

Guidelines for Archiving 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 that must be submitted to the Unisa Library's database of Electronic Theses and Dissertations (ETDs).

The e-versions of theses and dissertations are archived in the UnisaETDs Collection in the Unisa Institutional Repository (UnisaIR). Bibliographic details, keywords and abstracts are searchable on the World Wide Web. The full text of theses and dissertations will be viewable in PDF (portable document format).

The 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 searchable via Google and various other Internet browsers. The content of the UnisaIR advances Unisa's research output and enhances the visibility of African scholarship.

1.1 Before you start

Familiarise yourself with the Unisa regulations that apply to the degree for which you are about to register. Please consult the documents listed at the end of the *ETDs Guidelines* for more details.

Unisa promotes and supports the principle of open access. It is the responsibility of the student 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.

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 much more limited scholarly and public audience, and this reduces your visibility as a scholar and the number of possible citations of your scholarship.

2. 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 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 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.

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

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.

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.

3.1 Confidential information

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

3.2 Copyright statement

A watermark with the copyright statement should be included at the bottom of each page for example:

© Surname, First Name/Initials, University of South Africa 2013

3.3 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 to PDF.

4. Acceptable file formats and naming convention

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.

Photos, 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.

The file naming convention should follow the pattern given below:

Dissertation_abiche_tt.pdf

OR

Thesis_abiche_tt.pdf

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

Again, please make sure 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).

Please consult the following documents together with these ETDs Guidelines:

- [Unisa Policy for Masters and Doctoral Degrees](#)
- [Procedures: Studies for Masters and Doctoral Degrees](#)
- [Unisa Intellectual Property Policy](#)