

Submitting Electronic Theses and Dissertations with Pre-Published Content to Vireo

Students with previously published portions of their electronic thesis or dissertation (ETD) in professional journals or books must demonstrate who ultimately retains the copyright to the published works before material can be made publicly available in UH Libraries' Vireo repository. It is the student's responsibility to determine copyright ownership; he/she should consult the contracts signed between the student and the publisher to determine the copyright holder. The student may need to contact the primary or first author on the publication to obtain the contract.

If the student retains the copyright for the published materials, he/she should:

1. Upload your ETD to Vireo following the instructions provided by the UH Graduate School (<http://www.uh.edu/graduate-school/current-students/thesis/>)
2. During step two of the upload process ("License Agreement"), select the check box signifying you agree to the terms stipulated in the Vireo License Agreement. Note: one of the license's terms stipulates that you are either the copyright holder – or – you have permission to submit the work from the copyright holder.
3. During step three of the upload process ("Document Information"), please be sure to select the checkbox for "Previously Published Material." After checking the box, a text box will appear for you to enter the specific citation for each article published. (See Vireo screen shot below for additional information.)

Previously Published Material

Previously Published Material: Has any part of the material being submitted been previously published (i.e. book chapters or journal articles)? If so you will be asked identify the section where these materials are used in whole or in part.

* Identify Material:

Please check this box to designate that you have pre-published content in your dissertation

Give full citation information for each work that was published

4. During step four of the upload process ("Upload Your Files"), please plan to upload two items:
 - a. Your ETD as the "Primary Document" and
 - b. A scanned copy of the student's signed contract with the publisher as an "Administrative File." The student may need to contact the primary or first author on the publication to obtain the contract.

Note: The contract **must** explicitly state the student, as an author of the publication, retains the copyright for the work.

If the publisher now retains copyright to the content the student published, the student should:

1. Upload your ETD to Vireo following the instructions provided by the UH Graduate School (<http://www.uh.edu/graduate-school/current-students/thesis/>)
2. During step two of the upload process (“License Agreement”), select the check box signifying you agree to the terms stipulated in the Vireo License Agreement. Note one of the license’s terms is you are either the copyright holder – or – you have permission to submit the work from the copyright holder.
3. During step three of the upload process (“Document Information”), please be sure to select the checkbox for “Previously Published Material.” After checking the box, a text box will appear for you to enter the specific citation for each article published. (See Vireo screen shot above for additional information.)
4. During step three of the upload process (“Document Information”) please set an embargo on the ETD if you have not yet received a permission letter from the copyright holder (see below). This embargo will delay when the ETD will be made available for the general public. The delay will exist for a set number of years and starts immediately after the student submit his/her document to Vireo. The student will have two options for the embargo:
 - a. Journal Hold – which lasts for two years after submission
 - b. Patent Hold – which lasts for five years after submission

See Vireo screen shot below for more information.

Embargo Options

With your advisor’s approval you may request a delay in the publication (embargo) of your work.

None:	<input type="radio"/>	The work will be published after approval.
Journal Hold:	<input type="radio"/>	The work will be delayed for publication by two years because of a restriction from publication in an academic journal.
Patent Hold:	<input type="radio"/>	The work will be delayed for publication by five years because of patent related activities.

If additional time is needed for you to acquire copyright from the publisher, please impose one of the embargoes listed here: journal holds last for two years after submission; patent holds last for five years after submission

Discuss these options with the chair of your ETD committee. Ultimately it will be up to the chair to decide what the student’s embargo will be. Assigning either of these embargoes should give the student ample time to obtain the rights needed for UH Libraries to publish this material.

5. During step four of the upload process (“Upload Your Files”), please plan to upload the ETD as the “Primary Document”.

6. Provide proof the copyright holder granted you permission to reuse the work:
 - a. If a student has a signed agreement from the copyright holder during the submission stage, the student should upload the agreement in Vireo as an “Administrative File” during step four of the upload process (“Upload Your Files”). The agreement should state the student has permission from the copyright holder to reproduce this work in UH Libraries’ online repository.
 - b. If a student has not obtained a signed agreement from the copyright holder during the submission stage, the student should next attempt to obtain this agreement by contacting the copyright holder (most likely the publisher). Included on page 4 of this document is an example of a letter for contacting a publisher and requesting permission for reproduction. Please have the publishers respond to your letter with a signed statement, on **company letterhead**, that permits you to reproduce the work in your ETD. Once you receive these documents, please email them to the UH Libraries’ ETD Coordinator, Santi Thompson (sathompson3@uh.edu). The student’s ETD will be made publically available once all documentation has been received by UH libraries and any embargo has expired.

7. If denial or failure to obtain permission from the copyright holder occurs, the student should upload a revised version of their ETD that:
 - a. Has copyrighted content removed from the document and
 - b. Provides a full citation in place of the copyrighted content so future readers of the work can locate the removed portions.

Note: Please do not remove the ETD document previously uploaded during step number six. UH Libraries retains this document as the official archival copy; however, it will not be made available to the public for research purposes because it contains copyrighted content.

Sample Request for Permission to Use Copyrighted Material

Date

Journal Name
Journal Address

To Whom It May Concern:

I am a graduate student at the University of Houston and am writing for permission to include in my **<thesis –or– dissertation> <part or all>** of the material from **<journal name, article title, volume, number, date, page range>**. The **<thesis – or – dissertation>** will be made available to the public on the Web through the University of Houston Libraries. Please supply, on company letterhead, a statement granting me permission to use the work. You can mail, email or FAX the permission to **<address/number, email address, FAX number>**.

Thank you for your help.

Sincerely,