

11.5

E-THESIS SUBMISSION PROCEDURE

(RESEARCH DEGREES)

E-THESIS SUBMISSION PROCEDURE

File format:

E-Thesis - the following file formats will be accepted for deposit:

Format	Minimum version
Adobe PDF	Adobe 6.0
Microsoft Word	Word 97

[Items deposited in MS Word will be converted to Adobe PDF]

Supplementary material – the following file formats will be accepted for deposit:

Format	Extension	Minimum version
Adobe PDF	pdf	Adobe 6.0
AIFF (Audio Interchange File Format)	aiff, aif, aifc	None
CSV (Comma Separated Values)	csv	None
Microsoft Excel	xls	Excel 5.0 / 97
GIF (Graphics Interchange Format)	gif	None
HTML (Hyper Text Mark-up Language)	html	None
JPEG	jpeg, jpg	None
Microsoft Word	doc	Word 97
Microsoft PowerPoint	ppt	PowerPoint 95
Microsoft Visio	vsd	
MPEG (video + audio)	mpa, abs, mpeg +mpeg, mpg, mpe	None
PDF (see Adobe)	pdf	
PNG (Portable Network Graphics)	png	
Postscript	ps, eps, ai	None
Rich Text	rtf	None
TAB (Tab Separated Values)	tab	None
Text	txt	None
TIFF (Tag Image File Format)	tiff	None
XML	xml	None

[Items in other formats will be considered for inclusion
dependant on DSpace software limitations]

<http://dspace.mit.edu/help/formats.jsp>

Conversion Procedure:

There are several possible procedures which could be followed

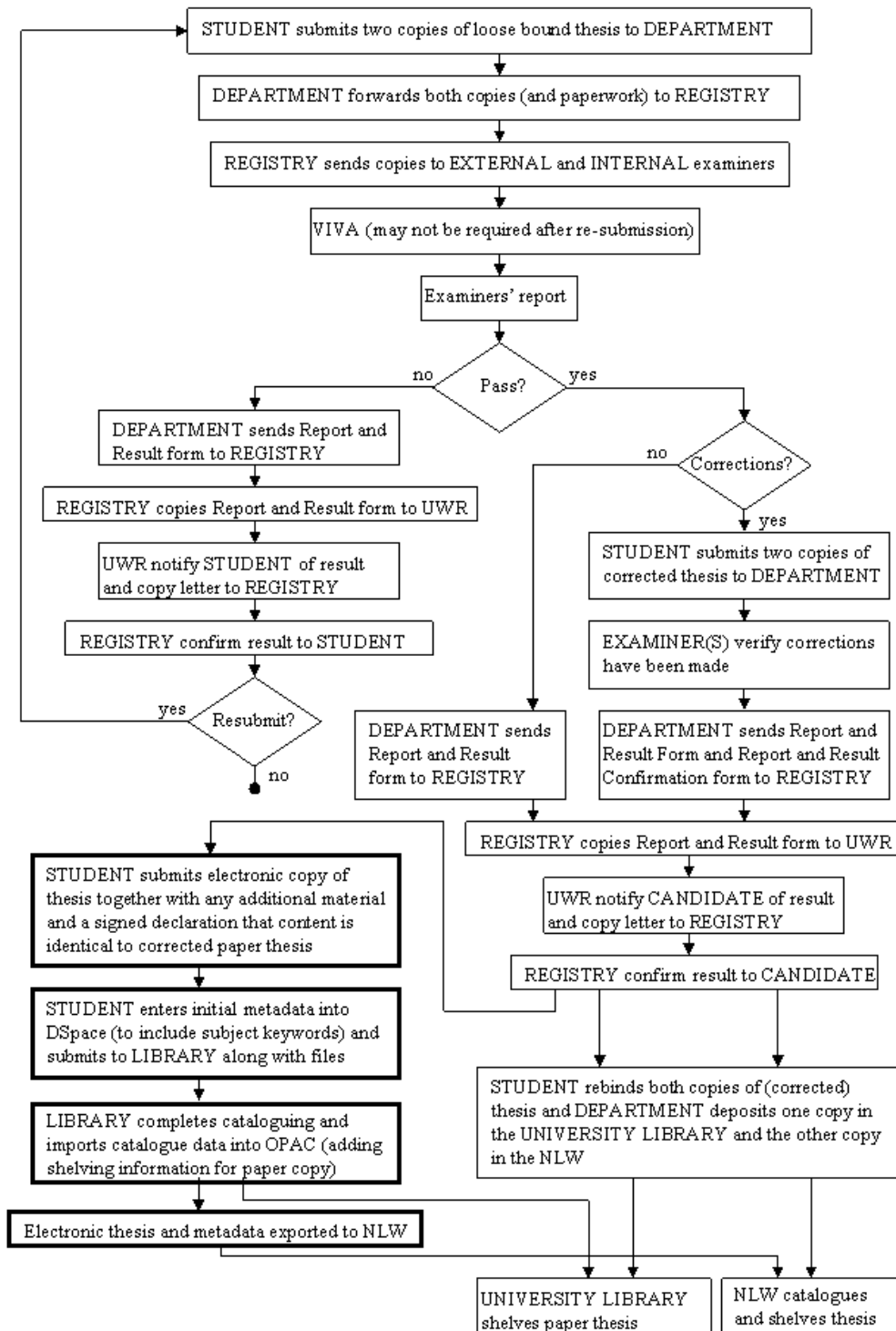
Procedure Type	Step 1	Step 2	Step 3	Issues
Fully mediated	Student submits Word copy to Library	Library converts document to PDF using Adobe conversion software	Library uploads material into repository	Library would require additional Adobe licences + added staff time
Partially mediated	Student submits Word copy to Library / School Administrator	Library / School Administrator converts document to PDF using Adobe conversion software	Library / School Administrator uploads material into repository	School Administrators & Library would require additional Adobe licences + added staff time
Unmediated A	Student converts Word document to PDF using Adobe conversion software	Student submits PDF copy to Library	Library uploads material into repository	Requires Adobe software on all student/staff machines
Unmediated B	Student converts Word document to PDF using Adobe conversion software	Student uploads material into repository	Library checks upload	Requires Adobe software on all student/staff machines
Unmediated C	Student converts Word document to PDF using Adobe conversion software	Student uploads material into repository	Library / School Administrator checks upload	Requires Adobe software on all student/staff machines

As this is a new procedure, initially a mixed economy could be adopted to reflect current restrictions in terms of personnel and software.

Re: integration of e-thesis submission into current print thesis submission procedure

Example from University of Wales Aberystwyth

POSSIBLE UWA RESEARCH THESIS SUBMISSION AND EXAMINATION PROCESS
with changes for electronic deposit grafted on to current procedure



Possible Training Scheme:

In order to ensure that all theses can be stored, training for PhD students may need to include basic tips on using word processing software correctly to produce an electronic thesis, e.g.

- ❖ inserting page breaks
- ❖ page numbering
- ❖ indenting paragraphs
- ❖ aligning the text in 'Contents'

Consideration also needs to be given to how to scan drawings and photographs for inclusion, how to create navigation aids, whether to divide the document into multiple files and how to name the files, etc.

Students may need advice about how to convert their documents into PDF and how to submit the finished product.

General tips about saving work, allowing time for dealing with presentational aspects of the thesis, and identifying key words may be included in the training schedule.

A key element of any training programme must be IPR and copyright issues, particularly the provision of information about how to deal with third-party copyright and the types of situations where it is important to obtain permission from rights holders.