Whatever typeface and size you choose for the basic text, use it consistently throughout your entire manuscript. For footnotes, figures, captions, tables, charts, and graphs, a font size of 8-point or larger in Times New Roman is to be used.

For quotations, words in a foreign language, occasional emphasis, book titles, captions, and footnotes, you may use italics. A font different from that used for your basic manuscript may be used for appendices, charts, drawings, graphs, and tables.

Pagination

Your manuscript is composed of preliminary pages and the main body of text and references. A detailed listing of the types of pages classified as preliminary can be found in “Organization of Your Manuscript” on page 13.

The page number must be positioned at least $\frac{3}{4}$ of an inch from the edge of the page, in the upper right corner, the lower right corner, or the bottom center of the page. The placement of page numbers in the preliminary pages and the main body of the manuscript **must** be consistent throughout the manuscript.

1. Do not count or number the title page, the approval (signature) page, or the copyright page if included.
2. The remaining preliminary pages may include a table of contents, a dedication, a list of figures, tables, symbols, illustrations, or photographs, a preface, your introduction, acknowledgments, and vitae. You must number these preliminary pages using lower case Roman numerals beginning with the number “i” and continue in sequence to the end of the preliminary pages (i, ii, iii, iv, v, etc.).
3. Your abstract must have Arabic numeral page numbers. Start numbering your abstract with the number “1” and continue in sequence (1, 2, 3, etc.).
4. The main body of your text and your references also use Arabic numerals. Start the numbering of the main body with the number “1” and continue in sequence (1, 2, 3, etc.), numbering consecutively throughout the rest of the text, illustrative materials, bibliography, and appendices.

Inserted pages. Before you print your entire manuscript in final form, check that your page numbers follow the rules noted above. If you print your manuscript, and it then becomes necessary to add new pages, you are allowed to number the inserted pages so that you don’t

have to reprint the entire manuscript. Determine the page number immediately preceding the inserted pages, then number the inserts with that page number followed by a, b, c, etc. For example, to insert new pages after page 21, number the new pages as 21a, 21b, 21c, etc.

Deleted pages. If you find it necessary to remove a page after your entire manuscript has been printed, you must place a blank but appropriately numbered page in its place.

Carefully check to verify that each copy of your manuscript includes all of the pages. It is not unusual for a printer or a photocopy machine to skip a page or print two of the same page. It is your responsibility to verify that all copies you submit have an exact one-to-one correspondence of pages. This will help prevent delays in publication at ProQuest, and the University Library.

Margins

For the manuscript material, including headers, footers, tables, illustrations, and photographs:

Top, Bottom, and Right Margins: 1 inch from edges of the paper

Left: 1.5 inches (a wider margin here is required for the Library's binding requirements.)

Page number: The page number must be at least $\frac{3}{4}$ of an inch from the edges of the paper

Note: Copy machines may shift the location of the text on the page. The following margins are **minimums**. You may choose to set larger margins but you must be sure that all copies of your final manuscript fall within the margin settings specified.

Spacing

Your manuscript must be double-spaced throughout, including the abstract, dedication, acknowledgments, and introduction. Consult with your dissertation or thesis Chair to determine if single-spacing is acceptable for your footnotes, bibliographic entries, long quoted passages, and items in lists, tables, and appendices.

Illustrative, Oversize, and Special Material

Tables, charts, and graphs

Tables, charts, and graphs may be presented horizontally or vertically and must fit within the required margins. The placement of page numbers must be consistent throughout the entire manuscript, so pay close attention to the page number location for pages where you have changed the orientation of the text or material.

You may choose to reduce the size of a page on a photocopy machine to fit within the required margins. Be sure that the resulting page is legible.

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. Use a font size of 8-point or larger in Times New Roman.

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 watercolors. 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 archival types of paper listed in this document.

Keep in mind that 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.

Photographs

Photographs included in your manuscript must be made using materials and processes which maximize the life of the photograph. Use single weight or medium weight photographic paper with a glossy or semi-glossy finish. Fiber-based black and white prints are preferred, but color or black and white prints on resin-coated (RC) enlarging paper are acceptable. All prints must be processed according to nationally established standards for chemical permanence. For color prints, Fuji Crystal Archive or Ilfochrome papers are preferred.

We **do not accept** photostats, inkjet prints, PMTs, blacklines, dye sublimation prints, or Polaroid prints as they do not last over time.

Acceptable processes for photographs:

Xerographic processes

- black and white electrostatic photocopies on thesis paper
- color photocopies on approved archival paper

Photographic processes

- black and white enlargements on fiber-based silver-gelatin paper
- black and white enlargements on resin-coated silver gelatin paper
- color enlargements from slides on Ilfochrome paper
- color enlargements from negatives on RA-4 paper (“type C”), preferably on Fuji Crystal archive paper
- glossy and semi-glossy (“pearl”) surfaces are acceptable for photographic prints; matte is not acceptable. Paper should be single or medium weight, not double weight

Not acceptable:

- Diazo-processed prints (“blackline”)
- Photostats, PMTs
- color enlargements from slides on “type R” paper

Digital Images

Photographs and other illustrations which have been digitally scanned can be printed using a laser printer, either color or black and white, following the guidelines for text and photocopying. Also, some service bureaus have Lightjet or Lambda printers which can print digital files onto color photographic paper.

Acceptable processes for photographic output from digital image files:

- black and white laser prints on approved archival paper
- color laser prints on approved archival paper
- color prints on RA-4 color paper using Lightjet or Lambda printers, preferably on Fuji Crystal archive paper

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.

Marking Photographs

Do not stick a label on the photograph.

For small photographs, type your captions, legends, and page number on a mounting sheet, and mount the photograph using Scotch brand #415 double-sided tape or any photographic dry mounting tissue.

If possible, take the photograph in a way that incorporates the captions, legends, and page numbers as part of the photo.

For full-page original photographs neatly print the caption, legend, or page number on the photograph using a pen with waterproof ink. Acceptable pens to use are:

- Staedtler Permanent Liner-Calligraphy (preferred)
- Pilot Pen Ultrafine, Model SC-UF Permanent
- Abbeon Model TP-82 from Abbeon Cal, Inc., Santa Barbara, CA 93101
- Sharpie Fine Point

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

Special Material and Photocopies of Illustrations

Blueprints and vellum overlays are inherently unstable and will deteriorate quickly. Photocopy such materials onto one of the approved archival papers. Use a Canon laser copier or equivalent.

Some archival papers have a glossier finish than others and tend to smear. Make one copy only and then check for smearing or smudging of the copy before making additional copies. The photocopy must be as legible as the original and its contents cannot be smudged or erased. Inconsistency of the letter quality or color is not acceptable, nor is a copy that has a gray or dark cast to the background.

Be sure to observe the margin and pagination requirements.

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

Undersized Material

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

1. Two vertical strips of double-sided tape (Scotch brand #415) centered close to the right and left edges of the material to be mounted.
2. 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 Preservation Department of the Library (510-642-8843).

Oversized Material

Oversized materials should be reduced to 6" x 9" when legibility can be maintained. Otherwise, use one of the listed archival papers described in the Materials section. Do not crease oversized material. Either roll such materials and place in a mailing tube, or loosely fold them and place into a large envelope. Clearly label the mailing tube or envelope with your name and the position of the material in the dissertation. Place a page in the manuscript where the oversized material should be. If you have printed something from a wide carriage computer, reduce the printout to include in your manuscript. On a normal photocopy machine, use a 77% reduction factor to convert a standard 11" x 14" sheet to 8 ½" x 11" size.

Mixed Media Guidelines

In May, 2005, the Graduate Council established new guidelines for the inclusion of mixed media content in dissertations. It was considered crucial that the guidelines allow dissertations to remain as accessible as possible and for the longest period possible while balancing the extraordinary academic potential of these new technologies.

Definitions and Standards

The dissertation has three components: a core thesis, essential supporting material, and non-essential supplementary material.

Core Thesis. The core thesis must be a self-contained, narrative description of the argument, methods, and evidence used in the dissertation project. Despite the ability to present evidence more directly and with greater sophistication using mixed media, the core thesis must provide an accessible textual description of the whole project.

The core thesis must stand alone and be printable on paper, meeting the formatting requirements described in this document. The electronic version of the thesis must be provided in the most stable and universal format available—currently Portable Document Format (PDF) for textual materials. These files may also include embedded visual images in TIFF (.tif) or JPEG (.jpg) format.

Essential Supporting Material. Essential supporting material is defined as mixed media content that cannot be integrated into the core thesis, i.e., material that cannot be adequately expressed as text. Your faculty committee is responsible for deciding whether this material is essential to the thesis. Essential supporting material does **not** include the actual project data. Supporting material is essential if it is necessary for the actual argument of the thesis, and cannot be integrated into a traditional textual narrative.

Essential supporting material **must** be submitted in the most stable and least risky format consistent with its representation (see below), so as to allow the widest accessibility and greatest chance of preservation into the future.

Non-essential Supplementary Material. Supplementary material includes any supporting content that is useful for understanding the thesis, but is not essential to the argument. This might include, for example, electronic files of the works analyzed in the dissertation (films, musical works, etc.) or additional support for the argument (simulations, samples of experimental situations, etc.).

Supplementary material is to be submitted in the most stable and most accessible format, depending on the relative importance of the material (see below). Clearly label the CD, DVD, audiotape, or videotape with your name, major, dissertation title, and information on the contents. Only one copy is required to be filed with your dissertation. A second copy should be left with your department.

Note. ProQuest and the Library will require any necessary 3rd party software licenses and reprint permission letters for any copyrighted materials included in these electronic files.

Electronic Formats and Risk Categories

The following is a list of file formats in descending order of stability and accessibility. This list is provisional, and will be updated as technologies change. Faculty and students should refer to the Graduate Division website for current information on formats and risk categories.

Category A: PDF (.pdf)
 TIFF (.tif) image files
 WAV (.wav) audio files

Category B: JPEG, JPEG 2000 (.jpg) image files
 GIF (.gif) image files

Category C: device independent audio files (e.g., AIFF, MIDI, SND, MP3, WMA, QTA)
 note-based digital music composition files (e.g., XMA, SMF, RMID)
 MPEG video

Category D: other device independent video formats (e.g., QuickTime, AVI, WMV)
 encoded animations (e.g., FLA or SWF Macromedia Flash, SVG)

For detailed guidelines on the use of these media, please refer to the Library of Congress website for digital formats at <http://www.digitalpreservation.gov/formats/index.shtml>.

Organization of the Manuscript

Doctoral Dissertation-Library Copy

Required preliminary pages and order

- Title page
- Approval/signature page
- Copyright page or a blank page
- Abstract

Optional pages

- Dedication page
- Table of contents
- List of figures, list of tables, list of symbols
- Preface or introduction
- Acknowledgments
- Vita

Main text, references, bibliography, appendices

Master's Thesis (Original Copy)

Required preliminary pages and order

- Title page
- Approval/signature page
- Copyright page or a blank page

Optional preliminary pages

- Abstract
- Dedication page
- Table of contents
- List of figures, list of tables, list of symbols
- Preface or introduction
- Acknowledgments

Main text, references, bibliography, appendices

Doctoral Dissertation-ProQuest Copy

Required preliminary pages and order

- Title page
- Copyright page or a blank page
- Abstract

Optional pages

- Dedication page
- Table of contents
- List of figures, list of tables, list of symbols
- Preface or introduction
- Acknowledgments
- Vita

Main text, references, bibliography, appendices

Master's Thesis (Second Copy)

Required preliminary pages and order

- Title page
- Photocopy of approval/signature page on archival paper
- Copyright page or a blank page

Optional preliminary pages

- Abstract
- Dedication page
- Table of contents
- List of figures, list of tables, list of symbols
- Preface or introduction
- Acknowledgments

Main text, references, bibliography, appendices

Title Page

(Required doctoral format, pages 22/24; Master's format, page 26)

The following information is required on your title page and in the order listed. Do not number your title page or count it in your numbering scheme. See the title format pages for the placement and standard additional text.

1. **Full title** of your dissertation or thesis.
2. **Your registered student name.** You must use your registered student name as it is currently recorded with the Office of the Registrar. If you are unsure of your current registered student name, check your record on Bear Facts. If you want to use a format different from the current name (e.g., full middle name instead of middle initial only), you must file a "Petition for Change of Name" with the Office of the Registrar prior to filing. (<http://registrar.berkeley.edu/elecforms/Chge.Name.Pet.pdf>)
3. **Previous degrees.** List the degrees you have previously received, the school name, and the year of the degree. *Do not list the major*, and do not abbreviate the university name. You may only list degrees which are currently reflected on your Berkeley record (check Bear Facts). If you want to list a degree that does not appear on your current Berkeley record, contact us at least two weeks before you plan on filing and be prepared to provide us with official transcripts showing the award of the degree.
4. **Degree.** List the specific degree you are filing to receive, spelled out in full. Do not use abbreviations (e.g., list Doctor of Philosophy, not Ph.D.)
5. **Major.** List the major in which your degree will be awarded. Do not list your specialization or area of emphasis.

For professional degrees that have the same degree and major name, you do not need to list the major. This includes the following: Doctor of Education, Doctor of Public Health, Master of Architecture, Master of Landscape Architecture, and Master of Urban Design.

All majors in the College of Engineering, except Bioengineering and Computer Science, must put Engineering- or Engineering Science- before the name of the major (see required format, page 22).

6. **Designated Emphasis.** If you have officially added and are also completing one of the six approved Designated Emphases, after your major list "and the Designated Emphasis in" followed by the full name of the Designated Emphasis; do not use abbreviations. For example, "and the Designated Emphasis in Communication, Computation, and Statistics."

7. **Committee members.** List the committee in charge of your manuscript, with the chair or co-chairs listed first. If you have co-chairs use a separate line for each name (see sample page 23). Any change in your committee membership that occurred after your Application for Candidacy application was approved must be submitted for formal approval from the Graduate Division prior to your filing. Use the “Request for Change in Higher Degree Committee” form which can be found at (<http://www.grad.berkeley.edu/policies/pdf/Recon.pdf>).
8. **Semester and year.** Degrees are conferred in Fall and in Spring. List the semester and year in which your degree will be conferred. Please note that if you file after the end of the spring semester, you will receive a Fall degree.

Approval (Signature) Page

(Required Doctoral format page 25; Master's format, page 27)

When agreement has been reached by your committee that your thesis or dissertation is acceptable and that you are ready to file, the committee indicates this final approval by signing the approval page. Create the approval page on archival paper. Place a statement at the top saying the manuscript is approved and list your registered student name. Provide lines for the committee to sign and date on, and list the word Chair on the top line. At the bottom list “University of California, Berkeley” and the semester and year.

Do not number your approval page and do not count it in your numbering scheme.

Signatures on the approval page **must be in blue or black ink**; other colors are not acceptable. For the master's thesis, make one photocopy of the signatures onto archival paper. Place the original signature page in the original Library copy and place the photocopy of the signatures in the second copy. For dissertations, include the original signature page in the Library copy. Do not put any approval page in the ProQuest copy.

Copyright Page or a Blank Page

You may choose to include a copyright page. According to the Library of Congress' web site on copyright, <http://www.copyright.gov>, “Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship *immediately* becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.” If you include a copyright page, display the title of the manuscript, the word copyright or the symbol for copyright, ©, and the year, followed by your name as it appears on the title page.

The Relationship of Home Schooling to Success in Life

© 2006

by Jennifer Marie Ion

If you want to register your copyright you can do so yourself (see <http://www.copyright.gov/circs/circ1.html#cr> for information; the fee in 2006 was \$30). Please consult the Library of Congress web site for further information on copyright law.

Doctoral candidates only: You can authorize UMI (ProQuest) to act as your agent with the Library of Congress Copyright Office as part of the publishing process. UMI (ProQuest) will prepare an application in your name, submit your application fee, and deposit the required copy or copies of the manuscript. To choose this option, complete and sign the ProQuest authorization form (http://www.grad.berkeley.edu/policies/dissertation_publish.shtml) and submit a **certified check or money order without an expiration date for \$65**, payable to PQIL, with the form when you file your dissertation.

Abstract

(Required Abstract format, page 28)

An abstract is required for the doctoral dissertation and is optional for the master's thesis. If you decide to include an abstract in your thesis, it must conform to the requirements listed here. Follow the spacing shown on the format page.

Your committee chair or co-chairs signify approval by **signing the last page** of the original abstract. The signed abstract is included in the copy of the manuscript that we send to the Library. Please ask your chair to use blue or black ink and to observe the margin restrictions by not signing in the margin area.

On the first page of the abstract, the word "Abstract" must head the page followed by the title of your dissertation (or thesis), your registered student name, the degree and major being awarded (including the designated emphasis if applicable), all exactly as they appear on your title page. Follow this information with the words "University of California, Berkeley and the name of chair or co-chairs of your committee exactly as it appears on your title page. If you have co-chairs, a separate line is used for each name.

An abstract consists of a brief statement of the problem, a brief explanation of the method or procedure used, and a summary of the findings of the study. The abstract **must be in English**, even if you have received special approval from the Graduate Council to submit your manuscript in a foreign language.

The abstract for the doctoral dissertation is published by ProQuest and must not exceed 350 words in length. If the abstract is longer than that, ProQuest will edit your abstract.

Text

The suggested order for the rest of your manuscript is to have the text, divided into chapters or sections followed by the references or bibliography, any appendices, and any addenda. Consult with your committee chair to determine the internal arrangement of the text and reference sections. Your chair and the members of your committee will also guide you in matters of style for the text section of your manuscript.

Information on handling illustrations, oversized and undersized material, and special material is provided on pages 4-12. Information on the use of previously published material, or material which requires special permission for use is provided below.

Submitting a Manuscript in a Foreign Language

Your manuscript must be written in English. Special approval from the Graduate Council is required to submit the dissertation or the thesis in a foreign language. If approval is given, an abstract in English must be included with the dissertation or thesis. Requests must specify why you want to write in a foreign language and must be approved by the Head Graduate Adviser in your department, addressed to the Associate Dean for Academic Affairs, and sent to Graduate Services: Degrees, 318 Sproul Hall #5900. **Do not begin to write the dissertation until you have approval.** The chair must also verify that all members of your committee read the language in which the manuscript will be written. We will submit the request to the Graduate Council on your behalf.

Note that if you do receive approval for the manuscript to be in a foreign language, you will still be required to have your abstract in English.

Copyright Permissions

Permission to Include Previously Published or Co-Authored Material

If you plan more than incidental use of your own previously published or co-authored material in your dissertation or thesis—a practice common in the sciences and engineering and sometimes followed in other fields—you must request permission to do so from the Dean of the Graduate Division, **at least two to three weeks prior to filing.**

Ask your dissertation chair to review the material and 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 your chair determines that is the case, the chair must write a letter of endorsement that is sent, with a copy of the previously published or co-authored material, to the Dean of the Graduate Division, Graduate Services: Degrees, 318 Sproul Hall.

If the material was co-authored, you must also obtain statements from each co-author granting you permission to use and reproduce the material as part of your dissertation. Emails giving permission will be accepted. 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.*

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by

Jennifer Jane Johnson

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

A dissertation submitted in partial satisfaction of the
requirements for the degree of

Doctor of Philosophy

in

Engineering-Electrical Engineering and Computer Sciences

in the

Graduate Division

of the

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Committee in charge:

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by

Jennifer Jane Johnson

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

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by

Jonathan R. Doe

Doctor of Philosophy in Sociology

University of California, Berkeley

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