

Deposit guide (Oxford Theses)

A service for researchers

Oxford University Research Archive (ORA) is a new service for Oxford University. It aids the dissemination, visibility and preservation of Oxford research materials including digital copies of Oxford theses submitted in fulfillment of the award of research or higher degrees. See ORA policies for details of eligible depositors and content (http://www.ouls.ox.ac.uk/ora/oxford_etheses).

If you don't find the answers to your questions here, you can contact ORA staff at ORA@ouls.ox.ac.uk

How the process works

- The depositor (the author) gives details about the thesis using an online form (available anywhere with internet access)
- The digital file (or files if the item comprises a number of separate files) is uploaded – like adding an email attachment
- The depositor submits the details and the file(s) which then go to a holding area to be checked by a member of ORA staff. This member of staff will amend any errors and add additional details if necessary. At this point they may need to contact the depositor for clarification or if there is a problem.
- The item will then be added to the main archive, either open or closed access depending on rights and permissions.

Before you deposit

Are you eligible to deposit your thesis in ORA?

Members of the University of Oxford following programmes classed as postgraduate research or higher degrees are eligible to deposit their thesis in ORA. For full details of eligible depositors and materials see the ORA submission and content policies (http://www.ouls.ox.ac.uk/ora/oxford_etheses). You must have been granted leave to supplicate in order for your digital thesis to be accepted. Any dispensation from consultation (embargo) must have been formally agreed according the current Oxford practice (unless you are depositing voluntarily).

Do you have the correct username and password?

To deposit items, you will need to use your WebAuth (aka Oxford Single-Sign-On, Herald, WebLearn) username and password. For details see <https://webauth.ox.ac.uk/>

Files, Format and Fonts

You should have read the ORA guidance (see ORA website <http://www.ouls.ox.ac.uk/ora>) regarding:

- **Files:** There is a limit to the size and number of files that can be submitted to ORA. You may need to split your thesis into multiple smaller files (this can also help end users accessing your thesis)
- **Format:** Any format may be submitted to ORA. You may want to deposit the same item in more than one format.

- **Fonts:** some fonts cause serious problems for deposit and for end users attempting to read your thesis. Unicode characters are acceptable. Please read the ORA advice carefully

Rights

- You need to know whether the rights associated with your thesis allow you to deposit it in ORA. ***Please be particularly aware of the rights of third party copyright holders*** (ie materials included in the thesis where the copyright is held by a third party). For help and guidance see ORA copyright advice at http://www.ouls.ox.ac.uk/ora/oxford_theses/copyright_and_other_legal_issues.

To deposit an item

You will need:

- details of the item (title, abstract etc)
- to have a digital copy of the item and have the right to deposit it

Go to <http://ora.ouls.ox.ac.uk>

- Click on 'Contribute' then 'Click here to submit a thesis'
- Enter your WebAuth username and password when prompted
- Click on "Start new deposit"
- You can resume or edit a previous partially complete submission at a later stage provided you have saved it and it is still in your work area and you haven't clicked the final "Finish editing record" button
- Read the deposit agreement and indicate if you agree or not. If you do not agree the deposit process will terminate here

Deposit steps:

1. Describe your thesis (title, subject, keywords etc)
2. Author and supervisor details
3. Rights information
4. Preview the submitted information
5. Attach the file(s) and submit the item

Your submission will be checked before being forwarded to the main archive.

* Mandatory fields are marked * and shaded yellow

- You may save your deposit at any stage and return to it later (see the 'Actions' buttons at the bottom of each page). You may save the partially completed deposit at any time before submitting the item in stage 5.
- Please note if you choose to save a partially completed deposit that you should close your browser at this point in order to log out completely
- ORA staff may edit and/or add data

Feedback

ORA is a new service for Oxford University. We aim to make the deposit of items as easy as possible and are working to simplify the process and to add extra features and functionality

- ORA staff are continuing to make improvements and add more functions to ORA
- We welcome input and feedback from depositors

- If you have ideas about refinements or any other comments, please email ORA staff at ORA@ouls.ox.ac.uk

1. Describe this item	
* Title of the thesis	Use the title as it appears on the title page of this thesis. Only the first letter and proper nouns and abbreviations should have capital letters
Subtitle/Alternative title	Complete only if the item has a subtitle or alternative title (eg translation)
* Abstract	Copy and paste the abstract from the thesis. This will appear in the record for this item.
* Subject	Choose one or more options from the list. You may select as many heading as you wish. Readers will be able to browse and search using these subject headings. These subject headings are intended to be general. Use 'Keywords' for more detailed and specialist descriptors. If the heading you require is not in the list, you may suggest a new entry by typing it into the subject box and surrounding it in inverted commas (eg "new heading"). Separate new headings using a comma after the "." marks.
* Keywords	You may include specialist descriptors. Use MeSH , JEL , Mathematics Subject Classification or other discipline specific terms here if desired. Include as many keywords as you wish: separate terms using a comma.
* Language	Select the main language of the intellectual content from the list. The default is English
Additional location	If the item has been made available elsewhere please enter the URL here. It might be a departmental or subject repository website.
Provenance information	
* Source of digital file	Where the file originated
* Type of content	Select the type from the list which most closely describes the majority of the content of this thesis.
* Date of award	Give the date of graduation
* Date of publication	Give the date on the thesis
2. Author/Creator and affiliation details	
Term of address	Select the preferred term from the list
* Family name	Or surname. We will check an author authority file so that authors do not get confused with others who have the same or similar name.
* Given name(s)/initials	We will check an author authority file so that authors do not get confused with others who have the same or similar name.
Name as on the title page of thesis (if different)	
Alternative name(s)	Any other names which you may have published under in the past or might publish under in the future
Established form of name	The authorised form of your name used in the Library of Congress name authority (if known)
Role	Author
* Author email address	Required in case ORA staff need to contact this author. Will not display on the record
Author website	Insert the URL of the author's personal webpage.

Author Date of Birth	For checking/creating an author authority file to make sure the author can be distinguished from others with the same or similar name. Not for display
Awarding institution	University of Oxford.
* Faculty/Division/Dept	Please indicate the Oxford department(s) to which the author is affiliated. For authors whose faculty/dept is not listed (eg those which have changed their name), please type in the name in the 'Faculties/Divisions' box surrounding it with inverted commas (eg "Department of Something")
Oxford Research Group	If appropriate, please give the Oxford Research Group with which the author is affiliated.
Oxford College	If appropriate, please select the Oxford College with which the author is affiliated.
* Level of degree	Select the appropriate level from the list
* Type of degree	Select the appropriate type from the list
Funding body	Or student sponsor. If a funded research project, please give the name of the funding body or sponsor that funded the research which resulted in this thesis.
Grant number	If funded research please give the grant number.
* Number of supervisors	Select the appropriate number of supervisors and click on "Update number of forms" button
* Term of address	Supervisor. Please select the preferred term from the list
* Family name	Supervisor family name or surname
* Given name(s)/initials	Supervisor given or first name/initials
Name as it is on the item (if different)	Name of the supervisor as it is on the item (if different)
Role	Select the most appropriate from the drop-down list
3. Related items	It is possible to indicate links to items which are related to this item in some way (eg research questionnaire, conference papers, additional material).
References	You may ignore this
Change number of related items	Select the number of related items you wish to add
Title	Of the related item
Author/Creator (full printed name)	Of the related item
Type of relationship	Of the related item to this thesis. Choose the most appropriate from the drop-down list
Link to related item	Insert the URL or other link or identifier to the related item
Type of given reference link	Indicate what type of link or identifier you have included above
4. Rights Information	For help and advice about copyright please see the ORA copyright guidance available at http://www.ouls.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues
* Copyright holder	Give the name of the person, publisher, body or institution which holds the copyright for this item. Indicate the correct statement about the copyright holder
* Copyright date	Give the date the copyright came into effect for this item. Insert only the year
* Access to full content	Select the type of access required for this item: <ul style="list-style-type: none"> • Open access – freely available • Embargo – All or parts of the thesis available after a set period of time (add date below) • Closed access – All or parts of the thesis are stored in ORA but not available to end users

Standard licence	The author may select and apply a licence to this work if they are the copyright holder. A link has been provided to the Creative Commons website for information
Read the information about dispensation from consultation carefully	Read the information about dispensation from consultation carefully
Date full content available	You may only indicate an embargo or closed access if it has been formally agreed. Please indicate when any embargo on access comes to an end or when the status is to be reviewed (even if this applies only to a part of the thesis). ORA staff will be alerted one week before the end of the embargo and will take appropriate action. If you have arranged an embargo, when you upload the file(s) indicate if the embargo applies to only a part or parts of the thesis. See the ORA guidance on files.
Date metadata available	You may only indicate an embargo if it has been formally agreed with your supervisor(s). In a tiny minority of cases it may be necessary to hide not only the full text, but also the record of the item. If the record is to be hidden from public view please indicate here when the record should be released or its status reviewed. ORA staff will be alerted one week before the end of the embargo and will take appropriate action.
* Third party copyright	Check the box which confirms that third party copyright of content of this item does not exist, has been dealt with or to request assistance. Please note – you will need to provide proof of copyright holder’s permission to make third party copyright material freely available via ORA. This might be an email from the copyright holder granting permission.
5. Preview Submission and Submit/Save	
Preview	Please check the submitted information carefully. If you are unhappy with any of the data, use the button at the bottom of this page (“ <i>re-edit deposit data</i> ”) to go back and edit the field you wish. When you are happy with the data entered, click on “Attach files” to take you to the next stage
6. Attach the file(s) & any additional information	
Description of the file	Add any information about the file which you think might be useful to ORA staff
Browse for the file(s) or type in the file name(s)	Use the <i>Browse ...</i> button to choose a file from your computer. Include all the files that make up this item. For each file you will need to attach it using the button below. You may deposit any file type. Please note that older, obsolete or very obscure digital files may be problematic. ORA staff will contact you if there are any problems affecting inclusion of your file(s) in ORA. Please see ORA guidance on files at http://www.ouls.ox.ac.uk/ora/ora_guidance . Theses eligible for Ethos (UK thesis service) need to have a PDF version.
Upload file(s)	<ul style="list-style-type: none"> • Press the ‘<i>Upload and add the file above to this record</i>’ button.to attach your file(s) (full text or equivalent) to the details you have already entered. You can do this as many times as needed for multiple files which belong to the same record (eg separate chapters, diagrams etc) • You can check that you have uploaded the correct file by clicking “<i>Download</i>” • If you need to modify an uploaded file, or if you entered information about

	<p>your file incorrectly, it is suggested that you “<i>Remove</i>” the uploaded file and re-add the file.</p> <ul style="list-style-type: none"> You can change the embargo on any files by using the ‘toggle embargo’ link. Any embargo you indicated in the rights section will be applied to files which are labeled ‘Under embargo.’ Those files labeled ‘No embargo applied’ will be made freely available. <p>NOTE: The maximum single file size you can upload is 10Mb. You may also only upload a maximum of 10 files. Please contact ORA staff if you have a problem with this</p>
Additional information	Please enter any additional information about the item. This information will be displayed.
Comments and suggestions	Please enter any comments or suggestions. This information will not be displayed. It will be viewed by ORA administrators
<i>‘Finish editing record’</i> button	This will take you to the final page where you will then have the opportunity to review again or submit
Complete deposit	You have the opportunity to review your deposit before finishing it. Clicking the <i>‘Complete deposit’</i> button sends the details and attached file(s) to the review area, accessible only by ORA staff. There, the deposit will be checked and if necessary, edited before being added to the main archive and made available to end users. Neither the details nor file(s) will be available to other users until it has been reviewed by ORA staff. ORA staff will contact you if they have any queries about the item.

Version 3.0 Updated 2.7.08