Thesis & MRP Deposit Instructions

Reviewed June 2024

Before you begin

Ensure that you have reviewed and completed all forms for thesis submission through your program.

Navigate to the Digital Repository homepage

- Proceed to the Digital Repository website: https://dr.library.brocku.ca/

Login using your Brock credentials

- Click the **Login** button at the top right corner
- When prompted to choose a method, select **Brock Portal Login**
- Use your Brock email and password
- You will find yourself back on the homepage
- Your name should now appear in the top right corner indicating you are logged in

Navigate to Submissions

- On the left-hand menu, look for **My Account**
- Select the **Submissions** option

Start a new submission

- You should now be on a page called **Submissions & Workflow Tasks**
- Under the heading **Submissions**, select **start a new submission**

Identify your collection

- From the **Item Submission** page, you will see a search box under **Collection**
- Expand the menu to view the full list
- **For thesis submission:** scroll until you find **Brock Thesis > Newly Added Thesis**
- **For MRP submission:** scroll until you find **Brock Major Research Papers**

- o   Select the department you are affiliated with from the sub-collections
- o   **For example:** Brock Major Research Papers > Computer Science MRP is what you would select if you were graduating from the Department of Computer Science.
- Select **Next** to proceed

Item Submission – Describe Item (1 of 3)

- Enter your information in the **Last name** and **First name(s)** fields
- Enter the full title of your item as it appears on your cover page in the **Title** field
- Select **Next** to continue

Item Submission – Describe Item (2 of 3)

- Under the **Faculty** field, expand the list and select your faculty
- Under the **Affiliation** field, expand the list and select your department or program
- Under the **Name of Degree** field, select the degree for which you are making the submission
- Under the **Degree Level** field, select either Master or Doctoral
- Select **Next** to continue

Item Submission – Describe Item (3 of 3)

- In the **Subject Keywords** field, select at least three key terms that best describe your work. Click add between each term.
- In the **Abstract** field, copy and paste your abstract into the text box.
- Select **Next** to continue

Note: the repository retains page breaks, so you may need to fix the abstract formatting in a document first. This will help avoid awkward spacing issues.

Upload File(s) and Add Embargos

- Under the **Files** field, locate and upload the correct file for your thesis or MRP only in PDF format
    - o   Be sure your file uses the correct naming convention of **Brock_Lastname_Firstname_Year.PDF**
- If placing an embargo, follow instructions outlined below

- If you are not placing an embargo, select **Next** to continue

Placing an Embargo

If you have successfully completed the **Request to Restrict the Circulation of Thesis** form, you must enter embargo information at this stage.

- Under **Embargo until specific date**, enter the date on which your item can be made openly available
  - **Example:** an item embargoed for 12 months starting July 1, 2024, should have the embargo date listed as 2025-07-01 since the item can be made public on July 1, 2025.
- Use the format YYYY-MM-DD when entering your embargo date
- Under **Embargo reason**, simply state "*Successfully completed Request to Restrict the Circulation of Thesis form*"
  - **Note**: using the suggested text prevents a submission error.
- Select **Next** to continue

Review Submission

- Ensure that all information entered is correct
- If you need to make corrections, navigate to the correct stage using the green progress bar
- Select **Next** to continue

License Your Work - Skip

Graduate theses and MRP licensing are covered by the **Thesis non-exclusive License** and **Thesis and Major Thesis Paper Copyright License** documents. Contact Graduate Studies for further information.

- **Do not select any type of license**
- Select **Next** to skip and continue

Distribution License

This distribution license gives Brock University Library permission to preserve and make theses and MRPs openly available.

- Review the **Brock University Digital Repository Depositor Agreement**

- You must select **I Grant the License** to proceed
- Select **Complete submission** to finish

Await Review and Confirmation

Your submission will be reviewed by the Faculty of Graduate Studies & Postdoctoral Affairs. Any further clarification or questions can be directed to graduatestudies@brocku.ca.

If you contact the repository directly, always include the Faculty of Graduate Studies & Postdoctoral Affairs in your communications.