## Table of Contents


- History
- Embargos
- Caution

Thesis and Dissertation Publication through ProQuest/UMI as a Component of the Colorado State University Graduation Process

- Timeline
- Defending and Submitting
- ProQuest/UMI Reprint Sales
- ProQuest/UMI Publishing Agreements
- Professional/Academic Journals and ETDs

Authorship

- Role of the Advisor
- Copyright verses Academic Authorship
- Faculty and Staff Manual, Section J
- Advisors/Labs, and Copyright

Acknowledging the Relationship of Previous and Forthcoming Publications to the Thesis/Dissertation

- Footnotes and Credits

Theses and Dissertations: Intellectual Property and Copyright Overview

- Copyrighting a Thesis or Dissertation
- Copyright Issues and Data Rights
- Copyright Authorship = Copyright Ownership
- Copyright Clarifications
- Fair Use under Copyright
- Plagiarism and Copyright
- Patents
- Patent Distinctions
- Types of Patents
- Colorado State University Policies
- Exceptions
- Trademarks
- Visual Art and Musical Works

Index of Online Links

Appendix A

The information presented in this Thesis and Dissertation Publishing Plan, Embargo Information and Intellectual Property Guidelines is intended to help inform graduate students and others about issues associated with the preparation and publication of a thesis or dissertation at Colorado State University. The information provided is an overview and there may be discipline specific or other guidance or requirements that are not addressed in this guide. Additionally, while this guide contains general information about coordinating publication of a thesis or dissertation with a journal publication, such publications are not the focus of this guide and questions about journal publications should be directed to an academic advisor or department.

History of the ETD

Historically a thesis or dissertation was published by placing an indexed print copy in the CSU library. Today, CSU, like most colleges and universities has arranged for student theses and dissertations to be published electronically – this is known as the “electronic thesis or dissertation” or ETD. ProQuest/UMI is the ETD publisher for CSU. CSU theses and dissertations are also made available in the Digital Collections of Colorado database which is open access and available through the Internet.

Embargos

The advantage of ETDs is that the thesis or dissertation is much more accessible. The disadvantage is that such accessibility can create or exacerbate actual or potential conflicts with other proposed uses of materials contained in the ETD – whether it be in a future academic publication or use of commercially sensitive information provided by a sponsor. To address this, students, in consultation with their advisors, may embargo their theses or dissertations to protect sensitive information or publication rights. An embargo is a tool that can be used to delay dissemination of the thesis or dissertation through ProQuest/UMI and Digital Collections of Colorado.

If it is determined that an embargo is not a good option, a “clean” version of the thesis or dissertation can be prepared that omits sensitive information. The thesis or dissertation that is eventually submitted to ProQuest/UMI will be the edited one that omits the sensitive information. The complete version of the thesis or dissertation will only be viewed by the student’s committee and will not be published so as to protect the confidentiality of the sensitive information.

Students may embargo their work for up to two years. To initiate the embargo process with ProQuest/UMI, students first submit CSU Graduate School GS-30 and GS-31 forms to the Graduate School Office. Forms and copyright information are available on the Graduate School website. The web address is shown on page 10 of this document. Specific publishing and copyright questions can be addressed by Senior Legal Counsel Linda Schutjer or by CSU Libraries Assistant Dean Dawn Paschal.

Linda.Schutjer@colostate.edu
Dawn.Paschal@colostate.edu

Example: A natural gas company funds research which forms the basis for a thesis. The thesis gives the location of a number of promising drilling sites identified as part of the research. The company requests that the thesis be embargoed for a year to allow them to acquire rights to these sites. With the consent of the student, advisor and CSU administration the decision is made to honor this request.
Thesis and Dissertation Publication through ProQuest/UMI as a Component of the Colorado State University Graduation Process

Timeline

As you proceed toward your degree, your advisor and committee will provide advice and supervision as you write your thesis or dissertation, assist you to set a final exam defense date, and discuss with you the process and scope of the defense. The following guidance is available on the Graduate School Website to assist you in planning, with specific web addresses listed on page 10 of this document. It is suggested that you review these items at the appropriate time in your degree program.

- Steps to a Student Degree
- Deadlines for Graduate School Forms
- Thesis/Dissertation Formatting Guide
- Electronic Thesis/Dissertation formatting tips
- Open Lab on Formatting

Defending and Submitting

After defending the thesis or dissertation, submit the report of the final exam to the Graduate School using GS Form 24. It is the student’s responsibility to submit this form within two working days after the student is notified of exam results.

Committee members sign the GS30 Thesis/Dissertation Submission Form when editorial changes are complete and when the document is to be submitted to ProQuest/UMI and Digital Collections of Colorado through the Colorado State University Libraries Electronic Thesis and Dissertation (ETD) submission website.

Step-by-step instructions for electronic submission are provided on this site.

ProQuest/UMI Reprint Sales

Both ProQuest/UMI and Digital Collections of Colorado are given a limited non-exclusive license to distribute their electronic copies of CSU ETDs. The student authors retain the copyright in the

Caution- Commercial Publishers

Be wary of unscrupulous publishers who offer students the opportunity to publish with them for a fee paid by the student. Students may be required to transfer their copyright to the publisher. This could negatively impact or prevent further publication of thesis or dissertation chapters.

Caution- Plagiarism

Writing independently during this process is critical, as is referencing and footnoting carefully to avoid plagiarism. The Writing Studio is CSU’s online writing guide to help you fully understand and avoid plagiarism, while The CSU Library provides another online resource called iThenticate. iThenticate connects to software that allows you to check your work for plagiarism. Note that once you have written and published a work, if you use materials from that prior work in a new work without proper citation, you may be guilty of “self plagiarism.” This applies whether you are the sole author of that prior work or one of a number of authors. Proper citation of your prior works is discussed below. With respect to citations of others’ works, citation practices can vary depending on discipline. If you are unsure how or what to provide a citation to, check with your advisor.
content as it is written and all other rights they may have in the materials.

Without an embargo, theses and dissertations are automatically added to ProQuest/UMI’s Theses/Dissertations database. When the student submits to Proquest/UMI, a separate deposit agreement for the Digital Collections of Colorado (DCC) will appear. The ETD will automatically be delivered to DCC by ProQuest/UMI at a future date. The DCC database is open access.

ProQuest/UMI may distribute or sell reprints of their formatted version. If ProQuest/UMI sells a reprint of the student’s work, and the student has signed a Traditional Publishing Agreement, the student will receive a royalty share in the event of a sale of a reprint. If the student has signed an Open Access Publishing Plus Agreement, the student will not receive a royalty. These agreements are discussed further below.

**ProQuest/UMI Publishing Agreements**

When a student submits a thesis or dissertation to ProQuest/UMI, the student chooses a publishing agreement. There are two types of agreements, Traditional and Open Access Publishing Plus.

The Traditional Publishing agreement is at no cost to the student. The student’s work is available to approximately 3,000 institutions that have a ProQuest/UMI subscription, which provides access to the Dissertations and Theses database. Subscribers may purchase a student’s work. If the student’s work is sold, the student will receive royalties according to ProQuest/UMI’s policy.

The Open Access Publishing Plus agreement costs the student $95. It is a one-time fee that funds continued hosting of the student’s work for online public access. No royalties are available to the student with this option, as the ETD is made available to the public so anyone with online access will be able to open, read and download open access dissertations and theses at no cost.

Extensive information and links regarding publishers, copyright, ownership and fair use are available through the CSU Libraries’ copyright information resources.

**Professional/Academic Journals and ETDs**

In many disciplines it is acceptable for students to include published journal articles they have authored as chapters of their ETD. If that is anticipated, students should contact the publishing company to explore its publication and copyright policies before publishing in a journal and before publishing with ProQuest/UMI as part of CSU’s electronic thesis and dissertation publication process. Publishers may allow students to retain their right to reuse published content in their electronic thesis or dissertation submitted to ProQuest/UMI and the Digital Collections of Colorado, others may not. To avoid unpleasant surprises, student authors should determine what if any use limitations will be imposed as a result of publishing portions of a planned ETD with a professional or academic journal.

Publishers often require that they have the copyright assigned to them as part of the agreement to publish. However, an author who signs away his or her rights may not thereafter use the work without approval of the new copyright owner. Therefore, if a student has already had a portion of his or her thesis or dissertation published in a journal, it will be necessary for him or her to write to that journal and obtain written authorization to use the material in the thesis or dissertation before that thesis or dissertation can be published. It is best to negotiate retained rights up front with the publisher. This avoids last minute requests that can hold up publication of a thesis or dissertation.
Authorship

Role of the Advisor

It is critical that students and advisors work from common points of view during development of scholarly work, so students should discuss authorship with their advisor early in the thesis/dissertation process. It is expected that the student will be the sole author of the student’s thesis or dissertation.

The Academic Faculty and Administrative Professional Manual’s CSU Libraries’ copyright information resources, requires that scholars of any level “recognize fairly and accurately the extent of the contribution of others to one’s professional work.”

Students are the sole authors of their thesis or dissertation, and retain sole copyright and ownership of the final document. Thus, it is the right of the student to grant consent for others to use written content from the thesis or dissertation, even if an advisor requires changes and edits the work.

Copyright verses Academic Authorship

Authorship as defined under copyright law may be different than authorship norms in academia. To be an “author” under copyright laws, the individual must make a meaningful written contribution to a publication. Providing advice, editing, or access to data or other information does not rise to the level of “authorship.” Additionally, co-authorship for purposes of copyright law can only arise where a joint publication is agreed to at the inception of the work. Thus, even where there is extensive editing by another person of an author’s work, it is unlikely this would qualify as co-authorship.

Faculty and Staff Manual, Section J

While the author of a work is generally considered to be the owner of the copyright, this can vary by policy. At CSU, Section J of the Faculty and Staff Manual establishes copyright ownership for works created as part of a CSU employee’s paid employment at CSU. As ETDs are not written as part of a student’s employment at CSU but rather in his/her role as a student, Section J should not apply to ETDs.

Advisors/Labs, and Copyright

If a thesis or dissertation has been written based on work performed in an advisor’s laboratory, the student author is the copyright holder even though materials or data from the laboratory form the basis for the thesis or dissertation. However, the materials and data do not become the property of the student just because they are included in a thesis or dissertation. Only the specific language or unique presentation used with respect to the materials and data are covered by the student’s copyright. If an advisor or other faculty member is concerned about this, they can ask that a student share the student’s rights in the copyrighted thesis or dissertation. This can be accomplished by signing the Copyright Sharing Agreement. (See Appendix A for this document.)
Acknowledging the Relationship of Previous and Forthcoming Publications to the Thesis/Dissertation

Footnotes and Credits

If a chapter or chapters within a thesis or dissertation have been published prior to their publication with ProQuest/UMI and DCC, the student must provide an explanation that describes the relationship of the journal article’s content and authors, etc. in the content within the respective thesis or dissertation. The same applies if the chapter or chapters have been accepted for publication and will appear in the journal after the thesis or dissertation is published with ProQuest/UMI and DCC. The explanation must occur in the form of a footnote on the chapter or major heading pages as appropriate and as outlined in the Graduate School’s Thesis and Dissertation Formatting Guide.

An appropriate footnote example for both situations is shown in the boxes, column right.

Please refer to publisher policies for guidance. Some publishers will simply require an acknowledgement of the published source that includes a bibliographic citation. A link to either the journal home page or the article’s digital object identifier (DOI) may also be required.

By policy, CSU claims rights in all data created by faculty or staff at CSU. Faculty, staff or students who leave CSU may take copies of lab notebooks and the like but the original data remains at CSU absent other arrangements being agreed upon.

Theses and Dissertations: Intellectual Property and Copyright Overview

Copyrighting a Thesis or Dissertation

Copyright in the United States is automatic and there is no need to register with the US Copyright Office. This means that U.S. Copyright Law automatically protects a thesis or dissertation after it is written. However, at CSU, student authors are required to include a copyright notice in their theses or dissertations with this format: Copyright © 2014 by (your name here.) A sample page can be found on the Graduate School’s website.

Copyright Issues and Data Rights

Copyright protects the unique or original way someone has expressed an idea. Ideas or facts themselves cannot be copyrighted. This is why data itself is not protected by copyright.

Figures

Figures can present special challenges as they are often factual representations of data points with few or no “creative” elements. Notwithstanding this, it is best to treat them as protected by copyright when using them in a thesis, dissertation or other publication. This means using proper citation practices. With proper citation, use of a figure in an academic publication should not require permission of the person who created the figure. However, journal publishers will often require that permission be obtained even when not legally necessary as a condition of publication.

Footnote Example – Previously Published:

The first aim of this work was the identification of β-endorphin expression in the mouse retina. Standard immunohistochemical and histological techniques were utilized in the characterization of β-endorphin immunopositive cells in transgenic and wild type mouse retinas. This chapter includes the complete published manuscript for this aim, β-endorphin expression in the mouse retina (Shannon K. Gallagher, Paul Witkovsky, Michel J. Roux, Malcolm J. Low, Veronica Otero-Corchon, Shane T. Hentges, Jozsef Vigh, Journal of Comparative Neurology, 2010). My contributions to this publication included performing and optimizing the vast majority of all immunohistochemistry (IHC) preparations using mouse retinal tissue, imaging and quantification of all retinal IHC preps and writing much of the manuscript.

Table and figure numbers have been modified to reflect that they are specific to this chapter, e.g. figure 1 is now figure 2.1. This article is reproduced with permission, and only minimal modifications were made to meet formatting requirements. No other modifications were made, as per the licensing agreement (copyright clearance: Appendix III).” (from Gallagher, Shannon (2013). µ-Opioid System in the Mammalian Retina, CSU Doctoral dissertation. Chapter 2, p.13. ProQuest/UMI).

Footnote Example – Publication Anticipated:

Expression of ideas must be in writing or otherwise fixed or recorded. This is why an advisor’s verbal advice or direction, even if incorporated by a student into a thesis or dissertation, does not give the advisor any copyright ownership in the thesis or dissertation.

Under CSU policy, in most cases, copyrighted works belong to those who are responsible for the actual creation of such works. The author is the person who has put fingers to keys or a pen to paper. The authors of copyrighted materials can use those materials freely – including reproducing them in another manuscript or writing.

*However, these reproductions must be referenced, or issues of self-plagiarism may arise.* If an individual wants to use another’s copyrighted materials, one is typically required to ask for permission.

**Copyright Authorship = Copyright Ownership**

The student who wrote the thesis or dissertation automatically owns the copyright to that work. The law does not require the author to register the work or make any formal claim of copyright ownership such as including a copyright notice (though CSU requires this action for theses and dissertations).

**Copyright Clarifications**

To clarify, copyright only protects the unique way that data or information is interpreted and presented. It does not protect the data or information itself. The only way to protect raw data or information is to retain it as a confidential trade secret. Otherwise, anyone is legally allowed to utilize data or information that is published. Any use of the unique way such data or information is presented is not allowed without proper attribution or permission.

Despite the legal distinctions between data and information, and the unique interpretation and presentation of that raw material, academic ethics require that proper credits are assigned to the individual(s) who created or gathered the data or information.

If a faculty member wishes to use data or information created by a student, or published in a student thesis, that faculty member can use the data as long as subsequent interpretations and analyses are unique, and the student’s efforts are acknowledged.

**Fair Use under Copyright**

Use of copyrighted material in electronic theses and dissertations (ETDs) (e.g., maps, figures, tables, etc.) without permission is acceptable under copyright law if such use is consistent with the Fair Use requirements. Fair Use is a “safety valve” in the copyright laws. It allows for limited use of others’ copyrighted works without their permission. Fair Use will generally permit use of limited portions of materials authored by others in an academic writing such as a thesis or dissertation without the need for prior permission or payment to the author/copyright owner.

**Plagiarism and Copyright**

While Fair Use may permit the legal use of materials authored by others without first seeking their permission, that use must always be properly acknowledged. Whether a student is directly copying a few sentences from another source (“quoting”) or paraphrasing a unique idea, the student should provide a reference to the source of the materials.

Failure to properly acknowledge the works of others, even if one is allowed to use them under copyright laws, constitutes misconduct and is a very serious issue. It is a good idea to run a thesis or dissertation through plagiarism detection software to identify unintentional (or intentional) plagiarism which can then be resolved before publication. See page three for more information about plagiarism.

**Patents**

A patent is an intellectual property right granted by the Government of the United States of America to an inventor “to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States,” for a limited time in exchange for
public disclosure of the invention when the patent is granted.

**Patent Distinctions**

There are three types of patents as defined by the United States Patent and Trademark Office:

**Types of Patents**

- **Utility patents** may be granted to anyone who invents or discovers any new and useful process, machine, article of manufacture, or composition of matter, or any new and useful improvement thereof.

- **Design patents** may be granted to anyone who invents a new, original, and ornamental design for an article of manufacture.

- **Plant patents** may be granted to anyone who invents or discovers and asexually reproduces any distinct and new variety of plant.

Source: [http://www.uspto.gov](http://www.uspto.gov)

**Colorado State University Policies**

Under CSU’s policies, patents that arise out of the work of CSU faculty, staff or other employees, including student employees (e.g. graduate assistants), in the course of their employment or with substantial use of University resources belong to CSU and must be disclosed to our patent agent, Colorado State University Research Foundation (“CSURF”).

CSURF will evaluate the disclosure and determine whether to return the patent rights to the faculty or staff member or pursue patent rights on behalf of the University. Patents held by the University are licensed out by CSURF and any royalties shared between the inventors, their Department/College and the Vice President for Research. CSURF also retains a portion of royalties to cover expenses associated with their work. Patents that arise solely out of the work of uncompensated students will rest with the students unless they made substantial use of University resources.

There may be multiple inventors on any patent. Inventorship is a question of fact and no one who is not an actual inventor may be listed as an inventor as a courtesy. By the same token, failure to include everyone who is actually an inventor can void the patent.

**Exceptions**

There is no formal “fair use” exception under patent law. Further, if you recreate something that is already patented, even without knowledge that such a patent already exists, you will be infringing on the patent holder’s rights and may be sued. Patent rights need to be licensed before they can be used (which is called “practiced” in the patent law arena.) The right to practice a patent can be granted on an exclusive or non-exclusive basis, which can be further limited by “field of use.” For example, you can use a technology in cars but not in airplanes since someone else has the license for airplanes.

**Trademarks**

A trademark is generally a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than goods.

A trademark cannot stand alone. It must be associated with an existing good or service. CSU has many trademarks and has established design guidelines that must be followed for proper use.

An example of a CSU trademark is the CSU Rams head. If someone wants to make use of this mark, they must seek a license from CSU and may be required to pay a license fee. There are limited fair use rights for trademarks – generally for commentary or satire.

Uses that don’t fall under the limited fair use rights or for which there is no license will constitute an infringement and could lead to legal action. Trademarks don’t necessarily have to be filed for and can develop over time based on use. However, the better practice is to file for protection either at the State or Federal level.
For more detailed information, see Colorado State University’s Contracting Services website, which includes detailed information and frequently asked questions on these topics.

A complete listing of links to sites mentioned in this document can be found on the following page.

**Visual Art and Musical Works**

The laws of copyright with respect to visual arts, paintings, drawings, prints, sculptures and photography are similar to those applicable to written works. Artists do hold some additional rights in their works which protect the integrity of their works existing in a single copy or in a signed limited edition of 200 copies or fewer. The work of visual art must be of “recognized stature” -- usually determined by a court. If this protection exists, the author of a visual work has the right to have the work attributed to them (or not if they prefer). The visual work is also protected against intentional distortion, mutilation or modification of the work if it is likely to harm the author’s reputation during their lifetime.

Copyright laws with respect to musical works are very complex, confusing and largely outdated. Musical works are comprised of the written music composition and accompanying lyrics and the sound recording of a performance. To the extent the sound recording is used as part of a video, that is an additional work. Each of these works requires its own copyright permission before the work can be used. The musical composition (notes and words) are managed by music publishing companies in most cases. The sound recording will be managed by the record label. If a performer wants to perform (cover) a musical composition, they will need to obtain and pay for mechanical rights through the government’s compulsory license program. With a mechanical license, the work can be performed, an audio recording can be made and the recording can be distributed. If you want to use the sound recording of your cover of a song as part of a video, you will need to obtain a synchronization license generally this is obtained from the songwriter or the music publisher. Sound recordings can be licensed from the music publisher to be used as well whether as a whole work or as a small “sample” to be used in another work. There is no rule that allows for music sampling without permission and the owner of the copyright in a sound recording is not obligated to give you permission to use any part of that recording.

Given the complexity of identifying who needs to give you permission, if you plan to use recordings as part of a work you are creating at the university (or elsewhere), you should start working on permissions a few months in advance of when you plan to make use of such recordings. You should contact all individuals who may have some type of relationship to the music in which you are interested and negotiate any fees and rights that are applicable to your situation. There are a number of websites that contain music that has been made available for use under Creative Commons type licenses. These can be a valuable resource where time or money is tight.
Index of Online Links

(Copy and paste these links into your browser if they do NOT connect when you click)

Thesis/Dissertation Form (GS-30)
http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx

Electronic Thesis/Dissertation Embargo Restriction Request (GS-31)
http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx

Library Contact:  Dawn Paschal, Assistant Dean  Dawn.Paschal@Colostate.edu

Legal Questions:  Linda Schutjer, Legal Counsel:  Linda.Schutjer@Colostate.edu

Detailed information on Electronic Theses/Dissertations (ETDs)
http://lib.colostate.edu/etd/etd-frequently-asked-questions

Electronic Thesis/Dissertation Copyright information
http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/

Steps to Student Degree
http://www.graduateschool.colostate.edu/current-students/steps-to-your-degree.aspx

Deadlines:  Graduate School Forms
http://www.graduateschool.colostate.edu/current-students/student-resources/

ETD Formatting Tips

ETD Workshop
http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/

Open Lab on Formatting

Plagiarism Information Resources
http://writing.colostate.edu/guides/guide.cfm?guideid=17

Ithenticate, CSU’s Anti-Plagiarism Software
http://libguides.colostate.edu/ithenticate

Electronic Submission Instructions
http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/

Academic Authorship:  Code of Ethical Behavior
http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.9

Footnote Formatting Guide
http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/

Copyright Information Sample Page
http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/
Copyright Sharing Agreement

This Agreement is made between [Full name and Address] (“Advisor”) and [Full name and Address] (“Student”):


2. Student’s Grant. At Advisor’s request, Student has agreed to grant and hereby grants Advisor a perpetual, royalty free, non-exclusive license to share Student’s right, title and interests in the Work, including without limitation, the right to: (a) print, publish, display, duplicate or modify the Work, in whole or in part, worldwide; (b) in any media now knows or hereafter developed; and (c) without any obligation to account to Student for any royalties or like payments received.

3. Attribution of Student. In consideration of the grant, Advisor agrees to acknowledge Student’s authorship where appropriate in Advisor’s use of the Work.

4. Entire Agreement; Modification. This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, supersedes any and all prior understandings and agreements, oral and written, relating hereto, and may be amended at any time only in a writing signed by both parties.

IN WITNESS WHEREOF, Student and Advisor have executed this Agreement on this______day of_______. 20____, as set forth below.

ADVISOR: 

______________________________
(Signature)

______________________________
(Printed Name)

STUDENT:

______________________________
(Signature)

______________________________
(Printed Name)