

## FAQs – Submission of Finalised Thesis

### **Why do I need to submit an electronic copy of my thesis?**

This E-thesis submission policy was formally approved by Academic Board in June 2010. The purpose of the policy is to facilitate wider public access to the wealth of valuable knowledge contained in doctoral theses, funded by the taxpayer. In doing so, this will increase the profile, reputation and visibility both of the College and you as a researcher, including increased citations. We will be linking our repository to other collections on the web, including subject repositories and the British Library eThOS service so that content is automatically harvested to ensure maximum “discoverability”.

Another advantage is that you will be ensuring a copy of your research is preserved for posterity in what is effectively our electronic archive as part of the record of the College. There are also practical reasons for the College to encourage e-thesis deposit – the Library has many demands and constraints on its space and the College has pay for external physical storage of print theses – moving to e-thesis submission helps the College repurpose space and reduce costs. However, the College is aware that you may have concerns about archiving your work electronically for commercial or publishing reasons and formal provisions have been made to cater for this (see FAQ below).

### **What format should the electronic copy of the thesis be in?**

Detailed guidance on the format of your thesis is available in the Instructions on Submission, Format and Binding of Theses for Research Degrees [<http://www.rhul.ac.uk/ecampus/documents/pdf/exams/instructionsandnotesonsubmission-new.pdf>] available on the Student Administration website. The electronic version of the thesis should be submitted in an accessible PDF format and laid out according to the same specifications for print theses.

### **How do I create a PDF of my thesis?**

The easiest way is from within MS Office 2007 by selecting [PDF Online](#), [CutePDF](#), [PDF Forge](#), [Jaws PDF Creator](#). If you have used LATEX to produce your article then it is a simple procedure to use the freeware application [Ghostscript](#) to turn a PostScript file into a PDF file. **Save As > PDF**. If you are not using MS Office then you may need to check the help information for your software on how to create PDF formatted documents. Alternatively you may wish to use one of the free PDF creation software packages on the internet such as

If you have 2 or more PDF files that you need to combine this can be done using Acrobat 7 Professional, which is available in PC Lab 5 in the Computer Centre Annexe. To do this select: **File > Create PDF > From Multiple Files**. Then select the PDF files you wish to combine using the **Browse** button. Once the combined file has been produced save it in the normal way.

Alternatively, a number of free and low-cost applications for combining PDF files are available on the internet. These can be located by searching for: “how to merge PDF files to create one file”. If you have any questions or problems please contact Chris Horton in the IT Department ([c.horton@rhul.ac.uk](mailto:c.horton@rhul.ac.uk)) in the first instance for assistance with PDF creation. If you are still struggling then contact the Library’s [Open](#) access team via [openaccess@rhul.ac.uk](mailto:openaccess@rhul.ac.uk) as we have access to a photocopier scanner that can create a PDF file – you would need to supply us with a loose-leaf copy to put through the document feeder.

Your PDF should be saved by naming it according to the following convention:

***yearlastnameinitialsdegree.pdf*** For example: ***2010smithbcphd.pdf***

## **What about non-textual material submitted with my thesis?**

Ancillary material that would normally be submitted as appendices with a print thesis (e.g. on separate physical media) may be uploaded as separate files with the main thesis PDF file. These should be submitted in non-proprietary or open formats wherever possible. See this [Wikipedia page](#) for examples. Please contact the IT Service Desk for assistance or if you have significant problems please contact the Library's Open access team via [openaccess@rhul.ac.uk](mailto:openaccess@rhul.ac.uk) as we have access to a photocopier scanner than can create a PDF file – you would need to supply us with a loose-leaf copy to put through the document feeder.

## **How do I submit the electronic copy of my thesis?**

The electronic copy of your thesis must be submitted using College's research information system, Pure (<https://pure.rhul.ac.uk/admin>). Detailed instructions on how to submit the thesis are available at <http://www.rhul.ac.uk/research/puresupport/ethesis/ethesis.aspx>. If you have any questions about how to submit your thesis via Pure, please contact [dace.rozenberga@rhul.ac.uk](mailto:dace.rozenberga@rhul.ac.uk). For questions about copyright or embargo periods, please contact [openaccess@rhul.ac.uk](mailto:openaccess@rhul.ac.uk).

## **Do I need to inform Student Administration once I have submitted my thesis electronically & do I have to send an electronic copy to Student Administration as well?**

Student Administration will be automatically informed when your thesis has been submitted electronically through the Research Information System. Please do not send an electronic copy of your thesis to Student Administration - follow the instructions above and upload the electronic copy of your thesis directly into the institutional repository via the research information system.

## **What about copyright – I thought I owned the copyright?**

Yes, you continue to do so as author of the work. The College is merely requiring you to assign certain non-exclusive and irrecoverable rights to it as a condition of examination entry that will enable your thesis to be made available and preserved electronically whilst also enabling you to restrict access to it for a certain period of time should you wish. For more information regarding your rights read the policy <http://www.rhul.ac.uk/library/documents/policies/electronicthesissubmissionpolicy.pdf>

Readers of your thesis, in whatever form, still have to comply with copyright law in the same way that you have to seek authorisation from copyright holders to reproduce third-part materials in your own thesis (see FAQ below). Please contact the Library via [openaccess@rhul.ac.uk](mailto:openaccess@rhul.ac.uk) if you require specific guidance on issues relating to copyright, use of third-party material or open access data archiving.

## **Why do I need to obtain permission to include other people's material? I thought this kind of use was covered by fair-dealing for examination purposes?**

Putting an electronic copy of as thesis into an open access institutional repository can be considered to be a form of publishing, different to the act of depositing the print equivalent in a physical library. This requires the College to be very careful that it is not inadvertently contravening copyright law when accepting e-thesis submissions.

Fair dealing is hard to define and only applies to certain types of material. As a rule of thumb, you will need to seek permission to quote any extracts of text longer than 400 words from a single work, or separate extracts from a single work totalling more than 800 words. Further information on what types of material you need to check for and a form letter you can use to seek permission are available in the excellent University of Leicester's [Copyright & Your PhD Thesis](#) guide.

You will need to ask permission before you submit your thesis. Keep a record for every object you include in your thesis as to whom might own the copyright, and the date on which you received permission to include it.

**Won't I be jeopardising my ability to publish my thesis commercially later, don't e-theses count as "prior publication"?**

Evidence from the USA (which has a longer tradition of e-thesis submission than the UK) has shown this not be to the case. However, we suggest you discuss this issue carefully with your supervisor(s) before you submit your examination form. For example: the quick instant visibility of your research online via the College repository, website and British Library EThOS system may be just as valuable as a putative publishing deal sometime in the future. In any case, you have the automatic right to restrict access to your e-thesis for up to 2 years without any justification, and, you also have the right to formally request a longer than 2 year access restriction period as well (this may be important if an external commercial organisation is funding your research). To find out more about your options to restrict access to your thesis, please consult point 10 in the 'Electronic thesis (e-thesis) submission policy', available at

<http://www.rhul.ac.uk/library/documents/policies/electronicthesissubmissionpolicy.pdf>