College of Natural Sciences and Mathematics
UNIVERSITY OF HOUSTON

Procedures for Submission of Theses and Dissertations
(Revised August 2021)

Substantial changes were made to this document in August 2021.

1. Write your thesis or dissertation following the rules set by the college and the Graduate School (see "Thesis and Dissertation Formatting Instructions").

2. If you have published any part of your thesis or dissertation in scientific articles, be sure to refer to the document "Submitting Electronic Theses and Dissertations with Pre-published Content to Vireo". You will need to demonstrate who retains the copyright of the published work, and this may require a letter or contract from the publisher to be obtained ahead of time, preferentially. Note that several publishers automatically allow the reuse of previously published material in a student's thesis/dissertation, and you would not need to request permission. Please consult the document "Publisher Policies on Pre-Published Content" to verify if your publisher is on this list.

3. Submit your thesis or dissertation to your advisor and your committee. Defend your work.

4. Make the revisions suggested by your committee and advisor. The document that incorporates these corrections and that you submit to NSM is called the "**committee-approved thesis/dissertation**". Note that once the advisor has approved your thesis/dissertation and it is submitted to NSM, the advisor will no longer be able to request further changes. Make sure that your advisor is aware of this and that all changes requested by the advisor and committee have been made prior to submission to NSM.

5. Obtain approval from your committee and advisor to submit your thesis/dissertation to the college by collecting all the signatures from your committee on the Written Thesis/Dissertation Approval Form from the Graduate School (there is no longer a signature page in the thesis/dissertation – See Thesis and Dissertation Formatting Instructions). Make sure that your Approval Form has all the signatures from your committee members (please ask your committee members to use electronic or digital signatures; scanning a hard copy of the form will disable the approval and signature fields). **ALL SIGNATURES MUST BE ON THE SAME FORM**. This means that you will need to send the form sequentially to your committee members as you collect signatures. It will take a bit of time, so plan ahead.

6. As of August 2021, all steps in the submission and approval process will be done electronically. Convert your committee-approved thesis/dissertation to a single PDF file and upload it to the Texas Digital Library TDL on Vireo (https://uh-etd.tdl.org). Make sure to keep a copy of this file for yourself.

- This step requires that you have a **current Cougarnet account and login**. If you don't have a Cougarnet account or if you have not used your Cougarnet account in more than 90 days, please contact UHIT for assistance. It is NOT recommended that you provide your Cougarnet username and password to a friend or someone else to upload the document for you. You will be able to upload your document from anywhere in the world as long as you have internet access.

- With this upload, your thesis/dissertation will also be made public automatically to ProQuest. Make sure to accept the ProQuest license agreement. You will not be able to proceed without agreeing to the ProQuest license.

- *Please note: you will be asked if you would like to embargo your work. NSM requires that all work be embargoed for at least 2 years, unless a request for immediate public access is made by your committee chair in an email to the Associate Dean for Graduate Affairs.* Embargoed work is not made public on the Texas Digital Library for 2 years, except for the author, title, date, and abstract. As you write your abstract, be aware that it will be released publically even if the body of your thesis/dissertation is not. Embargos are important to take into consideration if you are planning to publish your work in a scientific journal or to apply for a patent. Some scientific journals might decline publication of your work if it has already been made public on TDL. **Make sure to enter the same embargo decision for the UH embargo and the ProQuest embargo**. As you make this decision with your advisor, be aware of the following:

  o When the 2-year embargo expires, you will have the option to request another 2-year extension, by filling out the "Electronic Thesis/Dissertation Special Circumstance Form" available on the College website;

  o If your work is embargoed for 4 years, you may request an additional year of embargo by filling out the "Electronic Thesis/Dissertation Special Circumstance Form" available on the College website. This request will require university approval;

  o For patent or contractual considerations, you may request a full record hold, which will hide all evidence of the existence of the thesis/dissertation during the embargo period (i.e. hides the title, author, and abstract). This request is made by filling out the "Electronic Thesis/Dissertation Special Circumstance Form" available on the College website. This request will require university approval.

- ***If you have published part of your thesis or dissertation***, please refer to the document "[Submitting Electronic Theses and Dissertations with Pre-published Content to Vireo](#)" for details instructions on how to label your previously published material on the TDL (Vireo) page, and on how to upload or submit the necessary documentation regarding copyright.

7. Once you have uploaded your thesis/dissertation to TDL, email your signed Approval Form to Ms. Sharonda Glass (sglass@Central.UH.EDU) and let her know that you have uploaded your PDF on the TDL for submission to NSM. <u>Your thesis/dissertation is not considered submitted, unless she has received your signed approval form.</u>

> Note: if you are applying to the best dissertation award, attach the application form for the best dissertation award to the email as well. Applying to the award is done at the same time as submitting the dissertation. Follow the rest of the instructions for the best dissertation award, including the electronic submission of your documents to your departmental graduate chair, as indicated on the [website](#).

8. Ms. Glass will send a copy of your thesis/dissertation electronically to the NSM reader on a first-come first-serve basis. The readers are assigned theses/dissertations by departments:

Dr. Bill Widger (widger@uh.edu): Biology & Biochemistry; Chemistry

Dr. Ernst Leiss (uhcsel@gmail.com) : Computer Science; Mathematics

Dr. John Miller (phys5k@Central.UH.EDU) : Earth & Atmospheric Sciences; Physics

9. It is of the utmost importance that your manuscript be in the best editorial shape when submitted to NSM, to avoid multiple rounds of revisions. Per college policies: "==The College will allow no more than three revisions== of a thesis or dissertation within the 2-week revision period following the posted deadline for initial submission of a thesis/dissertation. If the fourth submission is not acceptable by the reader or if the revision period has passed (whichever comes first), the student will need to defer graduation to the following semester, and submit a revised version to be approved by the College".

10. The reader will provide his comments in a Word document called the "cover sheet". Dr. Widger (reader for Biology & Biochemistry, and Chemistry) and Dr. Miller (reader for EAS, and Physics) also have sections highlighted in your PDF file. The cover sheet and the highlighted PDF, if applicable, will be sent to Ms. Glass by the reader. There are 3 possible outcomes:

> a) <u>Approved</u>: the manuscript is approved without corrections; you are done

b) <u>Approved with corrections</u>: the manuscript is in fairly good shape, and relatively minor corrections are required; a revised manuscript is required but will not be read by the reader again; Ms. Glass will verify that you made the corrections in the revised version.

c) <u>Re-read</u>: the manuscript requires substantial editing due to poor formatting or grammatical errors; the reader will need to see the revised manuscript again after corrections are made.

11. Ms. Glass will email you the cover sheet and the PDF, if applicable. If corrections are required, in this email, she will also give you a deadline on when your revised version should be re-uploaded to TDL. Depending on when you receive your reader-annotated version, you may have 1 to 3 days to make the corrections. We encourage you to make your corrections as quickly as possible, to ensure completion of the process in a timely manner. <u>Your thesis/dissertation must be approved by the College and finalized by the day grades are due, according to the official university calendar</u>.

12. Make ALL the corrections requested by the reader. Save your corrected document as a PDF file again. Make sure to rename it with the words "REVISED" in the file name, so it is a distinct file. Upload this file to TDL again and **replace the current file**. Email Ms. Glass that your corrections are available on TDL.

13. If your thesis/dissertation was approved with minor corrections, Ms. Glass will check your revised file and ensure that all corrections have been made. If your thesis/dissertation was a "re-read", the revised version will be sent to the reader again, and the process starts again at step 8.

14. ***The last step is the approval by the College***: once no more corrections are needed, the most recently uploaded PDF file will be approved by the College. An email will be sent automatically to your graduate advisor (committee chair) requesting that s/he approve your submission and your embargo. The Written Thesis/Dissertation Approval Form will be signed by the Dean or Associate Dean, and sent to the Graduate School by the college. The electronic version of your thesis/dissertation is sent to your department for archiving, according to the embargo set forth.

15. Regarding bound copies of the thesis/dissertation: The University and College do not require bound copies, but you may wish to have some copies bound for your advisor and yourself. You are free to do this at your own pace and with any company you choose.