

THINGS TO KNOW ABOUT PROQUEST/UMI AND YOUR DISSERTATION

1. BMC requires all of its Ph.D. holders to publish their dissertations fully or in part and offers the following publication options.

a. Upload the dissertation to Proquest/UMI for immediate release

b. Provide to the GSAS a copy of a published article from a refereed professional journal or a book at the time of graduation in lieu of uploading the dissertation to UMI. The GSAS office will record that you have fulfilled your publishing requirement and forward your publication to Canaday Library for cataloguing.

2. Students who upload their dissertations to UMI are permitted to embargo their dissertation for up to two years. This means that you must upload your dissertation to UMI and choose the two-year embargo as an option. UMI has other time choices available, but those are for other Colleges. Don't short-change yourself by choosing a six-month, or one-year option. Choose the two-year option.

a. If you choose a two-year embargo, your time clock starts the day you upload your dissertation, not the date of Commencement. It is your responsibility to keep track of your two-year clock.

b. You may contact UMI for a one-year extension only if you have a publishing contract in hand, and the publication will not be released until after your embargo deadline has expired. You must allow UMI at least two weeks prior to your two-year deadline in order to process your extension. Once a dissertation has been released from an embargo, it cannot be suppressed again.

3. The GSAS office will attempt to contact you once prior to your embargo deadline. Please keep your email address current with the Alumnae/i Office so that you will be able to receive a reminder that your embargo deadline is approaching.

4. The College is interested in your scholarly work. If you publish after graduation, please provide the GSAS Office with a copy of your work. It will be forwarded to Canaday Library for cataloguing.