Depositing Your Thesis in QSpace, Queen's Research Repository

A.   Converting Your Thesis to PDF format

After your thesis has been approved by the supervisor/committee, you must convert it to a single PDF file in preparation for deposit in QSpace.   Before conversion, your thesis should have been compiled into a single file.

1.   **MS Word.** If you have written your thesis with MS-Word, you can convert your document directly from within *MS-Word*.

   1.1.   Open the document in *MS*-Word, click on **File,** then **Save As.** Select the location and folder you wish to save your thesis in.

   1.2.   **IMPORTANT: Thesis File Name Convention:** Your thesis must be named using the following file naming convention: -

   `lastname_firstname_middleinitial_finalsubmissionyearmonth_degree.pdf`

   Example:

   `Smith_Michael_B_201204_PhD.pdf`

   `Degrees in short are: PHD, MA, MED, MES, LLM, MSC, MASC, MPL.`

   1.3.   Once you have named the file correctly, from the **Save as Type** dropdown menu select: **PDF (*.pdf).**

   1.4.   Alternatively, Queen's Printing Services (Dunning Hall, room. 9) can convert your document from MS Word to PDF format for free, from your USB key, if you have your document printed there.

B. Depositing Your Thesis

1.   Go to the **QSpace** web site: https://qspace.library.queensu.ca/ldap-login.

2.   Enter your **student[1] netid** and **password** (Figure 1). If you have a problem logging in or at any other step, email the QSpace Coordinator at qspace@queensu.ca.

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[1] **NOTE:** if you also have a staff/faculty netid and password, you must use your student netid and password to deposit your thesis successfully.

Depositing Your Thesis in QSpace

Figure 1

3. **Choose Collections**.

   Next select the collection **'Queen's Theses & Dissertations'**.

4. **Thesis Deposit Licenses.**

   In the next screen you will be asked to read and agree to the terms of submission as set out in the license agreements. As a completion of degree requirement you MUST agree to deposit your thesis to **QSpace and Library and Archives Canada and also to the database - ProQuest Dissertations and Theses**, under the terms of the licenses and other related documents.

   Be sure that you understand the licensing agreement that pertains to each of these checked boxes. To proceed with your submission **all boxes must be checked**.

Figure 2

5. **Future Uses of Your Thesis by Others: Creative Commons Licenses.**

Next you have the option to attach a Creative Commons license to your thesis. This defines the uses that other researchers make of your thesis when they access it online. See Future Uses of Your Thesis by Others: Creative Commons Licenses for more information.

There are 6 Creative Commons Licenses to choose from and all require attribution, signified by the "BY" in each license name. The recommended license is: Attribution license - CC BY (Creative Commons Attribution 4.0 International License).

This step is **optional.** If you decide not to grant such a license, you can click on '**Skip Creative Commons'.**

Figure 3

Future Uses of Your Thesis by Others

Creative Commons Licences

In order to clearly define the uses that other researchers make of your thesis when they access it online, you have the **option** to make your thesis available under a **Creative Commons Attribution license - CC BY** (Creative Commons Attribution 4.0 International License).

There are 6 Creative Commons Licenses to choose from and **all require attribution, signified by the "BY" in each license name.**

If you decide **not** to grant such a license, you can click on **Skip Creative Commons** (below).

1. IMPORTANT things to consider before applying a CC License to your thesis

Considerations for licensors:

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- Nature and adequacy of rights
- Type of license
- Specify your requirements and preferences clearly (special attribution information if desired).

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2. To assign a Creative Commons License to your thesis please indicate below

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If you wish to apply a Creative Commons license to your theses, please indicate below:
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By checking the box against your preferred license, we will add a note to the record for your thesis in QSpace.

6. Restrictions.

In the next screen you will have the option to temporarily restrict your thesis from public access. Restricted status is intended, if required, to protect rights for immediate commercial publication, to obtain a patent which may arise from the research, or as a result of any contract made with a third party. Theses may be restricted for a **maximum duration of five years.**

Click the **Next** button to begin entering descriptive information about your thesis.

7. Describe Your Item (Figure 4).

7.1. Author: This is your name as supplied by the student information system. Leave it unchanged

7.2. Title: Enter the full title and any subtitles of your thesis.

7.3. Click on the **Next** button to proceed, or **Cancel/Save** button to stop and save or cancel your submission.

Figure 4

8. Describe Your Item (Figure 5).

8.1. **Subject/Keywords:** Please enter as many subject keywords as are appropriate to describe your thesis. Use one input box for each subject word or phrase. You can get more input boxes by clicking on the **Add More** button. You must enter at least one subject keyword.

8.2. **Abstract:** You can either cut and paste an abstract into this box, or you can type the abstract.

8.3. Click on the **Next** button to proceed, or **Cancel/Save** button to stop and save or cancel your submission.

Figure 5

Tips

Stopping during the Submission Process:

At any point in the submission process you can stop and save your work for a later date by clicking on the "cancel/save" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "My QSpace" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My QSpace" page. You can also cancel your submission at any point.

Progress Bar - Oval Buttons at Top of Page:

At the top of the submit pages you will find a series of oval buttons representing each step in the submission process. As you move through the process these ovals will change colour. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.
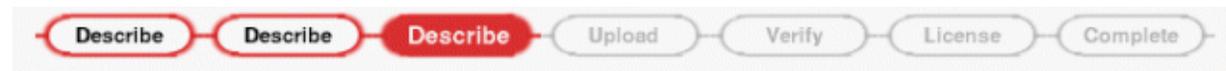
9. **Upload your Thesis File.**

   9.3. Click on the **Browse** button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.

   1.5. **REMINDER:** Your thesis must be named using the following file naming convention: -

   `lastname_firstname_middleinitial_finalsubmissionyearmonth_degree.pdf`

   9.4. Click on the **Next** button to proceed.

10. Review Uploaded file.

10.3. In the next screen you can change the file if you uploaded the wrong one, or just click on the **Next** button to proceed.

11. Verify Submission.

11.3. This page (Figure 6) lets you review the description of the item. To correct any of the information, click on the corresponding button on the right.

Figure 6

11.4. Click on the **Next** button to continue when you are satisfied that the submission is correct or click on the **Cancel/Save** button to stop and save your data, or to cancel your submission.

12. Thesis Submission Form.

12.5. Finally, you will be asked to complete the **Thesis Submission Form,** including your name, contact information, degree, and supervisor's name. You will also be asked to indicate whether you will be submitting paper copies of your thesis for binding.

13. Completed Submission

As soon as the screen shows that the submission is complete (Figure 7), s**ubmission is now complete and you can log out. Congratulations!**

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Figure 7
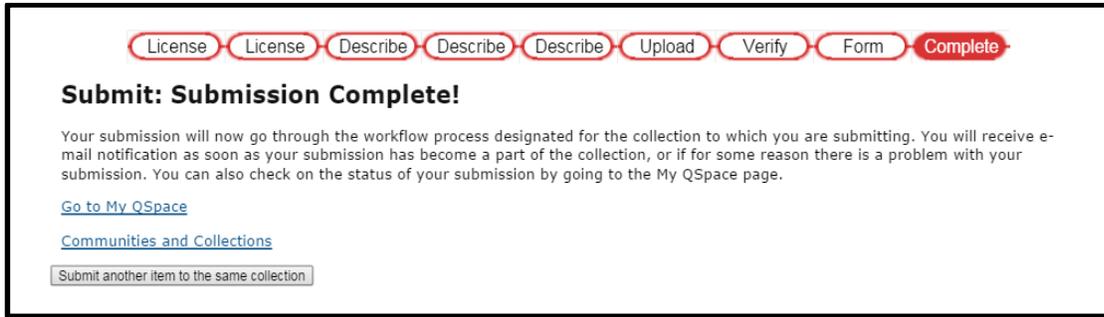
You will receive confirmation to your Queen's email that your thesis has been submitted to QSpace for review by the Thesis Coordinator at the School of Graduate Studies.

The Thesis Coordinator will review the formatting of the thesis. **Notification will be sent to your Queen's email EITHER accepting the thesis OR rejecting the thesis, with instructions for any required formatting corrections.**

Once formatting has been corrected, you will receive an email inviting you to resubmit the revised version of your thesis to QSpace.

Help
For questions about pdf conversion or any part of the submission process, contact the QSpace Coordinator at qspace@queensu.ca .