

Embargoing Theses and Dissertations:

A two-step process

Embargo is the term used to describe a delayed release or delayed availability of scholarly work. Reasons for embargoing work may include patents pending, sensitive data or pending publication.

If an embargo has been approved,
scholars must take **both** of the following steps:

KU ScholarWorks (a public KU database):

Sign the KU ScholarWorks release form and select the length of embargo.

The director of graduate studies for your department must approve the embargo sign the release form.



UMI:

When submitting your dissertation or thesis electronically under publishing restrictions, select delayed release and the appropriate length of time.

If both of these steps are not taken, scholarly work will be made publically available, even searchable though internet sites such as Google.