

Electronic Thesis/Dissertation Submission Information

Rights Management and Access Information

When a researcher publishes scholarly information, such as a thesis or dissertation, the researcher must understand the implications of copyright and how copyright laws effect access to this work. By not understanding these rights, you may mistakenly prohibit access to your work. Below are examples of rights authors should consider before signing *any* contracts with publishers:

- The right to make reproductions for teaching purposes, scholarship, or research
- The right to borrow and/or publish portions of your thesis/dissertation in future work
- The right to display the work (i.e., link to full-text on resumes, cover letter, personal website)
- The right to archive and preserve your thesis/dissertation in an institutional repository

To learn more about author rights and how to add addendums to a copyright agreement, visit:

http://sparcopen.org/our-work/author-rights/

Institutional Repository and Open Access

Scholar Works at UT Tyler is an institutional repository, a University affiliated online resource that collects, preserves, and provides open access to digital theses and dissertations. Scholar Works at UT Tyler also provides an outlet for digital submission that retains **all** of your author rights. In submitting your thesis/dissertation, you allow your work to be accessible online, to the widest range of scholars **at no cost to you or other researchers.**

You can still choose to distribute your work with another publisher, but you must safeguard your right to have the thesis/dissertation also be available in an open access repository.

Submission Instructions

- Read thoroughly the UT Tyler policy for submitting theses/dissertations and the above Rights
 and Access Information. Submitting your work to Scholar Works is required in addition to the
 information in <u>Guidelines for Preparation of Dissertation and Master's Thesis</u> provided by the
 Office of Graduate Studies. Your electronic submission must also match the style and format
 requirements listed in these guidelines. Once your thesis/dissertation is approved and all
 requirements are met, you may submit your work following the procedures below.
- 2. You are required to understand and select one of three release options for your thesis/dissertation. Selection of any of these options does **not** surrender your copyright but allows UT Tyler distribution based on which option you choose. Please review the following

options carefully and be prepared to indicate which selection meets your rights management criteria upon submission of your work.

- Option 1—Open Access: The thesis or dissertation is publicly available through Scholar
 Works after the date of degree conferral of the graduation period for which the thesis or
 dissertation is submitted. By choosing this option you agree to have your thesis or
 dissertation in Scholar Works, which provides much broader access to your work.
- Option 2—Local Use Only: Access to the thesis/dissertation through Scholar Works is
 restricted to members of the University community for a period of two years (or more) from
 the date of degree conferral of the graduation period for which the thesis or dissertation is
 submitted. The work will also be available through the University's Interlibrary Loan service
 during this time, after which the work will be become publicly available through Scholar
 Works.
- Option 3—Embargo (Closed Access): Access to the work will be restricted. It will not be available to anyone for a period of two years from the date of degree conferral of the graduation period for which the thesis or dissertation is submitted, after which the thesis/dissertation will become publicly available through Scholar Works. The only information available during the embargo time is author name, title, and abstract. If, at the end of the two year period you would like to continue the closed access option, you must contact the Head of University Archives and Special Collections, at archivist@uttyler.edu. Otherwise, the thesis/dissertation will become an open access resource.

NOTE: Regardless of access settings, the record (name, title, abstract, and subjects) of all works in the IR are discoverable through the general web.

- 3. Submit your thesis/dissertation to UT Tyler's Institutional Repository, at Scholar Work at UT Tyler (http://scholarworks.uttyler.edu/). You will be asked to select one of the above release options, add the following information, and attach your final PDF of your thesis/dissertation.
 - Author (full name)
 - Abstract
 - Permanent email address
 - Title
 - Document Type (thesis or dissertation)
 - Brief Abstract
 - Keywords
 - Language
 - Committee Members
 - Degree