UNT® | TOULOUSE GRADUATE SCHOOL®

Vireo

Submission

Guide

[Release date: January 2025]

1. General Information about Online Submission

   You will log into Vireo using your UNT credentials to submit your thesis or dissertation.

   - 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, <u>Vireo will prevent subsequent submissions</u>. 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. **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 the Graduate Reader <u>during regular business hours</u> (M-F, 8a-5p) so the settings can be temporarily changed to allow you to create a new record. **Please be sure to be at your machine ready to begin the submission when you contact the Reader**. You do not need to complete it that moment but you will need to **begin** the new record as soon as the setting is changed.

   - No individual file may exceed 512 MB, and the total of all files submitted must not exceed 4 GB.

2. Information Needed to Create Vireo Record

   Vireo was upgraded to version 4 in January 2025. There are many drop-down menus with controlled entries in the new version. You will save yourself time and frustration if you have accurate information for your college, department, degree, and major at hand **BEFORE** you begin your Vireo submission record. This information can be found through the student portal or on your degree plan.

Once you have logged in and started the submission, a help/information button appears at the end of every data entry field: ⓘ Important instructions about how to enter data appear when the button is hovered over or clicked.

WATCH OUT! **MAKE SURE YOU READ AND FOLLOW THE "HELP" INSTRUCTIONS CAREFULLY!**

3. Student Name Format

Your official name as it appears in UNT records will automatically pre-fill in Vireo; you cannot change this. The name on the title and copyright notice pages must be exactly the same name/format as appears in the Vireo record. If you do not use this name, the Reader will correct this during the review/approval process. It saves time for everyone and prevents surprises later so it is best to have it accurate right from the start. If there are errors with your name format, please contact the Graduate Reader directly.

4. 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 in the final catalog record.

> **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.**

5. "Previously Published Material" Text Box

Do NOT copy/paste your list of figures or your reference list into the Vireo text box – that is not what is being asked for! This box is asking ONLY about copyrighted material you have reproduced, beyond what is allowed by the fair use provisions of U.S. copyright law. *Review sections 2.2.2 and 6.5.1 in the thesis manual for detailed explanation.*

For *each publication* that you reproduced beyond the fair use provisions of US copyright law in your document, I need *ALL* of the following:

(1) Location: I need to know exactly where the material is in your file (e.g., chapter 2, section 4.3, etc).

(2) **Full citation**: I need the full and complete citation for the reproduced material, *including name of publisher*.

(3) **Permission information**: I need to know whether permissions are needed from the copyright holder to reproduce the material. If not, please provide an explanation, e.g., "originally published under Creative Commons CC-BY license," etc.

(4) **Permission documentation**: I need copies of all documentation. These could be permissions sought and obtained, or just a URL leading back to the publishers' policies. For detailed explanation of this matter, please review section 2.2.2 of the thesis manual: http://tsgs.unt.edu/thesis-manual

The burden is on you to put together the information one quick list. This is because I am trying to have the information right at my fingertips, when making my first review. Please remember that I am handling 100s of students at a time, so the more efficient I am, the better off for all of us. Yes, it may seem a time-waster for you ("It's already in the PDF…!") but you have just *one* file to open, and you are already familiar with the material in question. For me, I have to come at this blind, for a very large number of students in a very limited amount of time.

I am asking you to put the requested information ***together in a single "chunk"*** in the Vireo box. Here are some samples of what the end result should look like. Notice that all 4 parts are included in a single chunk. **IMPORTANT**: You cannot use colors in the Vireo text box –

they are added here so you can see exactly what I am looking for. Key: Yellow = *location*; green = *full citation*; turquoise = *publisher name*; grey = *permission information/documentation*.

- Chap 2: Bonatesta F, Emadi C, Price ER, Wang Y, Greer JB, Xu EG, Schlenk D, Grosell M, Mager EM. 2022. The developing zebrafish kidney is impaired by Deepwater Horizon crude oil early-life stage exposure: A molecular to whole-organism perspective. Science of The Total Environment. 808:151988. (doi:10.1016/j.scitotenv.2021.151988). Elsevier.

- Chap 5: Bonatesta F, Leads RR, Price ER, Roberts AP, Mager EM. 2020. Effects of Dissolved Organic Carbon, Ultraviolet Light and their Co-Exposure on Deepwater Horizon crude oil acute toxicity to larval red drum (Sciaenops ocellatus). Environmental Toxicology and Chemistry. 39(12):2509–2515 (doi:10.1002/etc.4877). Wiley: https://setac.onlinelibrary.wiley.com/hub/journal/15528618/about/permissions

- Chap 2: Davis, J.; Gharaee, M.; Karunaratne, C. V.; Cortes Vazquez, J.; Haynes, M.; Luo, W.; Nesterov, V. N.; Cundari, T.; Wang, H. Asymmetric Synthesis of Chromans Through Bifunctional Enamine-Metal Lewis Acid Catalysis. Chem. Eur. J. 2022, 28, e202200224. Publisher = Wiley-VCH GmbH. Permission uploaded into Vireo.

- Section 3.1: Sideri, I. K.; Jang, Y.; Garcés-Garcés, J.; Sastre-Santos, Á.; Canton-Vitoria, R.; Kitaura, R.; Fernández-Lázaro, F.; D'Souza, F.; Tagmatarchis, N. Unveiling the Photoinduced Electron-Donating Character of MoS2 in Covalently Linked Hybrids Featuring Perylenediimide. Angew. Chem., Int. Ed. 2021, 60, 9120–9126. Publisher = John Wiley & Sons. Permission uploaded into Vireo.

- All of chapter 2 excluding sections 2.8 & 2.9.6: Yu Y.C., Dickstein R, Longo A. Structural modeling and in planta complementation studies link mutated residues of the Medicago truncatula nitrate transporter NPF1.7 to functionality in root nodules. Frontiers in Plant Science. (2021)12:685334. Publisher = Frontiers Media SA. Originally published under CC-BY; authors retain copyright. https://www.frontiersin.org/legal/copyright-statement

6. 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 the ETD collection. At the same time your Vireo status is updated to "Under Review," Student Accounting is notified that the fee needs to be posted to your account. You will receive an email notifying you that this has occurred; the email also contains details about how to pay the fee. Please see

section 10 herein for more information.

7.   Mandatory License Agreements

Students are <u>required</u> to accept both the UNT and the ProQuest license agreements. If

you do not, you will receive an error message during the review/confirm step:

License Agreement 🔗

License Agreement: yes
Proquest Publication: [fix] no

You are given an opportunity to opt out later in the Vireo submission process [see

section 8(ii)], but you must accept the ProQuest license agreement in order to complete the

Vireo submission.

8.   Availability Options

After you agree to both licenses and click the "Continue" button at the bottom of the

page, the next page is the Document Information screen where you enter all information about

the document and your committee. At the bottom of the page are the availability choices. You

must make a selection for **_both_** the UNT copy AND the ProQuest copy. If you do not, you will

receive an error message during the review/confirm step:

UNT Libraries   [fix]
Availability After
Publication (Selected):

ProQuest Availability   [fix]
After Publication
(Selected):

WATCH OUT! **UNT availability selection has _absolutely no effect_ on ProQuest selection; similarly, ProQuest availability selection has _absolutely no effect_ on UNT selection. UNT and ProQuest do NOT share information about ETD availability. You must record separate selections _for each repository_.**

Please be aware that your availability selections will need to be approved by your major professor/advisor (see sec. 9 herein) so it is important that you discuss your choices with them ahead of time.

(i)   UNT Embargo Policy

As noted in section 1.1, UNT is committed to openness of theses and dissertations. Students need to be aware their document will be available to the entire Internet for free download via the UNT Libraries catalog. However, 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. Please be aware that for the UNT copy, the abstract and library catalog entry **_are_** available to all users throughout the entire embargo period. The current restriction policy was approved by the Graduate Council in September 2019, and amended April 2022:

- 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: There are four available embargo period: 6 months, 1 year, 2 years or 5 years. Embargo period begins on the 1st 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. The table below shows month and year an embargoed file will become available, depending on graduation month and embargo length.

Embargo Length	December Graduation		May Graduation		July Graduation	
	Day	Year	Day	Year	Day	Year
6 month	July 1	GY + 1	December 1	GY	February 1	GY + 1
1 year	January 1	GY + 2	June 1	GY + 1	August 1	GY + 1
2 years	January 1	GY + 3	June 1	GY + 2	August 1	GY + 2
5 years	January 1	GY + 6	June 1	GY + 5	August 1	GY + 5

GY = Graduation year (the year the student's degree is conferred)

In addition to the embargo periods just described, students have the option of adding a period of restricted access, lasting 5 years, after the embargo expires. During the restricted access period, the ETD is available to the UNT community only (i.e., users with a valid UNT login). Also, 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. Faculty approval is not required for extension requests.

(ii) ProQuest Embargo Options

ProQuest offers 3 standard embargo time limits: 6 months, 1 year, and 2 years. The 5-year embargo option is unique to UNT alone. If the standard ProQuest embargo options are not sufficient for your needs or you wish to match the UNT 5-year option, students must contact ProQuest directly to discuss alternatives. ProQuest is very responsive to student author requests; however, ***you must wait*** *until after UNT copy has been published to contact them*. If

you try to communicate your needs to ProQuest before then, you will not yet exist in their

database and your request could easily get lost. Their number is 800-521-0600.

There is yet one more option available to students: **ProQuest Opt-Out** (see figure

below). Although you were required to accept the ProQuest license agreement earlier in the

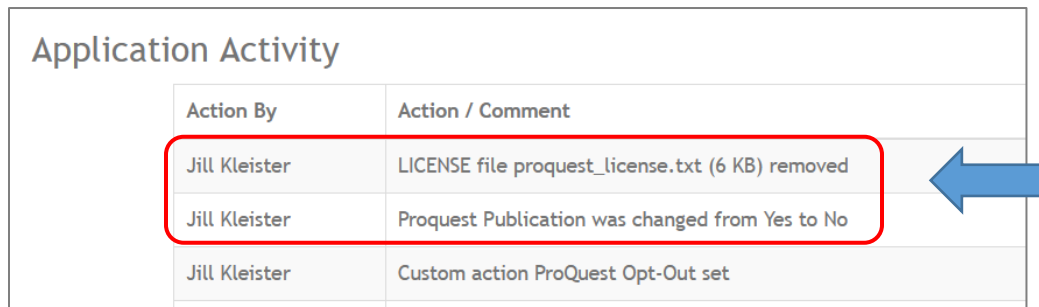Vireo process, you now have the opportunity to record your final preference.

If you select this option, the Graduate Reader will update your Vireo record *__after__* you have

confirmed submission; she will send a confirmation email from Vireo to inform you and your

major professor that it has been done. The confirmation email urges students to log back into

Vireo, to check that all is correct. What should you be looking for?

- Under the "License Agreement" heading, you will see the ProQuest Publication value

has been set to "No."

License Agreement	
License Agreement:	yes
Proquest Publication:	no

- Scroll to the bottom of the page, to the "Application Activity" table. You will see the

actions taken by the Graduate Reader to accommodate your request. [Note: The "Custom

action" setting is for internal use only, as a way for the Reader to monitor opt-out activities, so

you will not be able to access it, beyond its appearance in the action log.]

Application Activity	
Action By	**Action / Comment**
Jill Kleister	LICENSE file proquest_license.txt (6 KB) removed
Jill Kleister	Proquest Publication was changed from Yes to No
Jill Kleister	Custom action ProQuest Opt-Out set

9. After Submission

When you click the final "Confirm" button in Vireo, two things immediately and

automatically happen:

(1) 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.

(2) Your major professor is sent a Vireo email, containing a direct link to the faculty

interface which is where your professor records approval of your submission and the

availability options you selected. You will save time and energy for everyone if you make sure

before you confirm submission that (a) no further edits are needed and (b) you have discussed

your availability choices with her/him.

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 ("Under Review") cannot begin until

all three of the following conditions are met:

(i)   You have an active graduation appliction on file

<p align="center">****AND****</p>

(ii) Your major professor approves your Vireo submission [both version and availability
      options]

<p align="center">****AND****</p>

(iii) TGS has received and logged in the signed final defense form

When all three conditions are met, the TGS Graduation Division will notify Student Accounting

to post the archive fee to your account. Please see section 6 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. [summer 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 assigned ONLY to the number of thesis/dissertation hours required on the degree plan: this is usually 6 hours for thesis and 9 or 12 hours for dissertation. The remaining hours will get changed to "P" once the degree is formally posted to the transcript by the Registrar. This can take up to 8 weeks after semester's end, so please be patient.

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 TGS Graduation Coordinator or the Registrar (not the Reader).