How to Deposit Your Research Creation Thesis in Spectrum

Electronic deposit of your thesis in Spectrum is required for graduation. Before you deposit your thesis in Spectrum, please ensure you have done the following:

A. Inserted the blank signature page with the TYPED names (not original handwritten signatures) of your Supervisor, Examiners, Chair, etc. into your main thesis document.

B. Converted your Microsoft Word document into a PDF/A document. Note: A document that is PDF/A is different from a regular PDF.

C. Named the PDF/A file using the naming convention specified by the Thesis Office, which is: Lastname_Degree_ConvocationYear (Example: Smith_MASc_S2018 or Smith_PhD_F2018).

For information about how to insert the signature page and convert Microsoft Word documents to PDF/A, please see "How to Prepare your Thesis for Deposit in Spectrum."

Depositing your Thesis in Spectrum

1. First, you will need to register with Spectrum:

    a. Go to the Spectrum home page at https://spectrum.library.concordia.ca/ and click **Register**.

    b. In the fields provided, enter your email address, your Concordia Netname, and your Concordia Netname password, then click **Register**.

2. Once you have registered, log in to Spectrum:

    a. On the Spectrum home page, click **Login**.

    b. In the fields provided, enter your Netname and password, then click **Login**.

3. Once you are logged in, click **Deposit Item** on the Spectrum home page.

4. On the *Deposits* page, click **New Item**.

5. Under *Item Type*, choose **Thesis**, then click **Next**.

6. Under *Add New Document*, click **Browse**. Select the appropriate PDF/A file from your computer, then click **Upload**. When the file has been successfully uploaded, a Text icon will appear with the label: "Text (application/pdf) – Accepted Version".

> *NOTE: If you are in special circumstances that requires you to place an embargo on your thesis (i.e., make it unavailable for a specified period):*

   a. In the metadata section below the Text icon, go to the *Visible to* dropdown menu and select **Repository staff only**.

   b. Specify the "Embargo Expiry Date" in the field provided. An embargo may be placed on thesis publication for up to two (2) years from the date of final submission.

7. If there are other files that accompany your thesis (for example, a video file) simply repeat Step 6. This means, under *Add a New Document*, click **Choose File**. Select the appropriate document file from your computer, then click **Upload**. When the file has been successfully uploaded, a file icon will appear *under* the Metadata section of your PDF document.

> *NOTE: The first file to be displayed in the list of documents must be the PDF. To ensure that this is the case, use the arrow buttons to move documents up or down the list.*
> *NOTE: All multimedia materials require opening titles/credits. Please refer to the [Thesis Preparation Guide](#) for the specific requirements.*
> *NOTE: Please use the same naming convention as the PDF for your accompanying files. For example: Smith_MA_S2018_video1.mp4 or Smith_MA_S2018_image1.jpg*

8. To describe the content of the other uploaded file, open the Content dropdown list and select the option that best describes the content of the file. For the Type dropdown list, Spectrum automatically detects the correct format. ***NOTE***: *Please read* [*Spectrum guidelines on file formats*](#) *to see which formats are recommended for preservation and access.*
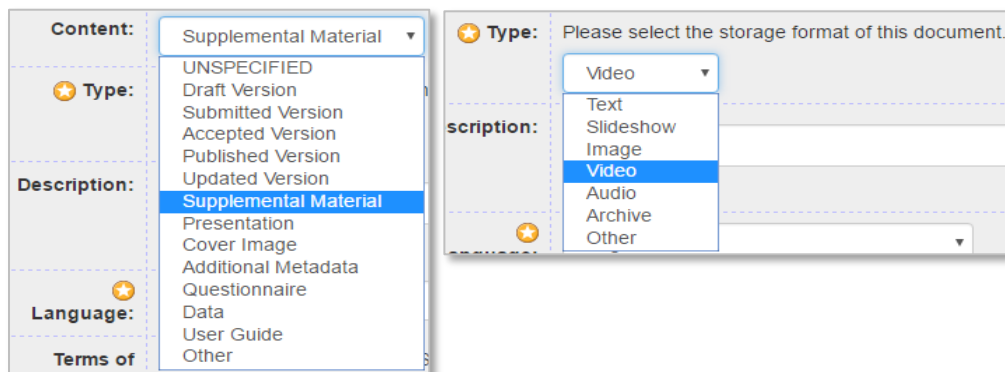
9. For each document uploaded, under *Terms of Use*, you can define their permitted uses (that is, what the people who access the Thesis and other documents are allowed to do with them). The default Terms of Use are the **Spectrum Terms of Access**, which allow the Thesis to be used for "personal research or study only".

Alternatively, you may wish to make your work available for a wider range of uses under a **Creative Commons Licence**. Information about Creative Commons licences can be found at https://creativecommons.org/licenses/. To apply a Creative Commons licence to your online Thesis, select the desired entry from the *Terms of Use* dropdown menu.

Once you have selected the Terms of Use for each document uploaded, click **Next**.

10. On the *Details* screen, enter descriptive information about your Thesis in the fields provided. Fields marked with red asterisks are required. For information about a particular field, click the question mark icon (![?]) next to it.

>   NOTE: Do **not** enter or paste the title of your thesis in ALL CAPS.

>   NOTE: Please add the words "research-creation" in the **Keywords** field. You can also add other keywords that describe the subject of your thesis.

>   When you have finished filling out all the required fields, click **Next**. Spectrum will remind you if you have forgotten to include any required information on the form.

11. Read the Concordia University Research Repository [Thesis Non-Exclusive Licence] displayed on the next screen. **By depositing your thesis, you are agreeing to this licence.**

12. To deposit your thesis, click **Deposit.**

Note that your thesis will not become available online immediately. Deposited theses are checked by editors at the Thesis Office before being made available in Spectrum, usually after Convocation.

Questions about theses should be directed to the Thesis Office

in the School of Graduate Studies:

514-848-2424, ext. 3802 or 3813

[thesis@concordia.ca]

Thank you! Congratulations on completing your thesis!

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June 2023