

## POLICY ISSUES PRIOR TO CONDUCTING THE RESEARCH

### USE OF COPYRIGHTED MATERIAL

The author of a thesis or dissertation is expected to conform to the provisions of the copyright law with regard to quoting copyrighted materials. Because microfilm is tantamount to publication, University Microfilm International (UMI) requires that the author of the dissertation sign an agreement form certifying that the use of any copyrighted material in the manuscript, beyond brief excerpts, is done with the written permission of the copyright owner.

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less or the quotation of a few lines of verse in a work of scholarship or criticism does not require written permission of the copyright owner. However, the area of “fair use” of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. *The Chicago Manual of Style* and other style manuals provide further discussion of “fair use.” Should the student decide that it is necessary to obtain permission from the copyright owner, the usual procedure is to write the owner and obtain a written reply authorizing use of the material. If the student has already published any portion of the thesis or dissertation, written authorization from the journal(s) must be obtained before the material is used. Written copyright permissions should be provided for inspection by the Graduate Dean’s Office at the time of submission of the final draft for approval.

Software owned by a company or corporation is protected under US law. It is illegal to use, in whole or in part, any software, design, and/or documentation in any activity, including research, publications, university papers, assignments, theses, or dissertations without prior written permission from the company or corporation. If more information about copyrighted material is needed, contact the Graduate Dean’s Office, FA 3.104.

**Engineering students:** If your paper is published with IEEE, please send a letter or email requesting permission to use what has been published in your thesis/dissertation to:

Jackie Hansson, IEEE Copyright Office  
445 Hoes Lane, P.O. Box 1331  
Piscataway, New Jersey 08855-1331

Or email the permission letter to: [w.hagen@ieee.org](mailto:w.hagen@ieee.org).

**Please be sure to do this at least two weeks before you need to show it to the Graduate Dean’s Office as it takes a couple of weeks to be returned.**

### **USE OF HUMAN SUBJECTS IN RESEARCH**

The University Institutional Review Board for the Protection of Human Subjects is charged by the university president under federal law with the responsibility of protecting the rights of individuals who are subjects of any research, whether funded or unfunded, and whether on or off campus, conducted by students, faculty, or staff of The University of Texas at Dallas. Written permission must be obtained through the Institutional Review Board for the Protection of Human Subjects before any research can be undertaken involving human subjects. All research is covered, including questionnaires and observation.

Forms requesting permission to undertake a study involving human subjects may be obtained from the Office of Research Administration and Sponsored Projects (MP 3.208) or the School Dean's office. The completed forms, with signatures of authorized university officials, must be attached to the thesis or dissertation when it is presented to the Dean of Graduate Studies for approval.

### **USE OF ANIMALS IN RESEARCH**

The University Institutional Animal Care and Use Committee (IACUC) is charged by the university president under federal law with the responsibility of protecting the welfare of animals used in research. No animals may be used in research without the approval of the IACUC. Forms requesting permission to undertake a study involving animal subjects may be obtained from the Office of Research Administration and Sponsored Projects (MP 3.208) or the school dean's office. The completed forms, with signatures of authorized university officials, must be attached to the thesis or dissertation when it is presented to the Dean of Graduate Studies for approval.