



Vireo Submission Guide

[Release date: Summer 2024]

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 the Graduate Reader during regular business hours (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 – as noted above, you do not need to complete it at 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. 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.

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. Information and/or Files Needed to Create Vireo Record

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:
 - **Primary file** (required) – This is a PDF of final approved thesis or dissertation.

This must be the absolute final version, with all edits included. Do not place any kind of protection on this file, that would prevent access or changes to the file.

- **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 upload 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. “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 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. [Key: **Yellow highlight = location**; **green highlight = full citation**; **turquoise highlight = publisher name**; **grey highlight = permission information/documentation**. **IMPORTANT:** You cannot use colors in the Vireo text box – they are added here so you can see exactly what I am looking for.]

- **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 and archiving the ETD collection. At the same time your Vireo status is updated to “Under Review,” TGS Graduation Division will notify Student Accounting that the fee needs to be posted to your account. You are sent 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

Beginning with the Fall 2023 submissions, students are required to accept both the UNT and the ProQuest license agreements. If you do not, you will receive an error message at the top of the page. You cannot move forward with the Vireo record until you accept both license agreements; however, you will be given an opportunity to opt out later in the Vireo submission process [see section 7(ii)].

License Agreement

- You must agree to the ProQuest license agreement before continuing

License Agreement

You must agree to the non-exclusive license below in order to continue:



8. Availability Options

After you agree to both licenses and click the “Save and 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, Vireo will give place an error message at the top of the page.

Document Information

Instructions:

In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

- Please choose a default embargo option
- Please choose a proquest embargo option



An embargo prevents any and all users from viewing or downloading the PDF, for the duration of the selected embargo period. The availability options are:

- None [both UNT and ProQuest]: The file will be immediately and openly available to all users upon publication.
- UNT embargo choices: 6 months, 1 year, 2 years, or 5 years
- ProQuest embargo choices: 6 months, 1 year, 2 years, Opt-Out

These are discussed in more detail in the following sections.



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 location.

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: At the time of submission, students will select one of four embargo periods: 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. (see table below)

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. 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. 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.

| | December | | May | | July | |
|---------|-----------|--------|------------|--------|------------|--------|
| | 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, i.e., the year the student's degree is conferred

(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 change that.

*** ProQuest Embargoes**

You must select one of the options below. Your selection will need to be approved by your major professor/advisor, so be sure to discuss your selection with them ahead of time.

None: The work will be published after approval.

6-month Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for six months from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

1-year Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for one year from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

2-year Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for two years from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

ProQuest Opt-Out: Selecting this option means that a copy of your work ***WILL NOT*** be deposited with ProQuest, at all, in any way. The Graduate Reader will amend your Vireo record after submission is confirmed, to reflect this choice.



If you select this option, the Graduate Reader will update your Vireo record (see next figure), then send a confirmation email from Vireo to advise you that it has been done.

| Name | Action | Time |
|---------------|--|------------------------|
| Jill Kleister | LICENSE file 'PROQUEST_LICENSE.txt' (5 KB) removed | 17/08/2023 10:01:07 AM |
| Jill Kleister | UMI Release changed to 'No' | 17/08/2023 10:00:53 AM |
| Jill Kleister | Custom action ProQuest Opt-Out set | 17/08/2023 10:00:36 AM |

The confirmation email urges students to log back into Vireo, to check that all is correct. When you log back in, at the bottom of the View Application page you will see the “Submission Action Log.” Actions are logged in with the most recent at the top of the list. 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.]

9. Faculty Approvals

In Vireo, availability options selected by the student must be approved by the major professor. After a student confirms their submission, an automatic Vireo email is sent to the major professor, which contains a direct link to the faculty interface for your submission. Your professor will review the version and availability options, then record approvals.

10. 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 records approval of 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 (“Under Review”) cannot begin until after **THREE** conditions are met:

- (1) You have an active graduation application on file **AND**
- (2) Your major professor approves your Vireo submission [both version and availability options] **AND**

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

All three conditions must be met in order for your Vireo status to be changed to “Under Review.” When these 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.

11. 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 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 the TGS Graduation Coordinator or the Registrar, not the Reader.