

University Library Fact Sheet 2010-2011

Electronic theses



University of
St Andrews

University regulations require the submission of one electronic copy of the following theses, in addition to one bound print copy.

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|--------------|-----------------------|
| DEng | Doctor of Engineering |
| DLang | Doctor of Languages |
| MD | Doctor of Medicine |
| MPhil | Master of Philosophy |
| PhD | Doctor of Philosophy |

With effect from 1st March 2008, new regulations regarding the electronic deposit and publication of theses for the degree of MPhil and PhD (excluding PhD by portfolio) were introduced.

Please note that submission procedures require the submission of the electronic copy of a thesis directly to the Registry – Student Office, on CD. There is also a requirement for descriptive details including the abstract of the thesis to be submitted online and for the deposit licence to be granted online.

A description of the submission requirements is given in ***Electronic deposit and Electronic publication of MPhil and PhD theses letter***. The current thesis declaration is available as a WORD and PDF document entitled ***Thesis Declaration Form***. The ***Postgraduate Code of Practice*** also provides detailed information.

Submission for examination

- When submitting your thesis for examination, you should complete with your supervisor a thesis declaration form and bind it in the thesis.
- You must submit one softbound copy of your thesis / portfolio for use by each examiner, plus one additional copy. Normally this will comprise three copies, except where two or more external examiners are appointed.
- These should be submitted to the Registry – Student Office, The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB
- If you require an embargo on the electronic publication of your thesis, or in rare occurrences the print copy, you must complete the declaration appropriately. Evidence for a request for an embargo must be included with the submission of the draft copy of the thesis. This should also be sent in an email to the Registry – Student Office at Registry-pg@st-andrews.ac.uk
- Requests for embargoes will be considered by the relevant Faculty Business Committee.



How to submit your final electronic copy

- This is the final version of the thesis after the examination and corrections are completed. It should contain the final version of your declaration, excluding digitised signatures.
- Submit a copy of your electronic thesis on CD directly to the Registry – Student Office, The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB
- Once the Registry – Student Office have receipted the print and electronic copies of your thesis, and passed them to the University Library, you will receive an email from **Research@StAndrews:Full text**, our digital repository, inviting you to register at the My Repository registration page <https://research-repository.st-andrews.ac.uk/ldap-login>. The invitation to register will be made via your St Andrews email account. The email will give full instructions on how to proceed and registration instructions are also available on the registration page.
- Please note that you will need to wait for an acknowledgement of your registration before you can proceed further. We will process registrations within one working day.
- You will be requested to submit information about your thesis, including author, supervisor and title details, full abstract and subject keywords, and to accept the deposit licence.
- Please do not submit the full text of your thesis online. Instead, use the placeholder document entitled "Full text not available" at <http://www.st-andrews.ac.uk/media/The+full+text+of+this+document+is+not+available.pdf>
- For more help on how to submit your e-thesis see the repository help screens or the Gradskills presentation, "Depositing an electronic thesis".

How to submit your final print copy

- This is the final version of the thesis after the examination and corrections are completed. It should contain the final signed version of your declaration.
- Submit your bound print thesis directly to the Registry – Student Office, The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB
- NB: only one bound copy should be submitted.
- The requirement for the colour of the Library's copy of a thesis is Black, Dark blue or Maroon. Candidate's own copies can be any colour. The thesis should be firmly bound in quality cloth, the front cover should bear the title of the thesis and candidate's name in 14pt type. The spine, reading from top to bottom, should give the type of award, the name of the candidate, and the year of graduation in 18pt type. e.g. Ph.D. J. SMITH 2010
- More information about binding can be found at <http://www.st-andrews.ac.uk/library/Services/Bindery/>
- Administrative checks will be carried out to ensure that both print and electronic copies have been submitted within a given period of time. We suggest that you submit both copies, print and electronic, at the same time.

File formats, delivery and content

- Preferred delivery media is CD / DVD.
- Preferred format is an unlocked PDF file. A Word 2003 document may be an acceptable alternative. If you have a specific requirement with regard to file types please discuss this further with repository staff.
- Single files are preferred.
- Please ensure that the print and electronic versions are identical with regard to actual content as well as page numbering, table of contents, list of illustrations. This ensures consistency for description and citation. Even if the print and electronic copies have to differ in content because of copyright issues, (see the copyright section below), the page numbering, table of contents, list of illustrations should still be identical.

Copyright issues

There are 2 main issues to consider with regard to copyright and electronic theses:

- Asserting your own copyright in your own work and publication.
- Observing the copyright of others and taking all reasonable steps to ensure that you have dealt with 3rd party copyright in your work.

The ownership of the copyright of the thesis by the author is clearly stated in the University Regulations. In the code of practice: "The copyright of a thesis normally belongs to its author". So there is no doubt that you have the copyright to your work and you can assert that copyright. When the electronic version of your thesis is deposited into **Research@StAndrews:Full text** there are a variety of ways in which copyright ownership is asserted and declared.

It is important to remember that the print copy of a thesis has historically been viewed as an examination script and it is normally accepted that 3rd party copyright material can be included in the print copy without seeking permissions. However the electronic copy is deemed to be effectively published and therefore is not exempt in the same way. So because the electronic version will be made available online you need to be aware of your responsibilities with regard to seeking 3rd party copyright permissions. Examples of 3rd party material are: illustrations, photographs, diagrams, maps, graphs etc, as well as extracts and quotations from other publications, both books and journals. In addition you may want to include journal articles that you have already published as part of your thesis. You will usually need permission to include the publisher's version of your article because the publisher is usually the copyright holder of this version of your work. If your thesis contains any 3rd party material then you will need to take reasonable steps to contact the copyright holder to request permission to use this material. We now have a standard letter which you can use to request permissions from copyright holders to use material in your thesis.

If you have setbacks in getting permissions to include material in the electronic version of your thesis, you are still entitled to use the material in your print version. So you can still make use of all the material you need to present your thesis. But you may need to create an edited electronic version of your thesis with all uncleared material removed, in addition to a complete electronic version of your thesis, which will be required as a preservation copy.

There is more detailed information on the University Copyright pages and the separate Copyright for electronic theses factsheet.

Restrictions/Embargoes

The three main reasons for an embargo are that any publication would be commercially damaging to the researcher, or to the supervisor, or the University; or professionally by virtue of precluding future publication; or in breach of law or ethics.

The request for an embargo must be included with the submission of the draft copy of the thesis.

The options for restrictions are available on the Thesis Declaration Form and are:

- No restriction (the majority of theses)
- Formal restriction of electronic version only for up to 5 years (print is not restricted)
- Formal restriction of both print and electronic version for same fixed period of up to 5 years
- Formal permanent embargo of print and electronic (exceptional).

Before requesting an embargo, please consider that there may be substantial advantages in allowing access to your work through electronic publication, and that both Universities and the British Library are actively promoting the electronic publication of research.

Requests for embargoes will be considered by the relevant Faculty Business Committee. If you have applied for an embargo on your thesis, you will be contacted on expiry of the embargo, as will your supervisor or the Head of School. Requests for renewals of embargoes will be considered by Faculty Business Committees. If there is no response from both parties, the Library will publish the thesis.

Research@StAndrews:Full text

Electronic theses are stored in **Research@StAndrews:Full text**. A full metadata record including the abstract, names of author and supervisors, subject keywords is created for each thesis. Full text access is available for the majority of theses. All the information in **Research@StAndrews:Full text** is visible to search engines, such as Google, so all theses can be discovered through the local repository and globally through the Web.

Useful links and documents

- Library theses information page
<http://www.st-andrews.ac.uk/library/Collections/Theses/>
- Research@StAndrews:Full text
<http://research-repository.st-andrews.ac.uk/>
- Electronic deposit and Electronic publication of MPhil and PhD theses letter (DOC):
<http://www.st-andrews.ac.uk/media/Electronic%20deposit%20and%20Electronic%20publication%20of%20MPhil%20and%20PhD%20theses%20letter%20Mar%2008rev.doc>
- Thesis Declaration Form (DOC):
<http://www.st-andrews.ac.uk/media/Revised%20Thesis%20declaration%20form.doc>
- Gradskills presentation "Depositing an electronic thesis" March 2010 (PDF):
<http://www.st-andrews.ac.uk/media/Gradskills%20main%20presentation.March%202010.pdf>
- Full text not available (PDF):
<http://www.st-andrews.ac.uk/media/The+full+text+of+this+document+is+not+available.pdf>
- Postgraduate Code of Practice:
<http://www.st-andrews.ac.uk/media/Code%20of%20Practice%20for%20Supervisors%20and%20Students%20in%20Research%20Postgraduate%20Programmes%202009-2010.pdf>
- University Copyright pages:
<http://www.st-andrews.ac.uk/students/policy/Copyright/>

Contact information

If you have any questions, please email:
Digital-Repository@st-andrews.ac.uk.

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