How to Deposit Your 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_S2015 or Smith_PhD_F2015).

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 document icon will appear with the label: "Text (application/pdf) – Accepted Version". Unless you are in special circumstances that require you to place an embargo on your thesis, click **Next**.

If you are in special circumstances that require 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 document 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.

   c. Click **Next**.

7. Under *Terms of Use*, you can define the permitted uses for your Thesis (that is, what the people who access the Thesis are allowed to do with it). 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 http://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, click **Next**.

8. 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.

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.

9. Read the Concordia University Research Repository [Thesis Non-Exclusive License](#) displayed on the next screen. **By depositing your thesis, you are agreeing to this license.**

10. 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, at 514-848-2424, ext. 3813 or 5858 and at thesis@concordia.ca

Thank you! Congratulations on completing your thesis!

November 2022