

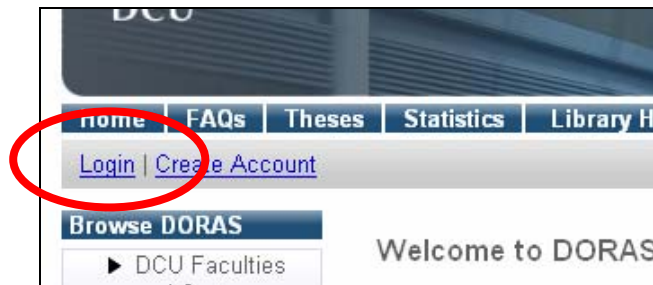
How to deposit a thesis - instructions for DCU staff

Please note:

- Only Research Masters and PhD theses being submitted to the Registry for the next conferring will be accepted.
- The supervisor/internal examiner of the thesis must deposit the electronic version of the thesis to DORAS on behalf of the candidate.
- For full instructions on submitting research theses please see “DCU academic regulations for postgraduate degrees by research & thesis” available at: http://www.dcu.ie/info/regulations/postgraduate_regulations.shtml

Step-by-step guidelines

1. Print out this document.
2. Next, go to <http://doras.dcu.ie>
3. Click on 'Login' in the top left-hand corner.



4. Enter your DCU staff username and password (the same as your Novell login)

Please enter your DCU Staff username and password (the same as your Novell login).

Username:

Password:

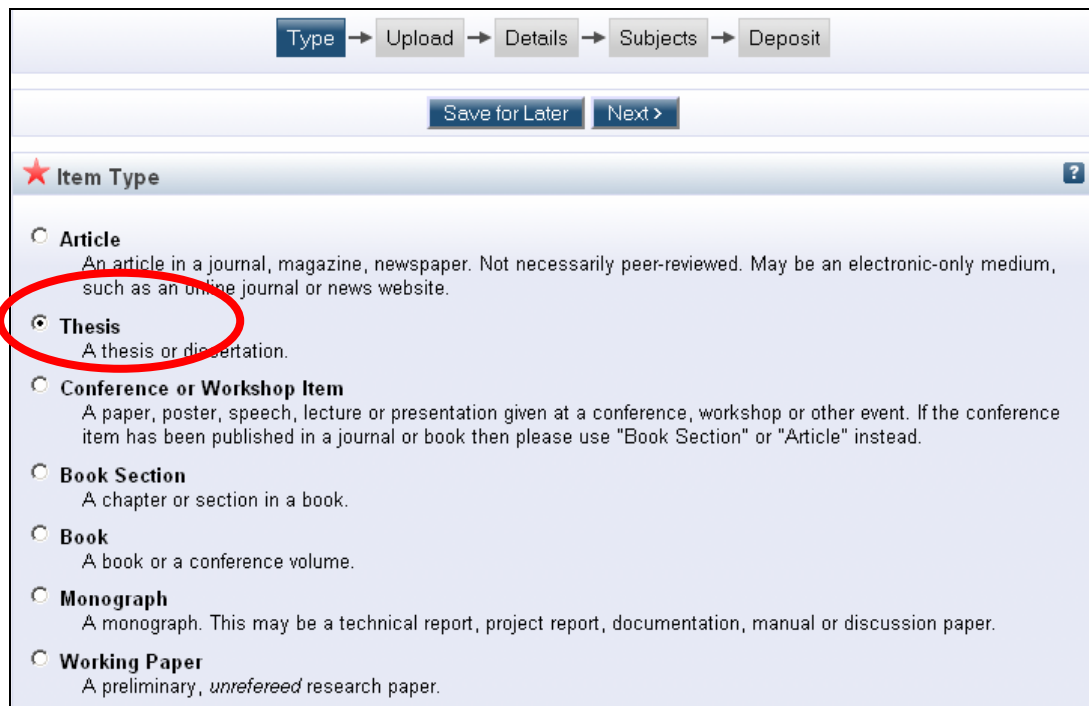
Note: you must have cookies enabled.

5. Click on 'New Item'

User Workarea. Under Review. Live Archive. Retired.

Last Modified	Title	Item Type	Item Status
No items			

6. Select 'Thesis'.

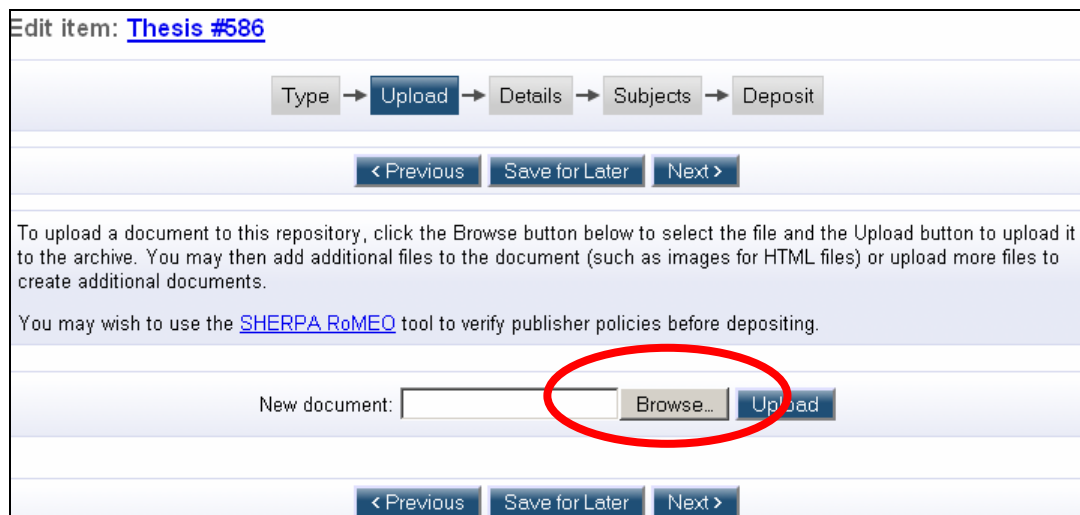


The screenshot shows a web interface for selecting an item type. At the top, there is a navigation bar with buttons: Type → Upload → Details → Subjects → Deposit. Below this is a 'Save for Later' button and a 'Next >' button. The main section is titled '★ Item Type' and contains a list of radio buttons with descriptions:

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Thesis**
A thesis or dissertation.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book Section**
A chapter or section in a book.
- Book**
A book or a conference volume.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual or discussion paper.
- Working Paper**
A preliminary, *unrefereed* research paper.

7. Click the 'Next' button.

8. To upload the thesis file(s) click on 'Browse' and locate the file from your computer. Then click on the 'Upload' button.



The screenshot shows the 'Edit item: Thesis #586' page. At the top, there is a navigation bar with buttons: Type → Upload → Details → Subjects → Deposit. Below this is a '< Previous' button, a 'Save for Later' button, and a 'Next >' button. The main section contains the following text:

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

New document:


At the bottom, there is a '< Previous' button, a 'Save for Later' button, and a 'Next >' button.

Your file is now uploaded. If you scroll down the page you will be able to see the name of the uploaded file on the screen:

The screenshot shows a document upload interface. At the top, there is a 'New document:' label with a text input field, a 'Browse...' button, and an 'Upload' button. Below this, a PDF icon is shown next to the text 'PDF - Requires a PDF viewer such as [GSview](#), [Xpdf](#) or [Adobe Acrobat Reader](#) 2583b'. A 'Hide options' button is on the right. The main area contains several fields: 'Format:' set to 'PDF', 'Description:' (empty), 'Visible to:' set to 'Anyone', 'License:' set to 'UNSPECIFIED', and 'Embargo expiry date:' with fields for Year, Month (set to 'Unspecified'), and Day (set to '?'). Below these fields are 'Update Document' and 'Delete document' buttons. At the bottom, the filename 'thesis_joe_bloggs_2008.pdf 2583b' is displayed in a blue link, circled in red. A link 'Need to add additional files to this document?' is also visible.

9. Please repeat the previous step if you have additional files that are part of the thesis.

10. Click the 'Next' button.

11. Please fill out the mandatory fields marked with a star sign . If you wish to fill out other fields you may, but this is not obligatory.

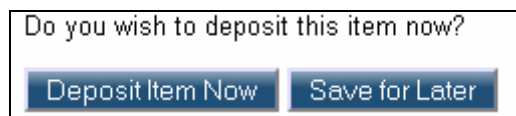
12. Click the 'Next' button.

13. If you wish, you can add relevant subjects or add keywords.

The screenshot shows a document upload interface with a progress bar at the top: 'Type' → 'Upload' → 'Details' → 'Subjects' → 'Deposit'. Below the progress bar are buttons for '< Previous', 'Save for Later', and 'Next >'. The 'Subjects' section has a search box labeled 'Search for subject:' with 'Search' and 'Clear' buttons. Below the search box is a list of subjects with plus signs: Biological Sciences, Business, Computer Science, Engineering, Humanities, Add Mathematics, Medical Sciences, Physical Sciences, and Social Sciences. The 'Uncontrolled Keywords' section has a large text input field. At the bottom, there are buttons for '< Previous', 'Save for Later', and 'Next >'.

14. Click the 'Next' button.

15. Click on the 'Deposit Item Now' button.



16. Please take note of the '**Item ID**' displayed on the screen. You will need to enter this on the PGR12 form (<http://www.dcu.ie/registry/postgraduate/forms.shtml>) to be submitted to the Registry.



17. You have now finished the deposit. You can now logout by clicking on 'Logout' at the top of the screen.



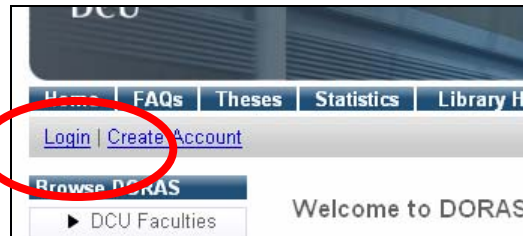
18. If you wish to review or change something after the thesis is deposited please see the guidelines on the next page.

Please note that:

- Thesis files and metadata will not be made publicly available until after the thesis has been awarded.
- If the thesis candidate successfully applies for a restriction of access ([see PGR8 form](#)) then the electronic version of the thesis will not be made public until the restricted access period, as approved by the University, has expired.
- All files and metadata will be checked by the DORAS Manager before the thesis is made publicly available online.
- If you have any queries or if you are not sure if you have successfully deposited the thesis please contact the DORAS Manager, Rachel Hill, tel: 01 700 8747 or doras@dcu.ie

How to review/change something after the thesis is deposited:

1. First, make sure you are logged in. If you are not logged in then click on 'Login' at the top left-hand corner. Enter your DCU staff username and password (the same as your Novell login)



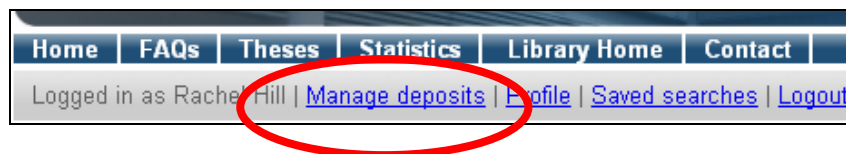
Please enter your DCU Staff username and password (the same as your Novell login).

Username:

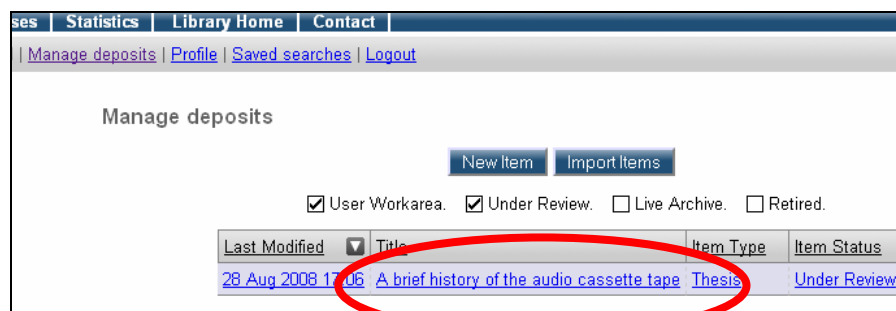
Password:

Note: you must have cookies enabled.

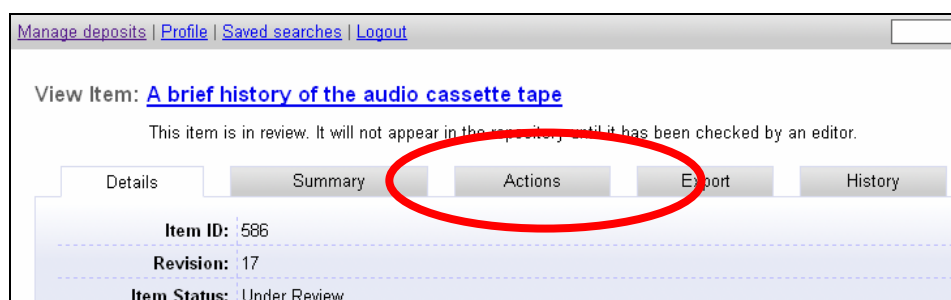
2. Click on 'Manage deposits'



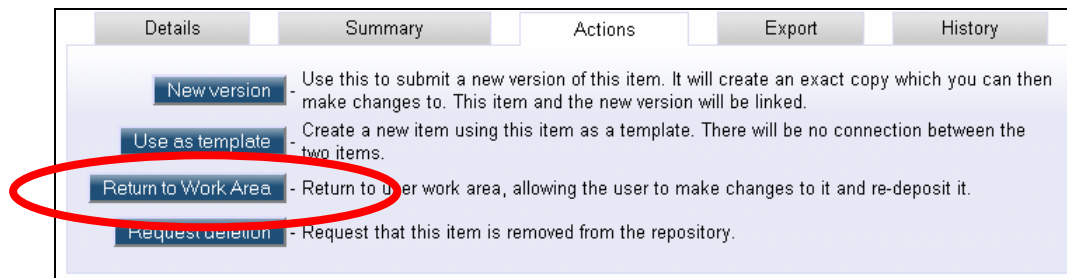
3. Click on the title of the thesis.



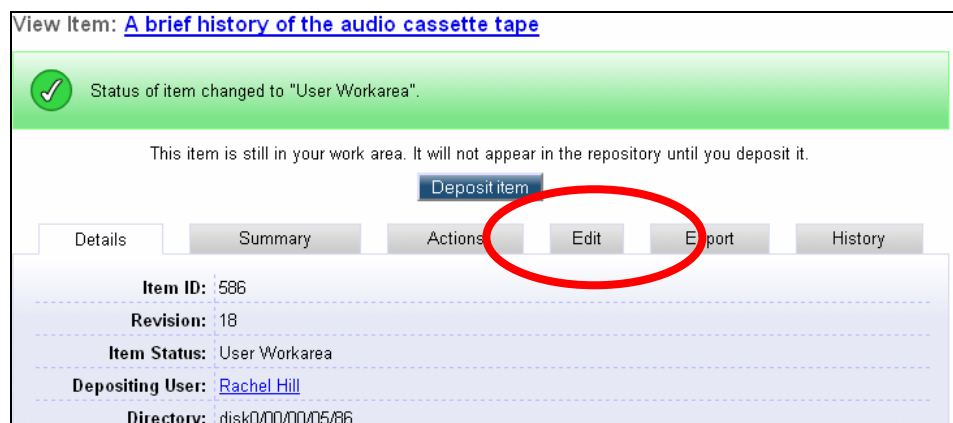
4. Click on the 'Actions' tab.



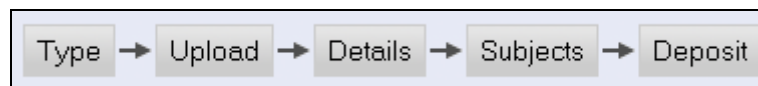
5. ... and select 'Return to Work Area':



6. Click on the 'Edit' tab.



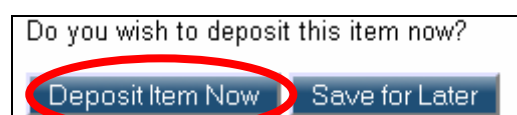
You can now make changes to the thesis by selecting any of the following buttons:



7. **Do not forget to re-deposit the thesis when you are finished.** You can do this by clicking on the 'Deposit' button:



...and then click on 'Deposit Item Now':



If you have any queries or if you are not sure if you have successfully deposited the thesis please contact the DORAS Manager, Rachel Hill, tel: 01 700 8747 or doras@dcu.ie