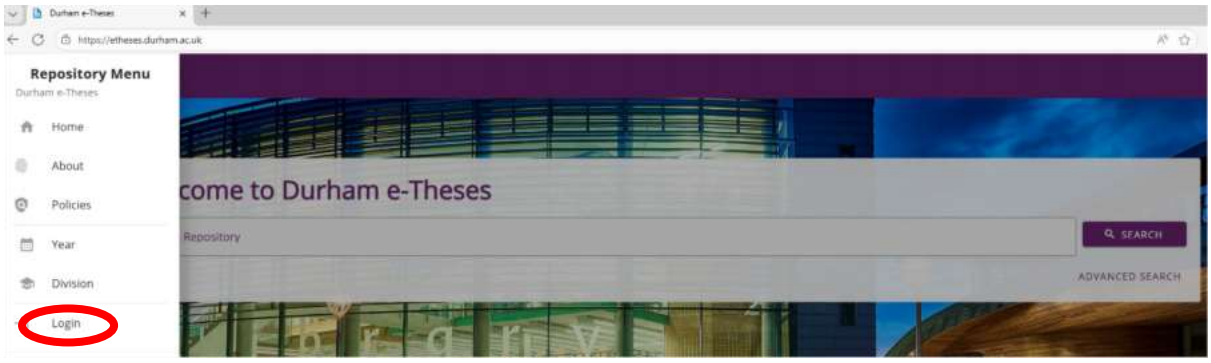
e-Theses Deposit Guide

Before starting the deposit process, make sure you have the following information and files ready:

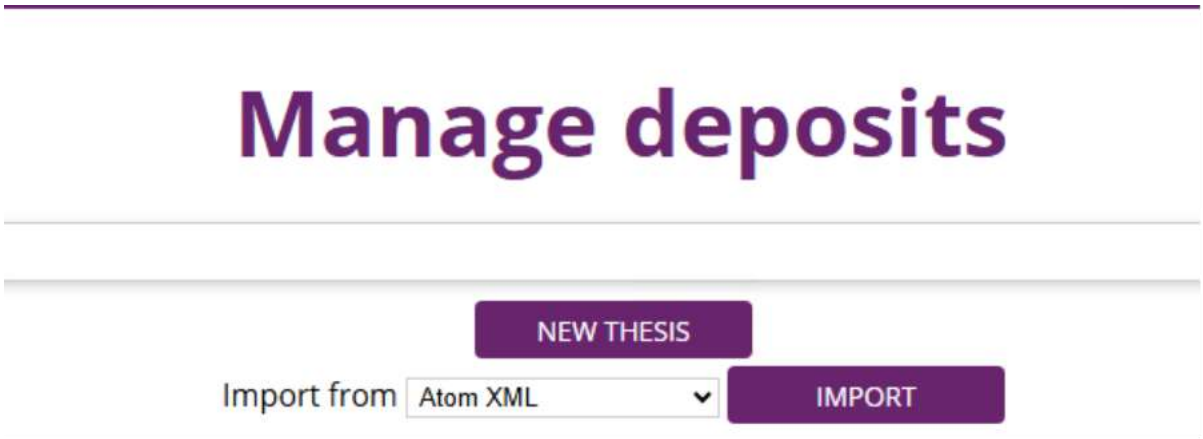
- The title and abstract of your thesis, ready to copy and paste into the repository.
- The file of the **passed version** of your thesis.

You can log in to the Durham e-Theses repository with your usual CIS credentials here: https://etheses.durham.ac.uk/

Log in from the Repository Menu on the left-hand side of the page.



Under Manage Deposits, select the **New Thesis** button.



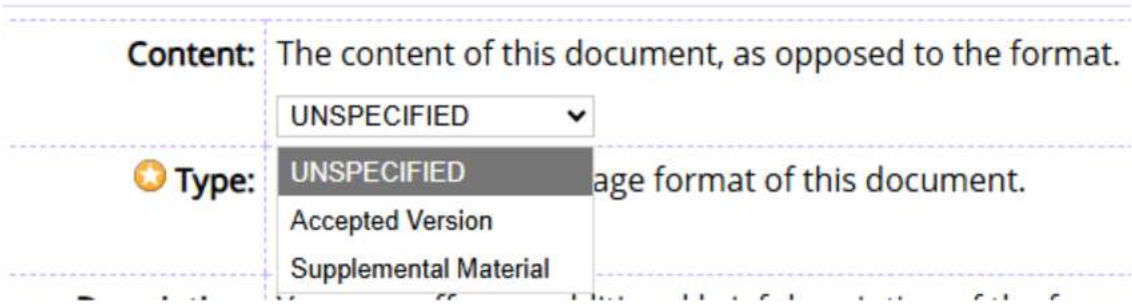
<u>Step 1: Upload</u>

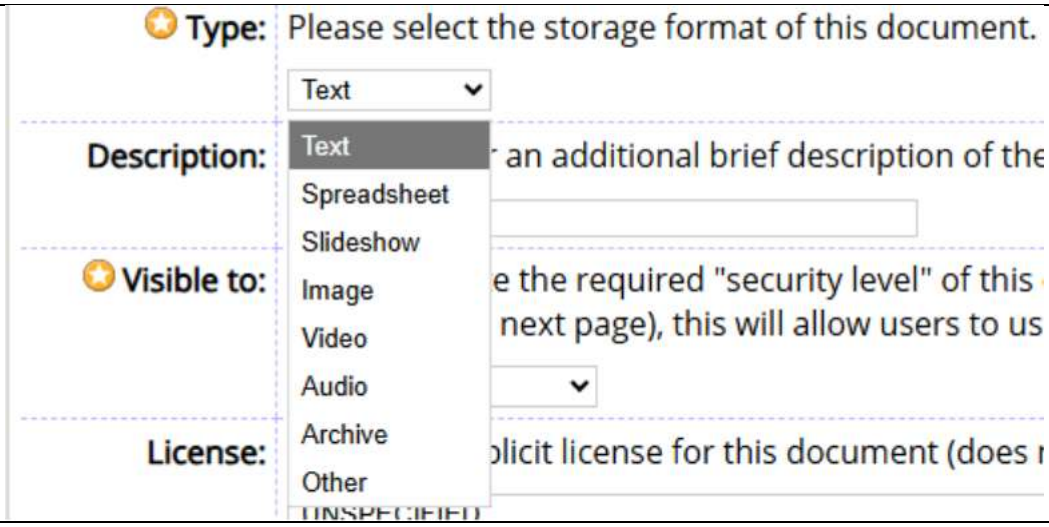
In the **Add a new document** section, select **Choose File**.

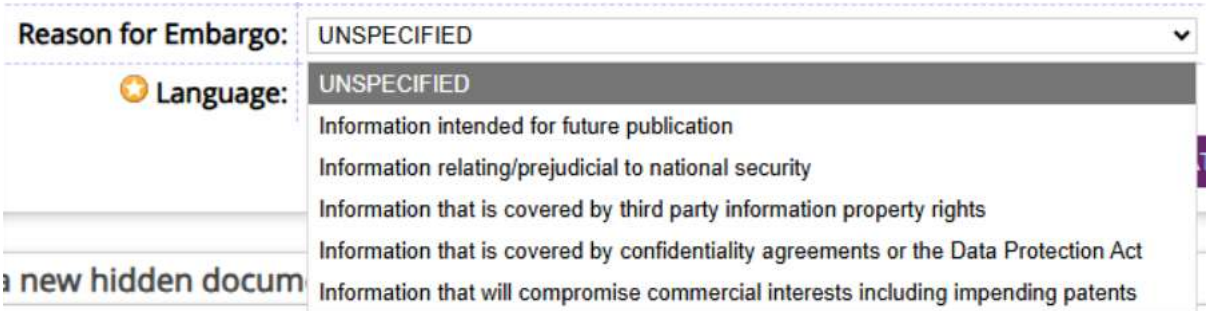
You should select Add a new document, rather than Add a new hidden document, even if you intend to embargo your thesis at this stage. Information on adding a new hidden document can be found below.

Choose the passed version of your thesis, and Upload.

A successful upload will prompt you to enter the following additional information about your thesis. Fields marked with a star/asterisk are mandatory:

Content	The main body of your thesis should be marked as the **Accepted Version**. If you are uploading the main body of your thesis in multiple volumes, all volumes should be marked as the Accepted Version. Any supplemental material (e.g. tables, figures, appendices) can be uploaded as separate files and marked here as **Supplemental Material**. 
Type*	For the main body of your thesis, select **Text**. For any Supplemental Material files, select the appropriate option from the drop-down list.

	
Description	This is an optional free-text field to provide additional information about the files, if appropriate. This field should only be used to specify volumes of a thesis, or offer a brief description of any supplemental material.
Visible to*	This field relates to the visibility of your thesis in the public-facing repository: • If you are not applying an embargo, and are making your thesis publicly available immediately, select **Anyone**. • If you are intending to apply an embargo, select **Repository Staff Only**. *You can find further information about the requirements for applying an embargo to your thesis here.* *Please be aware that we cannot apply embargoes retrospectively; they must be requested and approved prior to depositing your thesis.*
License	You have the option of selecting the license each document can be re-used under. You can find additional information about Creative Commons licenses here. *Please be aware that if you're acknowledging funding in your thesis (e.g. from a research council), your funder may have requirements on which license your work is shared under.*
Embargo expiry date	If you are applying an embargo to your thesis, enter the date that the embargo period will end (e.g. if you are depositing your thesis on 1 January 2027 and applying a three-year embargo, enter the 1 January 2030). *Please be aware that any dates entered here will be double checked by an administrator prior to the embargo being confirmed. Additionally, a Restricting Access to my Thesis form must be completed before an embargo can be applied.* If you are not applying an embargo to your thesis, leave this field blank.

Reason for embargo	Select the appropriate option from those listed. If none of the options are suitable, you can leave this as **UNSPECIFIED**, and add further details to the **Comments and Suggestions** field (see below). If you are not applying an embargo to your thesis, leave this field blank. 
Language*	Select the primary language your thesis is written in.

If you are applying an embargo to your thesis and have completed the Restricting Access to my Thesis form, the signed form can be uploaded in the **Add a new hidden document** section.

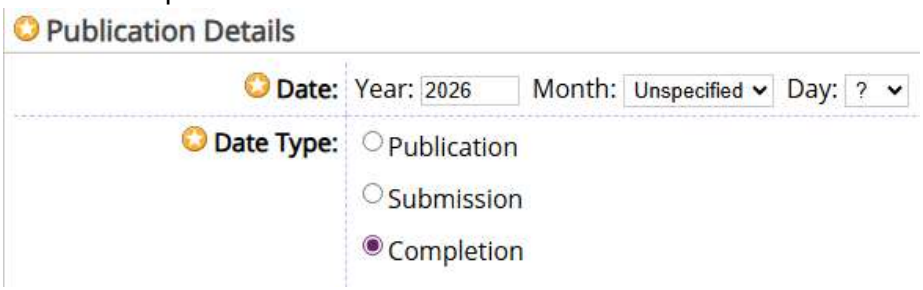
Once all of the necessary information has been added, select **Update Metadata**. The process can then be repeated for any additional files (e.g. multiple volumes of your thesis, or supplemental material) you wish to add.

Once all files have been added, select **Next >**. This will take you to the Details section of the process.

Step 2: Details

This section of the process allows you to add in additional information about your thesis. Fields marked with a star/asterisk are mandatory:

Title*	The title of your thesis
Abstract	If your thesis has an abstract, include that here.
Uncontrolled Keywords	This is an optional, free-text field where you can include any relevant keywords associated with your thesis.
Award*	e.g. Doctor of Philosophy, Master of Science.
Authors*	Input details of the author(s) of the thesis. Enter these in the format given on the first page or title page of the thesis.

	Example: [**Smith**] [**J.P.**] [**j.smith@soton.ac.uk**] Example: [**Chance-Collins**] [**Chris**] [**chris@bar.com**] Example: [**Fu**] [**Yan-Li**] [] Example: [**von Höpfner**] [**Ludwig G.**] []
Divisions	This field relates to the academic department the thesis is associated with.
Publication Details: Date*	Enter the date you are depositing your thesis in the repository.
Date Type*	Select Completion. 
Supervisors	Enter the details of your thesis supervisor(s) here.
Funders	If you are acknowledging any funding within your thesis, enter details of the funder here. If you are not acknowledging funding, this field should be left blank.
Projects	If there are research projects associated with this thesis, enter the names and/or grant codes of any projects here. If there are no projects associated with the thesis, this field should be left blank.
Contact Email Address	If your thesis is not publicly accessible via the repository, requests to view the full text will be sent here. It should not be your institutional Durham email address. *The email address will not be made public.*
References	The bibliographic list of work that you have cited within your thesis.
Additional Information	Any additional relevant information about the thesis can be added here. *Anything in this field will be visible on the public repository record.*

Comments and Suggestions	If there is any other relevant information about your thesis that has not been entered elsewhere, you can enter this here. *Anything in this field will NOT be visible on the public repository record.*

Once all relevant information has been entered about your thesis, select **Next>**. This will take you to the final Deposit stage of the process.

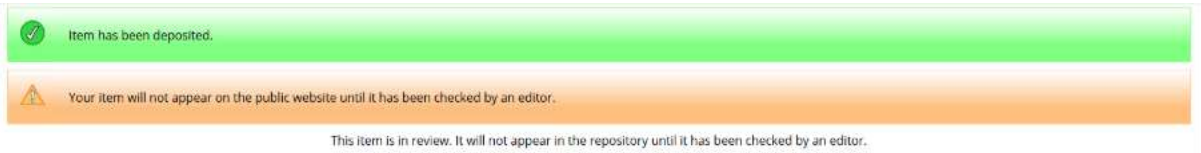
You can also save your progress and return to it at a later stage by selecting Save and Return.

Step 3: Deposit

Please read the terms on this page carefully. Once happy with them, select **Deposit Item Now**.

If you need to make further changes to the record, select **Save For Later.**

Once deposited, your thesis will be **Under Review** by an administrator. They will check all details and move your thesis to the live, public-facing repository once all details have been checked and confirmed.



If you have any questions about the deposit process, please contact pg.admin@durham.ac.uk.

If you have any queries about access to your thesis, please contact dro.admin@durham.ac.uk

Please provide as much information as possible about your thesis and any issues you encounter.