

## Best Practices: ETD Embargoes

As part of the TigerPrints account metadata you will enter when you submit your ETD, you'll be given the option to **embargo** — to delay the publication of your thesis or dissertation without impacting your graduation status. A variety of situations may warrant an embargo:

- You are pursuing a patent (or plan to pursue one);
- Your research includes sensitive or proprietary content; e.g., collaborative work with a military or governmental entity or a public or private corporation;
- You've signed an agreement with a research sponsor that requires an embargo for a specified period of time, *or* a research partner has reserved the right to review your manuscript in full before it is published, as a condition for funding;
- You have submitted or intend to submit part or all of your graduate research to a peer-reviewed journal or other publication in your field whose editorial board requires first publication rights; that is, they only accept previously unpublished content;
- You intend eventually to publish your thesis or dissertation as a book with a commercial publisher or a university press.

Not sure if you need an embargo? Your advisor can help you decide.

The Graduate School permits embargoes on student manuscripts of up to one year in length, renewable for up to an additional year; however, certain circumstances may justify a longer embargo. Under current Graduate School policy (as of Fall 2021), your embargo must be approved by the Dean of the Graduate School. Please note that an embargo:

1. Requires written (email) request from your advisor to the Graduate School's [Director of Communications](#), representing the Dean of the Graduate School, per Graduate School [policy](#);
2. Should be placed when you submit your ETD, not afterward, so *please* discuss with your advisor beforehand; and
3. Cannot be requested after your ETD has been published by the Clemson Libraries (TigerPrints). You may, however, contact the [Institutional Repository Coordinator](#) to request that the full text of your ETD be removed from public view and download access.

At this time, embargo administration originates in the Graduate School and then is handled by the Clemson Library staff, following embargo policies defined in the [Graduate School Policies & Procedures Handbook](#).



## Here’s how to request an embargo (delay of publication)

When you create your TigerPrints submission account, you’ll find a **checkbox (1)** for entering your embargo request and **fields for selecting an end date (2)** — up to one year, per Grad School policy. Marking your request in your TigerPrints publishing options is step one, but per [Graduate School embargo policy](#), the request must be **filed by your advisor with the Graduate School (3)**.

**Embargo Request**

**1** Please mark if you would like your document placed under an embargo.

I would like to request an embargo

**Embargo Period**

**2** Please select the length of time you would like your document to be placed under Embargo.

Month  Day  Year

*Screenshot:  
Embargo fields in  
the TigerPrints  
ETD submission  
account.*

- 3** Have your advisor send an email to Grad School Director of Communications Jill Bunch ([jillbb@clermson.edu](mailto:jillbb@clermson.edu)) with the embargo request, length of time (up to one year, renewable for an additional year) and reason for need (patent pending, journal submission, sensitive content, funding partner review, nondisclosure agreement, etc.).

If you check the embargo box but don’t specify an end date, the manuscript reviewer will assign an end date for a 1-year embargo by default.

After you finish the submission process, please have your advisor/committee chair send an email to the Graduate School’s [Director of Communications](#), indicating the reason for the requested embargo as well as the length (a maximum of one year from the date of your graduation, which is renewable for a maximum of one additional year). The embargo request will be forwarded to the Dean of the Graduate School for official approval and you will be notified of the results.

**You are responsible for keeping track of your embargo end date, so please add it to your calendar.** You will not receive a notification from the Graduate School or TigerPrints about an upcoming embargo expiration date. If you discover that you need to extend your embargo, please contact the TigerPrints Repository Coordinator before the original end date. Exceptions to current policy around embargo limits may be considered by the Graduate School dean. Please contact the Graduate School Director of Communications if you need a longer or open-ended embargo period. Also, you are encouraged to request (by emailing the Clemson Libraries’ [Institutional Repository Coordinator](#)) that your embargo be lifted before its expiration if it’s no longer needed.

### Q: Can I request an embargo after I’ve submitted, after my ETD is accepted, or after my graduation?

**A:** Since a semester’s ETDs are released to TigerPrints for publishing and archiving following graduation, rather than at the time you get your acceptance email from Manuscript Review, you may request an embargo between the time you are accepted and the day of graduation. If your



manuscript has been accepted, and you find your TigerPrints account has been locked, please email [manuscriptreview-1@clemson.edu](mailto:manuscriptreview-1@clemson.edu) so that the reviewer can enter the embargo for you.

If you need to place an embargo *immediately* after graduation, this must happen before the next semester's classes begin (contact the reviewer at the email above).

**Q: Can I request an embargo after my ETD has been published in TigerPrints?**

**A:** No. An embargo is a delay of publication, not a retraction from publication, and cannot be placed after your ETD has been published to TigerPrints. You may, however, request a full-text retraction.

Once your work is published and archived, if you find you need to *remove the text of your ETD from full-access status*, you will need to contact Clemson's [Institutional Repository Coordinator](#). Your metadata — title, author, committee, graduation date, and abstract — will not be removed from view or from the databases. **Please note:** If your work has been published electronically and is later assigned restricted access, we have no control over search engines' links to and records of it.