

Uploading an Electronic Thesis to the UWTSD Research Repository

Version 4

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This guide is intended for research students who are submitting their completed and accepted thesis to the University's Research Repository (Eprints).

Theses should only be uploaded following confirmation of acceptance. Please do not attempt to upload your thesis to the repository until you have received confirmation to proceed from the University.

Please upload the final, accepted version of your thesis in PDF file format. Your thesis must be your own original work, and you must receive explicit permission to include images or other material in your thesis for which you do not own the copyright, or remove such material from the version you upload. Please note that by signing the declaration form you may be personally liable for any breach in copyright resulting from the inclusion of other authors' or copyright holders' intellectual property in your published thesis.

For further assistance with the uploading process, please contact openaccess@uwtsd.ac.uk



1. Log in to Eprints

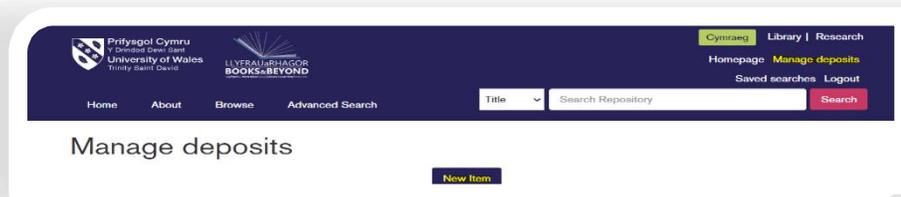
- Visit <http://repository.uwtsd.ac.uk/>
- Click **Login**



- Enter your UWTSD login and password at the prompt, and click the **Login** button

2. You will be taken to the Welcome page

- Click on **Manage Deposits** and select **New item**



3. Choose Item type of **Thesis** and click on **Next**

Book
 A book or a conference volume.

Thesis
 A thesis or dissertation.

Patent
 A published patent. Do *not* include as yet unpublished patent applications.

Artefact
 An artist's artefact or work product.

Show/Exhibition
 An artist's exhibition or site specific performance-based deposit.

Composition
 A musical composition.

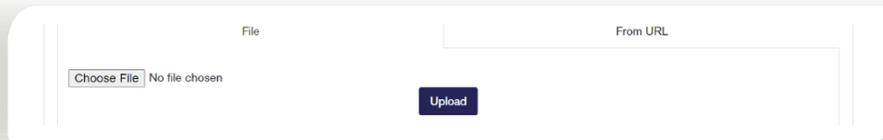
Performance
 Performance of a musical event.

Image
 A digital photograph or visual image.



4. Upload your thesis:

- Click on **Choose File** to upload your file
- Your thesis should be uploaded in PDF format
- The PDF filename should be in the following form: surname, full name (year of acceptance) title.pdf



5. Assign a license agreement:

- Once you have uploaded your thesis, expand the **show options** tab using the **+** symbol



- Complete the details as below:

Text
Submission Guide.pdf
272kB

Content: Accepted Version ?

Type: Text ?

Description: ?

Visible to: Anyone ?

License: Creative Commons CC-BY-NC-ND: Attribution-Noncommercial-No Derivative Works 4.0 ?

Embargo expiry date: Year: Month: Unspecified Day: ? ?

Language: English ?

Update Metadata



Content = Accepted version

Type = Text

Visible to = Anyone

License = Creative Commons attribution-Non-commercial – No derivative works 4.0

Language please select from drop down menu

An **embargo expiry date** can be added here only if a bar on access been agreed with the Research Degrees Committee, otherwise please leave blank

- Click on **Next**

6. Add metadata to describe your thesis:

Title – please enter your full thesis title with initial capital letter followed by lower case.

Abstract – enter a summary of your thesis (200 to 500 words)

Thesis type - select from list (e.g. Doctoral, Masters)

Thesis name - select your qualification from list

Creators – enter your full name rather than initials to assist indexing and discovery of your work. This should be in the format *Surname, First name* e.g. *Bloggs, Joe*

Please provide your Orcid number in the **ORCID** column. Orcid provides a persistent digital identifier that distinguishes you from every other researcher

and, through integration in key research workflows, such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. Registration takes 30 seconds at <http://orcid.org/>

Corporate authors – leave blank

Contributors – leave blank

Divisions – Select **Theses and Dissertations: Doctoral or Masters**

Dates – Year Month and Day that thesis was accepted

Publication details – Unpublished

Institution – enter : University of Wales Trinity Saint David

Department – enter name of Faculty and School

e.g. Faculty of Art and Design: School of Visual Communications

Number of pages /leaves – enter the number of pages / leaves of your thesis

Contact email address – please enter your email address here so that we can contact you in the event of any queries

Uncontrolled keywords – enter multiple keywords separated by commas, e.g. *television, religion, politics, China etc.*

Additional Information – please enter any further information which will assist us in reviewing your thesis

- Please leave all other fields blank
- Click on **Next**



7. Choose a subject:

- Use the + buttons to select a subject from the list of headings. This is a standard classification system. The subject classification will be reviewed by Repository staff and may be amended for consistency

- Click on **Next**

8. Check the form and review the deposit. Once you are happy, click **Deposit Item Now** to deposit your thesis for review and publication. The Library and Learning Resources will review your deposit and make the full-text freely available. If there is a problem with the deposit which needs revision you will be notified by email.