

Thesis deposit instructions

1. Start at <https://repository.essex.ac.uk/cgi/users/login> and login with your University ID & password
2. Click **New Item** button
3. Under **Item Type** select **Thesis**
4. Click **Next**

Note: mandatory fields are marked with a 

5. Restricting access to your thesis

An access restriction can be placed on your thesis if, for example, you intend to publish it in the future. You **must** request this by email to repository@essex.ac.uk at the same time as depositing your thesis. If you wish to place an access restriction on your thesis owing to possible future publication you can request either a three or five year closure period.

Upload a copy of your thesis in PDF format by clicking on Choose File, navigate to the location of the paper select it and click **OK**

5a. If your thesis is to be made open access immediately click **Next** to move to the next screen.

5b If your thesis is going to be under an embargo:

Click **Show Options** to set the embargo end date.

Set **Visible** to **Repository staff only** and enter the year, month and day under **Embargo expiry date**. The embargo is automatically lifted by the repository software on the expiry date. The embargo period set will be confirmed by repository staff as part of the process of checking the thesis repository record after deposit.

Click **Next** to move to the next screen.

6. The details screen allows you to input the details of your thesis – title, abstract, author etc. As a minimum you will need to complete the mandatory fields -
 - **Title** – Full title, including any subtitle. Separate title from subtitle(s) using space colon space (:). Use sentence case.
 - **Creators** - The author of the work as presented on the title page.
 - **Thesis Type** – Select the appropriate radio button eg PhD. For Professional Doctorates use Other.
 - **Supervisor(s)** - Thesis supervisor(s)
 - **Publication Details:**
 - **Status** – Use the default entry – Unpublished.
 - **Date** – The year the thesis was awarded. Month and day are optional.
 - **Date Type** –Completion
 - **Institution** - University of Essex
7. You can also enter additional information such as an Abstract and details of funding bodies or

sponsors eg.

- **Abstract** - Brief summary of the thesis
- **Divisions** – The name of the school or department where the author was based. **Nb** this field reflects the current Faculty/Departmental structure of the University and may change over time. A separate optional field, **Department** that does not reflect the current structure of the University may also be used.
- **Grant number** - Grant number allocated by funding body.
- **Funders** - Name of any institution(s) funding the research, in whole or in part. Additional funders (if any) can be added by clicking the **More input rows** button.
- **Contact email address** - When the full-text is not made available (under embargo), if this field is used requests to view the full-text will be sent to this email address. The email address will not be made public. Should you wish to use this field it may be advisable to use a personal email address as university email accounts will be deleted after a student has left.
- **Uncontrolled Keywords** - Subject keywords to aid retrieval.

Click **Next** to move to the next screen

8. Under **Subjects** you may add at least one subject heading from the Library of Congress Classification, list available.

Click **Next** or **Deposit**

9. If you have finished click **Deposit item now**. If you wish to come back and re-edit the repository record click **Save for later**

Once you have clicked **Deposit item now** you will no longer be able to amend the repository record, it will have been sent to the Review area for checking. Once an item has been deposited in the Repository it will not be visible straight away as it has to be approved by Repository staff before it goes to the live system.

You will receive an email to confirm the deposit when your thesis has been moved to live.

Any questions, please contact Jim Jamieson tel 01206 874417, email ajjami@essex.ac.uk or repository@essex.ac.uk