

# Vireo Submission Guide

*October 2018 Revision*



## 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 instead of the UNT campus address. Either address will work for the Graduate Reader but **please note that it is extremely important that you use an address that you check regularly!**
- 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.

## 2. Student Name Format

The student name fields in Vireo will automatically populate directly from your official UNT records. This is how your thesis/dissertation will be catalogued through the UNT Libraries Digital Collection and the Texas Digital Library. For this reason, you must use the UNT official records name on the title and copyright pages of the thesis/dissertation.

## 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.

#### 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).

### 6.1 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 will be 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.

### 6.2 UNT Availability Options: Open vs Restricted

As noted in section 1.1 of the thesis manual, UNT is committed to openness of theses

and dissertations. However, there may be cases for which restricted access is appropriate.

Please note that this is **not** the same thing as an embargo in which the ETD is completely unavailable in any way (offered by ProQuest; please see section 7.3 herein). The current restriction policy (approved by the Graduate Council October 2009) is as follows:

- **Accessibility:** If restricted access is requested and approved by the major professor, **only** campus and community members with a valid UNT EUID will be able to access the full document. The ETD will not be available to the scholarly community at large. Distribution via interlibrary loans will not be permitted.
- **Duration:** The UNT copy of ETD will be restricted for 5 years. It will be made available automatically to the entire Internet, via the UNT Libraries catalogue, beginning on the 1st day of the month following the 5th anniversary of your graduation month.
- **Extension:** Students are permitted a one-time extension for an additional 2 years. Students will need to notify the Graduate School (email acceptable) within **90 days prior** to the scheduled release date, if an extension is needed. Faculty approval is not required for the extension.

## 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** need to approve availability options for ProQuest.

### 7.1 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.

## 7.2 “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 free copies of your thesis or dissertation available to the entire Internet, so you may be paying extra for a service you do not need.

## 7.3 Embargo

An embargo means the ETD is utterly unavailable in any way, shape or form. This is not the same thing as UNT’s restriction policy (see section 6.2 herein). 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. Their number is 800-521-0600.

***If you have not opted in to ProQuest, then do NOT select an embargo option! ProQuest cannot embargo what they never receive.***

## 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 will contain 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:

1. You are sent a Vireo email, stating that your submission has been received. This email is sent ***either*** to your campus UNT address or the alternative permanent address you entered during the submission creation process. 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 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 herein for more information.

## 10. Commencement

About 3 weeks prior to commencement, the Graduation Coordinator sends the approved graduation packets to the Registrar. The Registrar will send a confirmation letter and commencement packet to the mailing address on record in the student portal, <https://my.unt.edu> – you are strongly encouraged to review the information in the portal and update it if necessary.

The best source for all information about commencement and/or recognition ceremonies is the [Commencement webpage](#) hosted by the President's office.