

## **How to deposit your thesis (both the electronic and hardbound printed version)**

A video version of these instructions, with screenshots on the process of depositing your e-thesis (and printing your hardbound thesis for deposit in the Library), is available at this link: <https://www.youtube.com/watch?v=hpP3Mss3eE8>

**If you have any Queries about the system please contact [rssadmin@tcd.ie](mailto:rssadmin@tcd.ie)**

Full information is available here: <http://www.tcd.ie/library/support/submitting-theses.php>

- 1. Setup file for printing.**
  - i. The electronic thesis is the version of record so the hardbound thesis must be printed from the system. Therefore the file must be setup for Double sided printing (Mirrored Margins). For double sided print the margins are different on every second page
- 2. Registration**
  - i. As soon as you are eligible, you will receive an email notification from Academic Registry notifying you that you may deposit your thesis. In this email there will be a link for you to register with the system. <https://www.tcd.ie/rssregister> **Note:** It takes 24 hours from receipt of the email for your details to be sent to the Research Support System.
- 3. Login & start submission**
  - i. Once you have registered, return to: <https://rss.tcd.ie>.
  - ii. Enter your username and password.
  - iii. You will see the Research Support System menu.
  - iv. Click on **Submit thesis**
- 4. Add metadata**
  - i. Some data has already been pre-populated from the SITS system, such as your name and thesis title. Other fields will need to be entered by you. An abstract is required so please paste it into the appropriate box. Once you have filled in all relevant information, click on **Next step.**
  - ii. On the next screen, you may add additional metadata. If your thesis includes lengthy quotes, such as long passages from a work under third party copyright, then please note the name of the Quoted Works here. Otherwise you can disregard this part.
  - iii. If you have received a grant in support of your study from a funding agency or another sponsor, you should acknowledge that in this section.
  - iv. Finally you should add some keywords to describe your thesis. Once you have filled in all relevant information, click on **Upload thesis.**
- 5. Accept the thesis declaration.**
  - i. On the next page, you must tick the box confirming you have read and accept the thesis declaration. Once you have ticked that box, click on **Next step.**
- 6. Upload your e-thesis.**
  - i. Your thesis information has now been sent to TARA. You may now upload the pdf of your thesis.
  - ii. Click **Choose file** and upload your document. If you need to add another file you can click on **Add another file.** Once you have finished adding your files, click **Next**
- 7. Review your submission.**

On this screen you can review the information describing your thesis to ensure it is correct. **NOTE:** Sometimes when data is transferred between systems there can be corruptions like greek characters. If you see this please continue with the submission and inform [rssadmin@tcd.ie](mailto:rssadmin@tcd.ie) of the issue. RSS staff will correct this at the approval stage. Click **Next.**

8. **Agree to the Distribution Licence.**
  - i. This screen has the license applied to all items deposited in TARA. It protects your work by covering it with a Creative Commons Attribution Non-Commercial ShareAlike license. Click on the box at the bottom of the screen to confirm that you grant this license. Then click on **Complete submission**.
9. ***Congratulations you have now submitted your e-thesis!***
  - i. The e-thesis will be checked by an administrator before it is approved for archiving into TARA. Once it has been approved you will receive a confirmation email giving you the permanent link to your e-thesis AND the notice to print your thesis. This link will also be sent to Academic Registry and to your supervisor.
  - ii. Repository staff aim to check all e-theses within one working day.
10. **Printing the hardbound copies of your thesis.**
  - i. The system allows 2 options for printing the hardbound copies of your thesis: Self Printing and Printing by the Thesis Centre.
  - ii. ***Self-printing:*** you can download the appropriate files to be printed by your chosen supplier. To do this, click on **Self print**. Choose the files you wish to print, use the control key to select multiple files, if applicable. Then click on **Submit**. The files will then download to your computer. One of these files contains a numeric code which is the key demonstrating that the printed thesis has been printed from the e-thesis and is identical to it. ALL of the attached files must be printed in the correct order (as received) and included in the hardbound copies of your thesis.
  - iii. ***Printing by The Thesis Centre:*** The other available option is to send your thesis – directly, via the system - to The Thesis Centre in Camden Street. To do so, click on **Thesis Centre print**. Fill out the appropriate information on the online form provided. Once you have completed your instructions to The Thesis Centre, click on **Send**. The Thesis Centre will receive all of the requisite files associated with your thesis and will print them correctly into the hardbound copies of your work. NOTE: The maximum file size the Thesis Centre can accept through the system is 18mb.

*Please be aware that you are responsible for making payment to The Thesis Centre, collecting the hardbound copies and delivering them to Academic Registry*