

**MACQUARIE UNIVERSITY
DIGITAL THESES COLLECTION**

Digital Thesis Submission Guidelines
Advice to Candidates

Background

Higher Degree Research Theses submitted to the Macquarie University Digital Theses Collection are included in thesis Macquarie University Research Online and the Australasian Digital Theses Program (ADT). Macquarie University Research Online is the University's digital repository that stores and provides access to the research and intellectual outputs of Macquarie University. The ADT was developed to disseminate the research output of higher degrees theses from Australian universities through a central database of digitised theses. The Library and Higher Degree Research Office (HDRO) work jointly in the University's participation in this program. The Library will provide technical advice and support for Macquarie theses being lodged with the Macquarie University Digital Theses Collection. Further information and FAQs on both programs can be found at <http://www.lib.mq.edu.au/collections/thesis.html>

Submission of Theses

Completing higher degree research candidates are invited to submit a digital copy of their thesis so that it may be added to the Digital Collection. Completing candidates will be sent information and forms relating to the submission of digital theses. The forms and information can also be accessed at the following http://www.research.mq.edu.au/students/thesis_examination/research_candidates. All completed forms and documentation should initially be forwarded to the Higher Degree Research Office.

Acceptable formats for the digital copy are PDF, Word, and RTF. The Library will arrange technical support to convert the thesis to the final required format. If your thesis is in another format, HDRO will contact the Library on your behalf to ascertain whether or not other formats are acceptable.

Important Information on Intellectual Property

Authors and copyright owners must consider a number of important issues relating to copyright and intellectual property. These are acknowledged in the forms to be submitted along with the digital copy.

The intellectual property in a thesis may be affected by digital lodgement and can specifically relate to -

- previously unpublished material generated by the author of the thesis
- previously unpublished material generated by a third party, and included by the author of the thesis.

For further advice relating to intellectual property, students may contact the Office of the DVC Research: www.research.mq.edu.au/policy/policy_procedures/ip

For further advice relating to copyright, students may contact the Copyright Unit: <http://www.copyright.mq.edu.au/students.html>

Important Information on Copyright and Pre-Published Material

Pre-published material is typically material that has been accepted for publication, submitted for peer review, or is likely to be published in the future.

Although a thesis held by the University Library can be reproduced for supply to a person for research or study, theses are not published documents as defined by the Australian Copyright Act. This status can change when a thesis is published, for example, when the thesis or excerpts of a thesis are included as a book chapter or a journal article. Typically, copyright passes to the publisher by agreement unless otherwise negotiated. This change of copyright ownership may have an impact on the declaration made by the student in the Digital Thesis Permission Form, Part 4.

If a student anticipates that another entity, such as a publisher, may in the future hold a copyright interest in the thesis material, it is recommended that a thesis not be submitted to the Macquarie University Digital Thesis Collection.

Strategies to avoid this situation can include:

- Gaining permission from the publisher for a copy to reside in ADT or Macquarie University Research Online.
- Agreeing to a moratorium, to allow the publisher time to recover on their efforts.

Other Copyright Issues

Parts of published articles (such as figures and tables), images and other third-party copyright material appearing in theses may have copyright implications. Macquarie University is mindful that the use of photographs, diagrams, etc from other sources will need to be carefully scrutinised as part of the copyright checking process. While it will generally be acceptable to use these materials in a thesis, making the material available via an online repository can pose problems. Parts, pages or chapters of a theses may be “suppressed” from digital release if they are found to be infringing others’ copyright rights. Consultation between the student and the supervisor(s) is necessary when determining the sections to be “suppressed”.

Please contact the Macquarie University Copyright Unit with any inquiries:
www.copyright.mq.edu.au

Specific copyright information on theses issues, including information on seeking permissions is available at http://www.copyright.mq.edu.au/hdr_copyright.html

Availability of Library Copy of a Thesis (Hardbound)

In support of the University’s objective of “the dissemination of knowledge and the promotion of scholarship”, ready access to higher degree theses is facilitated through the University Library. If an item is not submitted to the digital collection, a Macquarie University thesis should still be submitted to the hard copy thesis collection held at the Library.

Hardbound thesis copies are stored in a locked area within the Library and requests for access are made to the Library Information Desk. A register is kept of those accessing theses and the thesis may only be viewed under supervision. Requests for photocopying of theses must be made on a form to the Library’s photocopy service room and copies are made by the Library staff. Individuals may not make copies outside this service. Inside the front cover of every thesis held by the Library is a “Use of Thesis” form which every person accessing the thesis must sign.

The University does, however, recognise in special cases the need to protect the right of higher degree candidates to take advantage of their own research work and

to restrict access on the basis of commercial and confidentiality concerns. With the support of the Head of the Department, a candidate may apply to the Higher Degree Research Committee for a moratorium on the use of the thesis for consultation, loan and photocopying until after the expiry of an agreed period (ordinarily no longer than one year).

Restricting Access to a Thesis

Unrestricted access to thesis is encouraged in order to facilitate wide dissemination, however there are circumstances when theses need to be restricted wholly or in part, for varying periods. Options for levels of access are as follows:

1. No restrictions - worldwide access;
2. Restrict to authorised users of Macquarie University only - non campus access available to current staff & students via authentication;
3. Restrict all access for certain period - when this period has elapsed, access can be either Macquarie University only or worldwide

Approval from the Higher Degree Research Committee, with support from the Head of Department is required before the student can request the Library to apply any access restrictions.

Sometimes a thesis may include supplementary thesis files that will need additional consideration on access levels. Please advise the University Library if this is the case.