

The “Content and Style Request Form” is no longer required for theses and dissertations that include previously published, co-authored, or journal-style material. Students need only adhere to the policies and formatting requirements outlined in Chapter X of the [UO Style and Policy Manual](#):

CHAPTER X: PREVIOUSLY PUBLISHED AND/OR CO-AUTHORED MATERIAL

The UO Division of Graduate Studies allows students to include previously published and/or co-authored material in a thesis or dissertation. Formatting of the ETD to conform to the style of an academic journal is also allowed under certain circumstances. However, the ETD must be a coherent and unified body of work, not just an anthology of separate studies.

A. Previously published and/or co-authored material. If you wish to include in your ETD the entirety or substantial portions of material that has been published with or without co-authors or material that is intended to be published with co-authors, you must have the approval of your committee to do so. Such material would be any text, figures, tables, or other work that is physically included or a “substantial portion of such materials,” which means more than what could normally be quoted under the “fair use” doctrine without the permission of the copyright holder. In some disciplines or situations, it may not be appropriate to allow the inclusion of published material or material with co-authors in an ETD. Your committee is responsible for these decisions.

1. You must thoroughly acknowledge the contributions of your co-authors and all other contributors to your ETD according to the standards of attribution prevalent in your field. Co-authors must be acknowledged in three places in your ETD:
 - a. **The Abstract.** Your abstract must have this concluding one-sentence paragraph beginning with an indented line,

This dissertation [thesis] includes previously published [unpublished] co-authored material.

- b. **The first chapter.** This chapter usually is an overview of the ETD and must specify which parts of the dissertation have been published with only your name and/or have been or will be published with co-authors, and co-authors must be acknowledged by name.
 - c. **The beginning of each chapter that includes previously published and/or co-authored material.** You must **specify** your contribution and acknowledge the contributions of others by name. This acknowledgment must take the form of a separate paragraph just below the title of the chapter (see Appendix D for examples).
 2. Abstracts and Acknowledgments do not appear with each article or chapter but are placed at the beginning of the ETD and are written to encompass all the articles included in the ETD.

To prevent the ETD from appearing to be an anthology of separate studies, chapters should be clearly linked by providing a “bridge” (the last paragraph of the chapter) that explains the relationship between the experiments/arguments in that chapter and those of the chapter to follow. The heading “Bridge” can be used but is not required. The final chapter of the ETD should be a concluding summary tying together all the material presented.

3. Identical text, tables, and figures cannot be repeated regardless of whether this material was present in the original article. Such material should appear only once. In subsequent chapters, refer to tables and figures by chapter number, e.g., “See Figure 2 in Chapter I” or “See Figure 1.2” (when figures are numbered by chapter).
4. Appendices may be included to give a more complete presentation of the data collected and analyzed than is often possible in the more truncated format required of a journal article. These appendices do not appear within each chapter but follow the last chapter of the ETD, before the References Cited, if it appears at the end of the document.
5. The References Cited/Bibliography may appear within each chapter -OR- at the end of the ETD. The usual presentation is a single alphabetical or numbered list of all the citations included in the entire ETD, but the list may be divided into sections corresponding to each chapter. **Comment notes should not be included within the References Cited list.** Reference entries and comment notes are two separate elements that appear in different places in the ETD. Comment notes must be placed as footnotes or endnotes for each chapter.
6. Apart from “fair use,” you must obtain permission to reproduce any material for which someone else holds the copyright (you are responsible for copyright infringements in your ETD). Note that permission to reproduce material rarely includes permission to alter it.

B. Use of a journal style. If you wish to format your ETD in the style of a specific journal(s) so that chapters may be submitted for publication with minimal changes, you may do so under the following conditions.

1. An ETD prepared in journal format style must include:
 - a. A general introduction (Chapter I) that includes an overview of how the articles (chapters) fit together into an original, integrated, and coherent body of work.
 - b. A “bridge” (the last paragraph of each chapter) that explains the relationship between the experiments/arguments in that chapter and those of the chapter to follow (the heading “Bridge” can be used but is not required), and
 - c. A concluding summary (last chapter) covering all the material.
2. Format clarification
 - a. Journal format takes precedence in matters of text style (with the additions listed in point 2 above), individual numbering of tables and figures within each chapter or article, style for headings other than chapter titles, and citation style (see item 3f below).
 - b. Division of Graduate Studies format takes precedence in matters concerning margins, pagination, font, spacing (e.g., double or 1.5-spaced text), the content and format of the prefatory pages, style for level 1 headings (chapter titles), and

placement of reference material and footnotes or endnotes.

- c. Identical text, tables, and figures cannot be repeated regardless of whether this material was present in the original article. Such material should appear only once. In subsequent chapters, refer to tables and figures by chapter number, e.g., “See Figure 2 in Chapter I” or “See Figure 1.2” (when figures are numbered by chapter).
- d. Abstracts and Acknowledgments do not appear with each article or chapter but are placed at the beginning of the ETD and are written to encompass all the articles included in the ETD.
- e. Appendices may be included to give a more complete presentation of the data collected and analyzed than is often possible in the more truncated format required of a journal article. These appendices do not appear within each article or chapter but follow the text portion of the ETD, before the References Cited section.
- f. The References Cited or Bibliography list may appear within each article or at the end of the ETD. The usual presentation is a single alphabetical or numbered list of all the citations included in the entire ETD, but the list may be divided into sections corresponding to each chapter. Comment notes should not be included within the References Cited/Bibliography list. Reference entries and comment notes are two separate elements that appear in different places in the ETD. Comment notes must be placed as footnotes or endnotes within each chapter. In-text citations, footnotes, endnotes, and the References Cited/Bibliography list must be in the style of the journal you have chosen to follow. Regardless of what style you use for your in-text reference citations (footnotes, endnotes, Blue Book, etc.), a separate References Cited or Bibliography section is still required.