

Instructions for depositing theses with Queen Mary University of London Library Services

Open Research Services

V2.1

How to Deposit Your Thesis

The following instructions will guide you through using the **Elements** research information system (<https://elements.qmul.ac.uk/>) to record details of your thesis. **Elements** is also the tool you will use to deposit your thesis file to the university's publically accessible repository **Queen Mary University Online** (<https://qmro.qmul.ac.uk/>).

When your thesis is deposited to the repository it will be made public, please ensure you have permission to reproduce any extracts, images, figures or other content for which you **do not** own the copyright.

If your thesis contains confidential information (including your own signature) these should all be redacted.

If there is a reason why your thesis cannot be made public, you will have the opportunity to request an embargo.

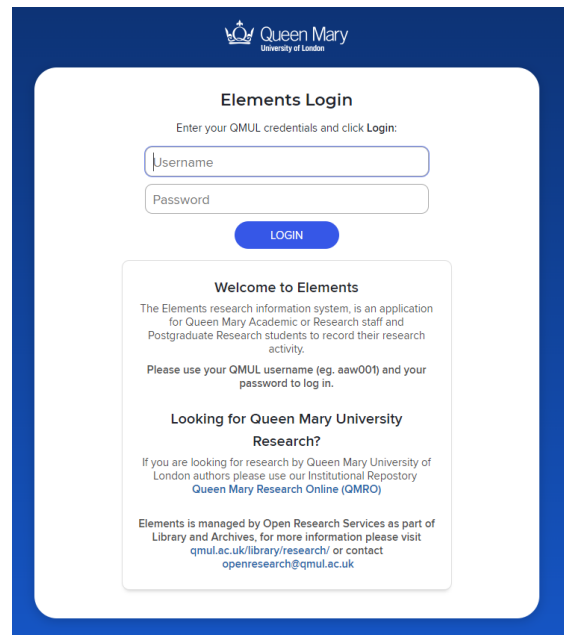
If you are unsure, please see our web pages on theses and copyright (<https://www.qmul.ac.uk/library/open-research/theses/your-thesis-at-queen-mary/>).

For all other questions please contact the Open Research Services team at openresearch@qmul.ac.uk

Candidates for the degrees of MPhil, PhD, MD(Res), EngD and DClinDent are required to deposit their awarded thesis to the University's repository ([QMRO](#))

To do this you will need to log in to the University's research system Elements (<https://elements.qmul.ac.uk/>) using your username and password.

If you are not able to log in please email openresearch@qmul.ac.uk

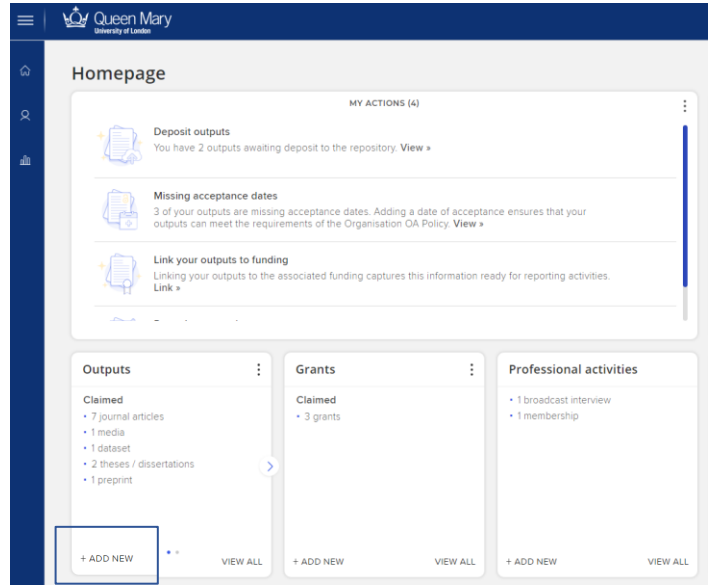
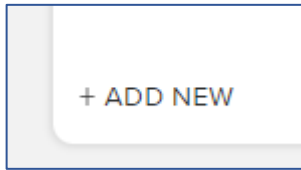


The screenshot shows the 'Elements Login' page. At the top, it features the Queen Mary University of London logo. Below the logo, the text reads 'Elements Login' followed by 'Enter your QMUL credentials and click Login:'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is positioned below the password field. Below the login fields, there is a 'Welcome to Elements' section. This section explains that the Elements research information system is an application for Queen Mary Academic or Research staff and Postgraduate Research students to record their research activity. It instructs users to use their QMUL username (e.g., aaw001) and their password to log in. There is also a 'Looking for Queen Mary University Research?' section, which directs authors to use the Institutional Repository Queen Mary Research Online (QMRO). At the bottom, it states that Elements is managed by Open Research Services as part of Library and Archives, and provides contact information: qmul.ac.uk/library/research/ or openresearch@qmul.ac.uk.

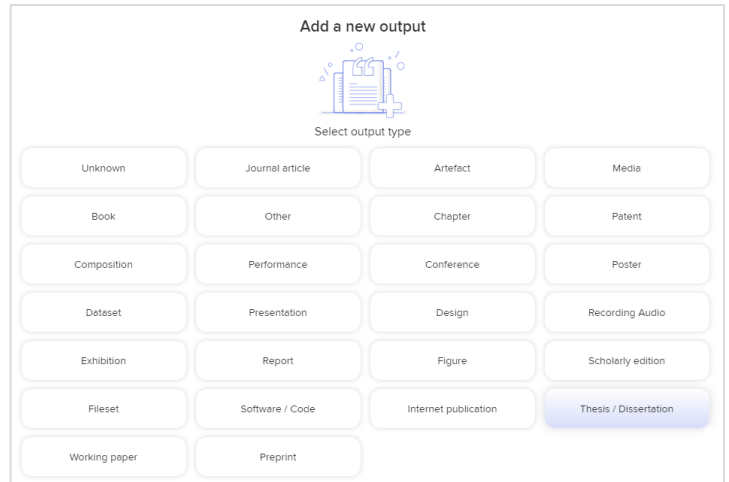
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You will then be presented with your Elements profile homepage.

Click on the **'ADD NEW'** button at the bottom of the section labelled **'Outputs'**.

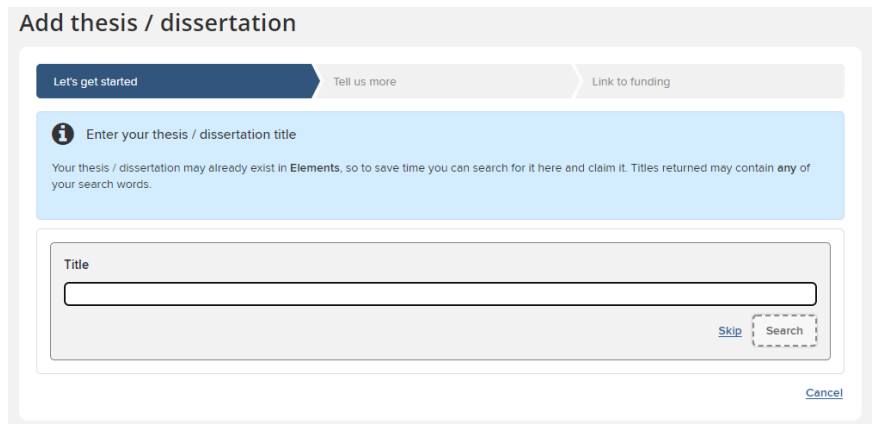


A selection of different output types will be presented, you should select **'Thesis/Dissertations'** from the list.



On choosing the output type you will be asked to search for the title of your thesis to ensure a record does not already exist.

Because your thesis is unique you can simply click on **'Skip'** to start entering the details of your thesis.



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You will see the following form appear for you to enter the bibliographic details of your thesis and to indicate any conditions around whether your thesis can be made publically available.

All fields marked with an asterisk * are mandatory and the fields with question marks ? will provide more information to help you fill in the required details. Enter as much information as you can.

Please start by confirming you are the thesis Author, this will automatically add your name to the author field.

* What is your relationship with this thesis / dissertation?

- Author of Editor of
 Translator of Contributor to

From the drop-down menu you should choose PhD Thesis regardless of your specific award and the title must be entered as it appears on the title page.

* Thesis type

[Select an option] ▾

* Title

* Abstract

* Authors

No Authors - please add...

[Add a person](#)

You can copy and paste your thesis abstract directly from your thesis into this field.

Enter the name of your primary supervisor.

* Primary Supervisor

If your thesis requires an embargo, please select all that apply for your thesis or provide additional details under 'other'.

* Do You Require an Embargo of Your Thesis File?

- No - my thesis does not require an embargo
 Yes - my thesis contains confidential material
 Yes - my thesis contains 3rd party copyrighted material
 Yes - my thesis contains commercial/patent information
 Yes - I am looking to publish my thesis

If your PhD was funded, please enter the grant name and number (if known).

Other Embargo Reason

Grant Information

The library may receive enquiries relating to your thesis, if you supply a contact email address we will forward on any enquiries.

Contact Email

Date awarded

📅

The date awarded field will be completed by the library once the date has been confirmed by the **Research Degrees Office**.

Once you've completed the form click on

SAVE

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Advice on Embargoes

If you require an embargo on your thesis the library will restrict public access based on the reason you give for the embargo. The **standard embargo period is 12 months**, if a longer embargo is required the library will need conformation from your supervisor.

Your supervisor should email the library at openresearch@qmul.ac.uk confirming the reason for the embargo extension and details of the required embargo period.

If your thesis is of a particularly sensitive nature that no record of it should be made public.

Do not continue with your deposit and contact the library directly at openresearch@qmul.ac.uk to discuss placing your thesis with the library.

Based on your requested embargo the library will take the following action (more than one condition may apply to your thesis):

1. Yes - my thesis contains confidential material

The library will place a permanent embargo on your thesis file to comply with GDPR/Data protection laws. A bibliographic record of your thesis (including the abstract) will still be made publically available in QMRO. If you can provide a redacted version of your thesis the Library will make that version public and embargo the non-redacted version.

2. Yes - my thesis contains 3rd party copyrighted material

The library will place a permanent embargo on your thesis if you do not have permission to make the copyrighted material public.

A bibliographic record of your thesis (including the abstract) will still be made publically available in QMRO. If you can provide a redacted version of your thesis the library will make that version public and embargo the non-redacted version. If you have permission from the copyright holder to make your thesis public, please confirm that by filling in the 'Other Embargo Reason' box.

3. Yes - my thesis contains commercial/patent information

The library will place the thesis under the standard embargo period and notify Queen Mary Innovation Ltd (<https://www.qminnovation.co.uk/>), to discuss with you any commercial potential/sensitivity.

A bibliographic record of your thesis (without the abstract) will still be made publically available in QMRO.

4. Yes - I am looking to publish my thesis

The library will place the thesis under embargo for the standard 12 month period.

A bibliographic record of your thesis (including the abstract) will still be made publically available in QMRO.

Unless an embargo is permanent, at the end of the agreed embargo period your thesis will automatically be made public. If you require an extension to any embargo, you will need to contact the library at openresearch@qmul.ac.uk to agree a new embargo date.

The library reserves the right to embargo your thesis if it believes suitable permissions have not been sought to allow the thesis to be made public.

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Access to your thesis

The Library may receive requests from other researchers and members of the public to view your thesis. If already publicly available those requests will be directed to the copy of your thesis in **Queen Mary University Online** (<https://qmro.qmul.ac.uk/>).

If your thesis is under embargo we will allow supervised access to your thesis under specific circumstances. Supervised access means the thesis will only be viewable in the library reading room, with a member of staff present, the viewer will be given reference only access to your thesis to read and take notes.

The library will do the following if your thesis is under embargo:

1. Thesis contains confidential material

The library will **not** allow access to your thesis without asking for your permission first.

2. Thesis contains 3rd party copyrighted material

The library **will** allow supervised access to your thesis.

3. Thesis contains commercial/patent information

The library will **not** allow access to your thesis without asking for your permission first.

4. I am looking to publish my thesis

The library will **not** allow access to your thesis without asking for your permission first.

If your thesis is of a particularly sensitive nature that no one should be allowed access even for reference purposes, please contact the library directly at openresearch@qmul.ac.uk

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After clicking on Save you will be presented with the following screen asking if your PhD was funded. If your PhD was not funded, click:

Not externally funded

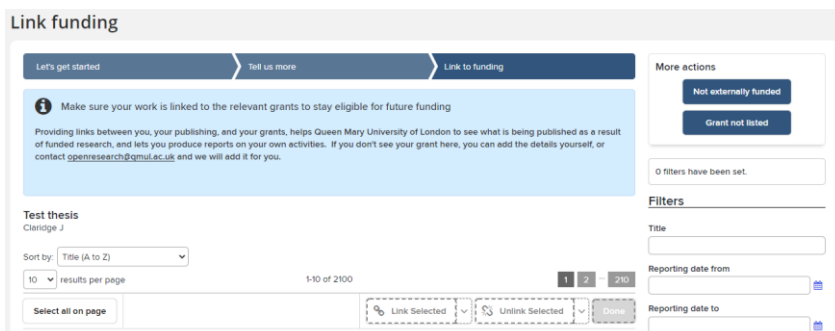
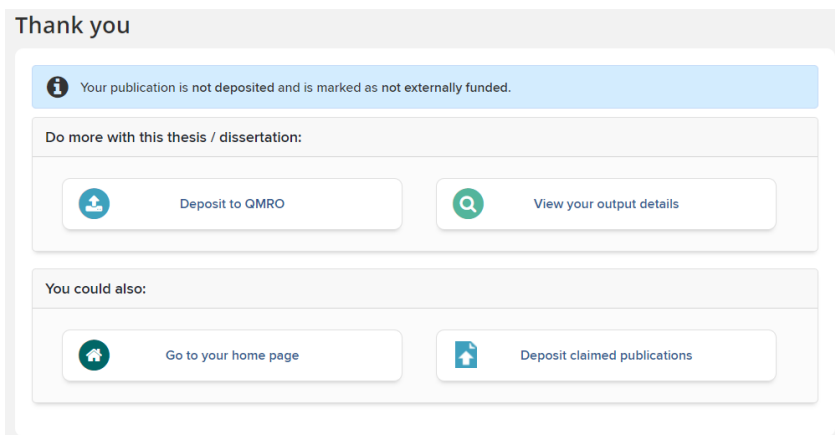
If your PhD was funded, please click on:

Grant not listed

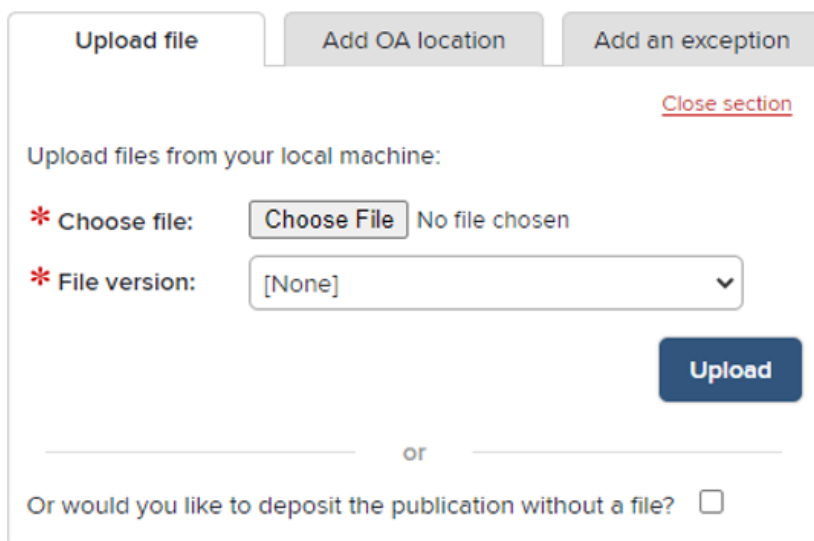
The Library will manually add the grant information you previously provided.

You will now be presented with the following screen where you should choose the option to **'Deposit to QMRO'**.

This will take you to the deposit screen where you can click on **'Choose File'** to locate the copy of your final thesis to upload.

1. Prepare deposit (step 1 of 2)




Please ensure your thesis complies with the following:

- Your thesis **does not** contain your signature or other people's signatures
- Your thesis **does not** contain personal information such as addresses, emails, phone numbers etc.
- The thesis file that you upload must be a recognised PDF format. Preferably the **PDF/A** format
- The PDF document should **not** be password protected or have any other restrictions applied to it


Select from the **'File version'** field **'PhD Thesis'**. Choose this type regardless of whether your thesis is an MPhil, PhD, MD(Res), EngD or DClintDent

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Now click on the  button.


If your thesis contains a number of files or you are providing a redacted copy of your thesis you can simply click on '**Upload another file**' link and repeat the process until all that you wish to deposit has been uploaded.


1 file has been uploaded:

 [1-8002156311.pdf](#) ✕

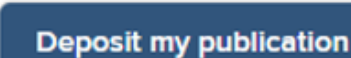
[Upload another file](#) [Add OA location](#) [Add an exception](#)

2 files have been uploaded:

 [example thesis.pdf](#) ✕
PhD Thesis.

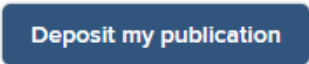
 [redacted thesis.pdf](#) ✕
PhD Thesis.

[Upload another file](#) [Add OA location](#) [Add an exception](#)

To finish uploading your thesis click on: 

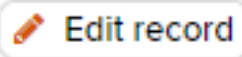
2. Complete deposit (step 2 of 2)

By depositing you agree to the [QMRO Deposit Licence December 2014](#) licence.





If the deposit has been successful, you will be presented with a screen thanking you for depositing your thesis with the option to go back to your profile in Elements and view your thesis record.

If you notice any mistakes in the information you have provided, you **do not** need to create another thesis record. You can edit your thesis record by selecting the record in your profile and clicking on



Data sources

Manual Unverified   Edit record

ID: 454AEC20-EE28-4DD9-81A3-C26F45C338F7 [More source info](#)

Thesis type	PhD Thesis
Title	Test thesis
Abstract	thesis abstract
Authors	Claridge, Jeremy
Do You Require an Embargo?	No - my thesis does not require an embargo

After editing your record click on 

If you discover you have uploaded the wrong file or have missed a file **do not** create another thesis record, contact the library at openresearch@qmul.ac.uk who will resolve any issues you are having with your thesis upload.

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What Happens Next?

Once your thesis has been deposited, a record of your thesis will be made public in the university's repository **Queen Mary University Online** (<https://qmro.qmul.ac.uk/>), unless stated otherwise (see page 4 regarding embargo's).

The deposit status of your thesis is then shared with the **Research Degrees Office** who will deal with your award.

Any enquiries relating to your award should be addressed to the **Research Degrees Office** at researchdegrees@qmul.ac.uk, the Library team is **not** part of the award process and cannot advise on the date of your award.

An example of a thesis in **Queen Mary University Online** can be seen here: <https://qmro.qmul.ac.uk/xmlui/handle/123456789/77801>

If you have any questions about the thesis deposit process, using Elements or QMRO please email the Open Research Services team at openresearch@qmul.ac.uk