Guidelines for Archiving of Electronic Versions of Theses and Dissertations (ETDs)

1. Introduction

The Unisa Institutional Repository (UnisaIR) is an open access digital repository that hosts the research and intellectual output produced by members of the Unisa Community. The content of the UnisaIR is globally discoverable via Google and various other Internet browsers. The content of the UnisaIR advances Unisa's research output and enhances the visibility of African scholarship.

According to the Unisa Policy and Procedures for Master's and Doctoral Degrees, Unisa theses and dissertations must be archived in the UnisaETD collection, which forms a substantial part of the UnisaIR.

The purpose of this document is to provide guidelines for Supervisors and Students about the technical preparation and submission procedures of theses and dissertations (ETDs).

Students are urged to familiarise themselves with the Unisa regulations that apply to the degree for which they are about to register. The documents listed at the end of the *ETDs Guidelines* can be consulted for more details.

2. Copyright, embargoes and confidentiality

a) Copyright

In terms of the Unisa Policy, the Student (author) is the copyright owner of the thesis/dissertation but must grant a non-exclusive distribution licence of the item to be distributed via the UnisaIR.
A footer with the copyright statement should be included at the bottom of each page for example:
© Surname, First Name/Initials, University of South Africa 2020

It is the responsibility of the Student and the Supervisor to ensure that the copyright of a third party is not violated and to ensure that no confidential information is included in the thesis or dissertation, including the document properties.

The electronic version will be uploaded to an online open access repository and will be available for the world to see. The Unisa Library will not be held liable for any legal action resulting from information published in a thesis or dissertation

b) Embargo

Although Unisa promotes and supports the principle of open access, it is possible to place an embargo on theses or dissertations in exceptional cases.

Permission for an embargo should be facilitated via the Supervisor. The Supervisor should request the embargo when sending the item to the Library. The reason for the embargo and the expiry date should clearly be indicated. Please note that embargoes cannot be placed on items already in the UnisaIR.

c) Confidential information

If, for any reason, your dissertation/thesis should be declared confidential or secret, you need to obtain written permission in advance from Senate not to publish your dissertation/thesis. The disadvantages of not publishing your research in the UnisaIR is that your research will reach a more limited scholarly and public audience, and this reduces your visibility as a scholar and potential citations of your scholarship.

3. Document format

One electronic copy of the thesis or dissertation should be submitted in pdf format. This copy will be archived in the Unisa Institutional Repository (UnisaIR) as the final, reviewed and approved thesis or dissertation.

a) *Front matter*
The electronic copy should contain all the front pages (title page, summary, keywords, table of contents, etc) and all the chapters and annexures of the dissertation/thesis.

Please ensure that the Department in which the study was conducted is clearly indicated on the title page. If this is not the case, the Library will not be able to map the thesis/dissertation to the relevant collection in the UnisaIR.

b) *Signed declaration*
The declaration should contain a **secured digital signature** that cannot be forged through copy and pasting.

c) *Document security*
Please do not add security to the electronic dissertation/thesis as this could cause difficulties for the library staff when copying the bibliographic details to the database and/or converting the files topdf.

d) *File naming convention* should follow the pattern given below:
dissertation_abiche_tt.pdf
or
thesis_abiche_tt.pdf

e) *Acceptable file formats*
Multiple documents, for example, a Word document, graphics, spreadsheets, etc, should be consolidated into one document and converted to a pdf file. The PDF should be compatible with Adobe Acrobat 5.0 or higher.

Multimedia, sound and video elements, as well as hypertext links, can be included in the pdf dissertation/thesis.

Pdf (A) is acceptable, but embedding multimedia, sound, audio and hypertext is not recommended in this instance. Rather submit these elements as separate files.

Images: png, jpg, jpeg, tif, tiff (audio): wav, mp3
Video: mpg, mpeg
Raw data: csv and xml

Poor quality scanned images or OCRed text (OCR stands for Optical Character Recognition) are not acceptable.
Photographs, images and illustrations can be in black and white, or colour.
A pdf file can be generated in the following ways:
Please convert all documents in MicroSoft Office formats (doc, docx, xls, xlsx, ppt, pptx) to pdf format.
Export a pdf from MSWord using Adobe Acrobat.
Export a pdf from MSWord 2007, or higher, using the built-in pdf exporter. Print to file on Windows using a virtual pdf printer, like the free PDFCreator.

Some formats cannot be accommodated. Please consult your Supervisor for formats not listed here, or if the electronic version of your dissertation/ thesis exceeds 10 megabytes (10 MB).

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Updated by Ansie van der Westhuizen

Important: please ensure that these files represent the complete, examined and approved version of the dissertation or thesis and that they include any improvements requested by the Examiners (if applicable).

4. Submission

The Student must amend the electronic copy in line with the amendments (if applicable) required by the Examiners. A pdf copy of the final dissertation/thesis must be submitted to the Supervisor.

The supervisor must verify that it is a true copy of the approved copy (with corrections incorporated) and that all the chapters and references are included in the electronic version of the dissertation/thesis.

The Supervisor/College Coordinator will email the final, approved, pdf version of the dissertation/thesis to the Unisa Library at Lib-drc@unisa.ac.za

The Library will post the electronic dissertation/thesis on the UnisaIR and assign descriptive elements such as keywords.

5. Replacement of Archived Copies

Please ensure that the correct version of the thesis/dissertation is sent to the Library.

According to the Procedures for Master's and Doctoral Degrees, supporting the Unisa Policy for Master's and Doctoral Degrees: the Library is not authorised to remove/update/replace your thesis/dissertation, that was submitted by your Supervisor, from the Unisa Institutional Repository.

Replacements or removals of archived items shall only be permitted if endorsed by the Vice Principal: Research, Postgraduate Studies, Innovation and Commercialisation or his or her delegated nominee.

6. Copyright and Intellectual Property *(Procedures for Master's and Doctoral Degrees Chapter 5.53)*

Although the copyright of Unisa theses and dissertations is vested with the Student, the intellectual property rights belong to the University. After completion, the Student grants the non-exclusive distribution rights to the University. In exceptional circumstances, a candidate may apply to be exempted from granting this copyrightlicence. Such an application must be fully substantiated.

7. Embargoes *(Procedures for Master's and Doctoral Degrees Chapter 5.56)*

An embargo of 24 months may apply to theses and dissertations and Students may apply for renewal of embargoes. Renewal of embargo requests should be submitted to the Vice-Principal: Research, Postgraduate Studies, Innovation and Commercialisation or his or her nominee..

If required, the Library will facilitate training and support for Supervisors and College Coordinators regarding online submissions of electronic theses and dissertations.

Please consult the following documents together with these ETDs Guidelines:

M & D related policies and procedure documents:
https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Policies,-procedures-&-forms

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