



# Vireo Submission Guide

*[Release date: June 2022]*

## 1. General Information about Online Submission

You will be using an online application called Vireo for your submission, using your UNT EUID login for access.

- You do not need to complete the entire submission process in one sitting; however, the entire process **must be completed and confirmed by the submission deadlines.**
- The uploaded thesis or dissertation file must be a single PDF file. **IT MUST BE THE ABSOLUTE FINAL DEFENDED VERSION, WITH ALL COMMITTEE, DEPARTMENT AND/OR COLLEGE REQUESTED CHANGES INCLUDED.** Once you confirm final submission, Vireo will prevent subsequent submissions. If you have inadvertently uploaded the wrong version, you will need to contact the Graduate Reader.
- In addition to accepting your submission, Vireo is also a communication method between the Graduate Reader and the student. Students and the Graduate Reader can leave messages for each other in the system; in addition, Vireo can be used to send auto-replies and other automated emails on behalf of the Graduate Reader. Vireo will auto-fill your UNT campus email address, but you can enter a permanent email address during the submission process that can then be used after you graduate. **Please note that it is extremely important that you check your UNT address regularly during the review/approval process!**
- You can log back into Vireo at any time to review the submission and check your status. Please bookmark the website so you will be able to find it again easily.
- If you have a previous Vireo record, e.g., thesis, default settings prevent you from creating a second record. You must contact Toulouse Graduate School Graduation Division during normal business hours (M-F, 8a-5p) so the settings can be temporarily changed to allow you to create a new record.
- No individual file may exceed 512 MB, and the total of all files submitted must not exceed 4 GB.

## 2. Student Name Format

Your official name as it appears in UNT records will automatically pre-fill in Vireo. If you cannot change it to your recorded chosen name, then please send the Graduate Reader an email so she is aware ([jill.kleister@unt.edu](mailto:jill.kleister@unt.edu)) and can change Vireo on her end.

Use the same name in Vireo as used on the title page and copyright notice page of the submitted file.

### 3. Abstract

Separate formatted abstract files (either Word or PDF) **are no longer required**. You will need to enter abstract **text** in the appropriate area in Vireo, but do not include header information. The Graduate Reader will create the abstract page and insert it into the final approved PDF, as part of the review/approval process. Avoid use of special symbols – these will be replaced by empty boxes or nonsensical symbols.

**Abstracts are considered “stand-alone” documents and do not have reference lists or bibliographies. Because of this, citations are not allowed in the abstract text.**

### 4. Required Items during Submission

As already noted, you do not need to complete the submission process in one sitting. However, students are encouraged to have the following information ready for input, and all necessary files ready for upload. This is not a complete list of information that needs to be entered, but rather a sample of fields and/or files that you might not expect:

- College, department, degree, and major – please check your graduation application in the student portal to be sure you enter accurate information in Vireo
- Major professor’s email address
- Keywords
- File types:
  - PDF of final approved thesis or dissertation
  - **Source files** (required) – These are the Word files you used to create the final PDF; these are not cataloged with the PDF, so **are not** available for download. [Note: If you used something other than Word (e.g., LaTeX), it is not necessary to include those files.]

- **Supplemental files** (optional) – These would be data files or music files; typically these are cataloged with the dissertation/thesis so are available to the entire internet for download
- **Administrative files** (as needed) – These files are not cataloged with the dissertation/thesis but are needed to complete the review process. Examples include but are not limited to electronic versions of copyright permissions or documentation related to copyright permissions

## 5. Graduation Fee

There is only one required graduation fee: the \$20 “archive” fee. All monies generated from this fee go to the UNT Libraries, to help cover the costs of maintaining and archiving the ETD collection. TGS Graduation Division will post the archive fee to the student account when the Vireo status has been updated to “under review.” When this occurs, you will receive notification via email; the email contains details about how to pay the fee. Please see section 9 herein for more information.

## 6. UNT Copy of the Thesis or Dissertation – Mandatory

As the degree granting institution, UNT requires that a copy of the thesis or dissertation be deposited with the UNT Libraries. However, UNT policy is very clear that students are the sole copyright holders to their thesis or dissertation (the only exception would be material used in the document that is identified as belonging to others).

### (i) Licensing

Vireo is provided and maintained by the Texas Digital Library (TDL). Although your electronic thesis or dissertation (ETD) will reside within the UNT Digital Collection when published, the metadata associated with the ETD is harvested by TDL. As part of the Vireo submission process, you will be presented with the TDL license; it is a non-exclusive license

governing both the UNT copy and the TDL metadata. **You are required to accept the license.**

This allows UNT the right to archive and maintain the document in perpetuity, but does not interfere with the students' copyright.

(ii) UNT Availability Options: Open vs Embargo

As part of UNT's commitment to openness, all UNT ETDs are placed in the UNT ETD repository and made available via the online UNT Libraries catalog for reading and/or downloading by all users, including being crawled and indexed by online search engines (e.g., Google). ETDs are available in perpetuity; in addition, there are no restrictions regarding who can download the file or how many times it can be downloaded.

There may be compelling reasons why an ETD should not be made immediately available. An embargo prevents any and all users from viewing or downloading the ETD PDF, for the duration of the selected embargo period. However, please be aware that the abstract and library catalog entry **are** available to all users throughout the entire embargo period.

(iii) UNT Embargo Policy

The former "restricted" option has been replaced with a true embargo option, approved by the Graduate Council in September 2019, amended April 2022. The policy is as follows:

- Authority to grant restricted access rests with a student's major professor; approval is recorded in the online submission system, Vireo.
- Accessibility: If an embargo is requested and approved by the major professor, the ETD will not be available to anyone, anywhere, including the UNT community, for the duration of the embargo period. Distribution via interlibrary loans is not permitted during the embargo period. However, as noted above, the abstract and library catalog entry **are** available to all users throughout the embargo period.
- Duration: At the time of submission, students will select one of three embargo periods: 6 months, 1 year, 2 years, or 5 years. Embargo period begins on the 1<sup>st</sup> day

of month following the graduation month. At the end of the selected embargo period, the ETD becomes available to the entire Internet for viewing and/or download.

- December graduates:
  - 6 month embargo – ETD becomes available July 1 of the year following graduation year
  - 1, 2, or 5 year embargo – ETD becomes available January 1, the second, third year or sixth following graduation year. For example, a December 2020 ETD with a 1-year embargo becomes available January 1, 2022; with a 2-year embargo, it becomes available January 1, 2023; with a 5-year embargo, it becomes available January 1, 2028.
- May graduates:
  - 6 month embargo – ETD becomes available December 1, same year
  - 1 or 2 year embargo – ETD becomes available June 1, plus the number of embargo years (1, 2, or 5) following graduation year.
- August graduates:
  - 6 month embargo – ETD becomes available March 1 of the year following the graduation year.
  - 1 or 2 year embargo – ETD becomes available September 1, plus the number of embargo years (1, 2, or 5) following graduation year.
- Extension: At the end of the embargo period, students have the option of adding a period of restricted access, lasting 5 years. Faculty approval is not required for extension requests. During the restricted access period, the ETD is available to the UNT community only (i.e., users with a valid UNT login). Distribution via interlibrary loans is not permitted; however, the abstract and library catalog entry continues to be available to all users. Students will need to notify Toulouse Graduate School (email acceptable) within 30 days prior to the expiration of the embargo, if optional restriction is desired. Requests for restriction extension made after embargo period expires cannot be fulfilled.

**IMPORTANT: UNT embargo choices have absolutely no effect on ProQuest options; similarly, ProQuest embargo choices have absolutely no effect on UNT options. UNT and ProQuest do NOT share information about ETD availability.**

**\*\*THESE ARE TWO SEPARATE AND INDEPENDENT PROCESSES.\*\***

## 7. ProQuest Copy of the Thesis or Dissertation - Optional

With the introduction of Vireo, depositing copy with ProQuest (PQ) became optional. If you need more information before deciding whether to submit to ProQuest, please discuss this option with your professor and colleagues. Be aware that **IF** you select ProQuest, your major professor will also approve your ProQuest availability choices.

### (i) Traditional PQ Publishing

If you do choose to have a copy of your ETD deposited with ProQuest, there is no charge. The traditional PQ agreement is another type of non-exclusive license to publish; it allows PQ to sell copies of your thesis or dissertation to anyone who requests it. When enough copies are sold you will receive a royalty check from PQ. For any questions or concerns about this, please contact PQ directly at 800-521-0600.

### (ii) PQ “Open Access”

In addition to traditional PQ publishing, students have the additional option of selecting PQ “Open Access” (OA) publishing for a fee; as of this writing, the PQ OA fee is \$95. If a student selects OA, then PQ will not charge users for a copy of your ETD obtained from their website; also, you will not earn any royalties on copies PQ sells. If you are interested in this option, please contact PQ directly to arrange for payment of the fee. Their number is 800-521-0600.

*Please keep in mind that UNT is already making copies of your thesis or dissertation freely available to the entire Internet, so opting in to PQ “Open Access” may result in you paying for a service you are already receiving.*

(iii) PQ Embargo

An embargo means the ETD is utterly unavailable in any way, shape or form. ProQuest offers 3 embargo time limits: 6 months, 1 year, and 2 years. If these are not sufficient for your needs, students must contact ProQuest directly to discuss alternatives. However, **you must wait until after UNT copy has been published to contact them** – this is when PQ copies are delivered. If you try to communicate your needs to ProQuest before then, they have no idea who you are because you do not yet exist in their database. Their number is 800-521-0600.

**If you have \*NOT\* opted in to PQ, then do \*NOT\* select a PQ embargo option. PQ cannot embargo something they never receive.**

**IMPORTANT: ProQuest embargo choices have absolutely no effect on UNT options; similarly, UNT embargo choices have absolutely no effect on ProQuest options. UNT and ProQuest do NOT share information about ETD availability.**

**\*\*THESE ARE TWO SEPARATE AND INDEPENDENT PROCESSES.\*\***

8. Faculty Approval

In Vireo, **all** availability options selected by the student (including ProQuest selections, if students opt in) must be approved by the major professor. After a student confirms their submission, an automatic Vireo email is sent to the major professor. It contains a direct link to the faculty interface for your submission, where your professor will approve the version as final, as well as accept/reject the availability options you selected.

9. After Submission

When you click the final “Confirm and Submit” button in Vireo, two things immediately



and automatically happen:

- You are sent a Vireo email, stating that your submission has been received. This email is sent to your campus UNT address. Please be sure to check the spam or clutter mailboxes, if you do not see the email in your regular inbox. The autoreply that confirms submission will contain a link back to Vireo - you can check submission status at any time using that link.
- Your major professor receives a Vireo email, containing a direct link to the faculty interface which is where your professor can approve your submission and all availability options you selected.

Vireo is constantly monitored by the Graduate Reader. When a new completed submission is received, the submission is assigned to the Reader. At that time, she sends a separate confirmation email from her UNT Outlook account, advising you to be on the look-out for the Vireo confirmation email.

Please be aware that the next step in the process cannot begin until after **TWO** separate conditions are met: (1) your major professor approves your Vireo submission [**both** version and availability options] **and** (2) TGS receives the signed final defense form. When these two conditions are met, the Vireo status will be updated to “under review” and the TGS Graduation Division will post the archive fee to the student account. Please see section 5 [Graduation Fee](#) herein for more information.

## 10. Commencement, Graduation and Transcripts

There is a difference between “commencement” and “graduation.” Commencement is a very special and very meaningful ceremony... but it is not “graduation.” Graduation is when the Registrar posts the degree to the student record, and it can take up to 8 weeks after commencement ceremonies for the entire semester’s worth of students to get degrees posted.

The **Registrar** is responsible for notifying students about commencement. About 4 weeks prior to the end of the spring and fall semesters, students who are approved for graduation will begin to receive information about commencement. [August graduates are invited to participate in the fall ceremony.] The most likely communication medium is **email to your official MyUNT address**. Keep a close eye on that account, as the end of the semester approaches, so you do not miss any important information. In addition, the [Commencement webpage](#) is a very good source for the most up-to-date information.

Grades for thesis and dissertation hours must be assigned by your major professor at the end of the semester in which you are graduating. If your professor neglects to assign the grade, this will delay the Registrar being able to post the degree to your transcript. In addition, grades are only assigned to the last 6 (thesis), or 9 or 12 (dissertation) hours; all the rest of the hours will be changed from “PR” to “P.”

The document review/approval process is separate and independent of the Registrar’s activities. Any questions or concerns about **degree-posting** (i.e., graduation) should be addressed to the the TGS Graduation Coordinator or the Registrar, not the Reader.