Guidance on how to deposit your thesis

Guidance for students registering for a research degree from the start of October 2011 onwards

University regulations require you to deposit **one print copy** of the **final version** of your thesis to be archived in the University Library and **one electronic copy** of the final version of your thesis to be archived in the institutional repository, EPrints.

This is done following the examination (including the viva) and completion of any required corrections to create the final version.

When you are ready to deposit your copies, please ensure that you do the following:

**Third Party Copyright**

- Ensure that you have made best efforts to seek permission to include any **third party copyright** material in the electronic version of your thesis. If you have been unable to gain all necessary permissions, decide if you want to make an edited version of the **electronic copy** publicly available. See [Format](#) webpage for information on how to create an edited version of your thesis.

**Restricting access to your thesis**

- Discuss with your supervisor whether or not there is a reason for restricting access to your thesis (see [Embargoes](#) webpage). If you do wish to restrict access to your thesis you will need the signature of your Head of Department on the Thesis Access Declaration form. The Student Registry will approve the restriction on receipt of the form.
- The restriction defaults to both the **print** and **electronic** versions of the thesis. If you want the **print** version to be available for consultation, please contact the Library at the contact address below:
Email: Annette Lawrence  a.lawrence@lancaster.ac.uk

Address: Annette Lawrence
    The Library
    Bailrigg
    Lancaster University
    LA1 4YH

Next Steps

• Complete the Thesis Access Declaration form.
• Return the Thesis Access Declaration form to the Student Registry:

    Student Registry
    A Floor University House
    Bailrigg
    Lancaster University
    LA1 4YW

Depositing the electronic copy on PURE

• Format the final version of your thesis to comply with the presentation and layout requirements detailed in the Manual of Academic Regulations and Procedures (MARP) and convert the final version of your thesis to a single PDF file
• Upload the electronic copy to the PURE database See Deposit webpage for information on uploading to PURE
• Electronic theses will be deposited automatically into Eprints (the Lancaster open access repository) via the PURE Research Information System.
• Once your thesis has been uploaded, the Student Registry will be informed

Depositing the print copy
• Format the final version of your thesis to comply with the presentation and layout requirements detailed in the Manual of Academic Regulations and Procedures (MARP) and print out a hard copy.
• The print copy should be deposited with the University Bindery. The Bindery staff will send a confirmation of receipt to the Student Registry when you have deposited the print copy.

Following the deposit of both print and electronic copies of your thesis

The electronic copy

• Theses which are to be made available immediately (no access restrictions) will be published in the repository within a short time of submission.
• Theses where a second copy has been submitted with third party copyright material removed: the unedited copy will be stored in perpetuity in a non-public area of the repository; the second (edited) copy will be published in the repository within a short time of submission.
• Theses where it has not been possible to remove third party copyright material: the thesis will be stored in perpetuity in a non-public area of the repository.
• Theses which are subject to embargo: the thesis will be stored in a non-public area of the repository until the embargo period has expired. It will then be published.

The print copy

• Following the deposit of your thesis with the Bindery, there is usually a delay of 2–3 months before the print copy will be available in the Library Thesis Store. If there is a specific requirement to make the print copy available as soon as possible, please contact the Library at the above contact details for advice.
• If you have restricted access to the print version of your thesis, the thesis will not be added to the archive but will be stored in a secure non-public store. It will be added to the Library Thesis Store when the period of restriction has expired.