

Penn Anthropology

Senior Thesis Submission Guide

The senior thesis submission requires the following 4 components, all of which must be submitted by the department deadline:

1. iThenticate Similarity Report

When your senior thesis is complete, you must process it through the iThenticate software offered through Penn Libraries, then share your iThenticate Similarity Report with the undergraduate coordinator. Depending on your results, you may need to make edits to your thesis and/or consult your advisors.

See **pages 2-13** for full instructions.

2. Paper Copy

After you have analyzed your paper in iThenticate, you must print one paper copy of your thesis for the department. The thesis should be printed single-sided on 8½" x 11" paper and should not be bound, stapled, or hole punched. Hand in this copy to the undergraduate coordinator.

3. Digital Copy

After you have analyzed your paper in iThenticate, you must upload a digital copy of your thesis to ScholarlyCommons. This digital copy will later be published to ScholarlyCommons if you grant permission on the Author Agreement form. If you do not grant permission to publish your thesis, it will be stored privately. You must upload a digital copy to ScholarlyCommons regardless of which permissions option you choose.

See **pages 14-16** for full instructions.

4. Author Agreement

You and your advisor must complete the Author Agreement on page 17. Open this file in Adobe Acrobat Reader DC, which you can [download free online](#). Indicate your chosen permission option by checking the appropriate box, then type your name and the date below. In the signature field, typing your name again serves as your signature. Next, save your edited copy of the Author Agreement on page 17 as a PDF, and email it to your advisor. Your advisor must complete the bottom portion by typing their name twice, then save and email it to the undergraduate coordinator from their Penn email address.

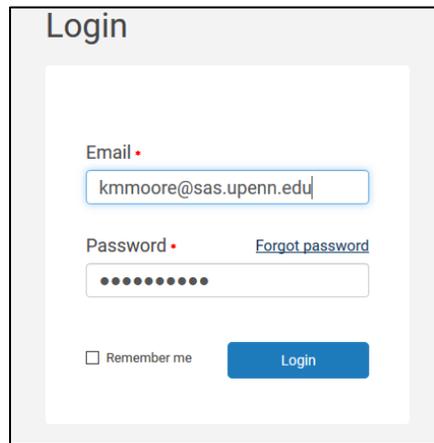
Using iThenticate for Penn Anthropology Senior Thesis Submission

Step 1: Obtain an iThenticate Account

Request an account by writing to the Courseware Support Team at canvas@pobox.upenn.edu from your Penn email address. Indicate that you will be using iThenticate on your Senior Thesis for the Department of Anthropology.

IMPORTANT NOTE: iThenticate is a paid service that is licensed by Penn Libraries. As a Penn student, you should not be prompted to pay to use iThenticate. If you are, contact canvas@pobox.upenn.edu for further assistance. Do NOT submit any payment to iThenticate independently. You cannot be reimbursed if you do so.

Step 2: Access iThenticate

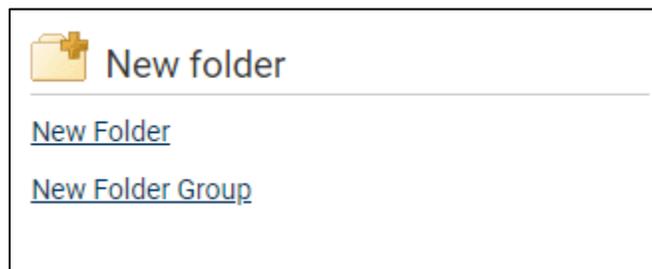


The screenshot shows a login form with the following elements:

- Header: Login
- Email field: kmmoore@sas.upenn.edu
- Password field: masked with dots
- Forgot password link: [Forgot password](#)
- Remember me checkbox: Remember me
- Login button: Login

When your account has been created, you will receive a message to your Penn email address with a temporary password. Follow the link in the email (or go to www.ithenticate.com) to login with your Penn email address and temporary password. You will be prompted to choose a new password.

Step 3: Create a New Folder

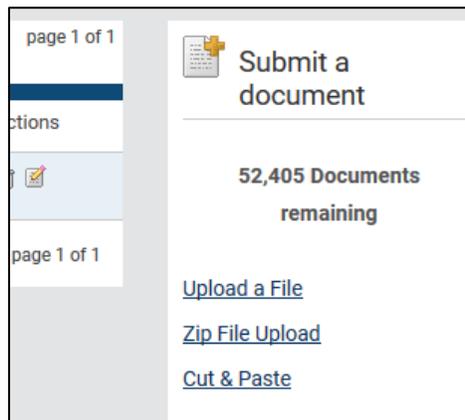


The screenshot shows the 'New folder' screen with the following elements:

- Folder icon with a plus sign
- Text: New folder
- Option 1: [New Folder](#)
- Option 2: [New Folder Group](#)

Once you have landed on the iThenticate home screen, click “New Folder.” On the next screen, name your folder “Senior Thesis.” Leave the other settings at the default, then click “Create.”

Step 4: Upload Your Paper



To upload your document to this new folder, click “Upload a File” on the upper right (in the “Submit a Document” sidebar), and browse to find your file.

A screenshot of a form titled "Report & Repository Options *". It contains three radio button options: "Generate Report Only" (which is selected), "to Document Repository & Generate Report", and "to Document Repository Only".

On the next page, select “Generate Report Only.” (If you were part of a research group you might be storing several documents for comparison.)

Upload #1

Author First Name
 ✓

Author Last Name
 ✓

Document Title
 ✓

Reporting group* No selection available *

Browse for the file you would like to submit

[Choose File](#)

 Moore and Fenton ms 1.13.2015 Dogs from...
59.8 KB 

[+ Add another file](#)

[Upload](#) [Cancel](#)

Input your first and last name and a document title (it doesn't have to be an exact match for the file name or the title of your paper.)

Click the "Choose File" button to select your paper. The file requirements are listed on the sidebar on the right side.

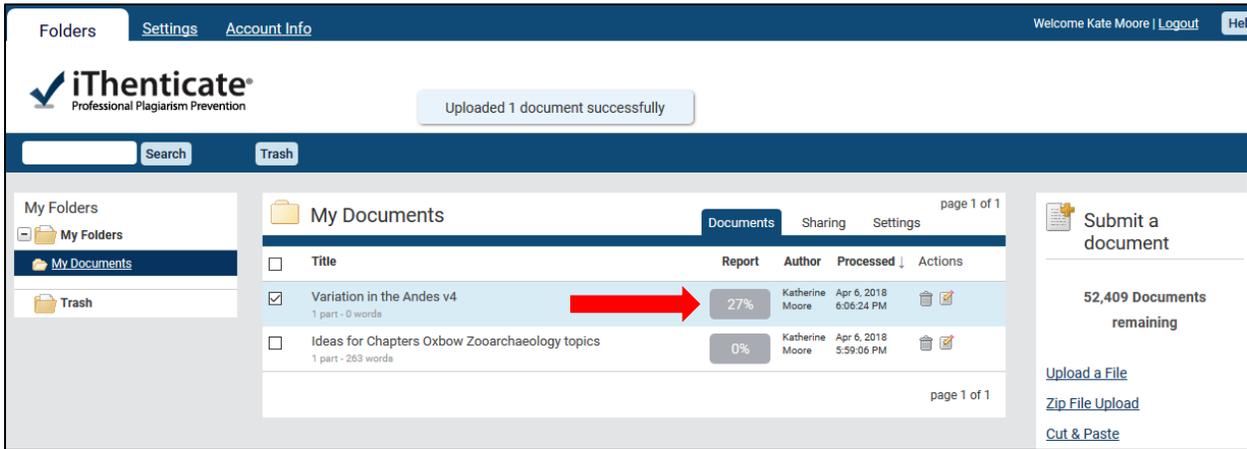
Click "Upload."

<input type="checkbox"/>	Dogs from Sitio Conte, Panama 1 part - 0 words	11%	Katherine Moore	Apr 8, 2018 10:17:54 PM	 
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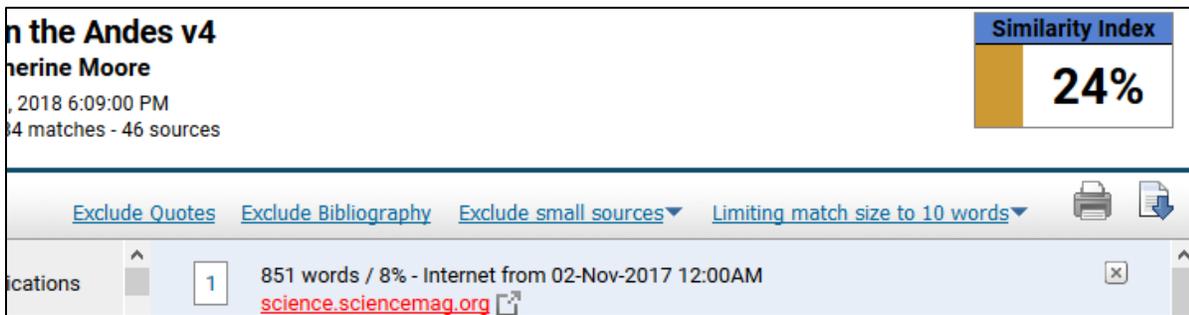
You will be redirected to the Senior Thesis folder where you will now see your document appear. After the file is saved and processed, the similarity score will appear in the Report column.

Step 5: View the Similarity Report

Your paper will now have a percentage displayed next to it, called the similarity index. This index shows you the amount of similarity between your paper and other scholarly writing and websites in the program's database.

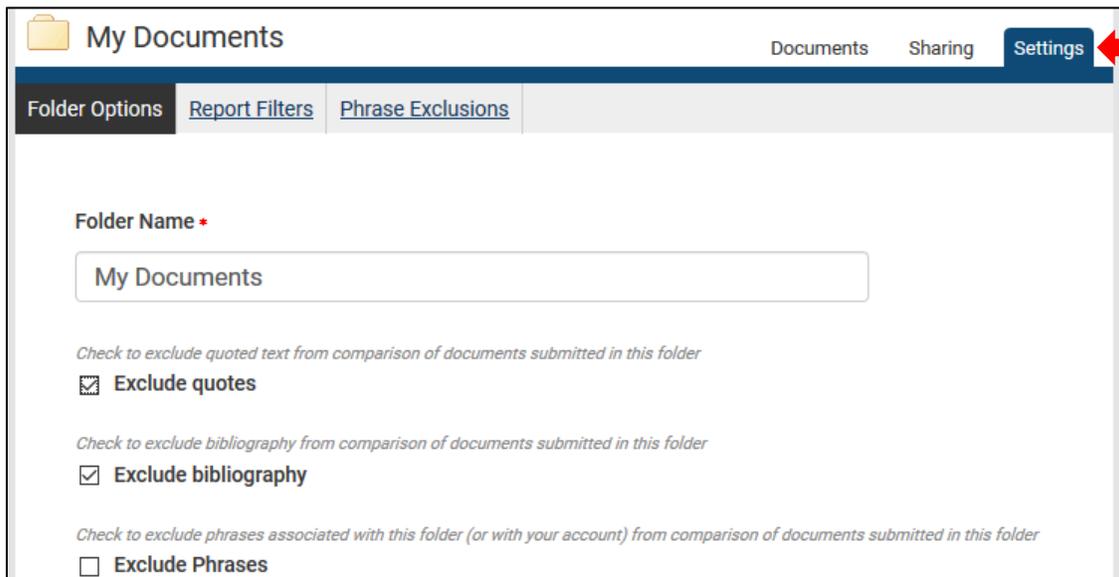


Click on the gray similarity index box to go to the Document Viewer to see your similarity report side-by-side with your file. By default, the program will evaluate the entire paper, including quotes and bibliography.



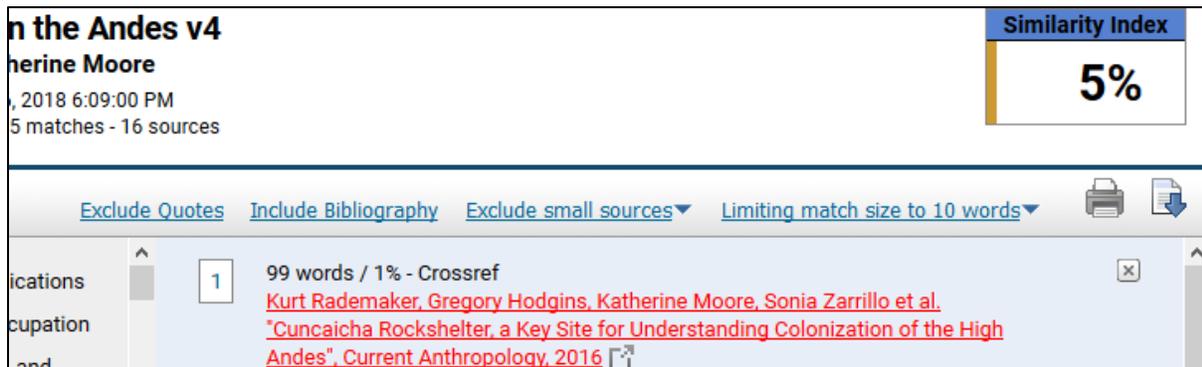
In my own example, this is my first results page. With the bibliography and quotes included, the paper has a 24% similarity index.

Step 6: Adjust the Settings



In order to create a more accurate report, you can experiment with changing the settings by clicking on the “Settings” tab at the top of the Senior Thesis folder. The settings will let you ignore the sources in your bibliographic references and/or ignore quotes (text within quotation marks, text in block quotes, etc.) Any settings changed will affect all documents within the folder.

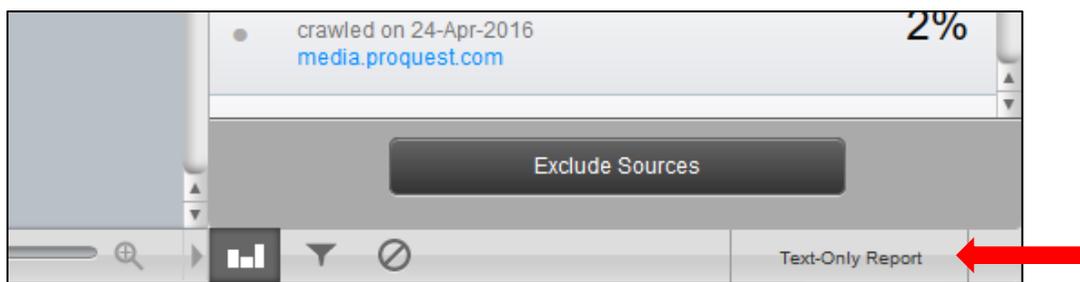
You may want to “Exclude Phrases” (for example, a string of important terms, the title of another work that you repeat often, etc.) To specify which phrases should be excluded, click the “Phrase Exclusions” tab, then click “Add a new phrase.”



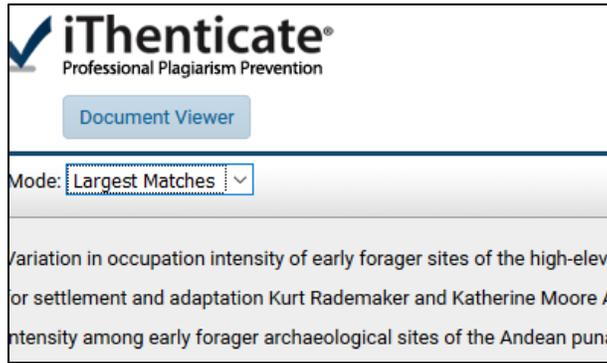
By modifying the settings to exclude the matches in the bibliography and quotes, the similarity score for my report drops to 5%.

You may exclude the bibliography and quotes in your report to focus on your text. Each quoted passage must have a bibliographic citation, whether or you choose to exclude them in your similarity report.

Step 7: Report Options



When viewing the similarity report in the Document Viewer, click “Text-Only Report” in the lower right corner. This will bring you to a page where you can select report options.



The "Mode" drop-down menu button (upper left corner) allows you to choose different comparison reports:

1. **Similarity Report:** Basic report with the sources numbered in the source document and the similar words pulled out. Ordered by what the program judges to be the most relevant matches.

The screenshot displays a full iThenticate report. At the top, the document title is 'Variation in the Andes v4' by Katherine Moore, dated April 6, 2018. The similarity index is 24%. The report mode is set to 'Similarity Report'. The main content area shows a snippet of text from the document with a similarity score of 75. To the right, a list of five matches is provided, each with a number, word count, percentage, and source information:

Match #	Word Count	Percentage	Source
1	259 words	2%	Crossref: Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. "Cuncaicha Rockshelter, a Key Site for Understanding Colonization of the High Andes". <i>Current Anthropology</i> , 2016
2	157 words	1%	Internet from 02-Nov-2017 12:00AM: science.sciencemag.org
3	98 words	1%	ProQuest: Rademaker, "Early human settlement of the high-altitude Pucuncho Basin, Peruvian Andes", Proquest, 2014.
4	87 words	1%	Crossref: Delphine Joly, Calogero M. Santoro, Eugenia M. Gayo, Paula C. Ugalde, Ramiro J. March, René Carmona, Dominique Marguerie, Claudio Latorre. "LATE PLEISTOCENE FUEL MANAGEMENT AND HUMAN COLONIZATION OF THE ATACAMA DESERT, NORTHERN CHILE", <i>Latin American Antiquity</i> , 2017
5	84 words	1%	Crossref: Pintar, Elizabeth, Jorge G. Martínez, Carlos A. Aschero, and Michael D. Glascock. "Obsidian use and mobility during the Early and Middle Holocene

2. **Content Tracking:** Allows you to see each source as it is used each time through the text.

iThenticate
Professional Plagiarism Prevention

Variation in the Andes v4
By: Katherine Moore
As of: Apr 6, 2018 6:09:00 PM
10,372 words - 41 matches - 524 sources

Similarity Index: **24%**

Mode: Content Tracking

Exclude Quotes | Exclude Bibliography | Exclude small sources | Limiting match size to 10 words

Variation in occupation intensity of early forager sites of the high-elevation Andean puna: Implications for settlement and adaptation Kurt Rademaker and Katherine Moore Abstract We compare occupation intensity among early forager archaeological sites of the Andean puna, a high-elevation shrub- and grass-land ecoregion spanning central Peru, Bolivia, and northern Chile and Argentina. The earliest sites in the Andean puna were established in the Terminal Pleistocene, and by the Early Holocene hunter-gatherers were widespread. Despite the inherent challenges of high elevation, rapid and successful settlement of the puna was facilitated by favorable climatic conditions and similar resources throughout this "megapatch." Forager sites in the Andean puna exhibit striking similarities in camp site locations, hunted animals, stone raw material acquisition, and plant resource use. Similarities in stone tool assemblages and projectile point styles suggest common activities and shared culture over vast, rugged landscapes. At a finer scale, forager sites in the Andean puna exhibit very different levels of occupation intensity and patterns of mobility. Some archaeologists interpret forager puna sites through a single, homogeneous evolutionary sequence of adaptation to high elevation. Using systematic comparisons, we show that differences in occupation intensity and mobility relate not to the constraints of elevation but to differences in primary productivity and congruity of critical resources in site habitats. The Andean puna The Andes are the longest continental mountain range in the world, spanning some

- 852 words / 8% - Internet from 02-Nov-2017 12:00AM
science.sciencemag.org
This is source #2 in the Similarity report.
This source is partially hidden by one or more sources in the Similarity report.
- 516 words / 5% - Crossref
[Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. "Cuncaicha Rockshelter, a Key Site for Understanding Colonization of the High Andes", Current Anthropology, 2016](#)
This is source #1 in the Similarity report.
This source is partially hidden by one or more sources in the Similarity report.
- 481 words / 4% - ProQuest
[Rademaker, "Early human settlement of the high-altitude Pucuncho Basin, Peruvian Andes", Proquest, 2014.](#)
This is source #3 in the Similarity report.
This source is partially hidden by one or more sources in the Similarity report.
- 429 words / 4% - Crossref
["The Handbook of South American Archaeology", Springer Nature, 2008](#)
This is source #7 in the Similarity report.

3. **Summary Report:** Lists the sources found for all matches, and the amount of the paper that comes from that source.

iThenticate
Professional Plagiarism Prevention

Variation in the Andes v4
By: Katherine Moore
As of: Apr 6, 2018 6:09:00 PM
10,372 words - 108 matches - 75 sources

Similarity Index: **24%**

Mode: Summary Report

Exclude Quotes | Exclude Bibliography | Exclude small sources | Limiting match size to 10 words

- 259 words / 2% - Crossref
[Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. "Cuncaicha Rockshelter, a Key Site for Understanding Colonization of the High Andes", Current Anthropology, 2016](#)
- 157 words / 1% - Internet from 02-Nov-2017 12:00AM
science.sciencemag.org
- 98 words / 1% - ProQuest
[Rademaker, "Early human settlement of the high-altitude Pucuncho Basin, Peruvian Andes", Proquest, 2014.](#)
- 87 words / 1% - Crossref
[Delphine Joly, Calogero M. Santoro, Eugenia M. Gayo, Paula C. Ugalde, Ramiro J. March, René Carmona, Dominique Marguerie, Claudio Latorre. "LATE PLEISTOCENE FUEL MANAGEMENT AND HUMAN COLONIZATION OF THE ATACAMA DESERT, NORTHERN CHILE", Latin American Antiquity, 2017](#)
- 84 words / 1% - Crossref
[Pintar, Elizabeth, Jorge G. Martínez, Carlos A. Aschero, and Michael D. Glascock. "Obsidian use and mobility during the Early and Middle Holocene in the Salt Puna, NW Argentina", Quaternary International, 2015.](#)
- 76 words / 1% - Internet from 20-Jul-2010 12:00AM
www.nccr-climate.unibe.ch
- 69 words / 1% - Crossref
["The Handbook of South American Archaeology", Springer Nature, 2008](#)

4. **Largest Matches:** Highlights by the matches of the most text, i.e. the passages that need the most attention or work.

The screenshot shows the iThenticate report interface. At the top, the document title is "Variation in the Andes v4" by Katherine Moore, dated April 6, 2018. The similarity index is 24%. The report is set to "Largest Matches" mode. The main text area shows a paragraph with a highlighted match: "central Peru, Bolivia, and northern Chile and Argentina. The earliest sites in the". To the right, a list of matches is displayed:

Match #	Words	Percentage	Source
1	851 words	8%	Internet from 02-Nov-2017 12:00AM science.sciencemag.org
2	346 words	3%	Crossref Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. "Cuncaicha Rockshelter, a Key Site for Understanding Colonization of the High Andes", Current Anthropology, 2016
3	115 words	1%	Crossref "The Handbook of South American Archaeology", Springer Nature, 2008
4	107 words	1%	ProQuest Rademaker, "Early human settlement of the high-altitude Pucuncho Basin, Peruvian Andes", Proquest, 2014.
5	107 words	1%	Crossref Pintar, Elizabeth, Jorge G. Martınez, Carlos A. Aschero, and Michael D. Glascock. "Obsidian use and mobility during the Early and Middle Holocene in the Salt Puna, NW Argentina", Quaternary International, 2015

Step 8: Interpret Your Reports

Use and understand your report(s) to make informed changes in your paper, if appropriate, to eliminate problems. Check the largest matches first, and make sure you have cited all the sources. Remember that **plagiarism** includes both copied phrases and copied strings of words and ideas, even if you have changed or added words (**mosaic plagiarism**). Any such use of the work of others is problematic. If you see a source listed that is NOT in your bibliography at all, you must assess the match by checking the source carefully. The database used is so large that not every match reflects a use of a source.

If you make changes to your work to reduce similar passages that are not appropriately cited, upload your revised document and create a new report. The new report will be the one you submit with your thesis.

Example of a Real Match

A close-up of a match entry in the report. It shows "Match 1 of 3" and "Crossref 99 words". The source is listed as "Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. 'Cuncaicha Rockshelter, a Key Site fo ...". The similarity percentage is 1%.

Here is a **real match** in my report: iThenticate highlighted that we had lifted 99 exact words from our previous publication on the same topic. This "**self plagiarism**" doesn't reflect well on us or our agreement to only submit new work to the editor of the book where the new paper

appeared. We did cite the original paper, but it's pretty close. If we hadn't been (some of) the authors of the original paper, it would have been **too** close. If we hadn't cited the original paper, it would have been a serious case of plagiarism.

Cuncaicha is a ~140 m² rockshelter situated on a low hill on the east side of the Pucuncho Basin, a 132 km² highland depression ringed by three glaciated stratovolcanoes. The north-facing shelter overlooks a small perennial stream and offers a commanding view of rich wetland and grassland habitats. The complete remains of intensely butchered large and small herbivores and a complete lithic operational chain are present within the rock shelter. Alca obsidian constituted the primary raw material for Cuncaicha's diverse lithic industry, unsurprising given the site's location within one of South America's largest obsidian sources (Rademaker et al. 2013). The obsidian likely was procured from an outcrop ~40 m below the shelter. Most other stone tools were made from locally available andesite and jasper. Immediately available small woody shrubs

Here's the current manuscript with the problem passage highlighted.

Crossref
Kurt Rademaker, Gregory Hodgins, Katherine Moore, Sonia Zarrillo et al. "Cunc...
ue against carnivore transport. Finally, all faunal remains are in direct association with abundant chipped-stone artifacts (Rademaker et al. 2014, table S3). Consistent with entire animal carcasses, a complete lithic operational chain is indeed present within the rock shelter. Alca obsidian constituted the dominant raw material for Cuncaicha's lithic industry, unsurprising given the site's location within one of South America's largest obsidian sources (Rademaker et al. 2013). Alca obsidian likely was procured from an outcrop ~40 m below the shelter, where there is a multicomponent workshop (Rademaker et al. 2014, fig. S1). The rock shelter contains abundant complete and broken bifacial tools in preform and finished stages and middle- and late-

Here's the paper in Science that we published the year before with the matching words highlighted.

Examples of Irrelevant Matches

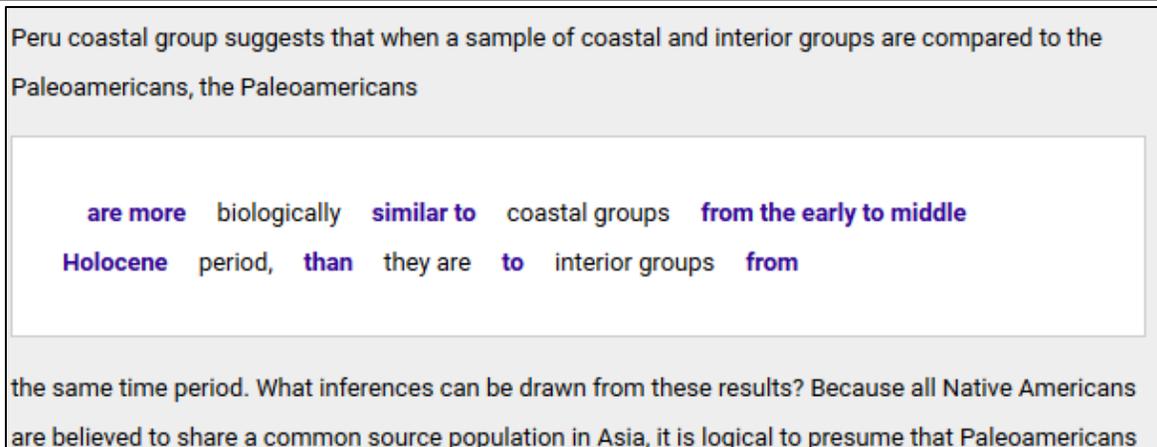
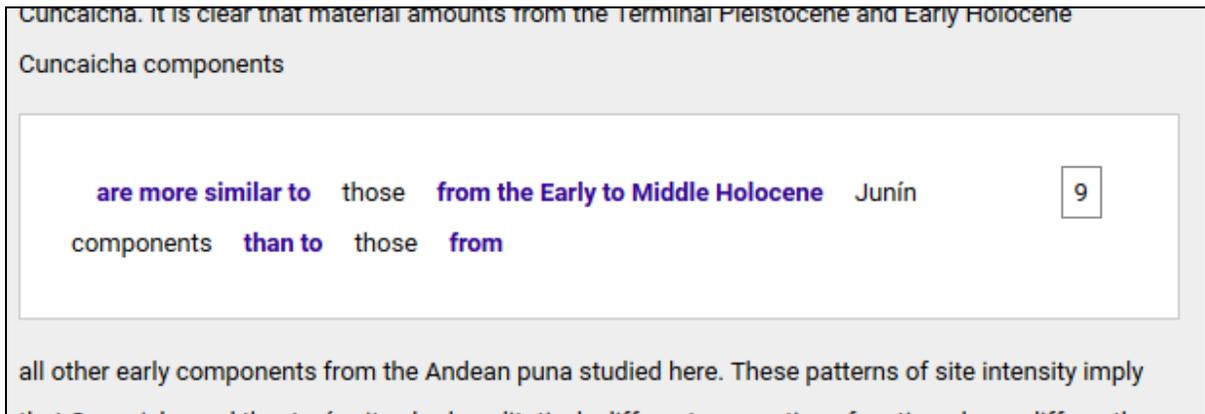
wet season from December to March and a dry season the rest of the year. 7

Precipitation derives mainly from prevailing easterly airflow over the Amazon Basin. Southeast Pacific Anticyclone, year-round dry subsiding masses largely responsible for arid coastal areas and western

Here's an example of an **irrelevant match**: iThenticate highlighted this simple factual description of seasonal weather patterns...



...and suggested that the source had been a website on mineral resources in Australia that coincidentally used a similar string of common words in a totally unrelated context. Users can click 'x' on the source to indicate that the match is of no consequence.



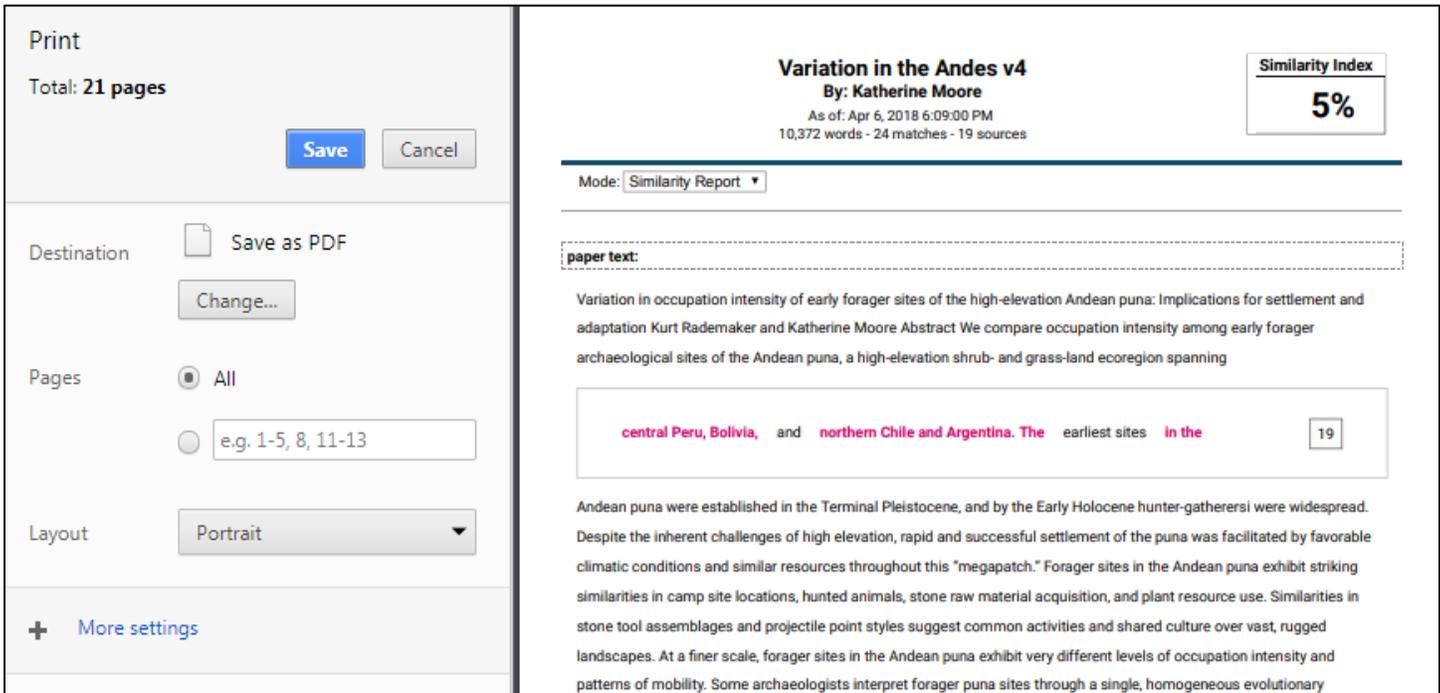
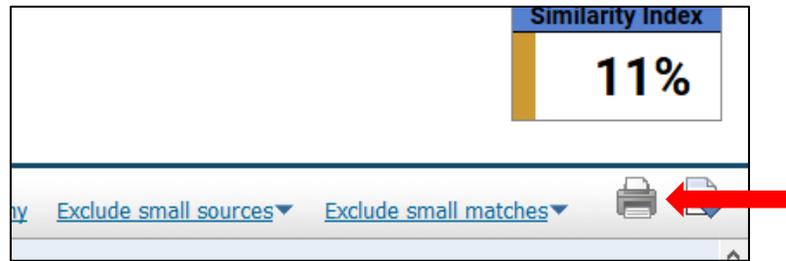
Here's another **irrelevant match**. Our paper makes a claim about the early prehistory of the Department of Junín in Peru. iThenticate highlighted as source a passage in a doctoral dissertation on coastal California, which noted the exact same relationship in a different sample. Note that iThenticate ignored the difference between being culturally similar and being biologically similar, but it correctly recognized that the two works deal with the same period. This match is of no concern, but it does show the power of the program to cover a massive amount of scholarship.

In submitting your thesis, you can ignore such chance matches, but you must first assess them.

Step 9: Share Your Report (Required for Thesis Submission)

You will need to share your report in two ways.

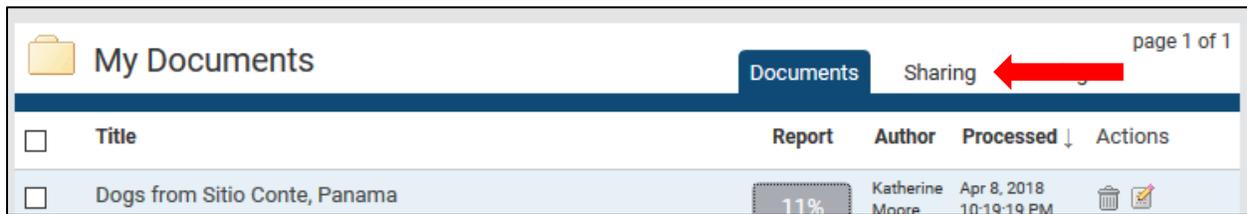
1. Create and Share a PDF



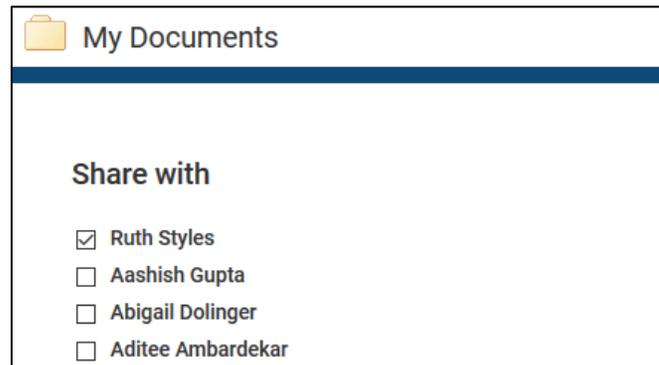
First, generate a PDF of the basic report from the Text-Only Report Page. To do so, click the printer icon in the upper right hand corner. In the print dialog box, select “Save as PDF” or “Print to PDF” (the exact terminology will depend on your web browser and/or operating system.)

The report is all text, no formatting, and lists all the sources that matched with your text. Send the PDF as an attachment to the undergraduate coordinator (rstyles@upenn.edu).

2. Share the File in iThenticate



In addition, you will share your file with the undergraduate coordinator within iThenticate. Click the Sharing tab on the Senior Thesis folder. Note that this will share all files contained within this folder. If you have uploaded multiple revisions of your paper, make sure you remove all but the final version.



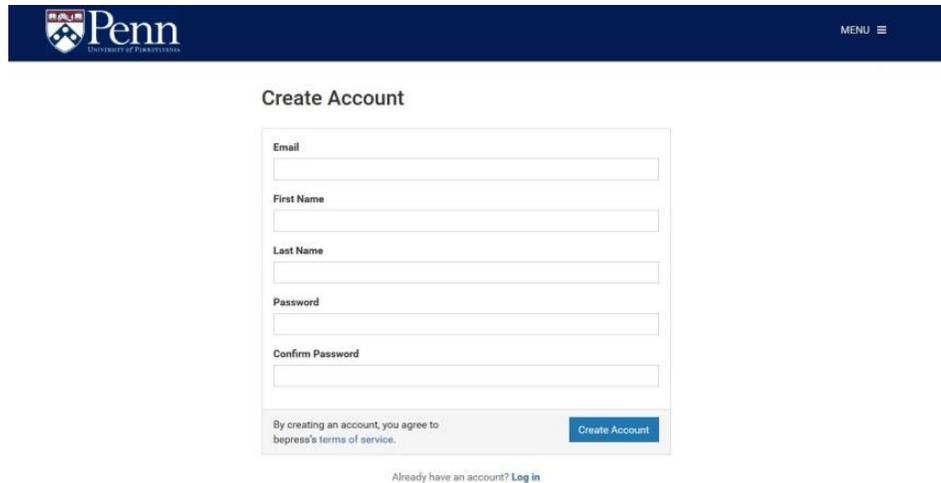
You'll get a list of all UPenn accounts by owner. Find the undergraduate coordinator's name (note: the list is alphabetized by *first* name!) Click the "Update Sharing" button at the bottom of the list, and you have completed your submission.

For more documentation about iThenticate, see <http://www.ithenticate.com/training-academic>.

Uploading Your Senior Thesis to ScholarlyCommons

Go to the Penn ScholarlyCommons home page at <http://repository.upenn.edu/>. Click **Submit Research** in the left sidebar. You will be taken to page listing all of the current series. Find the **School of Arts and Sciences**. Under it you will find the **Department of Anthropology**. Click the link under that for **Anthropology Senior Theses**.

Once you click on the series name, you will be prompted to login. If you do not already have a ScholarlyCommons account, create one now.



The screenshot shows the 'Create Account' form on the Penn ScholarlyCommons website. The form is titled 'Create Account' and is located on a dark blue header with the Penn University of Pennsylvania logo and a 'MENU' button. The form fields include: Email, First Name, Last Name, Password, and Confirm Password. Below the fields, there is a checkbox for 'By creating an account, you agree to bepress's terms of service.' and a 'Create Account' button. At the bottom of the form, there is a link for 'Already have an account? Log in'.

If you have just created an account for the first time you will be asked to agree to the ScholarlyCommons submission agreement. Read the agreement and if you accept the terms, check the **Agree to Terms** box and click **Continue**.

Now you will see a form to submit your research to the Anthropology Senior Theses series. Double check to make sure you are submitting to the correct series.



The screenshot shows the 'Anthropology Senior Theses' submission form on the Penn ScholarlyCommons website. The form is titled 'ANTHROPOLOGY SENIOR THESES' and is located on a light gray header with the Penn Libraries logo and navigation links: ScholarlyCommons Home, About, Help, My Account, Penn Libraries, and Contact Us. The form fields include: Title (REQUIRED), Author(s) (REQUIRED), and a text area for the submission. Below the text area, there is a note: 'Please use Headline Style Capitalization e.g., The Scholarly Communication Crisis'. The form also includes a search bar, a 'Notify me via email or RSS' checkbox, and a 'CONTRIBUTE' section with links: Why Contribute to Scholarly Commons?, Instructions for Submitting, Create Researcher Profile, Author Help, and Submit Research.

Title: Enter the full title of your paper with headline style capitalization:

- Capitalize the first word of the title (and subtitle), as well as every “major” word (nouns, verbs, adjectives, adverbs, and pronouns) in the title/subtitle, including the second part of hyphenated major words (e.g., Self-Report not Self-report).
- Capitalize all words of four letters or more.

REQUIRED Title

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Author: If you have previously published in ScholarlyCommons your author information should be available by searching in the search bar by last name or email. Your name and all of the fields will be automatically filled in.

Otherwise, manually add your author information by clicking the green plus sign and filling in the fields as follows:

- **Email:** Leave blank.
- **First:** Enter your first name.
- **Middle:** Enter your middle initial (if desired) with no period.
- **Last:** Enter your last name (as you would write it, i.e. “Smith-Jones” or “Smith Jones”).
- **Institution:** Enter “University of Pennsylvania.”

REQUIRED Author(s)

Search For An Author Using: Last Name, First Name, Email, or Institution

1

Email	First	Middle	Last	Suffix	Institution
<input type="text"/>					

Corporate



Document Type: choose **Thesis or dissertation** (do not choose any other option).

Date: Enter today’s date.

Thesis Advisor: Enter the full name of your thesis advisor(s) separated by a comma if needed.

Keywords: Enter any keywords relevant to your thesis, separated by commas. Choose 5-10 keywords related to the focus of your paper (e.g., epigenetics, religion, mental health, agriculture, nutrition, etc.)

Disciplines: Anthropology appears automatically. You may add additional disciplines from the box on the left by highlighting a discipline and clicking **Select**. The additional discipline will now appear in your selected disciplines box on the right. Choose the disciplines that are appropriate for your content.

Abstract: Enter your thesis abstract.

Comments: Leave blank.

Upload File: Select **Upload file from your computer** to choose a PDF file of your thesis.

Publication Status: If this submission was previously published in a journal select **Yes**, otherwise select **No**.

Additional Files: Do not check.

Submit: Click **Submit** once. The submission can take up to a few minutes to complete.

After your submission is processed, a preview screen will appear. Read through the information carefully, checking for any errors.

Check that the PDF was processed correctly by right clicking the **Download** link and choosing **Open Link in New Tab**. Verify that the PDF is displayed correctly and has a cover page based on the metadata you entered.

You will receive an automatically generated email from ScholarlyCommons confirming your submission.

Note that your work is not publicly available unless it is published to ScholarlyCommons by the undergraduate coordinator. Your work will only be published if you grant permission in the Author Agreement.

Penn Anthropology Undergraduate Senior Thesis Author Agreement

Authors have two permission options upon submission of the Undergraduate Senior Thesis. Please mark your chosen option:

(1) Permission to Publish on ScholarlyCommons and Privately Store

Authors give the University of Pennsylvania Department of Anthropology the non-exclusive, irrevocable right to copy, distribute, display, and publish their work on ScholarlyCommons, and to migrate it in the future as needed to keep the content available in accessible, online format. Authors also give the University of Pennsylvania Department of Anthropology permission to store the senior thesis both electronically and in hard copy.

(2) Permission to Privately Store Only

Authors give the University of Pennsylvania Department of Anthropology permission to store the senior thesis both electronically and in hard copy. The University of Pennsylvania Department of Anthropology will not distribute or digitally publish the author's work in any way.

Regardless of the permission option chosen, authors retain all copyrights, allowing them to publish, present, and/or use any or all of the material in their contributions for their own purposes. prior or subsequent to the appearance of their work on the University of Pennsylvania ScholarlyCommons site. Authors should be aware that some journals may require exclusive rights to publish research, and they are advised to investigate the conditions imposed by any other journals in which they may wish to publish.

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