

## **Definitions**

### **Previously Published Work**

A previously published work (separate studies or papers) that have been published in a book, journal, conference proceedings, meeting presentations, website, or any document that is available to the public where the student is the author or first listed co-author.

### **Publishable Work**

A publishable work is considered a separate study or paper that has been accepted for publication and is in the process of being published where the student is the author or first listed co-author.

### **Document**

A document is a final paper that is submitted to the Graduate College for the completion of a graduate program. Each of these documents are required to go through Graduate College [format review](#) prior to completion. Some examples are a thesis, dissertation, etc.

**Note:** In all document options indicated below, a complete set of citations must be placed at the end of the documents for ease of researchers even if separate reference sections appear at the end of some chapters or appendices.

Students may use no more than three previously published items in their submitted document.

### **Separate Studies or Papers where the Student is the Sole Author**

Separate studies or papers submitted as one culminating experience document should be treated as "chapters" which must form a cohesive document. Combined papers require one abstract, one set of preliminary pages, and one set of references, which may be broken into sections corresponding to the articles from which they came. Page numbers must run consecutively throughout the text and the final document itself needs to comply with the [format manual](#) standards. Students should remove any introductions from the separate studies or papers and incorporate them into a comprehensive introduction. Additionally, students should use the document introduction to explain how each chapter approaches and examines the central thesis or central database. Students also should write a comprehensive conclusion to the entire document. If any portions of the document have been published previously then, in an appendix, students must note which portions have been previously published, when, and in which journals or books.

### **Separate Studies or Papers where the Student is the First Listed Co-Author**

The Graduate College recognizes the necessity for graduate students to undertake collaborative research with a mentor and/or with other graduate students. Such collaborative research often results in co-authored journal articles and/or meeting presentations; nevertheless, the Graduate College does not allow co-authored documents.

When including previously published journal articles or meeting presentations in which the student is the first listed co-author, the student must meet the following conditions:

- 1) The article must constitute its own chapter within the culminating experience document; although, it must retain its original abstract and references;
- 2) The document must have an introductory chapter explaining how each chapter approached and examined the central thesis or dataset;
- 3) The last chapter of the document must summarize the findings of all chapters and appendices;
- 4) In a separate appendix, the student must either include signed letters from co-authors granting permission to use the articles, or a statement by the student to the effect that all co-authors have granted their permissions.

Students incorporating previously published journal articles into their documents may do so in one of two ways:

- 1) The articles may become chapters within the document; or
- 2) The articles may become appendices.

If a student chooses option 1, the format of the entire document must be uniform. If option 2 is chosen, those appendices containing the articles may be formatted per the journal of publication.

### **Separate Studies or Papers where the Student is the Second Listed Co-Author or Later**

When including previously published works in which the student is the second listed co-author or later, the student must meet the following conditions:

- 1) The article must constitute its own chapter within the document; although, it must retain its original abstract and references;
- 2) Students must include a one to two-page introduction to the document. Place it before the first chapter. In this introduction, the student must make clear their contributions to the project, including which part of the work they performed, which unique attributes they brought to the project, and their own point of view of the results. Identify and explain, as much as possible for a group effort, how each person contributed to the project. Such an introduction would guarantee that the student would receive credit for their work in the project.
- 3) The student should include a final chapter indicating what they concluded from the project, how the project has shaped their thought process for future research, and anything else their committee thinks relevant.

In a separate appendix, the student must either include signed letters from co-authors granting permission to use the articles, or a statement by the student to the effect that all co-authors have granted their permissions.

### **Using Copyrighted Work**

Copyrighted material includes tables, charts, graphs, maps, questionnaires, illustrations, photographs, literary works, media files, etc. It is against the law to reproduce copyrighted materials, in full or in part, without permission of the copyright owner. If students need to include copyrighted source material in their document, they must obtain written permission from the copyright owner prior to its use. The written permission secured from the author or publisher to use copyrighted work in the document should be included in an appendix.