

**University of Leeds**  
**Guidance on Ethesis Preparation, Copyright and Publication**  
**Revised September 2010**

Candidates are advised that this document should be read and considered alongside the *Regulations for the Presentation of theses for Research Degrees* published at:  
[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting\\_the\\_thesis/regulations.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting_the_thesis/regulations.html)

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Candidates should also read the further advice on Copyright published on the Library pages at:  
[http://library.leeds.ac.uk/info/200174/copyright\\_and\\_licences](http://library.leeds.ac.uk/info/200174/copyright_and_licences) and includes further advice and information on:

- [Copyright and Licences](#)
- [Copyright and multimedia](#)
- [Fair dealing and moral rights](#)
- [Information on licences held by the University](#)
- [The basics: Copyright and images](#)
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- [Obtaining permissions](#)

## Introduction

The University is currently developing, its approach to retaining and making successful doctoral theses available, following award of the degree, in digital form – through the White Rose open access repository <http://etheses.whiterose.ac.uk> and, hence, the British Library's Ethos service (which is replacing its former photocopy based thesis supply service). Any doctoral candidate commencing research before September 2009 when submitting a successful thesis in the traditional hard bound form for retention in the University Library has the option of also submitting that thesis in electronic form. Candidates commencing on or after September 2009 are required to submit their successful thesis for retention by the Library in both hard bound and electronic form.

In many countries, doctoral level theses are routinely made available electronically. Institutions in the UK are also moving in this direction. The British Library has changed its thesis supply service to an electronic model.

A cautious approach is being adopted to this general development because of the different practices and approaches adopted to publication by different disciplines, the current uncertainties surrounding operation of copyright and associated rights in the digital age and the way in which different commercial publishers are adopting different approaches and licensing arrangements to their own e-publications.

It is recognised that there may also be a need for the content of some theses not to be made immediately available in either printed or digital form for commercial reasons or so that candidate can secure publication of papers in high quality peer-reviewed journals or as a monograph. Arrangements for some theses to be deposited in the library in confidence (embargoed theses) have accordingly been retained and indeed extended to cover digital deposit.

Recent developments also include personal approaches to candidates from new international publishers competing for e-publication. The benefits to candidates of this development have yet to be ascertained against a background of concern that what is being offered is a form of 'vanity publication' which may jeopardize the prospect of the thesis or papers derived from it being accepted for publication in reputable referred academic journals.

The University is also conscious that there are potential opportunities for the development of thesis submission in electronic form which might enable the inclusion of digital material which cannot be including in a conventional bound paper copy of the thesis. At the present time the University is maintaining its requirement that a thesis submitted for examination should be in the prescribed hard copy format to ensure the maximum accessibility to its content.

Guidance, as itemised below, has been produced against the above background to assist PhD candidates. All feedback is welcomed about these notes on copyright and publication aspects particularly suggestions for additions and improvement.

## Guidance for Candidates

### 1 Where to start?

Develop a mindset from the outset that your thesis as submitted for examination must be in a format and with contents suitable for electronic publication. You will, for example, need to pay special attention to any third party copyright material ([see section 4 below](#)) you might wish to include. It is illegal to include without copyright holder's permission substantial extracts of previously published work within a publication (either Hard Copy or Digital)

From the outset keep records of source, authors etc of all copyright material you may wish to incorporate in the thesis. If you locate such material published electronically on the www ensure you establish and take a record of, from the website on which it is published, the extent to which the owners of copyright material are prepared to allow the copying and reuse of the material you wish to copy and might wish to include in your thesis.

Consult early with your Supervisor(s) to determine the extent to which your thesis may contain commercially exploitable inventions/innovations/matter suitable for publication in refereed journals or as a monograph. Negotiations with commercial sponsors may need to take account of the fact that the University is not prepared to embargo indefinitely a thesis from publication purely on commercial grounds.

Further information on seeking permission to use copyright material is available from [http://library.leeds.ac.uk/info/200218/obtaining\\_permissions](http://library.leeds.ac.uk/info/200218/obtaining_permissions)

### 2 What is an Ethesis?

One way of storing theses and making them available to a wide audience is to deposit them in an appropriate digital format (the 'Ethesis') in an open access repository; this is becoming common practice both in the UK and internationally and ensures that the theses are appropriately described, safely housed and easy to obtain. Some benefits of etheses include:

- Students' theses are likely to be read more widely
- Theses are immediately available and readily searchable.
- UK HE postgraduate research is more visible worldwide.
- Underused primary research is made available.
- The profile of the institution and of individual Schools may be raised.

However, as noted in [paragraph 4 of the introduction](#), publication of an Ethesis immediately after successful examination for a research degree may, in some disciplines, reduce the prospects of the publication of monographs or papers by leading academic publishers or referred journals. The advent of digital publication is affecting the approach being adopted by publishers so you should seek the advice of your Supervisor(s) – or indeed the intended publisher of your monograph or paper – so you can decide on whether you need to ask the University to embargo your e- thesis from publication and select the appropriate option when you complete your thesis deposit form

### 3 University of Leeds Pilot Phase

The University of Leeds is undertaking a pilot project to collect an electronic copy of the final, successful version of the thesis, in addition to the two hard bound copies. In this pilot phase, candidates are invited to submit the electronic copy of their final thesis to the Research Student Administration. Following the award of the degree, Leeds theses will be housed in a branch of our open access repository, White Rose Research Online: <http://etheses.whiterose.ac.uk/>

### Copyright in General

#### 4 Including Third Party Copyright Material

General guidance on copyright law in the UK is given on the Library's web pages [http://library.leeds.ac.uk/info/200174/copyright\\_and\\_licences](http://library.leeds.ac.uk/info/200174/copyright_and_licences). In particular:

- The exemption under Copyright, Patent and Designs Act 1988 (as amended) which permits the inclusion of an unlimited amount of copyright material in a thesis presented for examination does not apply to published theses in any format.
- You can include insubstantial extracts of third party copyright material under the provisions enabling 'Fair Dealing' – such extracts should appear with a proper Citation/reference
- You can include somewhat more substantial extracts provided this is solely for the purpose of criticism and review but the amount you include must not exceed the minimum required for such purposes.

Further information on Fair Dealing and Moral Rights be can found at:

[http://library.leeds.ac.uk/info/200174/copyright\\_and\\_licences/176/fair\\_dealing\\_and\\_moral\\_rights](http://library.leeds.ac.uk/info/200174/copyright_and_licences/176/fair_dealing_and_moral_rights)

- Including Media such as Images (photographs, diagrams, maps, charts etc) requires permission from the copyright holders and there may be more than one copyright holder involved.
- Accompanying Media 'clips' (videos, sounds, films etc) requires permission from the copyright holders and there may be more than one copyright or performance right holder involved.

Further information on seeking permission to use copyright material is available from [http://library.leeds.ac.uk/info/200218/obtaining\\_permissions](http://library.leeds.ac.uk/info/200218/obtaining_permissions)

- If you have, before submission of your thesis, already had some of your own papers published you should be certain that the publication agreement you reach with the journal concerned includes permission for the use of any elements you wish to include in your thesis.  
[http://library.leeds.ac.uk/info/200174/copyright\\_and\\_licences/356/faqs\\_on\\_copyright](http://library.leeds.ac.uk/info/200174/copyright_and_licences/356/faqs_on_copyright)
- You also need to secure the agreement of any Co-authors in any of the published papers including your work which you wish to incorporate in your thesis.

- Further information on the use of their work, which has formed part of solely or jointly-authored publications, within a thesis submission, is published as Appendix I to the *Regulations for the Presentation of theses for Research Degrees* at:  
[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submittin\\_g\\_the\\_thesis/regulations.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submittin_g_the_thesis/regulations.html)

If the thesis is to be deposited as an Ethesis (or if there is any prospect of publication) then it is desirable that you consider **prior to submission for examination** structuring your thesis such that it includes only limited extracts of third party copyright material which fall with the 'fair dealing' principles

[http://library.leeds.ac.uk/info/200174/copyright\\_and\\_licences/176/fair\\_dealing\\_and\\_moral\\_rights](http://library.leeds.ac.uk/info/200174/copyright_and_licences/176/fair_dealing_and_moral_rights)

- The 'normal' limit which is generally acceptable for inclusion is a 400 word extract from a printed source book/journal - but the extent to which that holds true does depend upon what a copyright holder considers 'insubstantial'. This would need to be checked with the copyright holder.
- If you are using third party copyright material published on the internet (www) you should find the terms and conditions of use and any copyright statements that the publishers have specified for those using their websites. You may find that the material is published without any restriction on its re-use for educational or research purposes - or you may find that you have to write to the copyright holders explaining precisely what you want to do (including identifying the actual extracts you wish to 'republish') and asking for permission. You may or may not have to pay a fee depending on whether the publication from which you wish to quote is on a commercial or research basis,

If it is necessary to exceed what is acceptable under law and include substantial extracts for third party material within the thesis submitted for examination you should give further consideration to how this might be presented.

If exceptionally one of the reasons for using very long extracts is the need to demonstrate to the Examiners the precise context from which the sections in which you are mostly interested derive – then you may wish to consider including, solely for the examination, the long extracts as a separate folder called 'Supplementary Material' - which is distinct from the thesis itself – on a CD submitted alongside your thesis for examination. You can then include the insubstantial, fair dealing extracts within the thesis itself and cross reference from them to the lengthier extracts in the supplementary material as necessary - and include in that cross referencing the web addresses (URL) of where the extracts are originally published. See section 4 of the *Regulations for the Presentation of theses for Research Degrees*

[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submittin\\_g\\_the\\_thesis/regulations.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submittin_g_the_thesis/regulations.html)

The final version of the thesis (and the Ethesis) can then be published after the examination *without* the supplementary material with the cross references to the supplementary material removed but the www addresses retained so that readers can find the material without you having infringed copyright law by republishing the material without permission. For the convenience of future scholars and researchers you can retain, if you wish, the supplementary material as a separate file on the disc on which

you submit your final Ethesis – making it clear on the index to the disc’s content that this supplementary material is not for publication.

## 5 The University’s Policy on Intellectual Property

The University treats students and staff equally in relation to Intellectual Property Rights. Intellectual property includes copyright, patents, trademarks and data protection. For further information see the University’s IPR Policy at <http://www.leeds.ac.uk/research/hbook/ipr3.htm>

[Return to top](#)

## 6 Registered Trade Marks

If your thesis is to contain illustrations of registered trademark(s) (denoted by ®) you should obtain the permission of the holder(s) of the registration of the trademarks concerned for the intended use. If such permission cannot be obtained then registered trademarks should be handled in the same way as substantial extracts of copyright material ([see above](#)) – bearing in mind that it is unlikely that the registered holder is unlikely to consider an ‘extract’ from a registered trademark as ‘insubstantial’.

## Preparing for Examination

### 7 Entering for Examination

**At least three months before the submission of the thesis**, which must be written in English<sup>1</sup>, you must enter for examination by completing the *Research Degree Examination Entry Form*. Further information is available from the RSA web site at: [http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting\\_the\\_thesis/entry\\_form.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting_the_thesis/entry_form.html)

### 8 Preparing Your Thesis for Examination

The University Regulations for the Format and Presentation of theses for Research Degrees are provided on the RSA website. Please ensure that you read this document carefully and follow the requirements exactly when preparing your thesis for examination:

[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting\\_the\\_thesis/regulations.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting_the_thesis/regulations.html).

### 9 Submitting for Examination

Further information on the process for submitting your thesis for examination is provided on the RSA website at:

[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting\\_the\\_thesis/submitting.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting_the_thesis/submitting.html). Doctoral candidatures commencing their candidatures in or after

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<sup>1</sup> With the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

September 2009 must include in each copy of the printed (soft bound) thesis submitted for examination a digitized exact copy of that thesis in PDF format on a CD in a container bound into the thesis. Doctoral Candidates commencing their candidatures before September 2009 are strongly encouraged to include a digitized copy with their printed (soft bound) thesis. MPhil and Mastership by Research candidates are exempt from this requirement

## **After Successful Examination**

### **10 Preparing a Successful Thesis for Deposit**

After the oral examination you must carry out any corrections specified by the Examiners within the specified period (minor editorial corrections: 4 weeks; stated minor deficiencies: 12 weeks). Before having the final hard copies of your thesis bound, you should complete the *Thesis Deposit Form*<sup>2</sup> and this should be submitted along with your completed corrections to your Internal Examiner. Once your Internal Examiner has approved the corrections s/he should sign page 1 of the *Thesis Deposit Form* to confirm her/his agreement (after consultation with the external examiner if he/she wishes to be consulted on the corrections undertaken by the candidate). At this point you can have your thesis printed and the necessary two copies hard bound in accordance with the regulations. Any PDF “Ethesis” to be deposited with the University can be prepared in accordance with the guidance in 12 below

### **11 In Hard Copy**

Regulations for the presentation of the hard bound thesis are given Regulations for the Format and Presentation of Theses for Research Degrees at:

[http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting\\_the\\_thesis/regulations.html](http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/submitting_the_thesis/regulations.html)

### **12 In Digital (PDF) Format (“Ethesis”)**

Doctoral candidates commencing study in or after September 2009 are required to submit their successful thesis for retention by the Library in both hard bound and electronic, PDF, form (the “Ethesis”). Any doctoral candidate commencing research before September 2009 has the option of also submitting their thesis in electronic form, in addition to the hard bound copies. MPhil and Mastership by Research candidates are exempt from this requirement.

An Ethesis should be in PDF format and should be submitted preferably on CD, however other forms of electronic media (DVD or USB stick) would also be accepted where CD is not practical due to the size/nature of the thesis. The following steps in the process should assist you in the preparation of the digital Ethesis.

[Create your final thesis](#)

[Convert to PDF format](#)

[Transfer your PDF to a CD](#)

[Label your CD](#)

[Prepare the index file](#)

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<sup>2</sup> [http://www.leeds.ac.uk/rds/forms/forms\\_thesissubmission.html](http://www.leeds.ac.uk/rds/forms/forms_thesissubmission.html)

## **(i) Create your final thesis**

You may wish to use the following resources for advice on creating your thesis:

Producing theses and dissertations:

[http://iss.leeds.ac.uk/downloads/file/112/producing\\_theses\\_and\\_dissertations](http://iss.leeds.ac.uk/downloads/file/112/producing_theses_and_dissertations)

ISS thesis template: [http://iss.leeds.ac.uk/downloads/file/69/thesis\\_template](http://iss.leeds.ac.uk/downloads/file/69/thesis_template)

Please bear in mind that the Ethesis must be a single file **exactly replicating** the content of the final, corrected printed/bound copy of your thesis and must be supplied in PDF format. This is the format that will be accessed by users of the Etheses Repository and which will be used for dissemination. Therefore theses which have been produced using other packages (Word, LaTeX etc) should be converted to PDF for supply of the final version. Advice on how you may wish to convert your thesis to PDF format is given in (ii) [below](#)

## **(ii) Convert to PDF format**

To create a PDF version of your thesis (your 'Ethesis'):

- - if it has all been typed using Microsoft Word 2007 - you can simply use the 'Save As...' function or the 'Add-Ins' menu and then 'PDF create' in Word 2007 to produce a PDF copy. Microsoft Word 2007 is available in all University student clusters. You can login to a PC in a student cluster if you use your ISS username/password
- Another option is to use a PDF convertor tool such as 'Scansoft PDF Professional 4'. The University has a site license for this – so it may be possible for your School or Faculty IT support to provide this tool on your desktop;
- A further option is to use Adobe Acrobat Software or an equivalent if you have, or can arrange access to, the relevant software. This may be particularly useful if your thesis comprises a range of materials in different and/or complex digital formats/files. ISS provide a tutorial on the use of Adobe Acrobat 7 (not the latest available version) on its website at [http://iss.leeds.ac.uk/downloads/300/tutorial\\_documents](http://iss.leeds.ac.uk/downloads/300/tutorial_documents)
- The University's Print & Copy Bureau can create a PDF of your thesis – either as part of creating print versions of your thesis or, if you prefer, you can supply a Microsoft Word-document and they will provide a PDF version of the document. The Print & Copy Bureau (formerly Media Services) is located on the Ground Floor (Level 6) opposite the Coffee Bar in the Roger Stevens Building.

On opening the digital file the first page accessed by the user should be the title page of the thesis. This must include all the information as required in the University's Format and Presentation Regulations.

## **(iii) Transfer your PDF to a CD**

Guidance on how to copy your PDF version onto CD is available from the ISS website – see [http://iss.leeds.ac.uk/downloads/file/108/using\\_cds\\_and\\_disks](http://iss.leeds.ac.uk/downloads/file/108/using_cds_and_disks). Although CD is the preferred format for supply of the Ethesis to the University the PDF will also be accepted on a DVD or USB stick. A standard file name should be used on the CD (or other media where appropriate) to present the PDF Ethesis file which follows the

existing format of the spine of the thesis: Surname and initials, School, degree, year of submission. For example: Smith\_ABC\_Chemistry\_PhD\_2009.PDF

#### **(iv) Label your CD**

The CD should be labelled externally and on its protective case to show the full name of the candidate, School, the year of submission for examination and the title of the thesis.

#### **(v) Prepare the [Index file](http://www.leeds.ac.uk/rds/forms/forms_thesissubmission.html) (see Annex I)**

Candidates should include on the CD an Index file (in Word, PDF or txt) setting out the contents information together with a listing of all the files on the CD [http://www.leeds.ac.uk/rds/forms/forms\\_thesissubmission.html](http://www.leeds.ac.uk/rds/forms/forms_thesissubmission.html). In addition to the PDF file used for dissemination, the CD may also include original source files in other formats. These files may be stored in the background of the repository for preservation and exposed for public use, as appropriate. Where additional file formats have been provided these must be clearly indicated and labelled on the index file on the electronic media.

If the nature of some of the material you wish to include in your thesis means it cannot be converted to PDF you should discuss the options with your Supervisor who, if no suitable solution to the problem can be identified should raise the issue with the Research Student Administration

### **13 ISBN Numbers**

Attention has been given on how best to protect the copyright of theses, which is shared between the author and the University. 'Web-publishing' must be considered as the equivalent of traditional 'publishing'. It is therefore appropriate for the University as publisher and joint copyright owner to assign an ISBN to each thesis. In this way the author's and the University's rights will be afforded the greatest protection currently available

RSA will allocate each candidate a unique ISBN for his/her thesis when the 2 bound copies, the CD containing the thesis in PDF form and the fully completed *Thesis Deposit Form* are deposited at the RSA counter in the Marjorie and Arnold Ziff Student Services Centre.

### **Thesis Deposit Arrangements**

#### **14 Thesis Retention Arrangements and Deposit Agreements**

It may be necessary for you to restrict access to both your hard bound thesis and the digital Ethesis for a specified period of time. The main reasons for restricting access are where the thesis includes politically- or commercially-sensitive information or where there is a journal article, monograph or other publication from the thesis pending. If you wish to embargo your thesis for any other reason you will be asked to indicate this on the *Thesis Deposit Form*

[http://www.leeds.ac.uk/rds/forms/forms\\_thesissubmission.html](http://www.leeds.ac.uk/rds/forms/forms_thesissubmission.html).

You should bear in mind that publication of an Ethesis through the Repository may be construed as being prior-publication and could potentially prejudice publication through other academic routes. Where a publication is likely to emerge from the thesis you should restrict access to your thesis for an appropriate period to allow your work to be published. If you publish your paper before the end of the restriction period you should write to the Library to let them know that this restriction can now be lifted.

You can restrict access to your thesis for 1, 2, 3, 5 or 20 years (in the case of a patent pending). After the indicated period both the hard bound copies and the Ethesis will be released. It is your responsibility to contact the University Library before the end of the embargo period if you wish to extend the period of restriction:  
[eprints@whiterose.ac.uk](mailto:eprints@whiterose.ac.uk)

It is not possible to separate access to the Hard bound thesis from access to the Ethesis. Any restrictions which apply to the Ethesis will also apply to the hard bound copy of the thesis held by the Library.

It is essential that the print copy of your thesis is always the final, corrected and awarded version and the contents of the thesis must correspond with those on which the Examiners based their recommendation for the award of the degree. It is also essential that **the Ethesis is identical to the hard bound copy** of the thesis. In the Thesis Deposit Agreement you will be asked to sign to confirm this is the case. **The University will not accept an edited version of your thesis as the Ethesis under any circumstances.**

## 15 Creative Commons Licences

The University recommends that you make your thesis available using a Creative Commons licence. This licence provides protection for you as the author of the work and also clarifies (and can limit) the uses that others may make of your work without them needing to get in touch with you to obtain permission for the use of your work. Further information is available at: <http://creativecommons.org/international/uk/>.

You can specify the Creative Commons Licence you decide is the most appropriate even if, after consultation with your Supervisor, you have decided it is appropriate to specify an embargo on your thesis's publication for commercial or other reasons. The recommended licence is Creative Commons Attribution Non-Commercial Share Alike <http://creativecommons.org/licenses/by-nc-sa/2.0/uk/> but you may apply an alternative licence via the Thesis Deposit Form

## Asserting Moral Right to be identified as the Author

The University recommends that all its staff and students assert their *moral rights* under the provisions of the UK's Copyright, Designs and Patents Act 1988 (CDPA 1988) in respect of any works they author. Although a comparatively weak concept under UK law, assertion of moral rights affords a measure of protection to an author – particularly when it comes to the level of international exposure given by the publication of a thesis in electronic form. In the UK these moral rights must be asserted by the author – they are not granted automatically under the CDPA 1988. An appropriate form of words for inclusion on the second page of your thesis is given in the [Thesis Format and Presentation Regulations](#).

Moral rights are intended to protect the personality and reputation of the author. They assist in ensuring that a work is not subsequently used or republished without the author being identified (even if the author has assigned the copyright elsewhere) and enable the author to object to any derogatory treatment of his her/work which constitutes a distortion or mutilation or is otherwise prejudicial to the honour or reputation of the author.

For further information on moral rights please see the following websites:

<http://www.ipo.gov.uk/types/copy/c-otherprotect/c-moralrights.htm> (includes in particular guidance on where moral rights do not apply)

<http://www.ariadne.ac.uk/issue4/copyright/>

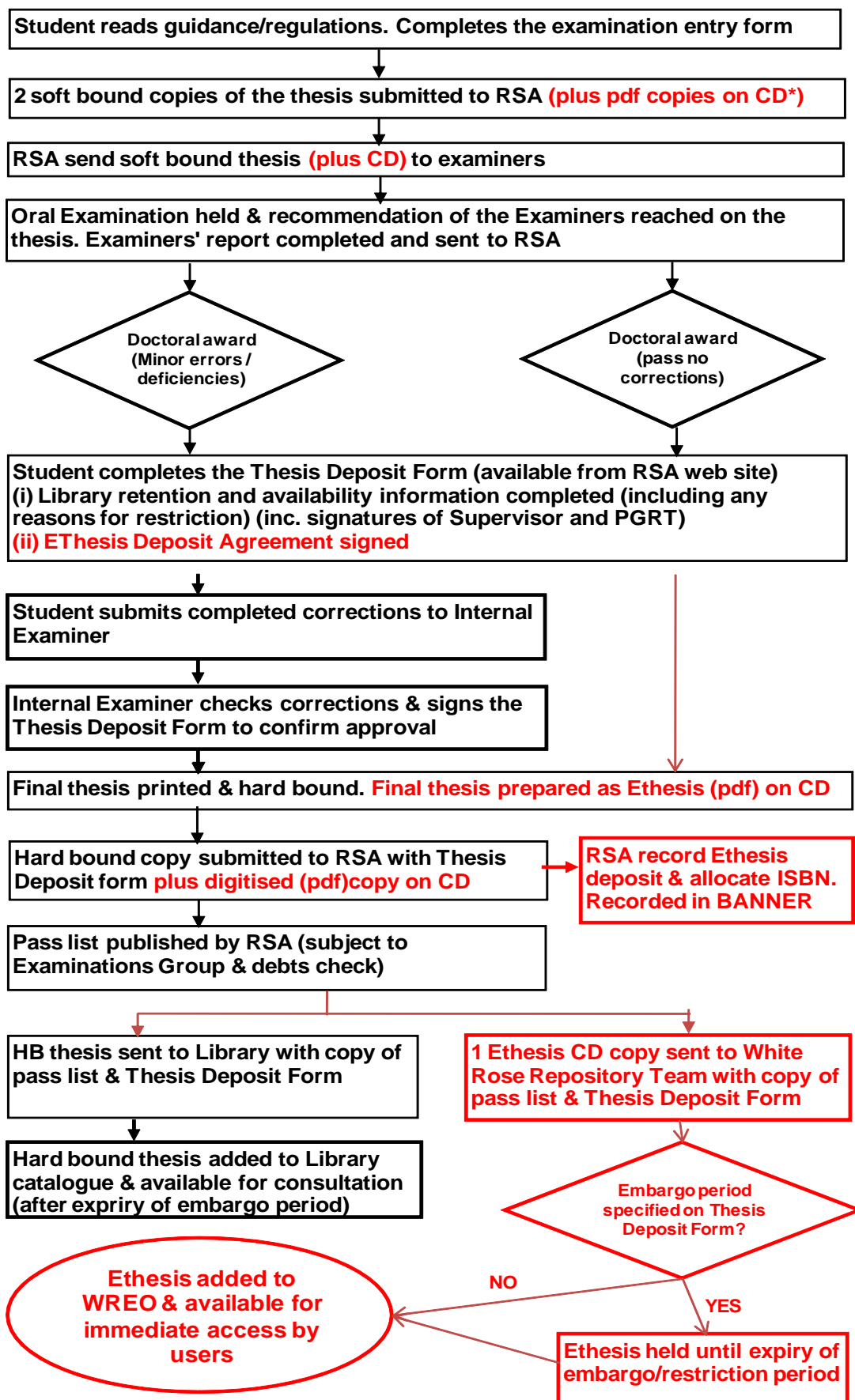
### **Take Down Policy**

Your thesis may be temporarily or permanently withdrawn from WREO and EThOS if the University receives a take down request on the grounds of breach of copyright or other legislation. <http://etheses.whiterose.ac.uk/docs/takedown.html>

### **FLOW DIAGRAM**

The following page provides a diagrammatic overview of the thesis/Ethesis submission and deposit process.

**Overview of the Submission & Examination Process** (processes in red denote additional steps for Ethesis deposit)



\* preferred media but others accepted

Candidates must ensure they have read and followed the University's Regulations for the Format and Presentation of theses for Research Degrees

[http://www.leeds.ac.uk/rds/assets/pdfs/thesis\\_submissionandexamination/for\\_students/Thesis-format-regs.pdf](http://www.leeds.ac.uk/rds/assets/pdfs/thesis_submissionandexamination/for_students/Thesis-format-regs.pdf) and the Guidance on Ethesis Preparation, Copyright and Publication:  
<http://www.leeds.ac.uk/rds/thesissubmissionandexamination/students/ethesis/copyright.html>

In addition to the PDF file used for dissemination, the CDs (or other electronic media) may also include original source files in other formats. These files may be stored in the background of the repository for preservation and exposed for public use, as appropriate.

Where additional files have been provided these must be clearly indicated in the index below (please add additional lines where necessary).

<b>File name</b>	<b>Format</b>	<b>Details</b>

If there are any special requirements or instructions regarding accessibility of the files please include this below:

Candidates are required to supply two separate copies of their PDF Ethesis. One copy of this index document must be included on each CD supplied to the University. Please save this onto the CD under the filename index.doc (or .PDF or .txt where appropriate)