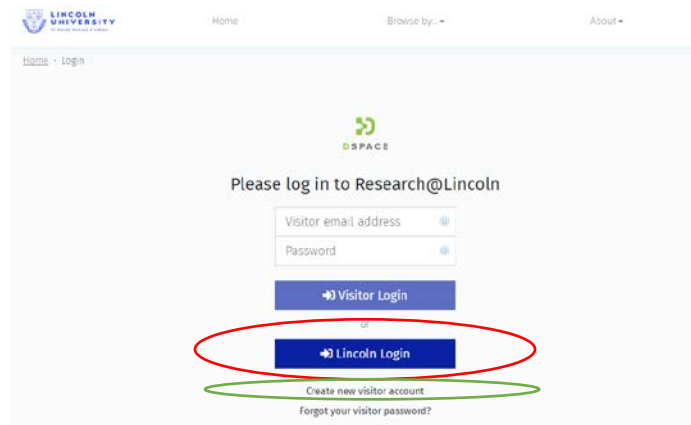


## Depositing online

### Step 1

Go to the [Research@Lincoln](#) login page

You can either login with your **Lincoln University network account**, or **register with an external email address**



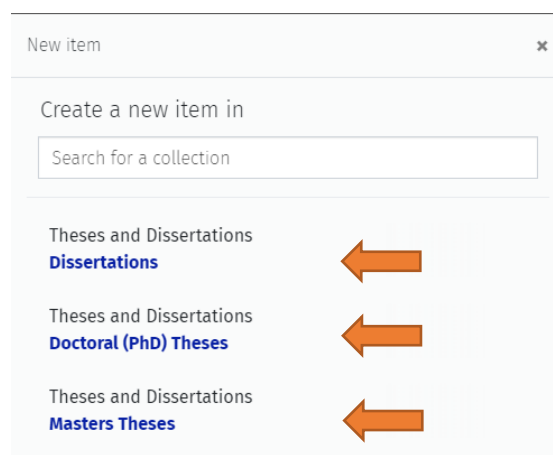
### Step 2

On the left-hand menu, click the “+” icon and then click “Item”:



### Step 3

Select the appropriate collection:



## Step 4 - DESCRIBE

Fill in the details at each, using the drop-down menu if appropriate.

NOTE: Any embargo/restrictions for access requests must be filled in on this page, and an Embargo Notification Form filled in, signed and emailed.

Home · Edit Submission

Drop files to attach them to the item, or [browse](#)

Collection: **Doctoral (PhD) Theses** Import Add more +

**Describe**

**Author**

Author

Your name (use the format: Surname, Given name)

**Non-Lincoln email address**

Non-Lincoln email address

An email address we can contact you on after you've left Lincoln University

**Institution \***

This will be Lincoln University unless it is an old thesis

**Publisher \***

This will be Lincoln University unless it is an old thesis - for an older thesis, choose the publisher statement that most closely fits the statement on the item

**LU Dept/Centre/Unit \***

Select a Lincoln University department (use Ctrl/Click to select as many as required):

+ Add more

**Supervisor**

Supervisor

Use the format: Surname, Given name. Honorifics like Dr are not needed

+ Add more

**Year \***

year month day

Please enter the year the thesis was submitted for examination:

**Embargo requirements \***

Embargo requirements

Request an access restriction or embargo period (note - you must also submit an Embargo Notification Form to the Research Management Office). Record the details of your restriction here, e.g. "No access by anyone until 25 December 2018". If you do not require access restriction or embargo, please enter "No embargo required". If you are unsure of the details of your restriction, please note that below. Restrictions apply to the whole thesis file only - the description and abstract, as entered on this submission form, will be open access.

Only the year is required (year of submission to examination)

No access by anyone until 25 December 2020 or "No Embargo Required"

## Step 5 - DESCRIBE

### Describe your work

Drop files to attach them to the item, or [browse](#)

Collection **Doctoral (PhD) Theses** Import Add more +

**Describe**

**Title \***

Title

Enter the title of the thesis:

**Abstract \***

Abstract

Enter the abstract of the thesis. Note - this will be open access regardless of any embargos, you may wish to remove/rewrite sensitive material.

**Subject Keywords**

Subject Keywords

Enter your keywords one at a time, hitting Enter after each one

Field of Research 2020

Field of Research 2020

Start typing a keyword to get a dropdown menu to select from. Try broader terms, eg instead of 'sheep' use 'animal':

**Language**

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':

**Upload files**

## Step 6 – DEPOSIT LICENSE AND CREATIVE COMMONS LICENCE

Drop files to attach them to the item, or [browse](#)

Collection **Doctoral (PhD) Theses** Import Add more +

**Upload files**

**License**

NON-EXCLUSIVE DISTRIBUTION LICENCE

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I certify that the digital copy deposited with the University is a direct electronic equivalent of the version of my thesis approved by the University for the award of the degree. Except in the circumstances set out below, no emendation of content has occurred, and if there are any minor variations in formatting they are a result of the conversion to digital format.

I have either used no third party copyright material, including charts, diagrams, graphs, photographs, maps, in my thesis, or I have obtained permission for such material to be included in the digital copy of the thesis. If permission has not been obtained, I have removed the third party copyright material from the digital copy and fully referenced the deleted material.

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No

**Jurisdiction of your license**

Select an option...

**Discard** Saved Save Save for later Deposit

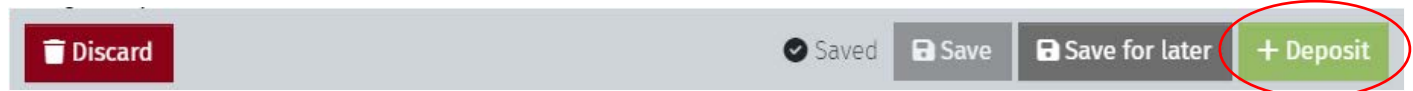
## Step 7 - UPLOAD

Upload your file(s)

 Drop files to attach them to the item, or [browse](#)

- Add any File Description necessary to identify your work.
- If your work will be restricted (you **MUST** complete an Embargo Notification Form)
  - Click into the date field and select the date your work will become available (end date of embargo)
  - Add any relevant info into the Embargo reason field – only staff will see this
  - If you wish to upload more than one file, click Upload file & add another

## Step 8 – DEPOSIT



Complete submission, your submission will normally be processed by LTL staff within 72 office hours. Keep an eye on your email as this is how you will be contacted if any issues arise. You will receive an automated email when your submission has been approved into Research@Lincoln. This will include the permanent URL you should use when citing or referring to your work.

## Step 9 – Graduation Clearance Form

After approval email is received, bring the form to L101 for Sign-Off! Congratulation!