

Depositing your Digital Thesis



If you registered to start your research degree in or after October 2009, in addition to depositing a single printed copy of your thesis with the Examinations Office, you must also upload a digital copy of the thesis to the University's repository: *White Rose E-Theses Online*. Students who registered before October 2009 may also follow this procedure.

The digital copy shall be in **pdf** format (or other format acceptable to the University and appropriate to the medium) and shall be identical to the printed copy. Any material included in your thesis which risks breaching a third party's copyright, privacy or security may be **redacted** if necessary.

Under some circumstances you may wish to place your e-thesis under **embargo**. Please see the Appendix to this guide for further information.

Follow these instructions to upload your thesis.

1. Firstly, create a user account for **White Rose E-Theses Online**. Start from the homepage:

<http://etheses.whiterose.ac.uk/>

A screenshot of the White Rose eTheses Online homepage. The page features a navigation menu on the left with links to Home / search, Advanced search, Browse, Create Account, Log In, FAQs, About this service, Statistics, Copyright, and Contact. The main content area includes a header with the White Rose logo and the text "White Rose eTheses Online". Below the header, there are three sections: "Latest Additions" with a link to "View items added to the repository in the past week.", "Search Repository" with a link to "Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.", and "Browse Repository" with a link to "Browse the items in the repository by year or department." The "Create Account" link in the header is circled in red.

2. Complete the registration form:

Create Account

Please complete the details on this page to register with White Rose eTheses Online.
You need to register in order to be able to deposit your thesis in the repository.
The registration process uses email to send you details of how to activate your account. You must then check your email and activate your password. Once
If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name:	Title	Given Name / Initials	Family Name
	Ms	Anne	Example
★ University:	University of Leeds University of Sheffield University of York Other/None		
Student ID:	123456789		
★ Email address:	anne.example@mail.co.uk		
★ Username:	example123		
★ Password:		

hello PARNELL

hello PARNELL [Privacy & Terms](#) reCAPTCHA™

Register

Select York from the list.

Your Student ID can be found on your University Card.

Provide an email address on which you can be contacted after you leave the University.

Create a username and password of your choice.

Type the text you see in the Captcha box. Then click **Register when you have completed the form.**

3. You will receive an email sent from White Rose E-Theses Online to the address you have provided. The email contains a link which you must follow to confirm your password and complete the registration process.
4. The link will expire after one week. If you have not completed your registration by this date, you will need to start again.

Once you have registered, you can deposit your thesis immediately. Follow the instructions on the next page.

5. Return to the **White Rose E-Theses Online** homepage, and **Login** with the username and password you have created.

6. Click on **Create Thesis**. Complete the form provided.

At any time you can click the question mark symbol [?] for help, or refer to the **FAQs**.

- a) If you have registered for an ORCID (a unique digital identifier to retain throughout your academic or professional career), you may enter it here. More information about ORCID: <http://orcid.org/>
- b) Your email address will not be made public on White Rose E-Theses Online. Readers sometimes contact the service administrators to ask for more information about a thesis. If you don't want these messages forwarded to you, leave this box unticked.
- c) If you have more than one supervisor, add another row.
- d) If you are registered with more than one department, **Add** both.
- e) If necessary, you can save the form partly-completed, and return to it later.

When you are ready to move on, scroll to the end of the list of departments, and click **Next**.

7. Enter the required information about your thesis. Boxes marked with a yellow asterisk are obligatory.

The screenshot shows a web interface for editing a thesis item. At the top, it says "Logged in as Dr Anne Example" and provides links for "Manage deposits", "Profile", "Saved searches", and "Logout". The current item is "Thesis #15742". A navigation bar shows "Your details" → "Thesis Details" → "Upload" → "Review" → "Deposit". Below this are buttons for "< Previous", "Save and Return", "Cancel", and "Next >".

The main form has four sections:

- Title of Thesis:** A text input field with a yellow asterisk icon and a red circle labeled 'a' around it.
- Abstract:** A section with a yellow asterisk icon. It contains two text input fields:
 - Public abstract:** A text input field with a yellow asterisk icon and a red circle labeled 'b' around it. Above it is the text: "This will always be shown on the summary page and harvested by search tools."
 - Restricted abstract:** A text input field with a red circle labeled 'c' around it. Above it is the text: "This will not be shown on the summary page or harvested by search tools whilst the full text is embargoed."
- Keywords:** A text input field with a red circle labeled 'd' around it.

- a) The title of your thesis:
 - Should not end with a full stop, but may end with a question mark
 - Cannot be rendered in italic text
 - If you have a subtitle, it should be preceded with a colon [:]
 - Only use capital letters for the first word and for proper nouns.

- b) Enter your abstract as plain text. Formatting is not possible. If your thesis did not have an abstract, enter a summary of the content here.

- c) If you intend to embargo your thesis to protect publication opportunities, or because it contains sensitive information, you may also wish to withhold your abstract from public view. You **must** provide an abstract for box (b) which outlines the content of your thesis, but this can be less revealing than your examined abstract. In such a case, you **must** enter your examined abstract in box (c), but this will not be made public.
See the Appendix to this guide for more information about embargoing your thesis.

- d) You can choose to add further search terms which will attract readers to your thesis. This should not be necessary if your title and abstract are self-explanatory.

8. Scroll down to complete the form:

Thesis Type

MPhil
 PhD
 EngD
 MA by research
 MSc by research

Year of original submission

Date: Year: 2016 Month: October Day: ? **a**

Year of original submission. The 'day' part of the date field can be ignored.

Information for Exams Office

Comments and Suggestions: **b**

I am uploading my thesis as 2 volumes: the main text and an appendix volume for maps and charts.

Please enter any comment which you wish to be considered by the exams office before your thesis is made live. This information will not be displayed to the public.

Related URLs

Please link to any externally held dataset or related publications.
If possible a DOI should be used to link e.g. <http://doi.org/10.1234/abcd>

URL	URL Type	Brief description
c https://doi.org/10.1017/S00035815xxxx	Related publication	journal article outlining interim findings
https://doi.org/10.5284/101xxxx	Research data	radiocarbon dating reports
	UNSPECIFIED	

Add more rows

- You must select the correct month, but the day is not obligatory.
- If necessary, add any clarification which will help Exams Office staff understand the nature of the material you're depositing.
- For the benefit of readers who discover your thesis in the repository, you may wish to add links to related publications or other research outputs originating from your work.

Move on to the **Next** stage of the deposit. You are now ready to upload your thesis:

Add a new document

To upload a document to this repository, click the 'Browse...' (or 'Choose file') button below, select the file and then click the 'Upload' button. If your thesis is in multiple files, repeat this process as necessary.

File **From URL**

Choose File No file chosen

- Choose a file to upload from your pc or cloud storage.

10. Set the status of your file:

The screenshot shows a document upload form for a file named 'anne_example_thesis-volume1.pdf' (176Kb). The form includes the following fields and options:

- Type:** Text
- Description:** (empty text box)
- Content:** Examined Thesis (PDF)
- License:** Creative Commons Attribution Non-commercial No Derivatives (UK) (circled with 'a')
- Embargo period:** None (circled with 'b')
- Embargo Reason:** A list of radio button options: No embargo, Planned publication (will be published or form the basis of a publication), Commercial Confidentiality (contains commercially sensitive information), contains personal data, could prejudice national security, could endanger health and safety, and is exempt under another category listed in the "Freedom of Information Act 2000".

An 'Update Metadata' button is located at the bottom right of the form. Below the form is a section titled 'Add a new document' with instructions on how to upload a document and a 'Choose File' button.

a) Creative Commons licences allow you to specify what use can be made of your thesis. The default licence setting (“CC-BY-NC-ND”) prohibits readers from using material from your thesis for commercial purposes, or transforming it in any way. Any quote taken from your thesis must be attributed to you.

You can choose a less restrictive licence if you wish. Further information, including a Licence Chooser tool: <https://creativecommons.org/licenses/>

b) You may choose to **embargo** your thesis (withhold the file from public view) for up to 5 years initially.

Before you select an embargo period, you must read the **Appendix** to this guide, and discuss your position with your supervisor. Once your thesis has been successfully deposited, your supervisor will be notified of any embargo period you have chosen.

11. Preview how your thesis will appear on White Rose E-Theses Online:

Thesis preview

This is a preview of how your thesis will look when it is made live. Please check the information is correct. You can make any necessary changes before depositing it by clicking the workflow stages above.

Example, Anne (2016) *My Thesis*. PhD thesis, University of York.

 Text
anne_example_thesis-volume1.pdf - Examined Thesis (PDF)
Available under License [Creative Commons Attribution-Noncommercial-No Derivative Works 2.0 UK: England & Wales](#)

Abstract

This is my abstract.

Item Type: Thesis (PhD)

Related URLs:

- [Related publication](#)
- [Research data](#)

Academic Units: [The University of York > Archaeology \(York\)](#)
[The University of York > Centre for Medieval Studies \(York\)](#)

Depositing User: Ms Anne Example

Last Modified: 08 Dec 2016 13:35

URI: <http://etheses.whiterose.ac.uk/id/eprint/15742>

If necessary, you can revisit **Previous** stages to amend your entry. Or if you need to ask for advice before completing your deposit, **Save and Return**.

12. Read the **Depositor's Declaration**. When you are satisfied that you understand the licence you are granting to repository administrators, choose to **Deposit Item Now**.

A green "confirmation" message will appear. Additionally, you and your supervisor will receive a confirmation email.

Your thesis will not appear in the repository until it has been approved by the University of York Examinations Office. This will happen when you have deposited both the digital copy and the printed copy, and your award has been submitted to the Standing Committee on Assessment for approval. Following this, your thesis will be released into the repository. You will be sent a further email to confirm release.

Contact the Examinations Office if you have any questions about the deposit process which are not answered by this guide or the repository FAQs:

research-examinations@york.ac.uk



Appendix: *Do I need to embargo my thesis?*

Open access to your thesis brings many benefits:

- A wider audience for your research increases its potential impact.
- Raising your own profile may lead to employment opportunities or invitations to collaborate.
- Your department, institution and funder may gain kudos from your achievements!

However, in some circumstances you may have good reason to delay this opportunity:

- Do you have a **contractual commitment** to your funder or external partner which prohibits open access to your research output, for a designated period or indefinitely? (This is not likely unless your work was commissioned with a view to commercial exploitation, or is highly sensitive).
- Could your research lead to a patentable/marketable output? You may wish to keep your findings private until you have explored **commercial opportunities**.
- Has your research been carried out as part of a **team project**? Would it be appropriate to keep your findings under wraps until other aspects of the project are concluded?
- Does your thesis have potential for development into a **peer-reviewed journal article, chapter in an edited book, or monograph**? Your target publisher may have issued guidelines on whether they will accept a submission based on a thesis which is already public: look for *Guidance for Authors* on their website.

In many disciplines, to attract a new target audience, it's likely that you will need to present your findings in a different way. Any further publication may be sufficiently distinct from your thesis to avoid a conflict of interest.

- If you and your supervisor agree that your research findings present a risk to individual or community **security or health**, you may wish to consider the maximum embargo.

You and your supervisor will be contacted shortly before the embargo expires, and offered the option to renew. Ensure that you have provided a stable email address.

Redaction

If your thesis incorporates confidential data, or third-party copyright material which you don't have permission to reproduce on an open access platform, redaction (obscuring problematic content) may be a more appropriate solution than embargo, in order to maximise the audience for your research without potential for harm.

Contact the Examinations Office if you wish to deposit a thesis with some material redacted from the open access version. You must also deposit your examined thesis, although this can be embargoed indefinitely.