

Procedures for Submission of Theses and Dissertations
(August 2019)

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 in a hard copy format. Defend your work.
4. Make the revisions suggested by your committee and advisor.
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). See flowchart of the NSM process below.
6. Submit one single-sided hard copy of the thesis/dissertation along with the completed Written Thesis/Dissertation Approval Form (without the Dean’s signature) to the NSM Academic Affairs Office located in SR1 room 202. Do not punch holes in or bind this reading copy in any way except by using a single binder clip or a rubber band. 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.
7. The copy of your thesis/dissertation will be given 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 (uhcse1@gmail.com) : Computer Science; Mathematics
Dr. John Miller (phys5k@Central.UH.EDU) : Earth & Atmospheric Sciences; Physics

8. 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”.

9. You will receive an email to pick up your thesis/dissertation reviewed by the reader. This will be the “reader-annotated version”. There are 3 possible outcomes:

- a) Approved: the manuscript is approved for upload without corrections; to continue, go to step 12;
- b) Approved with corrections: the manuscript is in fairly good shape, and relatively minor corrections are required; the manuscript will not be read by the reader again; to continue, go to step 10;
- c) Re-read: the manuscript requires substantial editing due to poor formatting or grammatical errors; the reader will need to see the manuscript again after corrections are made; to continue go to step 10.

10. When you pick up your reader-annotated version, you will make an appointment to come back and show that you made the corrections according to the reader’s review. 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. You will not be able to upload your work on the Texas Digital Library after the official end of the semester.

11. Make all the corrections suggested by the reader. The reader may email you to request a meeting. Alternatively, feel free to email the reader to make an in-person appointment if you have any questions regarding the reader’s comments (see email addresses above).

- a) if your thesis/dissertation was “approved with corrections”: go to step 12;

b) if your thesis/dissertation was a “re-read”: resubmit your corrected manuscript to NSM at the appointment time given to you in step 10, & go back to step 9.

12. Convert your completed manuscript to a single PDF file. If you have questions on how to do this, please see your graduate advisor.

13. Upload the PDF of your thesis/dissertation to the Texas Digital Library (TDL) on Vireo. URL:

<https://uh-etd.tdl.org>

- 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 UH IT for assistance (http://www.uh.edu/infotech/php/template.php?account_id=57). 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:
 - 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;
 - 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;

- 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.

14. *After uploading, your uploaded thesis/dissertation still needs to be approved by the college.*

a) If your manuscript was approved without corrections, you will come back to NSM after you have uploaded it (typically the next day you receive it from the reader), so we can check that your manuscript was correctly uploaded to TDL, and approve it; to continue, go to step 17.

b) If your manuscript was approved with corrections, bring the hard copy of your reader-annotated version on your appointment date (given at step 10). You don't need to print the corrected copy.

15. At your appointment time, your reader-annotated version will be compared with the final corrected version that you have uploaded, to ensure that all corrections have been made satisfactorily.

16. If some minor corrections still need to be made, you will be asked to make the corrections the same day, and re-upload the updated corrected version. Make sure that you replace the old electronically submitted PDF file with the new one, to avoid multiple versions uploaded on the web site. You will then meet with Ms. Glass again (typically the same day), so she can check that the minor corrections are made on the uploaded PDF.

17. 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.

18. 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.

The submission and approval process: NSM steps

