

## Guide 3: Supplementary Materials Guide

There is a variety of circumstances in which an author may want to include supplementary digital materials – referred to as “multimedia” in the rest of this document – with his/her dissertation or thesis. For example, an analysis of the topography of a region might be accompanied by a computer simulated “flight” through that area. Or, a dissertation on gene sequences might include a complete gene mapping database. Obviously, neither could be included in a printed manuscript. To accommodate this, UMI Dissertation Publishing accepts paper manuscripts accompanied by multimedia on CD or DVD, and our online submission system supports uploading of supplementary multimedia as well.

### Paper Submission with Multimedia

If you are an author at a school that submits dissertations and theses in paper format, you can still include multimedia with your submission. Simply copy any relevant files to a blank CD or DVD, and include them with your submission.

#### Supporting Documents

If you are submitting multimedia on a CD/DVD, please include the following supporting documents with your paper submission, in addition to the signed publishing agreement, the optional author copies order form, etc.

- **Reprint Permission Letters:** If you are going to include multimedia material covered under someone else’s copyright – an audio or video clip, a digital photograph, etc. - you must provide us with written permission to include it.
- **Third Party Software Licenses** (if needed): If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different than including a file generated by a particular program – i.e., including a copy of Microsoft Excel is different than including an .xls file generated in Excel. You do not need a software license to include an .xls file.
- **File List:** Include a list of file names and file sizes stored on the CD or DVD you submit.

### Electronic Submission with Multimedia

Many of our university publishing partners now use our online submission system to send us dissertations and theses electronically. Authors at those universities may submit their work electronically through the online submission system, including supplementary multimedia. Consult with your graduate school office for instructions.

### Access to and Distribution of Multimedia

Dissertations and masters' theses that include multimedia are processed and published in the same manner as other graduate works. Because of the unique nature of the multimedia, however, access and distribution are handled differently. Distribution of dissertations and theses with multimedia is restricted to print formats that allow us to include a CD or DVD with the additional materials. At this time, we do not make supplementary multimedia available online, though we plan to support that in the future.