# Theses FAQs

# How will other researchers find out about my thesis?

Your thesis information will be added to the following sites:

- University of Otago Catalogue
- <u>Otago University Research Archive</u> (OUR Archive)
- <u>Te Puna</u>
- <u>New Zealand Libraries' Catalogue</u>
- WorldCat Discovery Services
- Digital NZ
- <u>NZ Research</u>
- <u>New Zealand Educational Theses database</u>

#### What format is my thesis to be submitted in?

Requirements on paper size, margins and paper type are outlined in the <u>Presentation of Theses</u> <u>Regulations</u> 14.3 (a-b).

Further details are available in the document: <u>Completing your thesis</u> (PDF).

## How many bound copies of my thesis do I need to hand in?

The number of soft-bound and hard bound theses differs with research level and marking stage so please always consult the <u>Presentation of Theses Regulations</u> 14.2.

# I do not live in Dunedin, so how do I get my thesis bound?

Make arrangements with a local bindery firm or the University of Otago Library Bindery. A refund of costs incurred in the printing and binding of two hard-bound copies of the thesis will be provided for doctoral and masters' students. See <u>Presentation of Theses Regulations</u> 14.2c.

### Can I restrict access to my thesis?

If the University of Otago has officially endorsed the declaration to restrict your thesis, access will not be provided to any versions of your thesis until the restriction period is ended.

The Library can store your thesis electronically without providing open access. If you do not wish to make some or all of this available to others, e.g. photographs, maps, please indicate when you deposit your thesis. The Library will only provide access to the *restricted stored electronic version of your thesis* for another individual or institution in accordance with the Author Declaration form details.

#### How do I make sure my thesis is findable by Google?

If you are using software such as Adobe Acrobat to convert your research to PDF do not apply security features, such as 'printing protection' and 'assembly protection'. These extra security layers prevent OUR Archive from indexing your research and make it harder to preserve your file(s).

When depositing your thesis use relevant keywords that would be used by others to search for it.

If you wish to let others know what they can and cannot do with your thesis, please contact OUR Archive administrators about Creative Commons licensing.

#### How do I use third-party copyright material in my thesis?

Consult the copyright information about including third-party and copyrighted material in your thesis.

#### How do I include my previously published work in my thesis?

If any part of your thesis has been published elsewhere, i.e. journal article and/or conference paper, then you should consult the agreement you have with the publisher, before deciding on inclusion.

#### Who holds the copyright to my thesis?

As the creator of your thesis **you** own the copyright (see the Intellectual Property Rights of Graduate Research Students Policy), unless agreed otherwise.

#### What is OUR Archive?

"OUR Archive" is the **O**tago **U**niversity **R**esearch **A**rchive, an institutional repository that stores Otago Research (theses, journal articles and other research outputs) for long term preservation and access by the research community. From 2010 submitting an electronic copy of your thesis is a requirement. View OUR Archive.

# What if I submitted my thesis before 2010 and I now want to deposit my thesis electronically?

The electronic version, of theses submitted before 2010, may also be stored in the Otago University Research Archive (OUR Archive). Please contact the OUR Archive administrators.

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