

FORM TO REQUEST DELAY OF PUBLICATION OF A THESIS/DISSERTATION

Background:

A core principle of publicly funded research and scholarship is that the results be disseminated and made publicly accessible as soon, and as fully, as possible. In view of this principle, the standard for graduate theses and dissertations is that they are deposited in the University research archives immediately upon final completion and approval, where they are then immediately searchable and available to the University community and wider public. In exceptional cases, students may want to delay publication of their thesis (impose what is called an 'embargo' on its release). If there is strong justification for such a delay, the Dean of the School of Graduate Studies may approve a delay in the release of the thesis for a specific period. Typically, an embargo lasts only one year. However, there may be circumstances for which a longer embargo can be considered. The maximum allowable total duration is four years. All requests to delay publication must be accompanied by a detailed explanation of the reasons for the request and a justification also for why a delay of the specific length requested is required. Requests for extension of an approved embargo will generally not be considered, and only ever with an additional compelling justification.

NOTE: The embargo pertains only to the body of the thesis but not to other basic information including: the author, thesis title, abstract and title page all of which will appear in the Library's online repository following processing of the original submission.

Justification for Embargo:

Examples of potential justifications for delay in publication include: time needed to complete and submit a significant manuscript, or to secure a publisher for a monograph/book arising from the thesis; or time needed to protect Intellectual Property.

Procedure for Requesting Embargo:

1. Complete the relevant form sections below and obtain the requisite signatures from your Supervisor and Director of Graduate studies.
2. Attach a separate page providing a detailed justification outlining the reasons for requesting a delay in publication of your thesis/dissertation and an explanation for why a duration of the specific length requested is needed.
3. Submit both documents to the SGS.
4. The request will be reviewed and considered for approval. Additional information may be needed to properly assess the request.
