

**TEXAS WOMAN'S UNIVERSITY**  
**GRADUATE SCHOOL**  
**EMBARGO PROCEDURE**

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As the degree granting institution, Texas Woman's University has the non-exclusive rights to copy, display, perform, distribute and publish theses and dissertations produced by TWU students in perpetuity. A copy of the thesis or dissertation will be deposited with the TWU Libraries and made publicly available in electronic format through the institutional repository (Repository@TWU) and ProQuest. With the exception of material that has been identified as the property of others, such as when accepted for publication in a journal, students are the sole copyright owners of their thesis/dissertation outside of the non-exclusive granted rights.

Students have the option to place a one to three-year institutional repository embargo on their thesis or dissertation at the time of submission to the Graduate School. Students may extend the embargo; however, theses and dissertations can be under embargo for no more than a total of five years.

Students may also place a one to three-year embargo on the release of their dissertation to ProQuest or may elect to prohibit the release of their thesis or dissertation to ProQuest.

**Definitions**

“Embargo” is defined as a restriction placed on a thesis or dissertation for a specified period of time. During an embargo period, the title, abstract, author name, and associated metadata are made public but the full text of the thesis or dissertation is restricted from public access.

**Regulation and Procedure**

The university allows students to embargo their thesis or dissertation for a period of one to three years, with the option of a limited embargo extension. Theses and dissertations can be under an institutional repository embargo for no more than a total of five years.

Students submitting their theses and dissertations to the TWU Graduate School do so through the electronic thesis and dissertation system, Vireo. At the time of submission, students may select embargo options that apply to both Texas Woman's University's institutional repository and ProQuest:

**Repository@TWU Embargos:**

**None**

The work will be published after Graduate School approval.

**1 - year Hold**

1 - year embargo - The full text of this work will be under restricted access in TWU's institutional repository for one year from the semester of graduation. This allows the author time to publish and fulfill publisher embargo requirements.

**2 - year Journal Hold**

2 - year embargo - The full text of this work will be under restricted access in TWU's institutional repository for two years from the semester of graduation. This allows the author time to publish and fulfill publisher embargo requirements.

**3 - year embargo**

3 - year embargo - The full text of this work will be under restricted access in TWU's institutional repository for three years from the semester of graduation. This allows the author time to publish and fulfill publisher embargo requirements.

**ProQuest Embargos:****None**

The work will be published after approval.

**Prohibit Release to ProQuest**

The full text of this work will at no time be released to ProQuest

**1-year Hold**

The full text of this work will be restricted from access in ProQuest for one year from the semester of graduation to meet publisher policies or to allow time for publication.

**2-year Hold**

The full text of this work will be restricted from access in ProQuest for two years from the semester of graduation to meet publisher policies or to allow time for publication.

**3-year Hold**

The full text of this work will be restricted from access in ProQuest for three years from the semester of graduation to meet publisher policies or to allow time for publication.

**Embargo Extension:**

TWU Institutional Repository (Repository@TWU): Students have the option to extend their original embargo; however, theses and dissertations can be under embargo for no more than a total of five years.

PROQUEST: The TWU Libraries will not release theses and dissertations to ProQuest until the student's specified release date has passed. Students will need to work directly with ProQuest on embargo extensions by contacting [disspub@proquest.com](mailto:disspub@proquest.com). More information on theses and dissertations in ProQuest can be found [here](#).

## FREQUENTLY ASKED QUESTIONS REGARDING EMBARGOS

### **Why does copyright matter with a dissertation?**

As an author, you hold the copyright to your original work until you transfer the copyright to someone else, for example, to a journal when your work is accepted for publication. This is a typical part of the publication process and not a cause for concern. When a paper is submitted for publication, the publisher may hold the copyright to some of your dissertation chapters or content. As a result, the author must follow the publisher's terms and conditions related to what they may do with their work. When using pre-published materials towards a dissertation, especially for the multi-article dissertation, it is important to determine whether or not the publisher will allow you to include such content in your dissertation and place it in TWU's institutional repository.

### **What is an embargo?**

Embargo refers to the period of time when only the journal may publish the full text of your article. While under embargo, the title, abstract, author name, and associated metadata of your multi-article dissertation are made public in TWU's institutional repository, but the full text is restricted from public access.

If an article is accepted for publication, the publisher may require your dissertation to remain under embargo for, typically, between 12 to 24 months after the date of the article's publication. When you submit your dissertation to the TWU dissertation management system (Vireo), you will have the option to select from several embargo options: None, 1-year, 2-year, and 3-year. These will allow you to meet any current publisher requirements as well as offer time for you to pursue publishing opportunities post-graduation.

For our purposes, the journal embargo only impacts the timing of when TWU is permitted to make the full dissertation publicly accessible in the institutional repository. It does not affect any other aspects of the process.

### **What is a preprint?**

During your publication process, you will have many versions of your article. Publishers often simplify this into three versions: preprint, postprint, and published. A preprint is the version of your article that was initially submitted to the journal. It will not have any revisions resulting from the peer-review process. Often, publishers allow the preprint version to be included in a dissertation.

### **What is a copyright transfer agreement?**

A copyright transfer agreement (or copyright assignment agreement) is a legal document provided by the publisher that will detail the terms of transferring some or all of the copyrights owned by the author to the publisher. This agreement should specify what the author may do with their published work. It is important to understand the terms and implications of the agreement. For example, some copyright transfer agreements clearly state that an author's work may be included in a dissertation, while others do not. It is crucial to determine this before signing your copyright transfer agreement.

**What are open-access journals?**

Open access journals are journals whose articles are available and reusable free of charge and without restrictions immediately upon publication. The benefit of publishing in an open-access journal would be that your research may be discoverable by all. For TWU students, there may be several considerations. Almost all open-access journals require a publication fee to be paid by the author. While most open-access journals are credible, there are some predatory journals in every discipline that do not require a rigorous peer-review process. Before submitting to an open-access journal, please work with your committee members to ensure journal credibility.