

E. Submission and Embargo Period

- Submission Theses.

Graduate students must provide the Archives and Special Collections department with their thesis for verification and correction 3 weeks prior to the submission of their final grades.

Once approved, they are kindly asked to provide the Library Archives with one soft copy in PFD format of the final approved manuscript of the thesis for format verification and archiving. Each copy should include the three completed and signed forms: "[Thesis Approval Form](#)", "[Plagiarism Policy Form](#)" and "[Thesis Copyright Form.](#)"

The Archives will issue a Library Clearance form upon receiving the soft copy of the thesis with the three signed forms.

Once the student submits its Theses, it will be available as follows:

- ✓ The full-text will be openly available in the LAUR, the library's digital repository at a unique permanent URL.
- ✓ A description will appear in the library catalog with a link to the full-text in the LAUR.
- Restricting access to your thesis known as "embargo period"

While Open Access is the default, you have several options for restricting public access to your thesis. A period of embargo may apply to theses that contain material that is confidential or sensitive, or if the student anticipates that immediate publication will have an adverse effect on subsequent publication opportunities. The length of the embargo should be limited to a maximum of 3 years after that period the thesis will be automatically open access to the public. Any request to delay publication must be well-justified and made before you submit your thesis to LAUR. You will need to get permission to embargo or restrict the dissemination of your thesis. You will need to validate the reason for your request and receive approval from the required persons/authorities. During the embargo period if someone wants to view the thesis, they can request access through the library. You will be notified by email. You can then grant access to your thesis or not, as you chose.

Applications for embargoes are to be made through the thesis advisor to the Dean of the school using the "[Thesis Embargo Form](#)". (Refer to the Forms section).

You can place an embargo on your e-thesis if any of the following apply:

- ✓ Commercial Contract: The contract with your sponsor states that the research must remain confidential for a given number of years.
- ✓ Patent Pending: The University or your sponsor has lodged a patent application on your behalf relating to a discovery/novel method in your thesis.
- ✓ Publication Pending: Publishers often request that you do not make your thesis widely available before papers or books based on your thesis are published.
- ✓ Ethical Confidentiality: This is usually considered when your proposal is reviewed by the Institutional Review Board. A thesis with human subjects may be embargoed for one or two years in order to further protect their identities or if its wide publication could endanger the physical or mental health or the safety of an individual.
- ✓ Third Party Copyright: If you have not been able to clear copyright or move unclear material.

“The Embargo Period Form” should be submitted separately to the Archives department with the thesis printed copy.

For any thesis submission or other further assistance, you may contact:

Sawsan Habre, Senior Library Archives Manager, ext. 1385

Email: swhabre@lau.edu.lb

OR

Rana Ayrout, Senior Archivist, ext.2285

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