

**MASTER OF ARTS IN TEACHING**

**ACTION RESEARCH  
PAPER  
GUIDELINES**

**Department of Education  
Wheaton College  
Wheaton, Illinois**

July 2003

## *Action Research Paper Guidelines*

*Department of Education  
Wheaton College  
Wheaton, IL  
Revised July 2003*

### *Introduction*

The Department of Education is committed to providing an experience-oriented program set within the framework of a Christian liberal arts education which provides a broad background of knowledge, philosophies, and skills important for a person entering the teaching profession. The purpose of the program is to prepare students to serve as secondary and middle school teachers and agents of change in the public and private schools. The intent of the department is to prepare students to integrate Christian values and implement ethical practices in the educational setting; develop a knowledge base within the field of education; understand the nature and development of the learner; develop competency in decision-making and problem-solving regarding educational matters; respect cultural diversity in the school and global community; become knowledgeable and responsive to the specific needs of at risk learners; and become liberally educated with specialization in a discipline.

The Master of Arts in Teaching (MAT) program is a graduate degree program available for students who wish to combine an undergraduate discipline-specific bachelor's degree with secondary teacher certification. In addition to specific Bible and theology, education, and content matter classes, all MAT students learn to integrate theory and practice through the completion of an action research paper as a culminating and integrative experience prior to the granting of the degree.

According to Gay (1996), "the purpose of action research is to solve practical problems through the application of the scientific method. It is concerned with a local problem and is conducted in a local setting. The primary goal of action research is the solution of a given problem, not contribution to science. Whether the research is conducted in one classroom or in many classrooms, the teacher is very much a part of the process" (p. 10). Action research papers may employ either a quantitative or qualitative methodology. The Department of Education and the Graduate School of Wheaton College require the completion of an action research project and paper to enable MAT graduates to function as thoughtful, reflective, active, and continually-learning agents of change in the schools.

### *General Time Lines for Completion of the Action Research Paper*

1. The sixth year of the MAT program is the teaching induction year when the student is engaged full-time as a teacher/scholar. Students should register for EDUC 598 (Action Research Paper) and begin implementation of an action research project. **REGISTRATION SHOULD OCCUR THE FIRST SEMESTER AFTER COMPLETION OF COURSE WORK.**
2. **STUDENTS SHOULD CONTINUE TO ENROLL IN EDUC 599 (ACTION RESEARCH CONTINUATION) AND PAY THE CONTINUATION FEE EACH SUBSEQUENT SEMESTER (FALL, SPRING, AND SUMMER) UNTIL THE ACTION RESEARCH PAPER IS COMPLETED.** MAT students who are not involved in an educational setting by this time

must petition to switch to EDUC 698 (Thesis) and pay tuition for the additional 2 hours. Each subsequent semester until the thesis is completed, students must enroll in EDUC 699 and pay the continuation fee.

3. When either the action research paper or the thesis is satisfactorily completed and all other requirements have been met, the MAT degree will be awarded.
4. Students have five (5) years from the time they take their first 500 level class to complete all requirements. Any requests for extensions must be submitted through the chair of the Department of Education.

### ***Style***

Unless special permission is granted by the Department of Education, all action research papers prepared to meet the requirements of the MAT degree will be prepared using the most current edition of *The Publication Manual of the American Psychological Association*.

### ***Completion of the Action Research Paper***

All MAT candidates should complete the following steps in the preparation of their action research projects and papers:

1. Select an advisor and a second reader from among the graduate faculty in the Department of Education. In the event that a student is not able to be present on Wheaton's campus during the completion of the process, his/her advisor will serve as the contact person and ensure that, as steps are completed by the student, all appropriate College actions are completed.
2. Prepare an action research paper proposal using the Proposal Title Page (Appendix I) and the guidelines of the Wheaton College Human Subjects Research Review Committee (HRRC) listed below:
  - Briefly state the rationale for the study. Do not include a detailed literature review.
  - Describe the research population from which subjects will be drawn. How many subjects will be used and how will they be selected? (If consent will have to be given by proxy, be sure to include a statement of why this particular project is merited with this population.)
  - Describe in non-technical terms the experimental research procedures to which subjects will be exposed. Include sufficient detail so the committee can independently evaluate risks to subjects. If questionnaires will be used, include copies of these items with your proposal.
  - Describe explicitly the risks to research participants. If the project involves more than minimal risk to subjects, include a statement of why the supposed benefits of the research outweigh the risks to subjects.
  - Describe the procedures you will use to insure that information gathered from participants will remain confidential, or give reasons why this need not or cannot be done. In cases involving sensitive or potentially embarrassing information, where subject identities are to be retained, please describe your security procedures.
  - Document how informed consent will be obtained. Include the exact words you will use to fully inform participants of the nature of the study and the extent of their involvement before they agree to participate.

- If you plan to use deception or to withhold information from participants, explain how you plan to do this and state your reasons for doing this.
3. Submit for approval to the advisor and second reader.
  4. After approval by the advisor and second reader, submit the proposal to the Human Subjects Research Review Committee for approval. The student will be notified in writing by his/her advisor regarding the status of the proposal.
  5. Submit the approved proposal to the student's school district for approval.
  6. File an approval form (Appendix II) with the Department of Education and the Registrar's Office.
  7. Complete your research and the Action Research Paper, maintaining close contact with the advisor. At a minimum, the student should contact his/her advisor monthly.
  8. Submit the paper to the both the first and second readers. Both the first and the second readers must approve the paper in order to pass. **Generally students must submit several drafts of the paper before final approval by both readers is granted. Be certain to plan for several revisions of your paper as you work toward completion. Additionally, plan to allow your readers to have the paper for a minimum of 3 weeks each time it is submitted for feedback.**

### *Elements of the Action Research Paper*

The final action research paper will be approximately 30-60 pages in length and include the following elements in the order listed:

1. Front flyleaf (blank page)
2. Title page (see Appendix III)
3. Certification page (see Appendix IV)
4. Disclaimer page (see Appendix V)
5. Permission page (see Appendix VI)
6. Dedication page (optional)
7. Abstract
8. Table of contents
9. List of tables
10. List of figures or illustrations
11. Text, including the following components (components may be modified based on consultation with your first and second readers):
  - a. Extended literature review (approximately 10-20 pages)
  - b. Purpose
  - c. Method
  - d. Results
  - e. Conclusions
  - f. Discussion
12. References
13. Appendices
14. Back flyleaf (blank page)



### *Submission to the Dean's Office*

After approval by both the advisor and the second reader, the action research paper, including the original certification page signed by both readers, is given to the Office of Graduate Student Services (hereafter referred to as GSS). There is a necessary deadline for the submission of the final signed action research paper in order to permit all processes to take place preceding graduation. The student must allow **no less than six (6) weeks in advance of desired graduation date to complete processing. Please note the dates listed below:**

**May graduation, Final copy due March 15**

**December graduation, Final copy due October 15**

**August graduation, Final copy due June 15**

The GSS office will have the final action research paper draft assigned to one of the technical readers. The student should file the Wheaton Graduate School Action Research Paper Tracking Sheet and Information form (Appendix VII) printed on yellow paper with his/her action research paper. Copies of this form are available in the Education Department or you may use the one in this booklet.

The paper should be as error-free as possible before submission to the technical reader, and it should meet all the specifications outlined in the "Standards" section (page 7) except for the "Paper" specification. It does not need to be printed on cotton-content paper until it receives approval from the Director of Graduate Student Services. The technical reader will review the action research paper for grammatical, format, and style quality, note his/her corrections on the manuscript and return the paper to the GSS office.

The GSS office assumes financial responsibility for the technical reading process up to and including ten (10) hours per action research paper. Hours required over and above this amount of time will be charged to the student at the rate set by the GSS office. Presenting a manuscript which has been carefully checked for the above-mentioned technical qualities will make it possible for the student's work to be processed within the ten (10) hours allowed.

The student must supply a current address, telephone number, and email address where the student can be reached. Students residing outside of North America must designate a contact person in the United States who has agreed to complete the process for the student.

All steps of the submission process remain the student's responsibility even if the student leaves the Wheaton area.

The student will be notified when the technical reader has returned the action research paper to the GSS office. The student can then pick up the paper and incorporate any corrections of the technical reader.

When the corrections have been made, the student again submits the originally submitted paper and the final draft with the corrections from the technical reader to the GSS office. The technical reader will check the work to review the corrections that have been made. If changes are still necessary, the paper will be returned to the student to be submitted again. This process will be repeated until the technical reader determines the paper is technically correct.

At this point, the Graduate Document Form (blue) is signed by the Director of Graduate Student Services and the paper and Graduate Document Form are returned to the student. The student will then print at least two copies of the paper on bond (cotton content) paper. The copies of the paper to be

bound, the Graduate Document Form, and the check for payment for binding the copies are then taken to the Buswell Library Administrative Secretary. Written notification will be sent from the Library to the Graduate Records Analyst indicating that obligations have been met. The Graduate Records Analyst will note the records to this effect for purposes of graduation eligibility and transcript release.

Entering a course grade for the action research paper is the responsibility of the student's advisor. It should be done after final approval of the completed final draft. If not done, the Graduate Records Analyst will request same from the department.

Those grades received by the Graduate Records Analyst before Library requirements are met will be held until all final steps as outlined have been completed.

### ***Buswell Library Requirements - Action Research Paper***

Wheaton College requires candidates for graduate-level degrees to submit two copies of their primary research work to the Buswell Memorial Library. In order to further promote and facilitate research in Christian higher education, the College also requires degree candidates to grant formal permission to the College to do limited copying of these papers. The provided form, signed by the student and granting Wheaton College permission to copy at its discretion, includes a clause prohibiting the "extensive quotation or further reproduction" of graduate documents "by persons or agencies other than Wheaton College" without direct permission of the student (see Appendix VI). Furthermore, the copyright granted to Wheaton College may be revised at the author's request if, for example, a graduate paper is later published and available for purchase. The author should submit a written notice to the Director of Learning Resources at Wheaton College indicating the intent to publish. Even in this case, however, the right of the College to copy portions of the student's original work shall be preserved.

### **General Procedures**

After the student has completed the entire process of manuscript preparation, has had the manuscript approved by the academic readers and examined by the technical reader, has made all corrections to the manuscript, and meets all the specifications outlined in the "Standards" section (page 7), copies of the paper should then be printed on cotton-content paper. The student must present two copies of the final document with original signatures and the Graduate Document Form (See Appendix VII) to the Administrative Secretary to the Director of Learning Resources in Buswell Library.

Buswell Memorial Library will have the final approved document, which contains the original Certification Page with the original faculty signatures, bound and placed in the Wheaton College Archives. The library also requires a second copy of this final approved document, which will be bound and placed in the general circulating collection of the library. The copy should be a complete duplicate of the approved document and should also be made on the same type of cotton-content paper.

The Library will not make any personal copies of the document for the student. However, the Library will be willing to send any personal copies provided by the student to the bindery with its monthly bindery shipment. If the student wishes to have bound personal copies of the finished document, the copies should be brought to the library at the time the student submits the two library copies and the Graduate School Document form. There will be a charge for binding.

For the protection of the documents, it is requested that each copy be placed in a manila envelope with the author's name written on the outside. Please specify which copies are for the Library if personal copies are also being provided.

If a graduate document has accompanying non-book materials, such as videos, computer discs, maps, transparencies, etc., the student should provide the library with two (2) copies of the materials, one for use with the Archives volume and one for use with the circulating volume.

At the Library Administrative Office, the final approved graduate document will be reviewed to insure compliance with the standards listed below. Costs will be determined as explained below in the "Payments" section. The student is expected to submit payment for all expenses at that time. A check made payable to Wheaton College is required.

If the student has provided personal copies of the action research paper for binding, the student will be notified at a later date when the personal copies have been returned from the bindery. Please note that it can take up to eight (8) weeks for bound documents to be returned from the bindery since items are sent and received only once a month. Please allow for this time lag in planning for uses of personal copies.

## **Standards**

Graduate school documents (master's theses, master's applied theses, doctoral papers, MAT action research papers) submitted to Buswell Library for binding and inclusion in the collections must meet the following standards:

**Margins:** To allow for binding, the left margin needs to be a minimum of 1-1/2 inches, including maps, charts, pictures, graphs, etc. Do not punch holes in this left margin. The right, top, and bottom margins are to be a minimum of one inch.

**Paper:** The rag content must be a minimum of 25% cotton. (Paper normally used in photocopiers does not meet this requirement. Although paper does not need to be heavyweight, 25% - 100% cotton bond paper should be secured for library copies to insure their longevity.)

**Font:** Standard typewriter or computer fonts are acceptable. Script, italic, bold, and underlined fonts may be used as appropriate for emphasis, clarity, or grammatical correctness within the document.

**Print:** Print should be at least letter-quality. Since the documents will be bound and made available as books within the library, they must be easily readable for users. Laser printing is available on campus. Please contact computing services for more information.

**Organization:** Follow the sequencing outlines elsewhere in this manual. All graduate documents must include the following pages: title page, certification page with faculty signatures, disclaimer page, permission page. Action research papers must include an abstract.

**Pagination:** Normally, the front matter is paginated with lower case Roman numerals and the body of the text and references, appendices, etc. are paginated with Arabic numerals. Students should review the final document to insure all pages are in the correct order, with no duplicates or omissions. The library will not check the page order of documents.

## **Payment**

At the time the graduate document form and copies of the action research paper on bond paper are delivered to the Buswell Library Administrative Office for binding, payment will be expected for:

- Binding of the two Library copies (the final approved document for the Archives and the second copy for microfilm circulation) - \$15.00 per copy or \$30.00 total.
- Binding of personal copies which have been provided by the student - \$10.00 per copy.
- Extra bindery charges:  
 Width thicker than 2 inches - \$1.00 per inch extra for each copy  
 Pockets for holding supplemental materials (maps, transparencies, etc. - \$1.60 per copy)  
 Hand-trimming required (if tabs are used) - \$.55 per copy.  
 Note: These rates are subject to change if bindery charges to the library are altered. Other binding requirements of an unusual nature may require other extra bindery charges.
- Mailing of personal copies (after return from bindery) if requested by the student: \$1.75 per copy within the continental United States, "library rate," delivery within 10 days; \$5.00 per copy within the continental United States, "first-class," delivery within 3-4 days; \$5.00 per copy for overseas surface mail, delivery as long as 2-3 months.
- Unusual or special mailing requests will require additional charges, and substantial increases are incurred for overseas airmail.

Note: All fees are subject to change without notice.

When the Library administrative office notifies Academic Records and Services that the final graduate document has been received and all fees have been paid, the Registrar's office will certify the student for graduation.

**Appendix I**

**Action Research Paper Proposal Title Page**

WHEATON COLLEGE GRADUATE SCHOOL

Department of Education

Action Research Paper Proposal

(Title of Action Research Paper)

Author's Name

APPROVED:

\_\_\_\_\_  
Paper Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Reader

\_\_\_\_\_  
Date

**Appendix II**

**WHEATON COLLEGE GRADUATE SCHOOL  
APPROVAL FOR ACTION RESEARCH PAPER REGISTRATION**

Please file this complete form in the Registrar's Office when registering for an action research paper.

---

| Record No. | Last Name | First | Middle | Department |
|------------|-----------|-------|--------|------------|
|------------|-----------|-------|--------|------------|

I verify that the student's action research paper proposal has been read and approved by the Department of Education.

---

Advisor

---

Date

---

Department Chair

---

Date

Copy 1 to Registrar's Office  
Copy 2 to Student

**WHEATON COLLEGE GRADUATE SCHOOL**

**THE TITLE OF YOUR ACTION RESEARCH  
PAPER IN BLOCK LETTERS**

**AN ACTION RESEARCH PAPER SUBMITTED TO THE FACULTY OF THE DEPARTMENT  
OF EDUCATION IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE  
DEGREE OF MASTER OF ARTS IN TEACHING**

**DEPARTMENT OF EDUCATION**

**By**

**YOUR NAME**

**WHEATON, ILLINOIS**

**(MONTH AND YEAR)**

**APPENDIX IV**

**Certification Page** (Top margin one inch)

Title  
(2 inches below the top margin)

by  
(center of the page)

Left margin 1-1/2 inches

Right margin 1 inch

Approved:

\_\_\_\_\_  
Signature of advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of second reader

\_\_\_\_\_  
Date

**Disclaimer**

**the views expressed in this action research paper are those of the student and do not necessarily express the views of the Wheaton College Graduate School or the Department of Education**

**Appendix VI Permission Page**

**WHEATON COLLEGE  
Wheaton, Illinois**

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

(Title of Action Research Paper)

Department of Education

Master of Arts in Teaching

**Permission is herewith granted to Wheaton College to make copies of the above title, at its discretion, upon the request of individuals or institutions and at their expense.**

\_\_\_\_\_  
Author's Signature

**Extensive quotation or further reproduction of this material by persons or agencies other than Wheaton College may not be made without the expressed permission of the author.**

Graduate Action Research Papers, Thesis, and Dissertations are submitted to the Graduate Student Services Office for technical reading *after* the first and second academic readers have indicated their approval of the paper by signing the **Certification Page**. The Certification Page must be submitted with the paper for technical reading.

There is a necessary deadline for the submission of the final, signed paper in order to permit all processes to take place preceding graduation. The student must allow ***no less than six (6) weeks in advance of desired graduation date to complete processing for an M.A. paper and no less than eight (8) weeks in advance for a Doctoral dissertation.***

The Graduate Student Services office will assign the final paper draft to the technical readers.

The student must complete the **Tracking Sheet** on the reverse side of this information sheet and submit it with the paper when the paper is submitted for technical reading. Students residing outside of North American must designate a contact person in the United States who has agreed to complete the process for the student. Students residing outside of the Wheaton area but within the United States are responsible to provide pre-addressed, postage paid mailing envelopes for the return of the paper after it has been read by the technical reader. **Please check recent Post Office cost changes.**

**The Technical Reader:** The technical reader will review the thesis for grammatical, format, and style quality, note his/her corrections on the manuscript and return to the GSS office. *The paper should be as error-free as possible before submission to the technical reader.*

**Completion of Submission Process:** All steps of the submission process remain the student's responsibility even if the student leaves the Wheaton area. (Please review process under Tracking Sheet instructions).

**Cost of Technical Reading:** The GSS office assumes financial responsibility for the technical reading process up to and including ten (10) hours for MAT Action Research Papers, fifteen (15) hours for all M.A. Thesis papers, and twenty (20) hours for all Doctoral dissertations. Hours required over and above this amount of time will be charged to the student at the rate of \$17.50 per hour. A hold will be placed on the student account until the over-charge has been paid. Presenting a manuscript which has been carefully checked for the above mentioned technical qualities will make it possible for the student's work to be processed within the hours allowed.

### **Final Corrections and Submission**

The student will be notified when the technical reader has returned the paper to the GSS office. The student can then pick up the paper and incorporate any corrections of the technical reader. If the student is not in the Wheaton area someone must be designated to manage the mailing process or sufficient envelopes with pre-paid postage and address must be provided. (see above)

When the corrections have been made, the student again submits the originally submitted paper copy and the final draft with the corrections from the technical reader, to the GSS office. It will be returned to the technical reader to review the corrections that have been made. This process will be repeated until the technical reader determines the thesis is technically correct. When the paper is technically correct it will be returned to the student with a Buswell Library Graduate School Document Form.

The paper is now ready to be submitted to Buswell Library. The student will take the original manuscript, abstract, and Graduate School Document Form, plus personal copies the student wishes to have bound, to the Buswell Library Secretary. Written notification will be sent from the Library to both the Registrar's and GSS Offices indicating that obligations have been met. The Registrar will note the records to this effect for purposes of graduation eligibility and transcript release.

Entering a course grade for the paper is the responsibility of the academic first reader. It should be done after final approval of the completed final draft. If not done, the Registrar's office will request same from the department.

Those grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed.

*I have read the above information and understand my responsibilities for the Technical Reading stage of my graduate paper.* \_\_\_\_\_

NAME

DATE

**WHEATON GRADUATE SCHOOL  
ACTION RESEARCH PAPER/THESIS/DISSERTATION  
TECHNICAL READER TRACKING SHEET AND INFORMATION**

**Student Contact Information:**

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

**E-Mail:** \_\_\_\_\_

**Phone: (home)** \_\_\_\_\_

**(work)** \_\_\_\_\_

**Style Manual and Edition:** \_\_\_\_\_

**Style Manual Deviations:** \_\_\_\_\_

**Students residing outside of the Wheaton area are responsible to provide pre-addressed, postage paid mailing envelopes for the return of the paper after it has been read by the technical reader. Please check recent postal changes for size and weight allowed in one package.**

**Students residing outside of North America must designate a contact person in the United States who has agreed to manage the technical reading process for the student.**

**Contact Person Information:**

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

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

| <b>Date In</b> | <b>Date Out</b> | <b># Hours</b> |
|----------------|-----------------|----------------|
|                |                 |                |
|                |                 |                |
|                |                 |                |
|                |                 |                |

**APPENDIX VIII Document Form for Submission with Action Research Paper**

**GRADUATE DOCUMENT FORM**

Buswell Memorial Library

*THERE ARE TWO SEPARATE SHEETS (4 SIDES) TO THIS DOCUMENT*

Student \_\_\_\_\_

Department \_\_\_\_\_

Title of Graduate Document \_\_\_\_\_

Authorization by Director of Graduate Student Services \_\_\_\_\_

**Please note that all fees must be paid at the time of submission.**

**LIBRARY FEES**

Students MUST submit to the Library administrative office the final, approved graduate document, a second complete copy of the final document, and this form. (Please see checklist on the back of this form.)

Cost for binding and processing of two library copies  
(one for Archives and one for microfilm circulation) **\$30.00**

**PERSONAL BINDING FEES**

As a courtesy service to students, the library will send personal copies of a student's graduate document to the bindery with its monthly shipment. The student must furnish the personal copies and pay for the binding charges.

Binding fee for personal copies, **\$10.00** x \_\_\_\_\_ copies: \_\_\_\_\_

**PERSONAL MAILING FEES**

When the student's personal volumes are returned from the bindery, the student may be notified by phone to come to the library and pick up the volumes. The student may also pay the postage charges for the library to mail personal copies to addresses provided by the student.

Please designate the number of personal copies:

\_\_\_\_\_ to be picked up: Contact person/phone no. \_\_\_\_\_

\_\_\_\_\_ to be mailed to addresses within the U.S., at library rate, with delivery within 10 days, at \$1.75/copy: \_\_\_\_\_

\_\_\_\_\_ to be mailed to addresses within the U.S., first class, with delivery within 3-4 days, at \$5.00/copy: \_\_\_\_\_

\_\_\_\_\_ to be mailed overseas surface mail, with delivery as long as 2-3 months, at \$5.00/copy: \_\_\_\_\_

\_\_\_\_\_ to be mailed at special request, charges vary \_\_\_\_\_

Total charges this side \_\_\_\_\_

**APPENDIX VIII**

**Page two – Graduate Document Form for Submission with Action Research Paper**

**POSSIBLE EXTRA BINDING CHARGES**

Width thicker than 2", \$1.00/inch extra x \_\_\_\_\_ of copies: \_\_\_\_\_

Pockets for supplemental materials, \$1.60 x \_\_\_\_\_ of pockets: \_\_\_\_\_

Hand trimming required, \$0.55 x \_\_\_\_\_ of copies: \_\_\_\_\_

Other \_\_\_\_\_

(Prices are subject to change if bindery alters charge to library.)

Total charges this side \_\_\_\_\_

Total charges from front side \_\_\_\_\_

**TOTAL CHARGES DUE** \_\_\_\_\_

Mailing information: (For more than 2 copies, list additional addresses below.)

Name \_\_\_\_\_

Street/Box \_\_\_\_\_

City,State,Zip \_\_\_\_\_

Name \_\_\_\_\_

Street/Box \_\_\_\_\_

City,State,Zip \_\_\_\_\_

**LIBRARY GRADUATE DOCUMENT CHECKLIST** - The Archives and Circulation copies of all graduate documents submitted to Buswell Library **MUST** meet the following criteria:

\_\_\_\_\_ Documents must be on paper with a minimum cotton content of 25% (not photocopy paper)

\_\_\_\_\_ Documents have a title page

\_\_\_\_\_ Documents have a certification page with original faculty signatures

\_\_\_\_\_ Documents have a disclaimer page

\_\_\_\_\_ Documents have a permission page



### AGREEMENT

The author and the Theological Research Exchange Network (TREN), having a place of business at Portland, Oregon, hereby agree as follows for the publication of the submitted manuscript by TREN.

The author will supply the manuscript to TREN through his/her graduate school ready for reproduction and publication without change or further editing.

In consideration of making his/her work available to students and others, the author hereby grants to TREN the right to reproduce and sell a) copies of the manuscript in microform and/or b) printed copies of the manuscript made from microform and/or c) electronic/digital copies made available on CD-ROM or via the Internet. TREN shall have the right to retain the master negative microform of the thesis/dissertation for this purpose. The author retains all rights to publish and/or sell his/her thesis/dissertation by any means at any time except for reproduction from negative microform.

I hereby warrant that I am the sole author of the thesis/dissertation; that the thesis/dissertation does not violate any right of privacy; that the thesis/dissertation does not contain any matter which is libelous or obscene; that the thesis/dissertation does not infringe upon any statutory or common law copyright; and that I am legally empowered to enter into this agreement.

I further agree to indemnify and hold harmless Theological Research Exchange Network for any damages that it may sustain as a result of any breach of the foregoing warranties and/or as a result of any misrepresentation in the information provided above.

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

\_\_\_\_\_  
(Date)

### COPYRIGHT REGISTRATION INFORMATION SECTION

If you are interested in the copyright option contact TREN directly.

1. If your thesis/dissertation has been copyrighted, enter the copyright notice exactly as it appears in the previously published edition of your work.

\_\_\_\_\_  
\_\_\_\_\_

2. Please copyright my thesis/dissertation as outlined in the copyright information section below.

A. Yes      B. No

Because of legal considerations, we need to know if your thesis/dissertation has been copyrighted. If your thesis/dissertation has been copyrighted, please be sure that the statutory notice is included in the copy of your thesis/dissertation that is submitted to TREN.

If you have not previously published your thesis/dissertation and would like TREN to secure a copyright in your name, please complete the Copyright Authorization Section below. TREN will then take the necessary steps to obtain your copyright.

Subject to compliance with other provisions of Copyright Law, persons eligible to secure U.S. copyright include citizens of the United States, persons domiciled in the United States at the time of the first publication of their work, and citizens of foreign countries entitled to U.S. copyright under a treaty, convention, agreement or proclamation to which the United States is a party.

Fee: Copyright arrangements will be completed for **\$45.00** (Includes the copyright fees plus the cost of two microfilm copies required by the Copyright Office.) This fee must be pre-paid by **certified check or money order**.

#### Copyright Authorization

Complete Only if you wish to Register for Copyright

This Copyright Authorization is hereby incorporated in and made a party of my agreement with the Theological Research Exchange Network providing for publication of my thesis/dissertation.

I hereby authorize TREN to file for me an Application for Registration of a Claim to Copyright in the U.S. Copyright Office, said copyright to be in my name.

I hereby represent that (a) my thesis/dissertation has not been previously published, and (b) I am eligible to copyright my thesis/dissertation in the United States.

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

\_\_\_\_\_  
(Date)

**Theological Research Exchange Network • P.O. Box 30183 • Portland, OR • 97294-3183 • (800) 334-8736**