

*University Libraries * University Graduate School* FIU Electronic Theses and Dissertations (ETD) Project

Quick Guide to Filling out the UMI ProQuest Publishing Agreement

Section III. Publishing Options & Signature

Select the publishing options below that best fit your interests and scholarly publishing obligations.

Traditional Publishing

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest/UMI in order to be eligible to receive royalties.
 - I understand that the ProQuest/UMI fee for **Traditional Publishing** is \$55 for Master's thesis and \$65 for Doctoral dissertations.
 - I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.

Open Access Publishing

- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
- I understand that I will not be eligible to receive royalties.
 - I understand that the ProQuest/UMI fee for **Open Access Publishing of Master's thesis is \$150 and for Dissertations is \$160**, and that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.

SELECT PUBLISHING OPTIONS

I want my work to be available as soon as it is published

- Yes
- No – I would like access to the full text of my work to be delayed for the following period of time:
- 6 month embargo
 - 1 year embargo
 - 2 year embargo

Note: Most institutions have delayed release (embargo) policies, please consult with your Graduate School/Program, if you need to delay the release of your work. Access to the full-text of your work will be delayed for the time period specified above, beginning from the date that we receive your manuscript at ProQuest/UMI. During this time, only your citation and abstract will appear in the ProQuest Dissertations and Theses Database (PQDT).

I want major search engines (e.g. Google, Yahoo) to discover my work.

- Yes
- No

I want my graduate work to be sold by third party retailers in addition to ProQuest/UMI.

(Note: If Traditional Publishing is chosen above, all sales are eligible to accrue royalties.)

- Yes
- No



Traditional Publishing: **YES!**

All FIU Doctoral dissertations are required to be submitted with this option for archiving and indexing purposes.



Open Access Publishing: **NO!**

All FIU graduate students are strongly advised NOT to select this option in UMI Pro-Quest because you are already published via Open Access in the FIU Digital Commons, where Google and other Internet search engines find your work daily at no cost to you!



Publishing Restrictions: **MAYBE!**

Take care in selecting the option that best suits your needs. Any restrictions you place on publishing your work in UMI ProQuest should match the options you selected for the FIU Digital Commons; otherwise your work could be available from one site while not available from the other.

If you choose "No restrictions" in FIU Digital Commons, make sure the same option is selected for your ETD in UMI ProQuest.

It is generally a good idea to leave this box unchecked, as search engine access is being provided by FIU Digital Commons anyway. Even when your work is under embargo, the citation and abstract can be found. However, if you have a patent pending on your work, you probably should consult your advisor and/or the General Counsel's Office for information and advice about disclosing work while a patent is pending.

Quick Guide to Filling out the UMI ProQuest Copyright Registration Form

PQUMI0910—DISS&THES

Copyright Registration Form -- Optional

At ProQuest, we make copyright registration easy—by submitting your application to the United States Office of Copyright providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most currently available.

How to Take Advantage of Our Copyright Service

Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation and provides certain copyright is violated. If you wish, UMI Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office to apply for copyright registration as part of the publishing process. We will prepare an application in your name, submit your application to the Copyright Office, and mail you the completed certificate of registration from the Library of Congress.

To take advantage of this service, please complete the information requested below and return this page along with the required documents.

The fee for this service is \$55.00, including the filing fee set by the U.S. Copyright Office, and is subject to change.

If you want ProQuest/UMI to file your claim to copyright, supply the information below and return this page along with the required documents.

YES; I want ProQuest/UMI to handle the application for registration of my claim to copyright, and am providing the information as follows:

I hereby request and authorize ProQuest/UMI to submit an application for registration of my copyright in the Work and receive the registration confirmation directly from the U.S. Office of Copyright.

(Indicate one):

I have NOT previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Copyright Office.

I HAVE previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Copyright Office. The previous registration was made by

_____ in

Name (print)

That registration number is _____

Previous registration number

Do I need to fill out this form?

You do not need to fill out this form to ensure that your work is protected by US copyright law. Protection comes automatically when you fix your work in tangible form (on a writing pad or computer word processor). The formality of registering your work with the U.S. Copyright Office is not necessary to establish or retain your copyright.

So, why is there a Copyright registration process then?

Copyright registration provides benefits in the event that your copyrighted work is infringed, and you wish to pursue legal remedies. Specifically, if your work is registered in advance of an infringement, you are entitled to a greater amount of (statutory) damages, including court costs and attorney fees, rather than just compensatory damages for the actual amount of harm suffered.

If I do want to register my work with the Copyright Office, is UMI/ProQuest the only way to do this?

UMI ProQuest is one service among several in the US that will register copyright for you, for a fee. You can also register your own work with the U.S. Copyright Office using a quick and easy process that costs less than most services charge. For example, a straightforward registration using the Electronic Copyright Office (<http://www.copyright.gov/forms>) costs \$35 and is payable online with a credit or debit card. Most ETD's will qualify as "literary works" and the registration process for these is pretty straightforward.