



Email: TheGraduateSchool@shsu.edu
Phone: (936) 294-2408
Main Campus: Templeton Building

The Graduate School
Sam Houston State University
A Member of the Texas State University System

Vireo and ProQuest Publication Policy

Sam Houston State University (SHSU) publishes theses and dissertations electronically through [Vireo](#) and [ProQuest](#).

Once a thesis or dissertation is approved and submitted through Vireo, it cannot be edited or changed unless there is personal information about the graduate candidate or any study participants (i.e., phone numbers, addresses, etc.).

Graduate candidates must contact the Thesis/Dissertation Specialist or Digital Librarian (Newton Gresham Library) to request a change to their published work including the reason for the requested changes.

Name Change on Publication

SHSU is required to use students' legal names for all SHSU official documents (i.e., diplomas, transcripts, etc.); however, the Registrar's Office offers a [Name Change Request Form](#) for students. This form can be used to update a student's name if (1) they have legally had their name changed or (2) they want to use a preferred name.

If a graduate candidate has legally changed their name, they can submit a request to have their name updated on SHSU official documents.

If the candidate has not legally changed their name, they can submit a request for a preferred name change. The preferred name change will only update the candidate's name on unofficial documentation (i.e., class rosters, email addresses, etc.).

Regarding publishing theses and dissertations in Vireo and ProQuest, The Graduate School has adopted the "Preferred Name Change" policy for transgender and genderqueer graduate candidates. Candidates can use their new name on the final draft of their thesis or dissertation and on their Vireo submission once the draft has been approved. To ensure The Graduate School is complying with SHSU requirements/policies, transgender and genderqueer graduate candidates are asked to include their deadname in parenthesis on both their final draft and Vireo submission.

The candidate should notify the Thesis/Dissertation Specialist about the request to use their new name.

Embargo Policy

In certain cases, SHSU recognizes the sensitivity of information in theses and dissertations and allows for an embargo to be placed on them to permit candidates time to further their research interests. An embargo allows a thesis or dissertation to be withheld from being published digitally for a limited time in SHSU's Institutional Repository and ProQuest. This provides candidates time to seek publication as a monograph, in academic journals, or to acquire a patent.

If a candidate is unsure if an embargo is needed, they should consult their committee chair or advisors.

Candidates must submit an [*Embargo Request Form*](#) (temporary and permanent) in order to be approved for an embargo.

Candidates are not required to submit an Embargo Request Form unless needed.

Embargo Options

The criteria for embargo requests are based on necessity. One-year and two-year embargos are the most common embargo as they delay thesis/dissertation publication in SHSU's repository, so the graduate candidate has time to submit portions of their research as articles in academic journals. Those seeking patents on research also qualify for this embargo. Permanent embargos are usually reserved for grant-funded research and for candidates who intend on publishing their thesis/dissertation in its entirety as a book or novel; this is usually used by those whose research is considered a creative work.

- One-Year and Two-Year Embargo – This embargo type delays the electronic publishing of a thesis or dissertation between one and two years. Candidates who wish to submit and publish parts of their thesis or dissertation in academic journals, monograph, or apply for patents would benefit from a One-year or Two-year embargo.
- Five-Year Embargo – This embargo is special request only. Candidates must have justification above what's needed for the One- and Two-year embargo. This embargo request will be considered on an individual basis and reviewed and approved by the Dean of The Graduate School.
- ProQuest Embargo – This embargo must be completed in conjunction with the one-, two-, and five-year embargo to ensure the thesis or dissertation is not published on ProQuest before the temporary embargo ends.
- Permanent Embargo – A thesis or dissertation with a permanent embargo is never published electronically by the University. This embargo is for those who plan to publish their thesis or dissertation in its entirety, such as a book or novel. Candidates, with permission from their committee chair, must submit their request for a permanent embargo to the Dean of The Graduate School. A decision is communicated to the Thesis/Dissertation Specialist from the Dean of The Graduate School and then to the candidate. A physical copy is kept in Newton Gresham Library's closed stacks. A digital copy is kept for preservation purposes, but never made available to the public. Students

and faculty should carefully consider this decision because, apart from extenuating circumstances, a permanent embargo cannot be reversed.

The Graduate School's criteria for embargo requests are not hard-set; meaning, candidates can have reasons for an embargo outside of what is stated above that may be approved.

The University has asked for nonexclusive distribution rights to your document. In other words, even if a candidate's document is published through the SHSU Institutional Repository, they still have all rights to it, including publication. To understand more about these rights, see a copy of the [license](#).

Temporary Embargo Extension

If more time is needed to submit parts of a thesis or dissertation to an academic journal or are still in the process of obtaining a patent, the graduate candidate can extend a temporary embargo.

Candidates are required to contact The Graduate School or Newton Gresham Library to request the extension before the temporary embargo ends.

Candidates cannot request to replace a temporary embargo with a permanent embargo.

[Updated: August 16, 2022]