

Depositing Your Thesis in QSpace



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 the Library Workstation's copy of *MS-Word*.
 - 1.1. Open the document in *MS-Word*, click on the **Acrobat** tab in the menu and click on the **Create PDF** selection.
 - 1.2. 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 or CD, if you have your document printed there.
2. **Other Word Processors.** If you have used a different word processor, you will have to retrieve and run *Adobe Acrobat Professional* from the **Microsoft Office and Other Programs** folder on the Library Workstation screen. Click on **Create PDF** and select your document as the source file.

B. Depositing Your Thesis

1. Go to the **QSpace** web site: <https://qspace.library.queensu.ca/ldap-login>.
4. Enter your **student¹ 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.

A screenshot of the QSpace login page. The title is "Log In to QSpace" with a "Help..." link. Below the title is a link: "If you are a non-Queen's user and have not previously registered, click here." The main text says: "Please enter your Queen's netid and password into the form below. If you are a Queen's user and not already registered with QSpace, you will automatically be registered upon login." There are three input fields: "Netid (Queen's users) or Email address (non-Queen's):", "Password:", and a "Log In" button.

Figure 1

5. **Restriction.** 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.
6. Click the **Next** button to begin the submission process.

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.

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7. Describe Your Item (Figure 2).

- 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.

~~Describe~~ Describe Describe Upload Verify License License Complete

Submit: Describe Your Item

Please fill in the requested information about your submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. ([More Help...](#))

Enter student first and last name for this submission.

<i>Last name</i>	<i>First name(s) + "Jr."</i>
e.g. Smith	e.g. Donald Jr

Student Name | Runnels | Susan

Enter the main title of the item.

Thesis Title |

Select the type(s) of content you are submitting.

Type | Thesis

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Language | English

< Previous Next > Cancel/Save

Figure 2

8. Describe Your Item (Figure 3).

- 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.

Enter appropriate subject keywords or phrases below.

Subject Keywords | test1 | test2 | Add More

Enter the abstract of the item below. (Maximum of 350 words allowed)

Abstract | This is a test abstract.

< Previous Next > Cancel/Save

Figure 3

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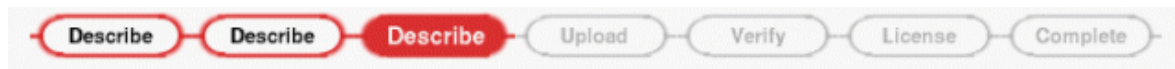
Tips

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 a 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.

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

10. Review Uploaded file.

10.3. In this screen (Figure 4), you can change the file if you uploaded the wrong one, or just click on the **Next** button to proceed.

A screenshot of a web interface showing a successful file upload. At the top, a progress bar has the 'Upload' button highlighted in red. Below the progress bar, the heading 'Submit: File Uploaded Successfully' is displayed in blue. A message states 'Your file was successfully uploaded.' followed by a link to 'More Help...'. A table lists the uploaded file details. Below the table are two buttons: 'Click here if this is the wrong format' and 'Click here if this is the wrong file'. A section titled 'You can verify that the file has been uploaded correctly by:' contains two bullet points. At the bottom right, there are three buttons: '< Previous', 'Next >', and 'Cancel/Save'.

Figure 4

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11. Verify Submission.

- 11.3. This page (Figure 5) lets you review the description of the item. To correct any of the information, click on the corresponding button on the right.
- 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.

Authors Smith, Jeff	
Title Test title	
Series/Report No. None	Correct one of these
Identifiers None	
Type Thesis	
Language English	
<hr/>	
Subject Keywords test1 test2	
Abstract This is a test	Correct one of these
Sponsors None	
Description None	
<hr/>	
Uploaded File: information-letter.pdf - Adobe PDF (Known)	Upload a different file
<hr/>	
< Previous Next > Cancel/Save	

Figure 5

12. Distribution License.

- 12.5. QSpace requires agreement to this non-exclusive distribution license before your item can appear in QSpace. With this agreement, you retain full copyright control but it allows Queen's to make your paper available online.
- 12.6. After you click on the **I grant this license** button, you should see the message, **Submission Complete**. If you decide not to grant the license, the submission will remain uncompleted until you either delete the incomplete submission or complete the approval of the license.

13. Completed Submission

As soon as the screen shows that the submission is complete (Figure 6), **submission is now complete and you can log out.**

Describe Describe Describe Upload Verify License License **Complete**

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My QSpace page.

[Go to My QSpace](#)

[Communities and Collections](#)

Figure 6

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