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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 should 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 (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All works, even unpublished ones, are protected by copyright.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 IP Commercialisation team – contact details can be found at <http://www.salford.ac.uk/business/technology#contacts-tab>)

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: <http://www.arl.org/sparc/author/index.shtml>). 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 the Library provides training courses 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 p.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 the Student Information Directorate.

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.

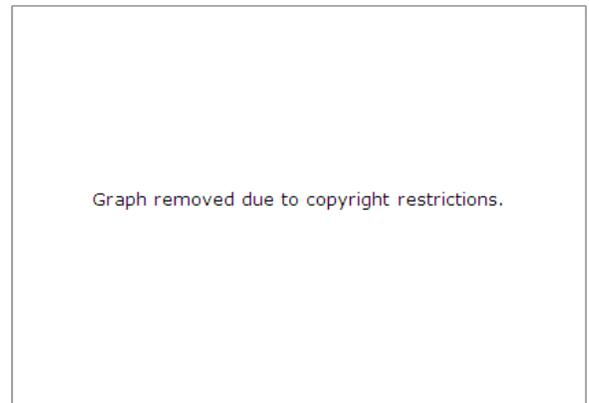


Figure 3: Mean annual rainfall versus mean annual temperature 1950-2010

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. To do this, you must make a request at the time you present your thesis for examination (when you deposit your 3 soft-bound copies for examination). 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.

A special form is available from the Student Information Directorate; it must be signed by your supervisor and the Director of your Research Centre.

A moratorium 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 Appendix 2, *Regulations For The Form Of Thesis*, in the University's *Code of Practice for the Conduct of Postgraduate Research Degrees*, for guidelines about the layout and presentation of your thesis. It is available at:

www.governance.salford.ac.uk/cms/resources/uploads/File/AQA/PG_Research_Degrees_Code_of_Practice.pdf

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/>

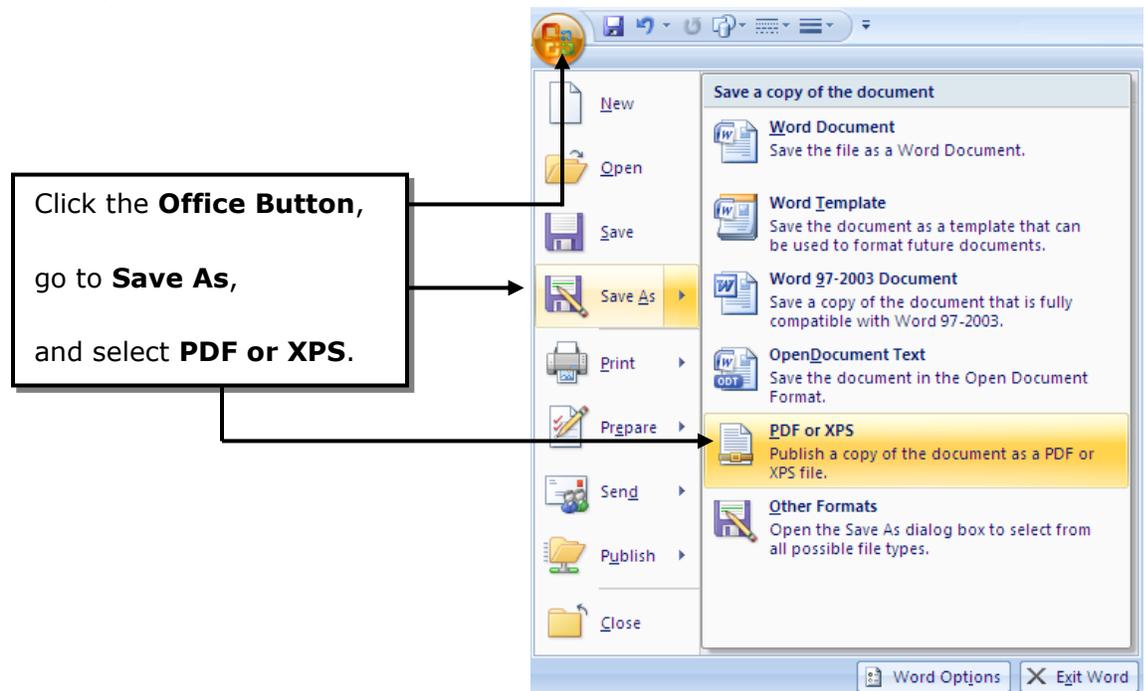
Electronic format: PDF

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 pages 6-7 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 (e.g. multimedia) 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. Scanners are located in all our Library sites.

Once you have collated all the pages of your thesis you need to convert it into a PDF file. You can use Word 2007 to do this.



Note: The PDF conversion in Word 2007 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 15. 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 /current formats by USIR staff for compatibility (cross platform) reasons.

Need help putting it all together?

ITScope is a drop-in service where you can get help with whatever you need to know to do with IT. The Library's friendly and helpful ICT trainers will be happy to assist you to format your thesis, show you how to use the scanners, convert files, etc.

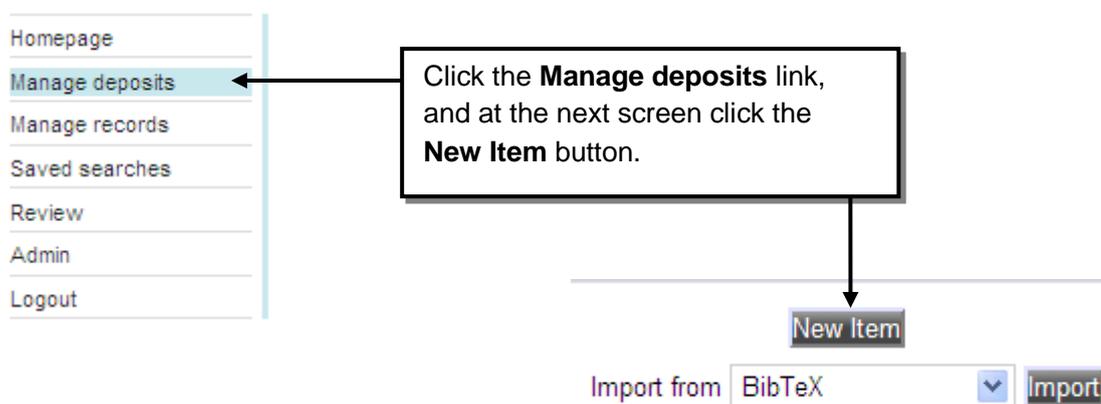
ITScope sessions run for two hours every weekday during term time. To see the timetable, go to:
<http://www.library.salford.ac.uk/training/ITScope/>

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 3-6) 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.

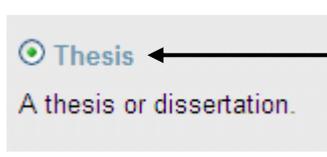
- Go to <http://usir.salford.ac.uk/etheses/>
- Click the **Login** link
- Log in with your network username and password



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 you may save your work and return to complete it later.



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

***Title**

Abstract

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

***Thesis Type**

Click the correct button for your degree.

- PhD
- MPhil
- MSc By research
- MRes
- DProf
- DLit
- DMA
- DSc
- LLM

***Authors**

	Family Name	Given Name / Initials	Email Alias
1.	sherwin		
2.			
3.			
4.			

More input rows

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

Corporate Creators

A Sherwin (AIS611@news.salford.ac.uk)

LJ Sherwin (HRS005@news.salford.ac.uk)

2.

3.

More input rows

Publication Details

***Status:**

- Published
- In Press
- Submitted
- Unpublished

Select **Unpublished**.

***Date:** Year: 2012 Month: September Day: 01

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

Official URL:

*Institution: ←

*Department: ←

Number of Pages:

Related URLs: URL URL type

[More input rows](#)

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

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

Funders

1.

[More input rows](#)

If your degree was sponsored type the name of your sponsor in the **Funders** box. Click the **More input rows** button if you need to add more than one sponsor. If you were self-funded, type **Non funded research**.

Protectable IP

Have you considered if there is patentable/protectable intellectual property (IP) within this item? Documents which have not previously been published, and which contain possible protectable IP will be checked by Research & Innovation, and relevant restrictions applied. For further information on the features of patentable work see <http://www.ipo.gov.uk/types/patent/p-about/p-what-is.htm>

Yes, there is protectable IP.

No protectable IP.

UNSPECIFIED

Does your thesis contain Intellectual Property that you wish to protect? If so, click the **Yes** button.

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 either the **Next>** button or the **Themes** button.

Type → Details → **Themes** → Divisions → Upload → Deposit

< Previous Save for Later Cancel Next >

Themes

Please select one or more of the options below, in order to link your record to the University Themes which you feel are most appropriate for your submission. Further information about the university themes is available here: <http://www.research.salford.ac.uk/themes>

- Add Built and Human Environment
- Add Energy
- Add Health and Wellbeing
- Add Media, Digital Technology and the Creative Economy
- Add Memory, Text and Place
- Add Subjects outside of the University Themes

The “Themes” options relate to the University’s research themes. If one (or more) of them describes your subject area, click the **Add** button next to it (them).

If you think none of the themes describe your subject, click the **Add** button next to **Subjects outside of the University Themes**.

If the Themes are not suitable for your subject area, you may like to return to the *Details* form, and use the *Uncontrolled Keywords* section to assign your own keywords to describe your subject.

When you are finished, click either the **Next>** button or the **Divisions** button at the top of the page.

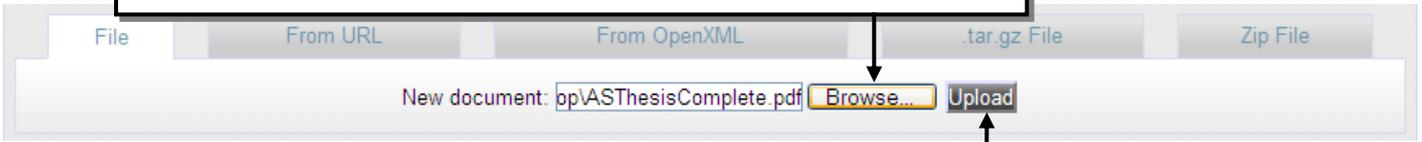
- Add Colleges and Schools
- Add College of Arts & Social Sciences
- Add College of Health & Social Care
- Add College of Science & Technology
- Add School of Computing, Science and Engineering
- Add School of Environment and Life Sciences
- Add School of the Built Environment
- Add Strategic Leadership Team
- Add Support Divisions

Click the **Colleges and Schools** link, then click the link for your College.

Click the **Add** button for your School. You can select your College too if you wish.

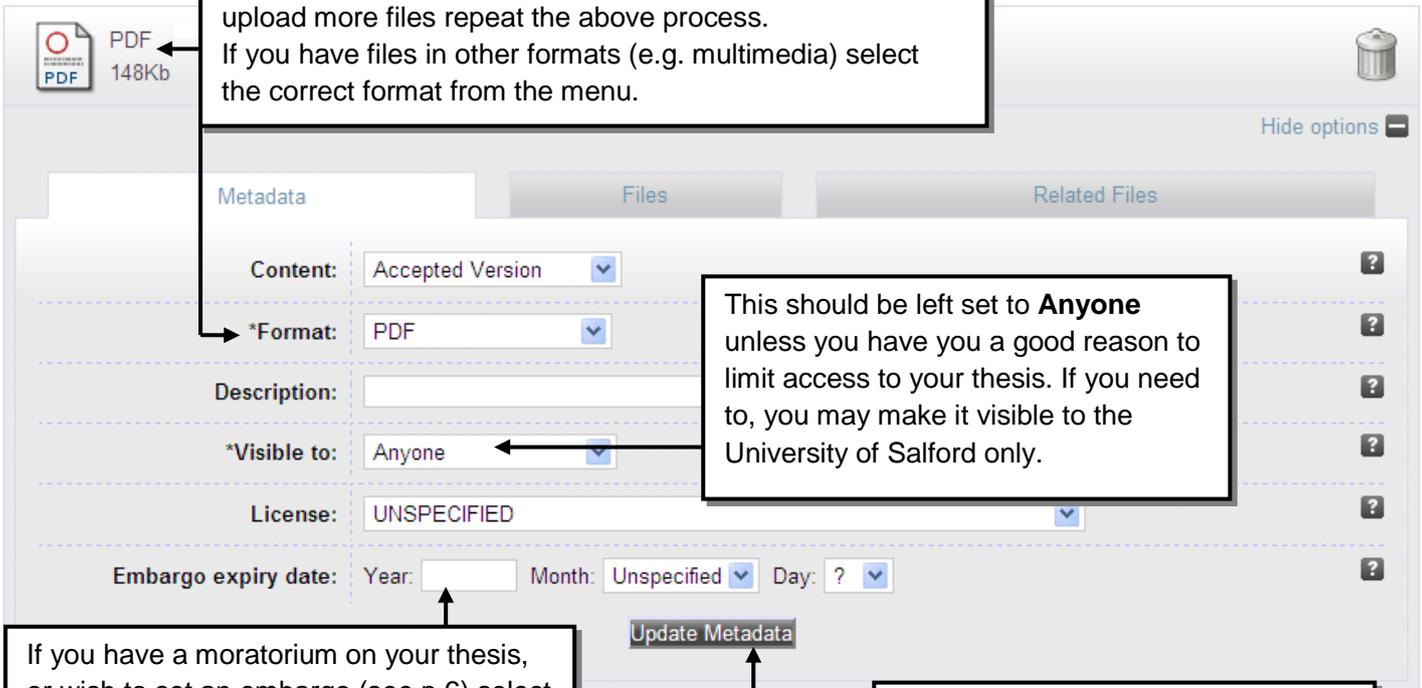
When you have made your selection, click either the **Next>** button or the **Upload** button.

Click the **Browse** button, and locate the PDF of your thesis.



When you have found the file click the **Upload** button.

You will see your attached PDF file 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.



This should be left set to **Anyone** unless you have a good reason to limit access to your thesis. If you need to, you may make it visible to the University of Salford only.

If you have a moratorium on your thesis, or wish to set an embargo (see p.6) select the release date from these menus.

When you have finished, click the **Update Metadata** button.

Once you have uploaded your file(s) you need to deposit them, before your thesis can become 'live' on USIR. Click the **Deposit** button.

Type → Details → Subjects → Divisions → Upload → **Deposit**

USIR Deposit Agreement

The University of Salford Institutional Repository (USIR) supports the long term preservation of, and free access to, research material produced by members of the University of Salford. To undertake this role, USIR staff need permission to store, copy and manipulate the material held in USIR in order to ensure that it can be preserved and made available in the future.

This Deposit Agreement is designed to give USIR administrators the right to do this and to confirm that the depositor has the right to submit the material to USIR. The Agreement is non-exclusive, and the depositor does not give away any of their rights to USIR.

By clicking the Deposit button below, you agree to the terms and conditions laid out in the non-exclusive [USIR Deposit Agreement](#).

- You are free to publish this work or works elsewhere in their present or future versions.
Where copyright permission is not granted (check [SHERPA RoMEO](#) for publisher policies first) a bibliographic only record can be submitted.
- You confirm that:
 - a. you are the copyright owner and/or have consulted [SHERPA RoMEO](#) to ensure you have the right to make this agreement with us;
 - b. the work(s) are original and to the best of your knowledge do not infringe anyone's copyright;
 - c. the work(s) do not violate or infringe any UK law.
- We agree to:
 - a. Add the work(s) to the repository so they are freely available online for the lifetime of the repository;
 - b. Convert them as necessary to ensure they can be read by computer systems in the future.
- We reserve the right to remove the work(s) for any legal or administrative reason.

Deposit Item Now Save for Later

Read the *USIR Deposit Agreement* page. (You can ignore the SHERPA RoMEO information, as this relates to published material). If you are happy with everything, click the **Deposit Item Now** button.

What happens next?

You will receive a receipt via email to confirm that your thesis has been deposited, and this will contain the ID number which you need to add to your Declaration 2 form. The thesis will then be kept suppressed until checks have been carried out and the award has been confirmed by the Assessment Board, after which the record will be moved into the live repository.

Getting Help

If you would like help with any aspect of getting your thesis ready for deposit, please contact the Academic Support Librarian for Research, Anne Sherwin: a.sherwin@salford.ac.uk

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