



THESIS AND DISSERTATION GUIDE 2016

PREPARED
BY
THE OFFICE OF GRADUATE STUDIES

Questions concerning these guidelines or any aspect of manuscript
preparation for the dissertation/thesis should be directed to

The Office of Graduate Studies

FA3.104

972-883-2234

<http://www.utdallas.edu/ogs/>

Revised: June 2016

TABLE OF CONTENTS

| | |
|---|----|
| REVISED FORMATTING GUIDELINES..... | 3 |
| DOCTORAL STEPS TO COMPLETION CHECKLIST | 4 |
| MASTERS STEPS TO COMPLETION CHECKLIST | 5 |
| STYLE GUIDE OPTIONS | 6 |
| CONTENTS OF THE DISSERTATION/THESIS | 7 |
| CONTENT DESCRIPTION OF THE DISSERTATION/THESIS | 8 |
| FORMATTING GUIDELINES | |
| DISSERTATION/THESIS CONTENTS | 11 |
| CONSISTENCY | 11 |
| LANGUAGE..... | 11 |
| PAGE SIZE AND PAPER SPECIFICATION | 11 |
| MARGINS | 12 |
| FONT | 12 |
| SPACING..... | 12 |
| TABLES & FIGURES..... | 13 |
| HEADINGS & PAGE NUMBERS..... | 13 |
| USE OF PREVIOUSLY PUBLISHED PAPER(S) WITHIN A DISSERTATION/THESIS..... | 14 |
| POLICY ISSUES PRIOR TO CONDUCTING THE RESEARCH | 15 |
| USE OF HUMAN SUBJECTS IN RESEARCH | 15 |
| USE OF ANIMALS IN RESEARCH..... | 15 |
| PRINTING AND PROCESSING..... | 16 |
| METHODS OF DUPLICATION | 16 |
| MULTIPLE VOLUMES | 16 |
| SUBMISSION OF REQUIRED COPIES..... | 16 |
| SUBMITTING ELECTRONIC DISSERTATION/THESIS TO UMI/PROQUEST..... | 17 |

REVISED FORMATTING GUIDELINES

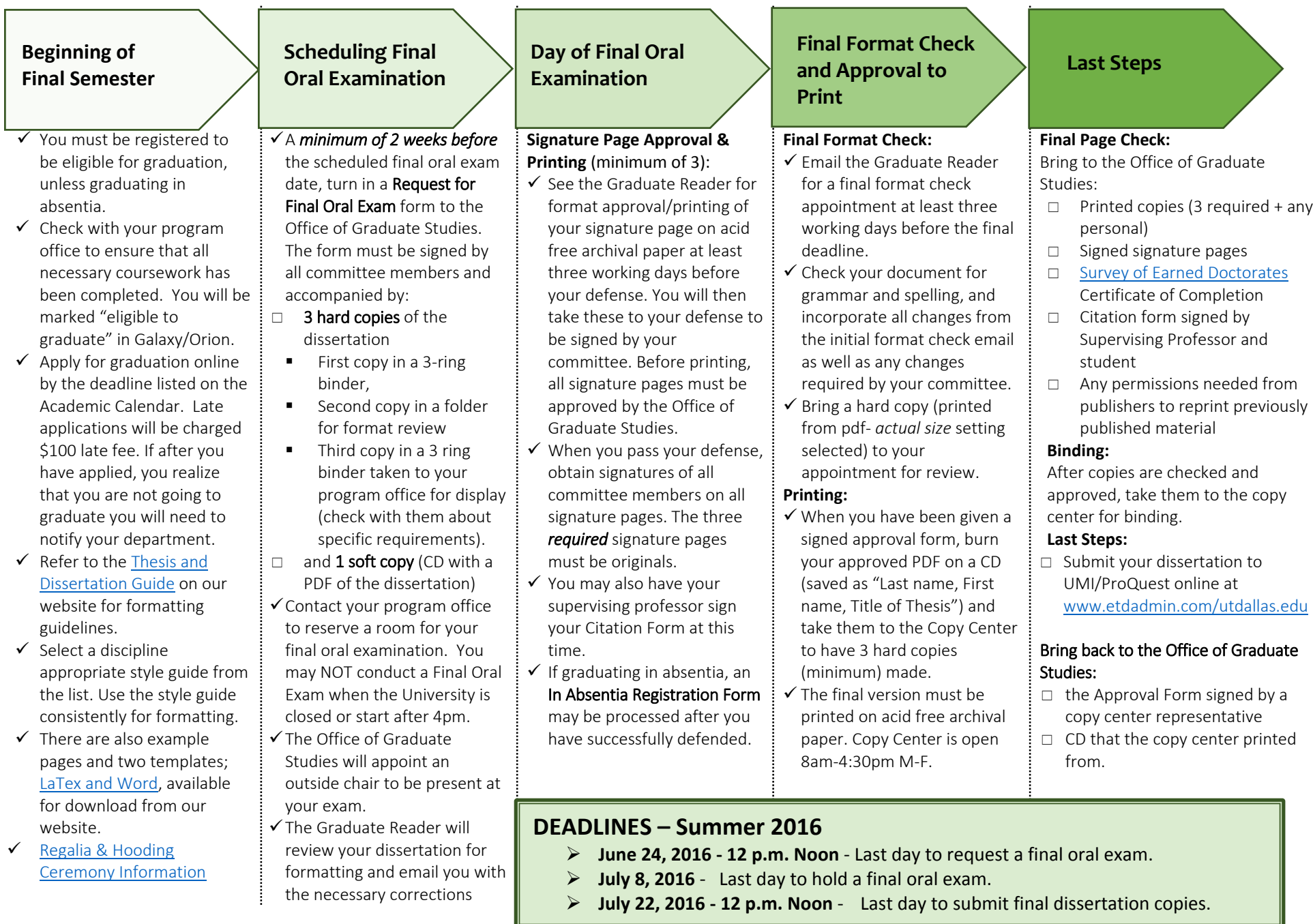
Effective Spring 2016, The Office of Graduate Studies has streamlined formatting requirements for all dissertations/thesis. In response to innovations in digital archiving, revised guidelines were developed to provide students with additional time to focus on research and writing at the final stages of their dissertation process.

The Office of Graduate Studies will continue to provide guidance on formatting requirements, assist in the review and submission of dissertations and the coordination and scheduling of doctoral defenses. Decisions about the content, style, and length of the dissertation/theses should be made in collaboration with the student's research advisor/chair and the dissertation committee. In addition, there may be discipline-specific guidelines relevant to publication in the field. Students should review these with their research advisor and program advisor as well as consult and follow recognized style guides. Please choose a style guide to follow and be consistent (see [page 6](#)). The Office of Graduate Studies recommends that documents conform to standards and expectations of leading academic journals in the individual discipline while maintaining stylistic consistency. In addition to the recommendations of the style guides, the Office of Graduate Studies requires all dissertations to follow certain formatting requirements detailed on pages 11-16. These are the minimum formatting requirements for your dissertation/theses.

FORMATTING GUIDE

This guide is designed to assist students in preparation of their dissertation/thesis and to help graduate candidates present results of their research for the use and interest of the academic community and the public at large. Submission of the dissertation/thesis is the final step leading to conferral of a graduate masters or doctoral degree. Upon successful completion of doctoral research, UT Dallas requires publication of the dissertation and abstract in its original form. The dissertation becomes a permanent and archived record of original research. General guidelines outlined in this guide apply to both masters and doctoral students unless otherwise specified. At The University of Texas at Dallas, the term *thesis* refers to the research paper required for some masters programs and *dissertation* refers to the final research paper for the doctoral degree. Information specific to the individual degrees, is primarily related to abstract preparation and submission requirements and will be highlighted accordingly. The guide includes all pertinent deadline dates for the current semester. University policies on graduate study at UT Dallas are outlined in the Policy Statement UTDPP1052, <https://policy.utdallas.edu/pdf/utdpp1052>.

DOCTORAL STEPS TO COMPLETION



MASTER'S STEPS TO COMPLETION

Beginning of Final Semester

- ✓ You must be registered to be eligible for graduation, unless graduating Inabsentia.
- ✓ Check with your program office to ensure that all necessary coursework to graduate has been completed. You will be marked as "eligible to graduate" in Galaxy/Orion.
- ✓ Apply for graduation online by the deadline listed on the Academic Calendar. Late applications will be charged \$100 late fee. If after you have applied, you realize you are not going to graduate, you will need to notify your department.
- ✓ Refer to the [Thesis and Dissertation Guide](#) on our website for formatting guidelines. There are also two templates, [LaTeX](#) and [Word](#), available for download.

Scheduling Your Defense

- ✓ When your supervising professor declares you ready to defend your thesis, contact the person responsible for graduate students within your program/department for the next steps.
- ✓ Scheduling of any final presentation/defense is done through your Program Office.
- ✓ **Initial Format Check:** You may submit a copy of your thesis for the initial format check at this time to the Office of Graduate Studies.

Day of Defense

Signature Page Approval & Printing (minimum of 3):

- ✓ A couple of days before your defense see the Graduate Reader for format approval/printing of your signature page on acid free archival paper. You will be taking these to your defense to be signed by your committee. Before printing, all signature pages must be approved by the Office of Graduate Studies.
- ✓ When you pass your defense, obtain signatures of all committee members on all signature pages. The three *required* signature pages must be originals.
- ✓ You may also have your supervising professor sign your Citation Form at this time.

Final Format Check and Approval to Print

Final Format Check:

- ✓ Email the Graduate Reader for a final format check appointment well before the final deadline.
- ✓ Check your document for grammar and spelling, and incorporate all changes from the graduate reader's initial format check email as well as any changes required by your committee.
- ✓ Bring a hard copy (printed from pdf- *actual size* setting selected) to your appointment for review.

Printing:

- ✓ When you have been given a signed approval form, burn your approved PDF on a CD (saved as "Last name, First name, Title of Thesis") and take them to the Copy Center to have 3 hard copies (minimum) made.
- ✓ The final version must be printed on acid free archival paper. Copy Center is open 8am-4:30pm M-F.

Last Steps

Final Page Check:

Bring to the Office of Graduate Studies:

- ☐ Printed copies (3 required + any personal)
- ☐ Signed signature pages
- ☐ Citation form signed by Supervising Professor and student
- ☐ Any permissions needed from publishers to reprint previously published material.

Binding:

After copies are checked and approved by our office, take them to the copy center for binding.

Last Steps:

- ☐ Submit your thesis to UMI/ProQuest online at www.etdadmin.com/utdallas.edu

Bring back to the Office of Graduate Studies:

- ☐ the Approval Form signed by a copy center representative
- ☐ CD that the copy center printed from.

DEADLINES – Summer 2016

- Schedule defense through your program office
- July 29, 2016 - 12 p.m. Noon - Last day to submit final thesis copies.

STYLE GUIDE OPTIONS

Various disciplines use different conventions in writing and publishing. Therefore, graduate candidates, in consultation with their dissertation advisor and committee, may select from a recognized style manual. All decisions regarding style and format must be consistent with the chosen style manual and the guidelines outlined in the Office of Graduate Studies Thesis and Dissertation Guide. In addition to adhering to the required formatting guidelines, candidates must inform the Office of Graduate Studies at the time of submission which style manual was followed in the preparation of the manuscript. In addition to the recommendations of each style guide, the Office of Graduate Studies has a small number of required format elements; (pp. 11-16) of this manual. Approved style guides are listed below:

- Coghill, A.M., & Garson, L.R. *ACS Style Guide: Effective Communication of Scientific Information*. (3rd edition). An American Chemical Society Publication.
- American Psychological Association. *Publication Manual of the American Psychological Association* (6th Edition). Washington, D.C.: American Psychological Association.
- *The Chicago Manual of Style* (16th edition). Chicago: University of Chicago Press.
- *IEEE Editorial Style Manual*, https://www.ieee.org/documents/style_manual.pdf
- Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. (recent edition). New York: Modern Language Association of America.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th Edition). Chicago: University of Chicago Press.

CONTENTS OF THE DISSERTATION/THESIS

The table below displays the recommended contents, document order and page numbers for the dissertation/theses. Not all documents contain all items, however, if they are included they must be in this order.

| Section | Numbering & Pagination |
|---|--|
| Preliminary Pages | |
| Fly Page | Not counted, not saved in pdf |
| Signature Page | Page counted, number is <u>not</u> typed or printed on page |
| Copyright Page (optional, but inclusion is highly recommended) | Page counted, number is <u>not</u> typed or printed on page |
| Dedication (optional) | Page counted, number is <u>not</u> typed or printed on page |
| Title Page (required) | Page counted, number is <u>not</u> typed or printed on page |
| Acknowledgments (required) Preface (if necessary) | Counted, number typed. Acknowledgements is the first page on which a number will appear |
| Abstract (required) UMI permits 350 words for doctoral and 150 for master's. Longer abstracts are permitted but those that exceed the word limit will be truncated by UMI in print indexes. | Counted, number typed |
| Table of Contents (required) | Counted, number typed |
| List of Tables (required if there are 5 or more tables) | Counted, number typed |
| List of Figures or List of Illustrations (required if there are 5 or more tables) | If included, type number(s) on page(s). |
| List of abbreviations or symbols (if used) | Counted, number typed |
| Body of Dissertation (required) | |
| a. Text (required) b. Appendix/Appendices (optional) c. Bibliography, References or Works Cited (required) | First page of text is always numbered "1". Remaining pages are numbered consecutively in Arabic numerals |
| Biographical Sketch (required) | Counted, number typed |
| Curriculum Vitae (required) | Pages not counted as part of main text, numbered separately |

CONTENT DESCRIPTION OF THE DISSERTATION/THESIS

Fly Page

Blank page used for protection in binding. It is not included in your PDF file and will be furnished by the Copy Center upon printing.

Signature Page

Contains the approval signatures of the student's supervising committee members. Each of the required copies of the thesis/dissertation must include a signature page with original signatures. The committee members' names must be in alphabetical order by last name unless there is a reason to do otherwise.

Copyright

To take advantage of copyright protection accorded by the Copyright Act of 1976, the author must include the notice of copyright. The student's name must appear as it is on file in the Registrar's Office, as it appears on the signature, title page and the abstract. If the copyright notice is not included, the work goes into the public domain, meaning that it is available for unrestricted use. For further information about copyright protection, ownership and fair rights, see [Copyright your Thesis/Dissertation](#)

Title Page

The student's name must appear here as it does on the signature page, copyright page and on the abstract. The date on this page is the date of the conferral of the degree, not the date of the original submission of the thesis/dissertation.

If the thesis or dissertation has a main title and a subtitle, put the main title on a single line, followed by a colon, and organize the subtitle in inverted pyramid form below the main title. If the main title is too long to fit on a single line, organize the main title in inverted pyramid form.

Acknowledgments

At the end of the acknowledgments page, leave two single line spaces below the last line of text and add the "Month Year" in which you first gave your thesis/dissertation to your committee for review.

Preface (if necessary)

A preface is **no longer required** when previously published material has been used in the dissertation/thesis. Refer to "Use of Copyrighted Materials" and "Use of Previously Published Paper(s)" in this manual for more information.

Abstract: General

The abstract should be a concise statement of the nature and content of the thesis/dissertation, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. To meet UMI guidelines, doctoral dissertations should not exceed 350 words and master's theses should not exceed 150 words. Abstracts will be published in "Dissertation Abstracts International" and "Master's Abstracts International" without editing or revision. The candidate must make certain that the name appearing on the abstract is the same as that on the signature, copyright, and title pages. The title of the abstract must be the same as the title on the finished dissertation.

Table of Contents

The table of content is required. The Table of Contents should accurately reflect the outline and organization of the manuscript.

Appendices

Materials which are peripheral but relevant to the main text of the thesis/dissertation should be placed in appendices. Appendix material must meet the same requirements of margins, pagination, and paper quality as the text. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.

Biographical Sketch and Curriculum Vitae

A brief biographical sketch of the author should be included and written in third person. Information may include; education and degrees awarded, publications, and any teaching, business, industry, or military experience. The Curriculum Vitae (CV) should be consistent with discipline standards. If you do not have a CV, see the website for examples and information.

Tables, Figures and Other Illustrative Materials

These materials should be prepared to facilitate binding and preservation.

Documentation of Sources

Reference guidelines and appropriate citation standards should reflect the author's style guide choice and discipline. They must be detailed consistently throughout the document. The bibliography or list of references should indicate materials actually used (and the edition, if that used is not the first); by this means, the accuracy of quotation and citation may be readily verified. Reference format should be consistent with discipline and publication standards and/or style guide choice.

Assessment of Originality and Appropriate Citations

It is the responsibility of the author to make sure that all citations are included and appropriate. As part of the submission process, The Office of Graduate Studies will upload the final document electronically to the [Turnitin.com](https://www.turnitin.com) program. After the originality report is completed, the faculty advisor is then asked to review the report with the student, make any necessary revisions and then sign a form indicating that the report has been reviewed and that the submitted document is the author's original work.

Use of Copyrighted Material

The author of a thesis or dissertation is expected to conform to the provisions of the copyright law with regard to quoting copyrighted materials. If the thesis or dissertation contains any material (e.g., figures, tables, text, or photographs) taken from copyrighted sources, the student must determine if permission from the copyright holder is needed. This is true even if the student or his/her advisor is an author of the material; in such cases, permission from the publisher may still be needed.

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less or the quotation of a few lines of verse in a work of scholarship or criticism does not require written permission of the copyright owner. However, the area of "fair use" of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. Should the student decide that it is necessary to obtain permission from the copyright owner, the usual procedure is to write the owner and obtain a written reply authorizing use of the material. Students must inform the copyright holder that the request extends to the prospective publication of the dissertation by ProQuest through its ProQuest Dissertation Publishing business. **If permission is needed, a copy of the permission received must be provided to the Office of Graduate studies, and you will need to follow instructions from the copyright holder on how to correctly acknowledge the copyrighted material within the dissertation.** Note: Permissions received through the Copyright Clearance Center at www.copyright.com will be accepted. A sample permission request letter can be found in ProQuest/UMI's "[Copyright and Your Dissertation or Thesis](#)."

Non-Print Dissertations/Theses

Specific format requirements for videotapes, paintings, and so forth should be obtained from the Graduate Dean's Office prior to the start of the creative project.

FORMATTING GUIDELINES

The Office of Graduate Studies has prepared the following suggestions to assist with dissertation/theses preparation. As original documents, dissertations/theses should most closely align with scholarly conventions within the individual's discipline. According to UMI and American Library Association (ALA) guidelines, the requirements for formatting, production and submission of dissertations and theses, outlined below, meet the necessary standards for electronic archiving. The precise form, style and appearance should be consistent throughout and conform to best practices in the discipline and those outlined in the selected style guide. The finished thesis/dissertation reflects the ability and character of its author and must be a professional quality manuscript. To help prepare for writing of the manuscript and to assist with formatting and style decisions, completed dissertations are available for review in the Dean's Office of each school, in the McDermott Library and also online electronically. Examples of preliminary pages are available as downloadable templates in two formats, Microsoft word and LaTeX.

[Download MS Word template](#)

[Download LaTeX Template](#)

DISSERTATION/THESIS CONTENTS

The dissertation /thesis represents an organized, cohesive document of original scholarly research. Content will always include a descriptive title and subtitles. It must also include an abstract, a full introduction delineating a research question, a comprehensive literature review, and a final overall discussion describing the results of the research and the dissertation/thesis contributions to the field.

CONSISTENCY

As a representative document, dissertation and theses should be produced in a format with a consistent style and appearance. Consistency extends to pagination, font, table presentation, etc. Refer to selected style guide for recommendations.

LANGUAGE

The document should be written in Standard English and adhering to appropriate spelling, grammar and punctuation conventions.

PAGE SIZE AND PAPER SPECIFICATION

Page size must be 8.5 x 11 inches (or 216 x 279 millimeters), also known as "letter" size in U.S. standards. Final copies of dissertations/theses should be copied on acid-free archival paper with a watermark. The watermark must be turned right side up on each page. Copies must be printed on the same type and color of paper.

MARGINS

For Binding:

- All top margins- 1.25”
- All left margins- 1.25”
- All right margins- .75”
- All bottom margins- 1.25”

Margins must be consistent throughout the manuscript, including pages containing tables, figures, or other illustrative materials.

Note: A 2” top margin on the title pages only (pages with a major heading in all caps) will still be accepted, per the old requirements.

FONT

- Text must be in embedded, 11-point or larger font.
- 12 point font is standard and recommended for legibility.
- Font size should remain consistent throughout. Within the document, keep all figure/table captions and chapter headings the same font size as the text.
- Smaller font size may be appropriate for footnotes or other material outside of the main text.

SPACING

The document must be either double-spaced or spaced with 1.5 spaces, throughout. The bibliography should be single spaced *within* each entry while maintaining a double-space **between** each entry. This convention also holds true for Table of Contents entries, List of Tables/Figures entries, and table/figure captions that are more than one line in length.

Exceptions may include the following:

- Quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries, items within tables, and lists in appendices.
- Lengthy tables may be single-spaced.
- Irregular spacing may be used to accommodate poetry, creative writing or other forms of artistic expression.

Avoid: Widows - (a short line ending a paragraph at the top of a page)

Orphans - (a heading or subheading at the bottom of a page that is not followed by text).

White Space -When a figure or table won’t fit on a page and you move it to the top of the next page, sometimes blank space or “white space” is left on the first page—this is unacceptable. Please continue text from the second page to fill up the blank space on the first page.

TABLES & FIGURES

Tables and figures may be numbered in one of two ways: 1) consecutively throughout the document (Table 1 – Table x), or 2) double-numbered so that the table or figures' numbers reflect their locations in the document (Figure 2.3 is the third figure in Chapter 2, or Figure A2 is the second figure in Appendix A). For consistency, do not mix these two types of numbering schemes within your dissertation or thesis.

The caption must be placed **above** a table, but **below** a figure. A list of tables and a list of figures should be placed after the Table of Contents if there are **5 or more** tables and/or figures in your dissertation or thesis.

HEADINGS & PAGE NUMBERS

Chapter headings should be centered, bold, in all caps, and 1.25" from the top of the page (or 2" if following the old requirements).

NOTE: Page 1 is the first time any text can appear in bold face type—do not bold text within the **preliminary pages**.

(line 1) **CHAPTER X**
(line 2- leave one single line space)
(line 3) **CHAPTER TITLE**
(line 4- leave one single line space)
(line 5- leave one single line space)
(line 6) Begin text on this line, against the left margin

Lowercase Roman numerals, centered .75" from the bottom of the page, should be used to number preliminary pages, beginning with the preface and/or acknowledgments (see template for examples).

Arabic numerals, beginning with "1" are used to number all pages of the body of the dissertation/thesis, with three placement options:

1. All centered, .75" from the bottom of the page.
2. All placed in the top right corner, .75" from the top of the page and .75" from the right side of the page.
3. Following our old requirements, all pages with major headings (such as the first page of a chapter) have page numbers centered, .75" from the bottom of the page, and all other pages have the page numbers .75" from the top and right side of the page.

USE OF PREVIOUSLY PUBLISHED PAPER(S) WITHIN A DISSERTATION/THESIS

At the discretion of the advisor and program, the graduate candidate has the option to include as part of the dissertation/thesis, the text of an original paper or papers that have been or will be submitted to journals in the field. The inclusion of manuscripts co-authored by the candidate is acceptable. Where the student is not the sole author of a manuscript, the introductory material to the chapter must explicitly describe the student's contribution to the work and acknowledge the contributions of the other author(s) of the work. On the first page of the chapter based on a previous publication, a footnote must be included which acknowledges or gives credit to the previous publication. Also, use of a separate chapter title page--with authors and their affiliations listed--may be appropriate (see *sample pages*). In addition, the styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals. The pagination of the pages, however, must follow the guidelines for the traditional thesis/dissertation as outlined in this guide.

POLICY ISSUES PRIOR TO CONDUCTING THE RESEARCH

USE OF HUMAN SUBJECTS IN RESEARCH

The University Institutional Review Board (IRB) for the Protection of Human Subjects is charged by the university president under federal law with the responsibility of protecting the rights of individuals who are subjects of **any** research, whether funded or unfunded, and whether on or off campus, conducted by students, faculty, or staff of The University of Texas at Dallas. Written permission must be obtained through the Institutional Review Board for the Protection of Human Subjects before any research can be undertaken involving human subjects. All research is covered, including questionnaires and observation. Forms requesting permission to undertake a study involving human subjects may be obtained from the Office of Research (AD 3.204) or the School Dean's office. The completed forms, with signatures of authorized university officials, must be attached to the thesis or dissertation when it is presented to the Dean of Graduate Studies for approval.

USE OF ANIMALS IN RESEARCH

The University Institutional Animal Care and Use Committee (IACUC) is charged by the university president under federal law with the responsibility of protecting the welfare of animals used in research. No animals may be used in research without the approval of the IACUC. Forms requesting permission to undertake a study involving animal subjects may be obtained from the Office of Research (AD 3.204) or the school dean's office. The completed forms, with signatures of authorized university officials, must be attached to the thesis or dissertation when it is presented to the Dean of Graduate Studies for approval.

PRINTING AND PROCESSING

METHODS OF DUPLICATION

If the student wishes to use methods of producing the necessary copies other than offset, or laser printing, samples on the specified paper must be submitted to the Graduate Dean's Office for approval prior to reproduction of the thesis/dissertation.

NOTE: Each of the copies must have the **original** signatures of committee members on the signature pages. **Committee members should sign in black ink for a professional appearance.**

MULTIPLE VOLUMES

If the manuscript needs to be more than one volume due to length, the first page the additional volume should be an unnumbered title page duplicating the original title page. Pages of the text, numbered consecutively with the pages in the previous volume(s), immediately follow this title page. In multiple-volume theses/dissertations, the volume number (Volume I, Volume II, etc.) must be shown on each title page, immediately following the title.

SUBMISSION OF REQUIRED COPIES

Three unbound copies of the thesis/dissertation are required by the Office of Graduate Studies on or before the date specified in the Academic Calendar. At this time, doctoral students who have not already done so are required to submit the Survey of Earned Doctorates form to the Graduate Dean's Office.

After the final approval of the manuscript by the Office of Graduate Studies, the student must take the approved copies to the Copy Center for binding and pay the appropriate fees. This must be done prior to date specified in the Academic Calendar for each semester. If desired, personal copies of the thesis/dissertation or copies for professors other than the chair may be submitted to the Copy Center. All copies must also be suitably boxed before presentation for binding. Personal copies will be bound only in standard university colors.

After all copies of the dissertation/thesis have been bound, the library will retain one hard copy; another will be sent to the student's supervising professor and the third will be made available in the student's department/program office. Personal copies will be distributed according to the student's instructions at the time of submission to the Copy Center.

SUBMITTING ELECTRONIC DISSERTATION/THESIS TO UMI/PROQUEST

Students must submit an approved, final electronic version of their dissertation/thesis (ETD) to UMI/ProQuest. UMI will publish bibliographic citations and abstracts for these documents in Dissertation Abstracts International and Master's Abstracts International. Bibliographic information concerning these documents will also be made available to a world-wide network of online information providers and distributors including OCLC, Dialog®, and STN®. The PDF format of the document will be loaded into ProQuest Digital Dissertations, a digital archive of dissertations and theses.

Steps to submit publication agreement and dissertation/thesis (ETD) to UMI/ProQuest:

1. Go to www.etsdadmin.com/utdallas.edu, select the “Submitting your Dissertation/Thesis” tab then create a new students account by clicking on the “Submit my dissertation/thesis” link.
2. Confirm your new account via confirmation email sent to you by UMI.
3. Select the Resources & Guidelines link, and review “Format Guidelines & Authoring Tools” to ensure successful submission.
4. For specific information on preparing the manuscript for submission, see, [Preparing Your Manuscript for Submission](#) (Note: The page margins specified in our Guide supercede the page margins specified by UMI/ProQuest).
5. You may request that ProQuest/UMI file for [U.S. Copyright Registration](#) on your behalf for a fee of \$55. This is an optional service.

Important information:

- For questions on UMI and submission process, you may ask the Graduate Reader in the Office of Graduate Studies, or UMI's technical support, <http://www.etsdadmin.com/cgi-bin/main/support>
- Submitting the publication agreement and dissertation/thesis electronically through UMI/ProQuest is free for **Traditional Publishing** (required by UTD). However, you may choose the Open Access Publishing option for a \$95 fee.
- Ordering personal hard copies of your dissertation through UMI is not required by UTD.

Delayed Release, Embargoes and Restrictions:

- **Embargo:** allows **UMI to delay release of the dissertation/thesis** for a limited period. Through UMI, you will select one of the restricted release options, see, http://corpweb.proquest.com/assets/etd/umi_embargoesrestrictions_guide.pdf for embargo options and information.
- **Complete publication delay of 1 year:** The **physical copies** as well as **publication by UMI** will be held for 1 year. You will submit to UMI as usual, but the Graduate Dean's Office will **not electronically release your dissertation/thesis for publication** to UMI for 1 year. If you choose this option, the supervising professor must send an email to the Associate Dean of Graduate Studies, Joanna Gentsch, (jgentsch@utdallas.edu), requesting UMI option 2 in the subject line and providing a reason for the delay request.