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Seeking permission to include third party copyright material in your thesis ......................... 17
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1. Getting started

All postgraduate research students are required to deposit an electronic copy of their thesis. This guide provides full details on what you need to do and the various aspects of the process you need to consider. Please read through each section in full before starting the process of Depositing your thesis.

If you need help along the way, please call the Service Desk on 01752 588588 or log your issue via http://itselfservice.plymouth.ac.uk.

- Including copyright material
  What to do if you are including third party copyright material in your thesis or if you wish to include work you have published in your thesis, e.g. journal articles.

- Restricting Access
  Options for restricting access to your thesis for a limited period of time.

- Thesis Format
  How to convert your thesis to PDF/A and other information relating to format.

- Depositing your thesis
  How to deposit your electronic thesis in the University repository.

- Getting Help and Advice
  Contact details for further information and guidance.

- Frequently Asked Questions
  Commonly asked questions relating to electronic theses.

2. Including third party copyright material in your thesis

2.1 INTRODUCTION

As your thesis is going to be available online you may need to seek permission to include any third party copyright material, e.g. extracts from publications such as books or journals, or illustrations such as images, maps, photographs, tables, etc. See the copyright advice in the Appendix.

While students are being asked to make best efforts to seek permission to include third party copyright material in the electronic version of their thesis you will not be penalised if it is not possible to gain permission, either because permissions are not granted, or because it would either be too onerous or too expensive to obtain permissions. This simply means that you will be able to make only an edited version of your thesis available online. A full unedited version will also need to be deposited; the unedited version will not be made public. The outcome of your examination will not be affected in any way. You are not required to make any payments to copyright holders for material you wish to include in your thesis.
2.2 WHAT YOU NEED TO SEEK PERMISSION FOR

2.2.1 QUOTATIONS, IMAGES, PICTURES, MAPS

If the third party copyright material within your thesis consists of a short quotation from a published work, not exceeding 200 words, and you have acknowledged and referenced it adequately it will probably not be necessary to seek permission from the copyright holder.

If the third party material within your thesis consists of images, pictures or maps even though you may have acknowledged and referenced them, it might be necessary to seek permission from the copyright holder. It will depend on the underlying licence governing the source of your image, picture or map. If in doubt it is best to seek permission or ask the library for further advice. If permission is not granted you will need to submit an edited version as well as the full version of your thesis (see 2.4).

2.2.2 YOUR PUBLISHED JOURNAL ARTICLES

Any articles you have published will need appending to your thesis according to copyright permissions. The right to ‘publish’ (or ‘share’ with the public) rests solely with the publisher and permission must be sought before including published versions of articles. A sample permission seeking template can be found in the Appendix. Many publishers will permit this. See Section 2.4 for what to do if permissions are denied.

2.3 HOW TO SEEK PERMISSION FOR 3RD PARTY MATERIAL

Ideally you should seek permission to include third party copyright material in your thesis as you go along rather than at the point of writing up your thesis.

To seek permission to include third party material in your thesis you need to contact the rights holder. This may be the author of a work, a publisher, an illustrator etc. In the case of material from books and journals your first course of action should be to contact the publisher. Many publishers give details on their web site of how to seek permission and who to contact. Look for information on rights/permissions/copyright clearance. If the publisher does not hold the rights to the work they should forward your enquiry to whoever does.

Once you have established who to contact you can use the permission seeking template (see Appendix) to form the basis of a letter or e-mail to the rights holder asking permission to include the material in your thesis.

If the rights holder does not reply immediately you may choose to contact them again. However, please note that you may not deem a lack of response as permission to go ahead.
2.3.1 WHAT TO DO IF PERMISSION IS GRANTED

If a copyright holder indicates that permission has been granted you should indicate this at the appropriate point in your thesis, e.g. 'Permission to reproduce this ... has been granted by...'. You should keep a copy of any letters or e-mails you received from rights holders.

2.3.2 WHAT TO DO IF PERMISSION IS NOT GRANTED

If you need to include third party copyright material in your thesis and are unable to obtain permission or are asked to pay to do this you will not be able to make the full version of the thesis publicly available online. However, you are still required to deposit both the full unedited version of your thesis AND an edited version without the content that infringes copyright (see section 2.4 about creating an edited version).

2.4 CREATING AN EDITED VERSION OF YOUR THESIS

2.4.1 IMAGES/PICTURES/MAPS:

If you have been unable to secure all the necessary third party copyright permissions for your thesis you must deposit both a full unedited version for the University archive (this will not be published) AND an edited version for publication. To create an edited version save an additional copy of your thesis, remove the relevant material insert a place holder at this point in the document, e.g.

```
Figure (Text/Chart/Diagram/image etc.) has been removed due to Copyright restrictions.
```

The full and the edited version of your thesis should be given different filenames.

2.4.2 YOUR JOURNAL ARTICLES:

If permissions to include your published articles as appendices are denied you should only deposit an edited version of your thesis. Either: i) replace the articles with bibliographic references, DOI (if available) and the abstract, or: ii) replace the published versions with author post print versions. It is likely that you will need to apply an embargo to your edited thesis when appending accepted manuscript versions of articles (see Section 3 for more information on restricting access to your thesis). We recommend seeking advice from your Information Specialist regarding suitable embargo periods.

The only exception is an MPhil or a PhD awarded by Published Works. Two versions (full and edited) can be deposited. The full version can include the published works but must be placed under permanent embargo and cannot be shared. The two versions should be given different file names.
See section 4 on Thesis Format for additional information on getting your thesis ready for deposit.

### 2.5 HELP AND ADVICE ON COPYRIGHT

If in doubt about whether you need to get permission to include any material within your thesis it is always best to err on the side of caution and assume that you do. Visit http://plymouth.libguides.com/copyright for more information on copyright or to contact staff for advice.

### 3. Restricting access to your thesis

On submission, an automatic embargo of 12 months is applied to your thesis. This should cover most confidentiality requirements. When you deposit your thesis on PEARL, you can choose to have a shorter embargo (6 months) or no embargo at all. If your work is funded e.g. an RCUK studentship, work should ideally be made open access as soon as possible with a maximum embargo of 12 months. See: Paragraph 104 on page 22 of the RCUK Conditions of Research Council Training Grants for further information.

There may be a valid reason why you need to restrict access to your thesis for a longer period of time. For example, if your thesis has been commercially sponsored you may have signed an agreement which does not permit you to make it publicly available until a certain date.

If you are in this position, you need to formally apply for a longer embargo (confidentiality) period using form RDC.1A, available via the Graduate School community (https://intranet.plymouth.ac.uk/gradsch/). Requests for longer embargoes should be made before the submission of the thesis for examination. Other than commercial confidentiality there are a range of reasons why it may be necessary to restrict access to your thesis:

Because theses can be requested under the Freedom of Information Act (FOI), grounds for embargoing access to a thesis need to relate to one of the exemptions provided for by the Act. The most common reasons why you might need to embargo access are listed below:

- Your thesis contains commercially sensitive information, the release of which might prejudice the commercial interests of any person including the author, the University or an external company;
- Your thesis includes material that was obtained under a promise of confidentiality;
- The release of your thesis might endanger the physical or mental health or the safety of an individual;

A detailed list and guidance on the scope of exemptions is available from the Information Commissioner’s Office (ICO): https://ico.org.uk/for-organisations/guide-to-freedom-of-
information/. For any queries regarding Freedom of Information please contact foi@plymouth.ac.uk

Theses may also be requested under the Environmental Information Regulations 2004 (EIRs): http://www.legislation.gov.uk/uksi/2004/3391/contents/made. If you think you may need to restrict access to your thesis in relation to environmental information you may need to specify an EIR exception rather than a FOI exemption. Information about EIR exemptions is also available from the ICO: https://ico.org.uk/media/for-organisations/documents/1043419/exemption-for-environmental-information-section-39.pdf

You should talk to your supervisor about the confidentiality requirements associated with your thesis in the first instance.

4. Formatting your thesis

4.1 THESIS LAYOUT AND PRESENTATION

University guidelines on the layout and presentation of your thesis are available in the Research Degrees Handbook: https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school/research.degrees-handbook. It is recommended that you consult the Graduate School if you are unsure of how to present your thesis.

For further help with preparing your thesis you are strongly encouraged to attend the courses on Microsoft Word and LaTeX. See the Graduate School Researcher Development Programme for details: http://www.plymouth.ac.uk/researchskills

4.2 CONVERSION TO PDF/A

The required format for deposit your thesis is PDF/A. It is assumed that you will be using standard word processing software (e.g. Microsoft Word, OpenOffice Writer or LaTeX) to create the electronic version of your thesis. Before you deposit your thesis you need to convert it to PDF/A format (see FAQ for additional information). Ideally your thesis should consist of a single PDF file. However, it is acceptable to deposit a small number of individual files if you experience major difficulties in producing a single file for conversion to PDF/A.

Before converting to PDF/A you need to ensure that you have incorporated any elements of the thesis created in programmes such as Excel, Access, PowerPoint, etc. into the main body of the thesis. However, if there is content (e.g. multimedia elements) that you are unable to incorporate into the main body of your thesis it may be possible to upload these as a separate file. See section 4.3, Depositing associated multimedia files, for more information on what can be deposited.

For help and advice on preparing the electronic version of your thesis there are detailed tutorials on Lynda.com or request support via http://itselfservice.plymouth.ac.uk.
Please do not impose any restrictions on your PDF/A e.g. preventing printing as this will prevent your thesis from being accepted as having been deposited.

4.2.1 FILENAMES

You should save the PDF/A version of your thesis using the following filename format: 
[year][surname][Student Reference Number][degree].pdf e.g. 
2016smith12345678phd.pdf or 2015jones12345678mphil.pdf

If you are depositing both a full and an edited version of your thesis, use the following naming convention:

- **Full version**: [year][surname][Student Reference Number][degree]_full.pdf
- **Edited version**: [year][surname][Student Reference Number][degree]_edited.pdf

e.g.:
- 2016smith12345678phd_full.pdf
- 2016smith12345678phd_edited.pdf

If you need to deposit additional multimedia files that cannot be incorporated into the main PDF file you should use the same file name with the addition of information about the type of media being deposited. e.g. 2016smith12345678phd_audio.mpeg

4.2.2 FILE SIZE

The University Repository (PEARL) can cope with large files being deposited. However, bulky files will take longer to load, affecting user experience. It is best practice to keep PDF files small, ideally under 10MB.

Images, tables and graphs will all contribute to increasing the file size of your thesis. You can use compression tools embedded in your word processor keep the size of embedded content small.

If you are concerned that your PDF file is very large please contact us for advice on the options available. Please call the **Service Desk** on 01752 588588 or log your issue via [http://itselfservice.plymouth.ac.uk](http://itselfservice.plymouth.ac.uk).

4.3 DEPOSITING ASSOCIATED MULTIMEDIA FILES

The main body of your thesis, including associated images, data, tables etc. must be deposited as a PDF document. However, if your thesis has associated multimedia e.g. sound file or video clips these can be uploaded separately. There are no restrictions on the type of multimedia files that can be uploaded, but no guarantee can be given that such files will continue to be accessible in the future.
You should only upload multimedia files where you own the copyright, or where you have cleared any necessary rights.

5. Depositing your thesis

5.1 BEFORE DEPOSITING YOUR THESIS

Before depositing your thesis you should ensure that you do the following:

Review all copyright and confidentiality restrictions on your thesis:

1. Ensure that you have made best efforts to seek permission to include any third party copyright material in the electronic version of your thesis. If you have been unable to gain all necessary permissions, prepare an edited version for publication. You will still need to deposit the full version of your thesis, but this will not be published.

2. Discuss with your supervisor whether or not there is a reason for restricting access to your thesis.

Following the examination and the Graduate School having been informed by the examination team of completion of any required corrections:

3. Convert the final version of your thesis to a single PDF/A file (see Formatting Your Thesis in Section 4 for further information)

4. Ensure that your file is named according to the convention [year][surname][Student Reference Number][degree].pdf (e.g. 2016smith12345678phd.pdf)

Once you have done this, follow the steps below to deposit your thesis.

5.2 UPLOADING YOUR THESIS TO THE REPOSITORY

Please follow these instructions carefully, in particular where they refer to embargoes and copyright restrictions.

1. Go to https://pearl.plymouth.ac.uk/handle/10026.1/282/submit

2. When prompted, log in with your Plymouth University username and password (using the Plymouth University account link).

3. Complete the fields under Describe Item. A list of fields and notes is provided in the table below. Fields marked * are required.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Information you should enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
<td>Full Title of the Thesis.</td>
</tr>
</tbody>
</table>
### Field Name | Information you should enter
---|---
**Author** | Your name as it appears on the title page of your thesis. Separate last name (or surname) from first names (given names) as shown in the example.

**Student Reference Number** | Your Plymouth University Student Reference Number

**ORCID ID** | Persistent digital identifier recommended for researchers. If you have an ORCID ID, enter in the format: http://orcid.org/XXXX-XXXX-XXXX-XXXX
See [http://plymouth.libguides.com/research/orcid](http://plymouth.libguides.com/research/orcid) for information. An ORCID ID is not compulsory for thesis submission.

**Year of Award** | Enter the Year in which your degree will be awarded (this will be the year you submit the final version of your thesis).

**Qualification Level** | Select the appropriate Qualification level.

**Qualification Name** | Select the appropriate Qualification name.

**Faculty** | Select your Faculty from the list

**Director of Studies** | Name of the Director of Studies

**Sponsors** | Any sponsors of the research (apart from Plymouth University). Please note this field is public. If this information is sensitive, please leave the box blank.

**Subject keywords** | Add keywords or terms that best describe the content of your thesis using single words or short phrases.

**Abstract** | Copy and paste in the text of the abstract of the thesis

**Additional information** | If there is any other information about your thesis, e.g. if you want to provide details of any sections of it that have been published do so in the Additional Information field.

4. Click on **Next** and continue to complete the **Describe Item** section.

### Field Name | Information you should enter
---|---
**Document version** | Can the FULL version of your work be published after a suitable embargo period? Please click the correct radio button:
- The FULL version can be published at the end of the embargo period, i.e. it does not infringe any 3rd party’s copyright or confidentiality agreement
- The FULL version cannot be published. **You MUST also upload an EDITED version for publication**
### Field Name | Information you should enter
---|---
**Embargo** | Select the length of embargo you wish to apply for – options are:
- Default embargo (12 months)
- No embargo (immediate open access)
- 6 months embargo
- Extended embargo (over 12 months) – please formally apply for a longer embargo (confidentiality) period using form RDC.1A, available via the Graduate School community ([https://intranet.plymouth.ac.uk/gradsch/](https://intranet.plymouth.ac.uk/gradsch/))

Note: If you apply an embargo, your thesis will not appear publicly until after this period has elapsed.

5. **Funding and Sponsorship:**

   a. If your project has been financed by UK and EU research funders (RCUK, Wellcome or Charities, EU Horizon 2020 and Research Framework Programmes), depositing in PEARL will meet the [Open Access requirements of your funder](https://www.rcuk.info/). If so, please add a **Project** and **Funder** in this section, to ensure that your thesis is linked to the appropriate research project.

   i. If your work is [RCUK funded](https://www.rcuk.info/), work should ideally be made open access as soon as possible with a maximum embargo of 12 months. See: Paragraph 104 on page 22 of the [RCUK Conditions of Research Council Training Grants](https://www.rcuk.info/) for further information.

   b. You can also use the **Sponsor Name** field to acknowledge other sponsors of your project (apart from UK and EU research funders). Please note this field is public. If this information is sensitive, please leave the box blank.

6. Click on **Next**

7. Under **Upload File(s)** click on **Choose file**...

8. Select your saved PDF from wherever you have stored it and click on **Open**.


10. If you need to upload more than one PDF file click on **Upload file & add another**. You should convert any separate elements to PDF/A in advance of uploading them. Repeat this process until all your files have been uploaded.

   **IMPORTANT:** If your thesis contains **third party copyright material** you are required to deposit both a **FULL unedited version** and an **EDITED version**. Please see sections 2 and 5.3 for details.

11. When you have added all your files click on **Next**
12. On the **Review submission** page check that the information you have provided is correct. If you need to change anything use the **Correct one of these** button to move back to the relevant section and make the correction.

13. If all the information is correct click on **Next**

14. **License Your Work**: If you wish, you may also add a Creative Commons License to your item. Creative Commons licenses govern what people who read your work may then do with it.

Some **funders** require authors to release work as openly as possible. The least restrictive Creative Commons licence will comply with this requirement. See [http://plymouth.libguides.com/research/thesisdeposit](http://plymouth.libguides.com/research/thesisdeposit) for more information on which option to choose.

15. Click on **Next**

16. Read the **Deposit Licence Agreement**. To complete the deposit process, check the **I Grant the Licence** box and click on **Complete submission**.

If you wish to return and do this at a later point click on **Save & Exit**, then confirm by selecting **Save it, I'll work on it later**. To return and deposit you will need to log-in again, select the item under **Unfinished submissions** and then click on **Resume**. Use the **Next** button to move through the different stages of the deposit process.

**Note that until you click on ‘Complete submission’, the record you have created will remain in your work space, and will not be visible to the Graduate School staff. You must choose ‘Complete submission’ once you are happy that everything is correct in order to complete the process.**

17. You have now completed the deposit process. The Graduate School will be informed that you have successfully uploaded your thesis.

### 5.3 DEPOSITING THESES WITH THIRD PARTY COPYRIGHT

If you have been unable to secure all the necessary third party copyright permissions (see section 2.2), you must deposit an **edited version** of your thesis which does not contain any of the material you do not have permission to include. The edited version will be used for publication. You will still need to deposit the **full unedited version** of your thesis, but this will not be published.

See section 2.4 for further information on creating an edited version.

### 6. What happens once you have deposited the thesis

Graduate School staff will check the information you have provided and add further details if necessary. If there are any problems with the information or file(s) you provided, you will be
contacted to get these resolved. Assuming everything is well, the record describing your thesis will be available publicly shortly after deposit. The Graduate School will email you to confirm that your submission has been approved.

An **automatic embargo of 12 months** will be applied as standard and the actual thesis will only be available for public view/download 12 months after deposit.

If you have chosen a non-standard embargo period, the file will be available to view/download after the embargo period has elapsed:

- **No embargo** – the file will be available to view/download immediately after approval by the Graduate School
- **Six month embargo** – the file will be available to view/download 6 months after deposit.
- **Extended embargo (over 12 month)** – the file will be available to view/download after the embargo period has elapsed.

If access to third party content included in your thesis has been **restricted for copyright** reasons, only the edited version will be published (whenever the relevant embargo period has elapsed).

### 7. Help and advice

If you need information or advice on any issue relating to electronic theses that is not covered by this guide please call the **Service Desk** on 01752 588588 or log your issue via [http://itselfservice.plymouth.ac.uk](http://itselfservice.plymouth.ac.uk). Please quote “PEARL” in your enquiry.

### 8. Frequently Asked Questions

All the information you need about preparing and depositing an electronic version of your thesis should be available on this guide. Below are some of the most commonly asked questions relating to the process.

**Do I still need to hand in one hardbound copy of my thesis to the Graduate School?**

No, since 1st October 2011, only the e-thesis is required.

**Which degrees are covered by these regulations relating to theses?**

All research degrees as defined by the University are required to submit an electronic copy of their thesis. The regulations apply to all research students. (Taught postgraduate dissertations are not covered in these regulations).
I cannot log into Pearl

If you cannot log in and you have made sure that you are using your Plymouth University username and password, please call the Service Desk on 01752 588588 or log your issue via http://itselfservice.plymouth.ac.uk. Please quote “PEARL” in your enquiry.

How will people find theses held in the Plymouth University research repository?

The theses collection can be searched locally via PEARL (http://pearl.plymouth.ac.uk) and Primo (http://primo.plymouth.ac.uk), but it is also indexed by major search engines such as Google and Yahoo. The British Library Electronic Theses Online Service, ETHOS (http://ethos.bl.uk/) harvests theses records directly from PEARL, the Plymouth University research repository.

Can I restrict access to my thesis?

For information on the options that may be open to you see Restricting access to your thesis (Section 3).

How does the Freedom of Information Act 2000 affect access to my thesis?

For information on this see Restricting access to your thesis (Section 3).

What do I do if my thesis contains third party copyright material?

For information on this see Including third party copyright material in your thesis (Section 2)

What do I do if I want to include works I have published within my thesis?

For details of what to do see the section on including your own material within your thesis within Including third party copyright material in your thesis (Section 2).

What format does my thesis need to be in?

See Formatting your thesis (Section 4) for information on this.

How do I convert my thesis to PDF/A (archive) format?

PDF/A is an ISO standard for using the PDF format for long-term archiving of digital documents (http://www.pdfa.org/publication/pdfa-in-a-nutshell-2-0/).

On a standard computer, word processing applications are likely to offer inbuilt tools to export documents directly to PDF/A:
For example, if using Microsoft Word (shown below and right), select **Save as Type: PDF**, then click on **Options** and tick the box next to **ISO 190005-1 compliant (PDF/A)**.

If using OpenOffice (shown here on the left), select **PDF Options** and tick the box next to **PDF/A-1a**.

See [Formatting your thesis](#) (Section 4) for more information on how to convert your thesis to PDF.

---

**What do I do if I cannot produce a single PDF file of my thesis?**

If you are experiencing major difficulties in creating a single PDF file it is acceptable to upload a small number of separate PDF files, e.g. main thesis and appendices.
How do I display special characters in my thesis abstract?

If you used an application like Microsoft Word to write your thesis and you are now copying and pasting your abstract into the submission form, in PEARL, you may find that any special characters, such as mathematical symbols or accented letters, are replaced with an empty square. In that case, you will need to re-insert the correct symbol.

If you are using a Windows operating system, you can get a list of special characters by using the Character Map. To open the Character Map go to Start > Programs > Accessories > System Tools > Character Map (or click Start, Run, and type charmap).

There are also tables of symbols available online that you can use to copy and paste the relevant characters back into your abstract.

See http://www.alanwood.net/unicode/unicode_samples.html for a comprehensive list of tables.

For more information, see the page on Display Problems from the Unicode Consortium: http://www.unicode.org/help/display_problems.html

Is there a limit for the size of the files I can upload to PEARL?

Yes, technology restrictions limit the size of files that may be uploaded to web sites, including PEARL. If you want to add supporting files to your submission, for example a DVD image or large data sets, you may find that the file size is above the limit. Files larger than 1GB, will require compressing. You may experience bandwidth restrictions when uploading files from outside the University network.

If you have any questions about uploading large files, please call the Service Desk on 01752 588588 or log your issue via http://itselfservice.plymouth.ac.uk. Please quote “PEARL” in your enquiry.

What will happen if I fail to deposit an electronic version of my thesis?

The completion of your degree is marked by the submission of the electronic version of your thesis. As you would have not completed your degree, you will not be permitted to graduate until you have deposited an electronic version of your thesis. If you encounter any technical difficulties, please call the Service Desk on 01752 588588 or log your issue via http://itselfservice.plymouth.ac.uk.

How do I get help?

For further information and advice call the Service Desk on 01752 588588 or log your issue via http://itselfservice.plymouth.ac.uk. Please quote “PEARL” in your enquiry.
Appendix

SEEKING PERMISSION TO INCLUDE MATERIAL YOU HAVE PUBLISHED IN THE ELECTRONIC VERSION OF YOUR THESIS

If you have assigned copyright to a publisher, e.g. for a journal article, and you wish to include this work within the electronic version of your thesis you need to check that this is permitted. This is a suggested wording you can use to contact your publisher:

I am the author of the following work published by [insert publisher's name]:

[Provide a full citation for your work]

I wish to include this work within the electronic version of my thesis, which I am required to deposit in Plymouth University's online theses repository PEARL (http://pearl.plymouth.ac.uk). The repository is non-commercial and openly available to all. The thesis may also be harvested into the British Library Electronic Theses Online Service (EThOS).

I would be grateful if you could advise if this will be acceptable.

SEEKING PERMISSION TO INCLUDE THIRD PARTY COPYRIGHT MATERIAL IN YOUR THESIS

When contacting rights owners to seek permission to include their material within your thesis it is important that you are clear about what you are asking for. The following is a suggested wording that can be incorporated into letters/e-mails that you send to rights-holders:

I am contacting you to seek permission to include the following material within the electronic version of my Research [insert relevant level] thesis:

[Provide full details of the material you intend to include]

If you are not the rights holder for this material I would be grateful if you would advise me who to contact.

The thesis will be made available within Plymouth University's online theses repository PEARL (http://pearl.plymouth.ac.uk). The repository is non-commercial and openly available to all. The thesis may also be harvested into the British Library Electronic Theses Online Service (EThOS).
HOW TO USE THIRD PARTY CONTENT IN YOUR THESIS – COPYRIGHT GUIDANCE BY MATERIAL TYPE

It is vital to start thinking about copyright well before starting the submission process to PEARL.

When seeking permission to use someone else’s work in your thesis please ensure that you advise them that the work is to be placed in an Open Access repository and that you require permission to make the included work or passage ‘available to the public’.

Extracts from articles and books

Short quotations which are appropriately referenced, not exceeding 200 words should be acceptable and it will not be necessary to seek permission from the copyright holder. Passages longer than 200 words may require permission. If in any doubt, please seek permission from the copyright holder.

- If permission is granted to include:
  - Quotation should be fully and appropriate referenced.
  - The permission should be indicated at the appropriate point in the thesis, e.g. ‘Permission to reproduce this ... has been granted by...’.
  - Copies of any letters or e-mails received from rights holders should be kept by you.

- If permission is not granted to include:
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