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Introduction

We have a growing collection of University of Salford full-text digital theses available through **USIR**, our Institutional Repository. You may browse the collection at:

<http://usir.salford.ac.uk/etheses/>

On completion of your Research Degree, you are required to submit an electronic copy of your thesis in USIR.

This guide is intended as a checklist of issues you need to consider, plus how to deposit your thesis and where to get help.

Benefits of depositing your thesis

Depositing your thesis (and any other journal or conference papers you have written) in USIR will help **raise your profile as a researcher**. The metadata used means Repository items are readily retrieved by Google. This makes your research more visible and easier to locate. Depositing your thesis also raises the profile of the University, and provides a useful open access information resource. Additionally, your thesis is stored securely and USIR uses persistent links which will stay live permanently to avoid the problem of broken or dead links.

Who must deposit?

Theses for all Doctoral degrees and Masters by Research degrees must be submitted into USIR. *This must be the final corrected version with all corrections included, and must be identical to the hard-bound copies which you submit to the University of Salford for that degree's award.*

Awards currently eligible are:

Doctoral Level	Doctor of Philosophy (PhD) Engineering Doctorate (EngD) Doctor of Musical Arts (DMA) Doctor of Science (DSc)
Doctoral Level including accredited Taught/Modular element: Professional Doctorates	Professional Doctorate (DProf) Doctor of the Built Environment (DBEnv) Doctor of Real Estate (DRealEst) Doctor of Construction Management (DConsMgt)
Masters Level	Master of Philosophy (MPhil) Master of Research (MRes) Master of Science by Research (MSc) Master of Laws (LL M)

Copyright

Will deposit affect the copyright of my thesis?

All works, even unpublished ones, are protected by copyright.

The University, initially, owns the copyright to theses submitted. It does so to ensure that the intellectual property in the thesis and any commercial value contained therein is protected on behalf of the author and, where applicable, the University. In the majority of cases, the thesis will have little or no commercial value and in such instances the University will readily assign copyright to the author. Where there is significant, realisable commercial value, the University will work with the author to ensure that it is exploited as advantageously as possible and that where the University has a legitimate claim, the appropriate division of income is agreed with the author.

For enquiries about how to request having copyright assigned to you, please contact the Technology Transfer Office – contact details can be found at:

<http://www.salford.ac.uk/business/technology>

When you make your thesis electronically available by depositing it in USIR you are putting it into the “public domain”. Although technically it is still an unpublished work, some commercial publishers may take a different view and this may have an impact if, in the future you wish to publish your thesis as a book, or publish individual chapters as journal articles.

A few commercial publishers will not accept work that has been published or otherwise put into the public domain previously, so if you are intending to publish your thesis in future you are advised to request a moratorium (embargo) being placed on it. If your request is granted then even though you deposit it in USIR, access will be restricted for an initial period of two years. After that period, annual extensions will be considered up to five years in total on application. See page 7 for more information about this.

Please also be aware that to have a journal article published you do not have to sign over the copyright to the publisher. The SPARC website has lots of useful information about your rights as an author: <https://sparcopen.org/our-work/author-rights/>.

The USIR team can also provide help and advice on matters of copyright.

Using 3rd Party copyrighted material

While you were researching and writing your thesis you will have made use of many copyrighted items: books, journal articles, reports, etc. and possibly illustrative material such as images, graphs, tables, and maps. “Fair dealing” allows the use of this material for the purposes of study, research and examination, so as a research student, you can use this material in your thesis without infringing copyright.

However, this refers to the use of this material during the course of your research and to facilitate the consideration of your thesis by examiners, not for its being put into the public domain. By depositing an *electronic* copy in USIR you are effectively making someone else’s intellectual property freely available online – where this happens, you must either remove the copyright material or seek copyright permission. See below for guidance.

Written material: short extracts

In your thesis, and especially in your literature review, you will have referred to the writing of others. This will include direct quotations, paraphrases and summaries of other authors’ ideas. Generally, these will be short extracts from a number of different sources. Because you are only using a small proportion of the source you do not need to seek copyright permission for this material – but bear the following in mind:

You must acknowledge this material correctly, in citations and a bibliography, in an appropriate reference style for your discipline (your supervisor can advise you about which style to use). A bibliographic management tool such as EndNote will help you reference information correctly. This is freely available on-campus and can be accessed remotely (for off-campus use) from IT Services. The Library provides EndNote training courses on the SPoRT programme (see http://www.pg.salford.ac.uk/pgr_training) throughout the year.

Written material: lengthy extracts

There are instances where you may need to quote long extracts from a copyrighted source, for example, your whole thesis might be about the work of an author or composer. A general rule is that if you use more than 1% of the original work you should seek copyright permission.

Illustrative material

As with written material, you should seek copyright permission to use this material. Remember, if the creator of the work you are citing or reproducing has been dead for over seventy years, copyright will have expired and you will not need to seek permission to use it.

Obtaining copyright permission

If you need to obtain copyright permission for any third party material, do it as soon as you decide you want to use the material – try to avoid leaving it all until you are writing up. It may take some time to obtain permission, and you don't want to add to your stress load.

To seek copyright permission you must contact the copyright owner. This might be an author, illustrator, composer, etc., or the publisher. For material you have found in books and journal articles, contact the *publisher*. Look at the publisher's website – look for a link called something like *copyright* or *permissions*. This should provide you with details of their copyright policies, and a contact address.

You must put your copyright request in writing. Be as clear as you can about identifying exactly what it is you wish to use. The publisher's website might have an online permission request form, which you should use. If not, write a letter or send an email. Below is an example of the wording you might use.

I am a PhD [*or appropriate degree*] Candidate at the University of Salford.

I am contacting you to seek permission to include the following material within my thesis:

[Provide as much detail as you can about what it is you wish to use, for example, author, date, title, journal title, page numbers, description if it is an image, etc.]

Following completion of my degree I will make my thesis electronically available in the University of Salford's Institutional Repository, USIR: <http://usir.salford.ac.uk/>. USIR is an open access, non-commercial repository.

If you are not the rights holder for this material I would be grateful if you would advise me who to contact.

Do not expect an immediate response. If you have heard nothing after about six weeks you should write to the publisher again.

If copyright permission is granted

Keep a copy of any letters or emails you receive from the rights holder. Indicate that copyright permission has been granted at the appropriate place in your thesis, for example, if you have used an image, add a footnote or caption stating "Permission to reproduce this [*image*] has been granted by [*publisher/author name*]."

Remember that you must also acknowledge the reproduced material fully, in the appropriate style, in a citation and reference list.

If copyright permission is denied

It is possible that permission will not be granted. You might receive notification that you cannot use the copyrighted material. If this is the case, you will not be able to use the copyrighted material *in the version of your thesis made available publicly via USIR*. Please remember that copyright fair dealing allows you to use it in your research and for the purposes of assessment - so you can still use the information you need and write the thesis you want.

You might be asked to pay to use the copyrighted material. If this happens, instead of paying you may want to consider depositing an edited version (see separate section below on *Depositing an edited version*).

If you do not hear from the copyright owner

Although you may think that no news is good news, this is the equivalent of having permission denied.

If you have used third party copyrighted material in your thesis, for which permission has been denied, you must still submit your complete thesis in USIR. However, if third party copyright cannot be obtained then it will be retained in the repository but access to it will be restricted indefinitely. If you are in this position but would still like your work to be published you may deposit an edited copy (with the copyrighted material removed) if you wish. Please see the section below on *Depositing an edited version*, for information about this.

Restricting access

There are circumstances where your electronic thesis deposited in USIR cannot be made publicly available – in effect, while it is stored in USIR it is not able to be published. As mentioned already, you may have included third party copyrighted material which you do not have permission to use. You might also have information that you do not want to make publicly available, because it is commercially sensitive or contains other confidential information (see pages 5-6 for more information about this).

Depositing an edited version

If you still wish to make your thesis available in electronic form, you may deposit an edited version of it. **Please note that this is in addition to your final, complete electronic copy.**

Save a second copy of your thesis - this must be a copy of the final passed version with all corrections included. Give this file a different name to the first version.

The first version is your complete, final, corrected thesis, including any copyright-restricted or confidential material. This is the version of which you will also submit two hard-bound copies to Student Administration.

Edit the second version:

- If you have used images, etc. for which you do not have copyright permission, remove the image and replace it with a placeholder stating, for example:
Diagram [image/chart/graph, map etc.] removed due to copyright restrictions.
- Do not remove your caption. This describes what the image was, and will make your edited thesis more meaningful to read (see example).
- Try to make the placeholder the same size as the image it replaces. This will keep the formatting of your original thesis intact, and avoid any problems with page numbering, contents page, etc.
- If your thesis contains confidential information you may need to remove whole pages or a whole chapter. In this case you should still leave placeholders where the information has been removed, and if possible, a description of what has been removed. Do not make this description so explicit that it breaches the original confidentiality.
- Once you have removed all the copyright-restricted and/or confidential material from your thesis, have a look at what is left. Is your document now riddled with holes, with much of its meaning and substance gone? If so, it might be preferable not to deposit an electronic copy.
- If you have a substantial amount of confidential information in your thesis you might find it necessary to restrict access to the entire document. Please see the next section, *Placing a moratorium on your thesis*, for information about this.



Figure 3: Mean annual rainfall versus mean annual temperature 1950-2010

Placing a moratorium on your thesis

Placing a moratorium on your thesis means that you can delay the time when it is made available.

Some reasons why you might need to do this include:

- Your thesis has been commercially sponsored, or carried out with an industrial partner, and you have signed an agreement stating that the research must remain confidential for a given number of years.
- You, your sponsor or the University has filed (or intends to file) a patent application based on a new discovery or method revealed by your research.
- Your thesis includes information that was obtained under a promise of confidentiality and disclosure would constitute an actionable breach of confidence.
- Your thesis contains personal information, for which disclosure would breach the Data Protection Act or otherwise endanger the health and safety of an individual.
- The material in your thesis is due for publication (either in book or journal article form), and making your thesis available electronically would be in breach of your contract with your publisher.

The publicly available version of your thesis is the electronic copy which you will deposit in USIR. Therefore, if you need to place a moratorium on your thesis, it relates to this version. You may request a moratorium of up to two years initially. Further requests may be made for additional single years, annually, up to a maximum of five years.

To request a moratorium, you must make a request at the time you present your thesis for examination (when you deposit your 3 soft-bound copies for examination), using the "Moratorium Form" available at:

http://pg.salford.ac.uk/page/progression_forms#submission

This must be signed by your supervisor and the Associate Dean of Research.

If the moratorium is approved it means that the USIR team will not make your thesis available until after the stipulated time. (Normally, a thesis is made live and publicly accessible immediately after graduation.)

Formatting your thesis

See the "Guide to the Production, Submission and Examination of your Postgraduate Thesis", for guidelines about the layout and presentation of your thesis. It is available at:

http://pg.salford.ac.uk/pgr_faq#submit

These instructions relate to the format of both the soft-bound copies you will submit for examination, the final corrected electronic copy submitted to USIR and the hard-bound copies which are presented to the University.

You might find it useful to look at some of the recent theses in USIR for examples of layout:

<http://usir.salford.ac.uk/etheses>

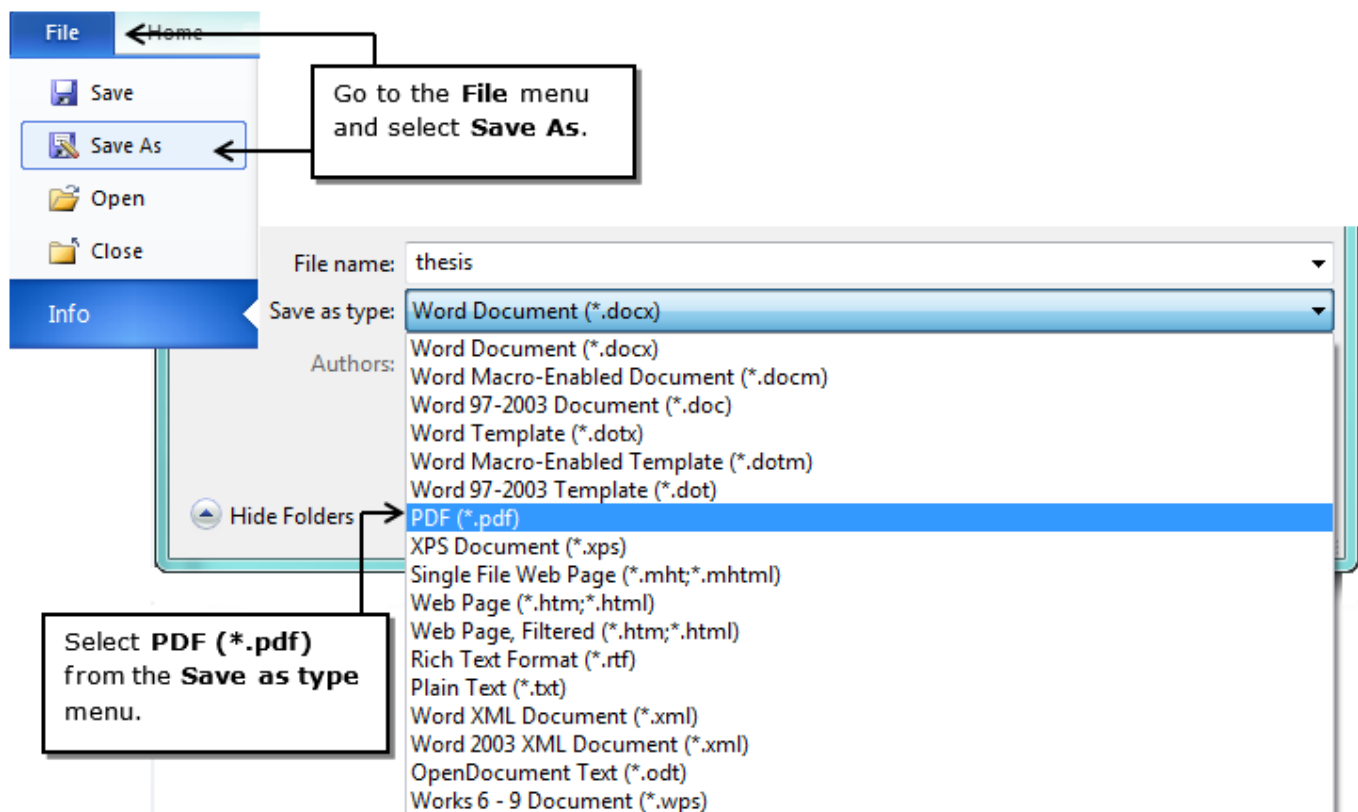
Electronic format: PDF

The electronic version of your thesis should match the bound version as closely as possible – but you may need to remove copyright-restricted or confidential material (see page 6 for details).

Ideally, for text-based theses we would like your electronic thesis to be one single PDF document. However, if your thesis is made of files that are too large to combine easily into a single document, or if it contains elements (such as 3D models, audio or video files or datasets) that cannot be incorporated into a PDF document, you may deposit it as more than one file – but please try to keep the number of files to a minimum.

You may have pages in the bound copies of your thesis that you do not have in electronic format – for example, you might have included in your appendices, a photocopy of a handwritten sample of a completed questionnaire, or a copy of an authorisation letter that you have received. Incorporating photocopied material into a bound thesis is no problem, but to include it in your electronic version you will need to scan the photocopied material, and then insert it into the appropriate place in your thesis as an image. You can scan from any of the Multi-Functional Devices (MFDs) within the University; the scanned image is sent to your University email account.

Once you have collated all the pages of your thesis you need to convert it into a PDF file. You can use Word to do this.



Note: The PDF conversion in Word may have trouble saving some characters, such as diacritics and formulas. If this happens, you may need to use Adobe Acrobat. The USIR team can help with this – you can contact them at: usir@salford.ac.uk

Multimedia

If your thesis includes material in other formats, for example, multimedia such as sound files or videos, these may be deposited as separate files. See the section on uploading your files on page 14. There are no restrictions on the types of multimedia files which may be deposited, although we cannot guarantee that they will be playable or continue to be accessible into the future.

Formats

Only digital items will be accepted (currently resources are not available to offer a digitisation service).

File types currently supported by USIR are:

- HTML
- Postscript
- Rich text (RTF)
- Microsoft Excel
- Image (JPEG)
- Image (GIF)
- Image (TIFF)
- Video (QuickTime)
- Video (WMV)
- Video (Flash)
- XML
- RDF/XML
- Archive (TGZ)
- Audio (WAV)
- Audio (OGG)
- Audio (WMA)
- PDF / PDF/A
- Plain text
- Microsoft PowerPoint
- Microsoft Word
- Image (PNG)
- Image (BMP)
- Video (MPEG)
- Video (AVI)
- Video (MP4)
- Video (AVCHD)
- N3
- Archive (BZ2)
- Archive (ZIP)
- Audio (MP3)
- Audio (FLAC)

All file types will be considered for acceptance (some older, obsolete and obscure file formats may present compatibility problems. In such cases USIR staff will contact the depositor).

Files may be converted to more common or current formats by USIR staff for compatibility (cross platform) reasons.

Need help putting it all together?

The Library has a Digital Skills Training Team, who provide a range of courses in Word and other Microsoft Office applications throughout the year.

See the list of courses at:

http://www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills#tab_workshops

You can also book a one-to-one appointment:

http://www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills#tab_onetoone

Depositing your thesis in USIR

- ✓ Has your thesis been completed, and are you ready to submit your hard-bound copies to the University?
- ✓ Have you obtained permission to use any third party copyrighted material (see pages 3-5) or if not, removed this material from a second copy of your thesis (see page 6)?
- ✓ Have you removed any confidential or commercially sensitive material from the copy of your thesis (see page 6)?

If yes, then you are ready to put your thesis in USIR.

- Go to **http://usir.salford.ac.uk**
- Click the **Login** link
- Log in with your network username and password.

The screenshot shows the USIR homepage. On the left, there is a red header labeled "Homepage" and a sidebar with four buttons: "Manage deposits", "Manage records", "Saved searches", and "Review". The "Manage deposits" button is highlighted with a grey background. An arrow points from a text box to this button. The text box contains the instruction: "Click the **Manage deposits** link, and at the next screen click the **New Item** button." Below the sidebar, there is a horizontal line. Underneath this line, there is a "New Item" button. An arrow points from the text box to this button. Below the "New Item" button, there is a form with a dropdown menu labeled "Import from" showing "DOI (via CrossRef)" and an "Import" button.

The screenshot shows the "Type of Deposit" form. The title is "Type of Deposit". Below the title, there is a question: "Which of the following best describes the type of deposit you intend to make?". There are three radio button options: "Deposit an article or conference paper that has just been accepted for publication", "Deposit an article or conference paper that has been published", and "Deposit something else". The "Deposit something else" option is selected. An arrow points from a text box to this option. The text box contains the instruction: "Click **Deposit something else**, then click the **Next** button." To the right of the options, there is a "Next >" button. An arrow points from the text box to this button.

There are a number of forms that need to be filled in. Click on the headings to move between them.



Use this button if you wish to save your work and return to complete it later.



- Book
A book or a conference volume.
- Thesis
A thesis or dissertation.
- Patent

At the first screen click the **Thesis** button, then click the **Next >** button.

*Title ?

Abstract ?

In the **Details** form copy and paste the Title and Abstract of your thesis into these boxes.

*Thesis Type ?

- PhD
- PhD on publication
- MPhil
- MSc by research
- MRes
- DProf
- DLit
- DMA
- DSc
- LLM

Click the correct button for your degree type.

***Authors**

	Family Name	Given Name / Initials	Username	ORCID
1.	Sherwin			
2.	AL Sherwin	(A.Sherwin@salford.ac.uk)		
3.	Information & Learning Services			
4.	CL Sherwin	(C.L.Sherwin@salford.ac.uk)		
	Enterprise			
	LJ Sherwin	(HRS005@news.salford.ac.uk)		

Type your Family Name into the box. A list of matching names will be displayed. Select yourself from the list.

***Thesis Submission Status**

The hardbound equivalent of this thesis has been marked and passed by the submission board.
 This thesis submission has not yet been passed by the submission board.

+ Click the correct button for your submission status.

***Publication Details**

Identification Number:

*Status:

- Published
- In Press
- Submitted
- Accepted
- Unpublished

Dates:

	Year	Month	Day	Event
1.	2017	March	15	Completed
2.		Unspecified	?	UNSPECIFIED
3.				UNSPECIFIED

Official URL:

*Institution:

*Department:

Number of Pages:

Related URLs:

URL	URL Type
<input type="text"/>	UNSPECIFIED

Select Unpublished.

Select today's date as the submission date for your thesis.

In the **Institution** box type University of Salford.

In the **Department** box type the name of your Research Centre or School.

***Funded?**

Is this work funded?

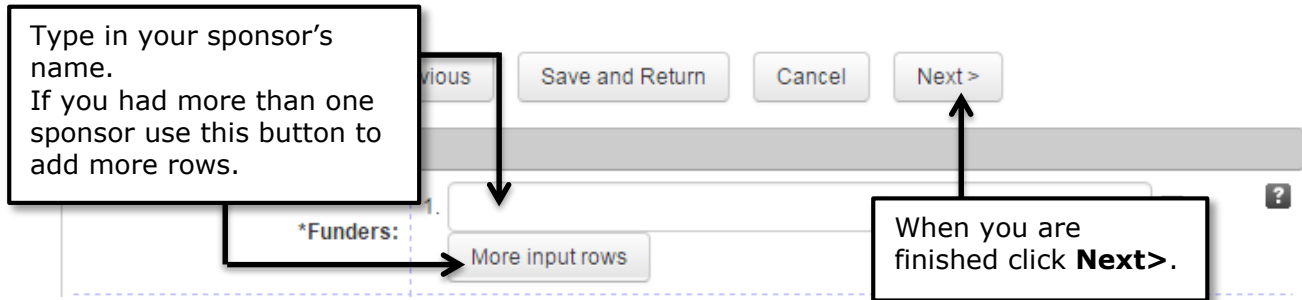
Yes
 No

Click the correct button about your funding.

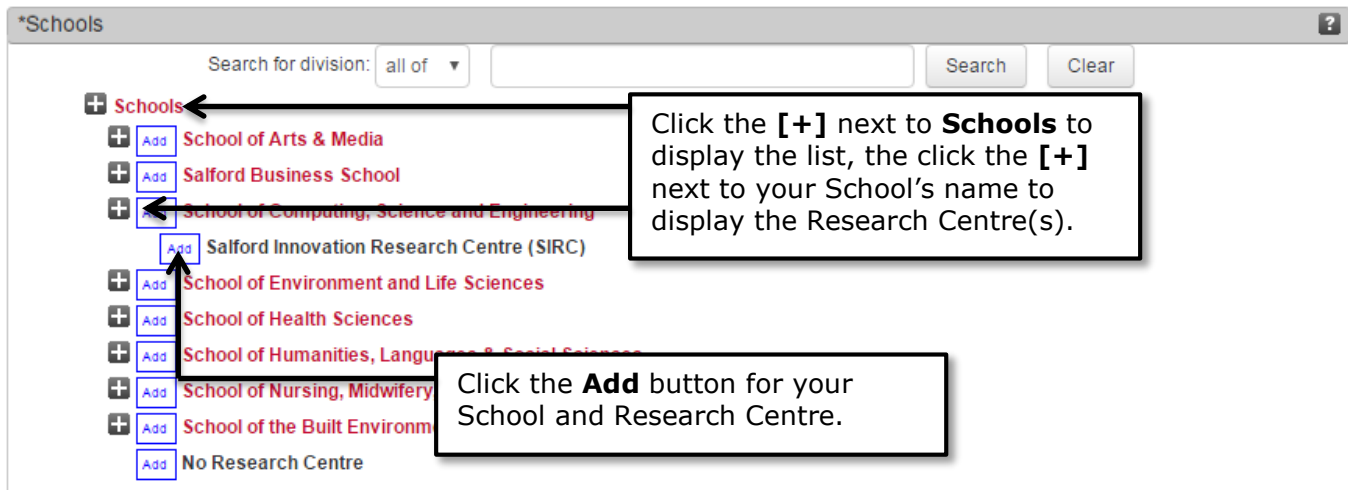
There are some other fields on the *Details* form which you may fill in if you wish. Note that any field marked with an asterisk* is compulsory – but you don't have to fill them all in immediately. You may come back to this form if you wish.

When you have completed this form, click the **Next>** button.

If you clicked the **Yes** button regarding funding on the previous form you will need to enter the name of your sponsor.



The **Divisions** form asks for details of your School and Research Centre.



When you finished making your selections click the **Next>** button or the **Upload** button at the top of the screen.

Click the **Choose file** button and browse to where the PDF of your thesis is saved.

You will see your attached PDF here. If you need to upload more files repeat the above process. If you have files in other formats (e.g. multimedia) select the correct format from the menu.

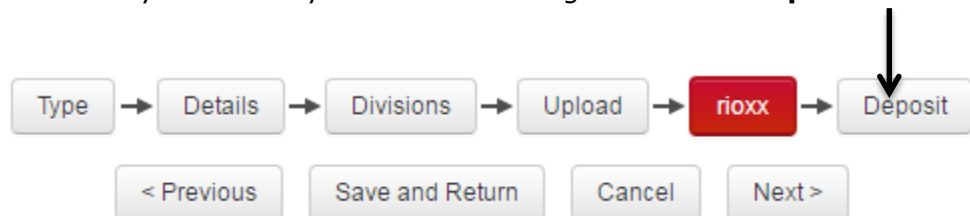
Select **Accepted Version** from the menu.

This should be left set to **Anyone** unless you have good reason to limit access to your thesis.

If you have a moratorium on your thesis, or wish to set an embargo (see page 7) select the release date from these menus.

When you have finished uploading your files and updating the details click **Next>**

The **riox** form gives you the opportunity to capture extra metadata for your thesis record. The default settings are usually correct so you can move straight on to the **Deposit** form.



The **USIR Deposit Agreement** terms will be displayed. Read through this. (Much of it relates to the deposit of journal articles, etc. which you can ignore.)

If you are happy that you have completed all the information click the **Deposit Item Now** button. Alternatively, click **Save for Later** if you need to make any changes.

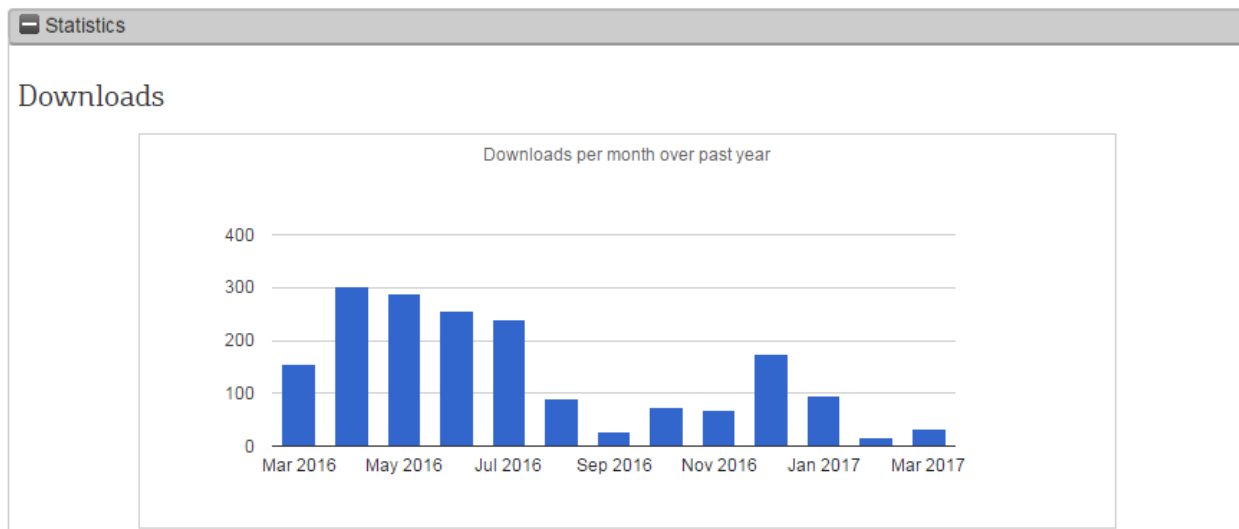
What happens next?

The USIR team will send you an email acknowledgement with the unique USIR E-thesis Receipt Number for your electronic thesis.

You need to enter this number on the "*Declaration 2 form - declaration for submission of hardbound thesis (final version)*" which will enable Student Administration to confirm that you have fulfilled the award criteria before the Postgraduate Research Awards Board is able to confirm your award.

Your thesis will be kept suppressed until it has been checked by the USIR Team and your award has been confirmed by the Awards Board, after which the record will be moved into the live repository.

Once your thesis is made live its URL is permanent, so you can circulate to colleagues, add it to your CV, etc. You can also return to the record to view your download statistics.



Getting help

If you would like help with any aspect of getting your thesis ready for deposit, please contact the Academic Support Librarian for your subject. You can find them and their contact details here:

<http://bit.ly/sflsubject>

If you have any enquiries about USIR please contact the USIR Team at: **usir@salford.ac.uk**