

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 **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.

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

Log In to QSpace [Help...](#)

[If you are a non-Queen's user and have not previously registered, click here.](#)

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.

**Netid (Queen's users) or
Email address (non-Queen's):**

Password:

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

License License Describe Describe Describe Upload Verify Form Complete

Thesis Deposit Licenses

As a condition of degree completion, you **must** deposit your FINAL revised and approved thesis to **QSpace, Queen's Research Repository**. Once your thesis has been deposited to QSpace, Queen's University Library will also deposit your thesis, on your behalf to:

1. Library and Archives Canada, [Theses Canada Portal](#): This is a national archive of Canadian Graduate Theses, and
2. [ProQuest Dissertations and Theses](#): a comprehensive collection of dissertations and theses from around the world from 1861-present.

This will also maximize the reach and exposure of your research.

Before depositing your thesis to QSpace, you must read and agree to the terms the following license agreements:

- [Queen's University's Thesis/Dissertation Non-Exclusive License for Deposit to QSpace & Library and Archives Canada](#) (PDF 261 KB)
- [ProQuest PhD and Master's Theses International Dissemination Agreement*](#) (PDF 128KB) The **'publishing option'** noted in this agreement refers to any embargo (restriction) period you would like to request on access to the full-text of your thesis.

Further on in the QSpace submission process you asked to indicate whether your thesis is to be restricted from any public access for a period **up to five years**.

Restricted status is intended to protect rights for immediate commercial publication, to obtain a patent which may rise from the research, or as a result of any contract made with a third party.

NOTE: the author's name, thesis title and thesis abstract (also known as the thesis metadata) shall be available for all restricted theses through the usual online databases throughout the duration of the restriction. Under extraordinary circumstances, a student may contact the Dean of the School of Graduate Studies to request restriction of the metadata information for the duration of the thesis restriction. Please refer to [Intellectual Property Guidelines at Queen's University](#) and to [Copying and Preserving Your Thesis](#) for more information.

I have read and accept the Queen's University's Thesis/Dissertation Non-Exclusive License for Deposit to QSpace and Library and Archives Canada

I have read and accept the ProQuest PhD and Master's Theses International Dissemination Agreement

I acknowledge that I have read and understood the Intellectual Property Guidelines at Queen's University.

I acknowledge that I have read and understood the document Copying and Preserving Your Thesis.

Depositing Your Thesis in QSpace

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 Licenses

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:

- [Irrevocability](#): CC licenses are not revocable. However CC licenses do provide a [mechanism](#) for licensors to ask that others using their material remove the attribution information. And you may stop distributing under the CC license at any time.
- [Nature and adequacy of rights](#)
- [Type of license](#)
- [Specify your requirements and preferences clearly](#) (special attribution information if desired).

For more detailed information see: [Future Uses of your Work - Creative Commons](#).

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

The recommended license is: Attribution license - CC BY (Creative Commons Attribution 4.0 International License)

If you wish to apply a Creative Commons license to your theses, please indicate below:

- Attribution - CC BY
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- Attribution-No Derivate Works - CC BY-ND
- Attribution-Non-commercial - CC BY-NC
- Attribution-Non-commercial-Share Alike - CC BY-NC-SA
- Attribution-Non-commercial-No Derivative Works - CC BY-NC-ND

By checking the box against your preferred license, we will add a note to the record for your thesis in QSpace.

Depositing 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

License License Describe Describe Describe Upload Verify Form Complete

Submit: Describe this Item

Please fill in the requested information about this 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.
Last name *First name(s) + "Jr"*
e.g. Smith *e.g. Donald Jr*

Student Name

Enter the main title of the item.

Thesis Title

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

Type

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

< Previous Next > Cancel/Save

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.

Depositing Your Thesis in QSpace

Figure 5

The screenshot shows a submission progress bar at the top with buttons: License, License, Describe, Describe, Describe (highlighted in red), Upload, Verify, Form, Complete. Below the progress bar is the heading "Submit: Describe this Item" and a link for "(More Help...)". The "Subject Keywords" section has input boxes for "Renewable Energy" and "Climate Change", and an "Add More" button. The "Abstract" section has a text area containing "This is a test thesis submission. This work explores...". At the bottom right are buttons for "< Previous", "Next >", and "Cancel/Save".

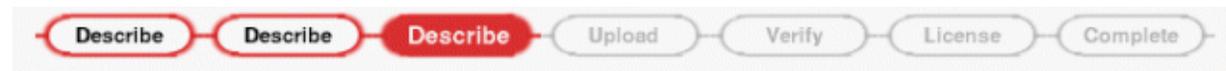
Tips

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.

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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

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

Submit: Verify Submission

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More Help...](#)

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Thesis: You have not chosen to restrict this thesis.

Student Name Smith, MICHAEL

Thesis Title This is a Test Thesis Submission

Type Thesis

Language English

Subject Keywords Renewable Energy
Climate Change

Abstract This is a test thesis submission. This work explores...

Uploaded File: [Smith Michael B 201204 PhD.pdf](#) - Adobe PDF (Known)

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.

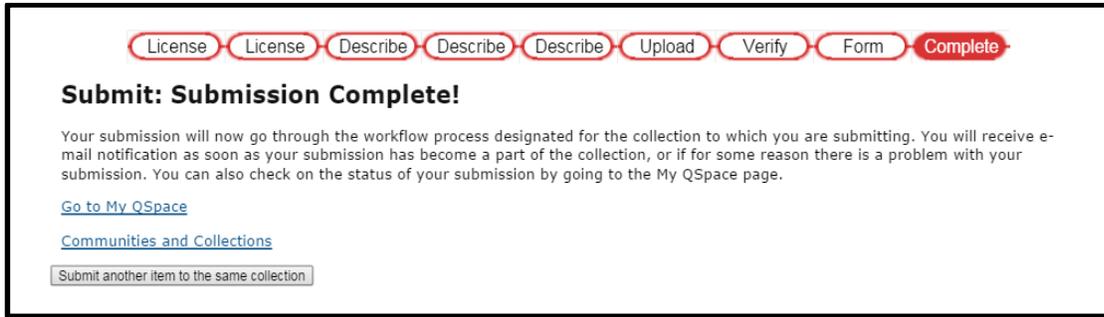
12.5. Finally, you will be asked to complete the **Thesis Submission Form**, including your name, contact information, degree, and supervisor's name. You will also be asked to indicate whether you will be submitting paper copies of your thesis for binding.

13. Completed Submission

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

Depositing Your Thesis in QSpace

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 gspace@queensu.ca.