



## Step-by-step guide to depositing your digital thesis

If you need help with depositing your digital thesis, please contact your [Subject Librarian](#).

For information on the process of converting your digital thesis to PDF please see the [Digital Thesis Deposit page](#).

### Begin the deposit process

During the deposit process, you must enter an email address for either your Waikato email account or any other email account that you access regularly. This will enable you to save the details as you proceed so that you do not necessarily have to complete the deposit in one session. It will also be the address to which emails about your deposit will be sent.

If you have already prepared your files, the deposit process should not take you very long. You will be given the opportunity to view the data you have entered and to make changes before completing the process.

**TIP:** Use the navigation buttons provided within the form to move between pages. Do not use the back/forward/refresh buttons on your browser, as they will cause the form to work incorrectly.

**Fill in the Deposit Form:** <http://researchcommons.waikato.ac.nz/deposit>

The first part of the deposit process is a security measure:


### Deposit your thesis to Research Commons

**Welcome to The University of Waikato Library's new thesis deposit system**

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**Note:** If you have trouble depositing your thesis please contact the [Research Commons administrator](#).

Please type the characters (case-insensitive) displayed below into the box provided to start a new deposit or resume your saved deposit.



Code:

Type the displayed characters into the box

Then click to continue to the deposit form

## Step 1 – Describe your thesis

Complete all boxes on the screen by typing/pasting free-text or by selecting from the drop down lists where available.

**TIP:** Copy your abstract from your original document, rather than the PDF version. Copying from the PDF can introduce extra characters that can interfere with the performance of the deposit form.

Enter an email address you monitor frequently. This will be used to allow you to save your progress with your thesis deposit and notify you of your thesis' approval.

**Author**  
Family Name  Given Name(s)

**Email Address**  
 Enter your email address

About your degree

**Degree Level**  
Select your level

**Degree Name**  
Select your degree

Select your degree level (Higher or Masters). This will populate the Degree list with the correct options

About your thesis

**Thesis Title**  
 Enter the title of your thesis

**Year of submission**  
Select from  Year  or enter a year:

**Language**  
 English

**Keywords**  
 Enter keyword  Enter keyword

[+ Add more keywords](#)

Keywords should be words or phrases which will help someone searching for your thesis

**Abstract**  
 Enter the abstract of your thesis  
 Paste your abstract here

Click here to add more keywords

**Supervisor(s)**  
Family Name  Given Name(s)

[+ Add another supervisor](#)

If you had more than one supervisor, click here to add their name



Click here if you need to save your deposit and finish it later. An email will be sent to the email address you supplied on this page, containing a link you can use when you are ready to continue your deposit. Deposits will be saved for 30 days

The year of submission should be the year on the cover page of your thesis.

## Step 2 – Upload files

Make sure you have a **PDF file** of the main text of your thesis ready to deposit. Name it **thesis.pdf**. For information on the process of converting your digital thesis to PDF please see the [Digital Thesis Deposit](#) page.


If your work includes **supplementary material** such as images, sound or movie files and data that are separate from the text of the main thesis, please deposit them along with your thesis document. It is best to name these files with a descriptive name, for example, fishdata.xls. Multiple files can also be included in a .zip format. Research Commons accepts most file formats.

The screenshot shows the 'Step 2 - Upload files' interface. At the top left is a back button with a left-pointing arrow and the text 'Take me back to previous step'. A red callout box points to this button with the text: 'Click this button at any time if you need to go back to the previous page'. Below this is a horizontal line. Underneath is the section 'Thesis - complete version - required' with a text input field and a 'Browse...' button. A red callout box points to the 'Browse...' button with the text: 'Click here to browse for the PDF of the main text of your thesis'. Below that is the section 'Supplementary Files - optional' with another text input field and 'Browse...' button. A red callout box points to this 'Browse...' button with the text: 'Click here to browse for your supplementary files'. Below the 'Browse...' button is a blue link with a plus icon: '+ Add another supplementary file'. A red callout box points to this link with the text: 'Click here to add additional browse boxes for multiple supplementary files'. At the bottom of the form are three buttons: 'Upload file(s) and continue to next step' with a right-pointing arrow icon, 'Save my deposit so I can come back to it later', and a large circular button with a right-pointing arrow. A red callout box points to this circular button with the text: 'Click here to upload your files'.

**TIP:** Watch your progress bar when uploading larger files – there can sometimes be a delay while the file is processed. When the file(s) have been uploaded, the form will automatically take you to Step 3 of the deposit process.

### Step 3 – Verify Deposit

On this page, you should review the information you have given to ensure it is correct. Changes can easily be made at this point in the deposit process.

 [Take me back to previous step](#)


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The details of your thesis deposit are displayed below for confirmation. If you wish to change any of this information, please click the corresponding "Change" button next to the section. Because some questions in this process depend on earlier pieces of information, you will need to step through all subsequent steps. You will not need to re-enter any information unless you wish to change something.

Thesis Description	<a href="#">Change any of these</a>
<b>Collection to deposit to:</b>	Masters Theses
<b>Author:</b>	Doe, John James
<b>Email Address:</b>	jdoe@email.com
<b>Thesis Title:</b>	How to submit your thesis
<b>Year submitted for examination:</b>	2011
<b>Degree:</b>	Master of Social Sciences (MSocSc)
<b>Language:</b>	English
<b>Keywords:</b>	research;qualitative research methods;electronic theses;
<b>Abstract:</b>	This is the abstract of my thesis.
<b>Supervisor(s):</b>	Bloggs, Jane

**You uploaded the following files:** [Change](#)

<b>Thesis - complete version</b> thesis.pdf
<b>Supplementary file(s)</b> Supplementary material.docx

[I have checked the above information, submit my thesis](#) 

[Save my deposit so I can come back to it later](#)

**Click here to change any descriptive information about your thesis.**

**Click here to remove or add any files**


**When you are satisfied that all your information is correct, click here to continue**


## Step 4 – Deposit License

Your agreement with the Deposit License is necessary for your deposit to proceed. This agreement is the same as the one you sign when depositing the print version of your thesis. Once you click on the button to agree with the license, your digital thesis will be submitted.

Once deposited, the information you have entered will be checked by University staff. You will receive an email as soon as your thesis has been approved, or if for some reason there is a problem with your deposit. The details of your deposit will also be emailed to you.

**TIP:** If your deposit to Research Commons fails and you see the screen below, try going back to the file upload page (step 2), remove your files and upload them again.



 THE UNIVERSITY OF  
**WAIKATO** Research Commons  
*Te Whare Wānanga o Waikato*

### Deposit your thesis to Research Commons

**Oops! Deposit failed.**

Your thesis deposit was not successful. This is usually caused by some invalid characters in your abstract, title, or subject keywords.

Your deposit can also fail due to a corrupted file upload, or when the server is very busy.

Here are some tips for ensuring your deposit is successful:

- Avoid using brackets like (, [ or { in your PDF filenames - keep
- If your PDF is very large (over 200MB), make sure you are de
- Avoid using "HTML entities" (eg. &#123;) in any text, becaus

To try a resubmit of the same deposit, you may refresh this page. connection  
s during deposit

To go back to your submission and check the information and files you have supplied, please use the following link:  
[Click here to recover submission and check details.](#) ing form information, click "yes" (or

The Research Commons administrators have been notified of this error. Please [contact them](#) for any further assistance.

[Back to Research Commons](#)