



Instructions and Guidelines

Copyright:

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

Release Options:

The University of Georgia's land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

- A. Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on eTD submission form.
- B. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.



Dissertation Abstracts: (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.



Submit to Graduate School with your ETD Defense Form
Make sure all signatures are provided

[Please Type]

Student Name: _____
(Last) (First) (Middle)

CAN Number (810): _____

Major: _____

Degree Name: _____

Document Title:

ETD Release Options

Check one of the following:

- 1. Provide open and immediate digital access to the ETD.
- 2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.
- 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. *Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

Student Agreement

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: _____ Date _____

Major Professor Approval: _____ Date _____

Type Major Professor's Name: _____