

# Thesis and Dissertation Filing Process.

As part of your graduation requirements, you must submit your thesis or dissertation to the library for preservation in the UNTHSC Scholarly Repository. The Thesis and Dissertation filing form (Dec 2013 graduates) or the Catalyster system (May 2014 graduates) filing process must be completed in order for you to graduate.

## Required Information

- Your Personal Information. Please include an email address that you check on a regular basis, as well as your permanent address and phone number should the library or graduate office need to contact you regarding your thesis or dissertation.
- Information on your Degree. Please indicate the following:
  - Degree
  - Document Type. If the document type is not listed, choose other and fill in the provided area.
  - Major Professor
  - Any keywords you wish to have associated with your finished work. This will help people find your document. Please limit to the 5 best keywords that describe your work.
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  - You will be giving us permission to do the following:
    - Archive (Keep)
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    - Your Advisor has approved your thesis or dissertation.
  - We both agree that you may publish your document elsewhere if you wish, and that you retain all your copyrights.

## Embargos

You have four options. You **MUST** discuss these options with your Major Professor.

- Complete embargo for 1 year. Your document will not be available as a physical copy on campus or as a digital copy in the repository. This is a good option if you have an article coming out in the next year based on part of your thesis or dissertation.

- Immediate Access worldwide. At the end of the semester, your document will be posted in our UNTHSC scholarly repository and anyone will be able to download and view it.
  - Immediate Access on campus only. At the end of the semester, your document will be posted in our scholarly repository, and only people who are on campus or have EUIDs can see it. This option allows fellow students to read your work, and perhaps use it as reference when writing their own. This option may be a good option if
  - Complete embargo for 2 years. For any number of years beyond 1 year. Keep in mind that for this option, you also must get the approval of the dean, in addition to your major professor.
- Sign your submission. Paper forms must be physically signed. Electronic forms need to be signed using your EUID.

#### **Dissertations and Theses: A word about copyright and journal publication**

If you are publishing a paper where part of the content is taken from your thesis or dissertation or you plan on using it in your thesis or dissertation, discuss this with the journal editors or publishers while you are in the publication process, not after. You may be able to request addendums and changes to your contract as part of these discussions. Remember, as a newer professional to be respectful in requesting any adjustments to the publication contract. It could have implications for your future.

An example of an easy addendum to add to any publishing contract is the “SPARC Author Addendum.” It is available [here](http://www.sparc.arl.org/resources/authors/addendum) (<http://www.sparc.arl.org/resources/authors/addendum>), along with additional information about your copyrights under law.

#### **Questions**

If you have any questions regarding copyright, contracts or filing your thesis or dissertation, please contact the Digital Projects Librarian at [digitalcommons@unthsc.edu](mailto:digitalcommons@unthsc.edu) or the Reference Office (Lib. 222) ex. 2070