



How to Deposit Your Graduate Project (Non-thesis) in Spectrum

A. Convert Your Document to a PDF/A Document, Insert Signature Page and Assign a File Name to Your PDF/A Document

Before following the steps below, ensure you have prepared your document for deposit using the instructions here: <https://spectrum.library.concordia.ca/HowtoPrepareGraduateProjectForDeposit.pdf>

B. Deposit Your Graduate Project in Spectrum

1. First, you will need to register in 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 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 Concordia 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 **Graduate Projects (Non-thesis)**, then click **Next**.
6. 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.

NOTE: If you have more files to upload (for example, a video file), this will be addressed in step 8.

7. In the Metadata section below the file icon, open the *Content* dropdown list and choose **Accepted Version**.



Text (application/pdf) - Accepted Version

811kB








[Hide options](#) 

Visible to:

For a Concordia project, please select "anyone". If you are in a special circumstance which requires you to place an embargo (i.e. make it unavailable for a specified period of time) select "Repository staff only." Your thesis will be unavailable to the public.

If you have chosen to defer access to your project, please make sure to supply your email address in the "Contact email address" section at the end of the next screen. This will allow readers to contact you for permission to view your project while it is under embargo.

▼
Anyone

Embargo expiry date:

If you are placing an embargo on your project, indicate the date that the thesis embargo will expire.

Year: Month: Unspecified Day: ?

Content:

Concordia University students submitting their graduate project should choose "Accepted Version".

▼
Accepted Version

Type:

Please select the storage format of this document.

▼
Text

Optional Steps on the Deposit Page

Setting an Embargo:

If there are special circumstances that require you to place an embargo on your Graduate Project (i.e., make it unavailable for a specified period):

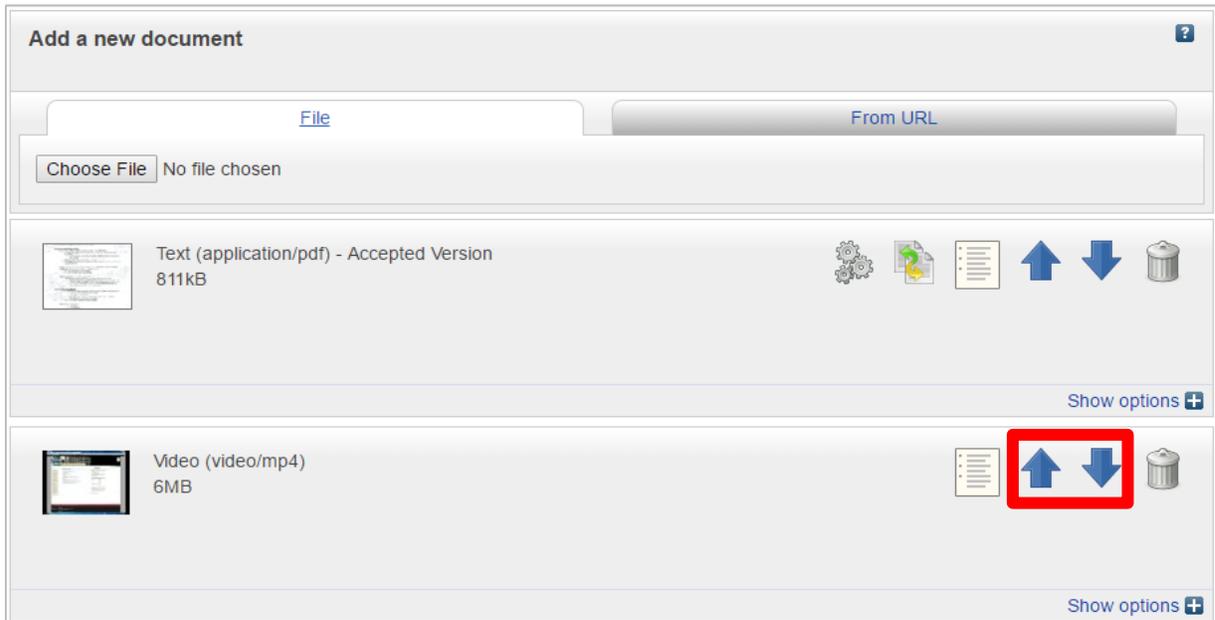
- a. In the Metadata section below the file icon, open the *Visible to* dropdown list and choose **Repository staff only** from the list.
- b. Then, specify the *Embargo Expiry Date* (the date the Graduate Project should become visible to the public) in the field provided.

Specifying Special Terms of Use:

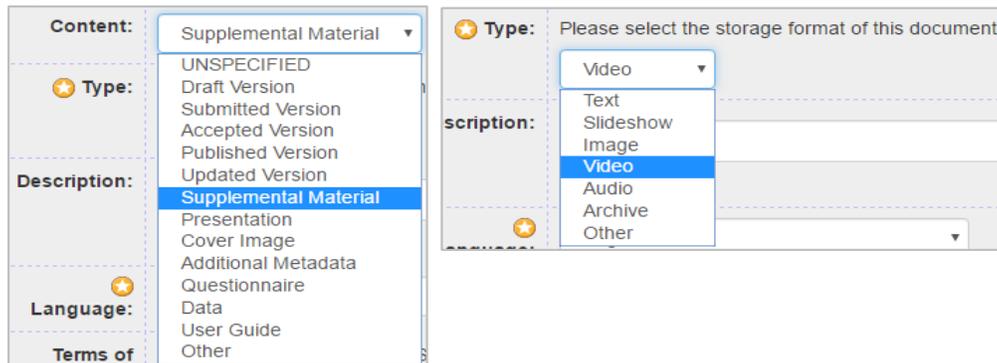
Under *Terms of Use*, you can define the permitted uses for your Graduate Project (that is, what the people who access the Graduate Project are allowed to do with it). The default Terms of Use are the Spectrum [Terms of Access](#), which allow the paper to be used for "personal research or study only."

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 Research Paper, open the *Terms of Use* dropdown list and choose the desired licence type.

8. If there are other files that accompany your graduate project (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 the previous document you uploaded. Use the arrow buttons to move the document up or down, depending on where you would like it to display.



9. In the Metadata section below the file icon, 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 policies](#) to see which file formats are recommended for preservation and access.



10. When you have finished, click **Next**.
11. On the *Details* screen, enter descriptive information about your Graduate Project in the fields provided. Fields marked with red asterisks are required. To see information about a particular field, click the question mark icon (?) next to it.

<i>Title</i>	The title of your Graduate Project. Do not enter or copy-paste the title of your project in ALL CAPS.
<i>Abstract</i>	Copy-paste your Graduate Project's abstract.
<i>Author</i>	Enter your family name, your given name or initials and (optionally) your email address. Your email will not be visible online unless you enable that setting in your Spectrum profile.
<i>Division</i>	Scroll down the list and select the appropriate faculty and department.
<i>Status</i>	Normally, you should select Unpublished .
<i>Date</i>	Enter the date when the project was submitted or completed.
<i>Date Type</i>	Select Completion .
<i>Institution</i>	Select Concordia University .
<i>Degree Name</i>	Enter the degree name. For example: M.A.
<i>Program</i>	Enter the name of your department. For example: Philosophy.
<i>Convocation</i>	Specify Spring or Fall and the year of your convocation.

You may also fill out optional fields specifying the name(s) of your advisor(s), the number of pages in the project, etc.

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.

12. Read the Concordia University Research Repository [Non-Exclusive Licence](#). You are agreeing to this licence when you deposit your Original Research Essay.
13. To complete the deposit process, click **Deposit Item Now**.

Your paper will not become available online immediately. Deposited papers are checked by an editor before being made available in Spectrum.

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November 2022