

Guidelines for submission of electronic versions of theses and dissertations (ETDs)

1. Introduction

This document outlines the requirements for the preparation of the electronic version of a thesis or dissertation (ETD) that has to be submitted together with the printed copies. The ETD will be published on the Internet by the library to enhance accessibility to Unisa's research outputs and the visibility of African scholarship. Bibliographic details, keywords and abstracts will be searchable on the Internet. The full text of theses and dissertations will be viewable in pdf format. There will also be a record with a link to the electronic version of the thesis or dissertation on OASIS, the Unisa Library's catalogue.

2. Before you start

Familiarize yourself with the Unisa regulations that apply to the degree that you are about to register for. It is particularly important to note that the copyright of your dissertation will be ceded to Unisa. Please consult the documents listed at the end of these guidelines for more details.

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If for any reason your dissertation should be declared confidential or secret you will have to get written permission not to publish it online from Senate in advance. The disadvantages of doing this are that your research will not be available for other scholars to consult and you will also lose visibility as a scholar.

3. Submission

The student submits the final examined and approved version of the thesis or dissertation on a CD, DVD or USB flash drive. This electronic copy should represent the final examined version of the thesis or dissertation and the student should sign a declaration to confirm this. Disks should be clearly marked with the student's biographical details, full name, title of the thesis or dissertation, student number, degree, date, college or department and email address. Names of colleges, departments and degrees should accord with those in the latest issue of the calendar.

4. 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.

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A second copy should be submitted in MS Word format. This will be used to copy the bibliographic details, summary and keywords on to the submission form.

The electronic copy should contain all the front pages (title page, summary, keywords, table of contents, etc.), all the chapters and annexures of the thesis and a pdf version of the signed declaration and cession of copyright.

Please make sure that no confidential information is saved as part of the document properties or the file names.

5. Document security

The University of South Africa holds the copyright of your thesis or dissertation. Students are therefore requested to add a footer at the centre of each page of the thesis or dissertation as set out below:

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6. File size and name

If the entire ETD is larger than 5MB before conversion, it should be divided as follows:

- 6.1 Save the title (cover) page, abstract, keywords, table of contents, list of tables, list of graphics, acknowledgments, preface and any other introductory text that is not part of the main body of the thesis in one file, namely 00front.
- 6.2 Save the chapters in another file, namely 01thesis or 01dissertation. If this file exceeds 5MB it should be divided into 01chapter1; 02chapter2... etc. Do not split a chapter if it exceeds 5 MB.
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- 6.4 Multimedia, sound and image files should be saved separately and named according to the convention of their type.

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Please make sure that these files represent the complete examined and approved version of the thesis or dissertation and that they include any improvements requested by the examiners (if applicable).

Documents to be consulted together with these Guidelines

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