Making Informed Decisions about Access and Restrictions
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When you create your ETD record, you will see that record as it will be displayed on the web. **Make sure it accurately represents your work and your intentions regarding access**.

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2.   The default restriction in the ETD system includes the text of your dissertation, but not your abstract and table of contents.
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3.   If you want to restrict access to your abstract and table of contents, you must positively indicate this intention as you create your ETD record.
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4.   Emory's ETD website is not the only location where your abstract may be displayed, so to completely restrict access you must do more.
We require all dissertations to be submitted to ProQuest/UMI. ProQuest/UMI will include your dissertation in its internet database and publish it in *Dissertation Abstracts Index*. On the ProQuest/UMI submission form, you can request that they restrict access to the full text of your dissertation, **but you cannot request that they restrict access to your abstract**.

In order to restrict access to your abstract, you must contact ProQuest/UMI directly, at disspub@proquest.com. Provide your name, the dissertation title, the school (Emory University), and, if possible, the publication number (not necessary but makes things easier). If you need to speak with someone at ProQuest/UMI, the appropriate department can be reached at 734-761-4700, x7020. It is important that you take these steps soon after graduation.