How to deposit your thesis to
White Rose e-Theses Online (WREO)

White Rose eTheses Online is a repository for research-level theses completed at the Universities of York, Leeds and Sheffield. The repository provides a long-term home for the valuable research undertaken at the University, provides a reliable source of information about research conducted at the University, makes your research easier for others to find, and where possible provided open access copies of theses, reaching a wider audience both within and outside academia.

You must upload a digital copy of your thesis to White Rose eTheses Online, along with any other materials submitted to examination.

The digital copy shall be in pdf format (or other format acceptable to the University and appropriate to the medium). Where possible, theses should be made openly available. If there are reasons why part or all of your thesis cannot be made openly available immediately then it may be possible to add an embargo or redact some thesis content.

Creating a WREO account

To deposit your thesis to White Rose eTheses Online you will first need to create an account.

1.From the White Rose eTheses Online homepage follow the link to **Creating an account** or select **Create account** from the menu at the bottom of the page.
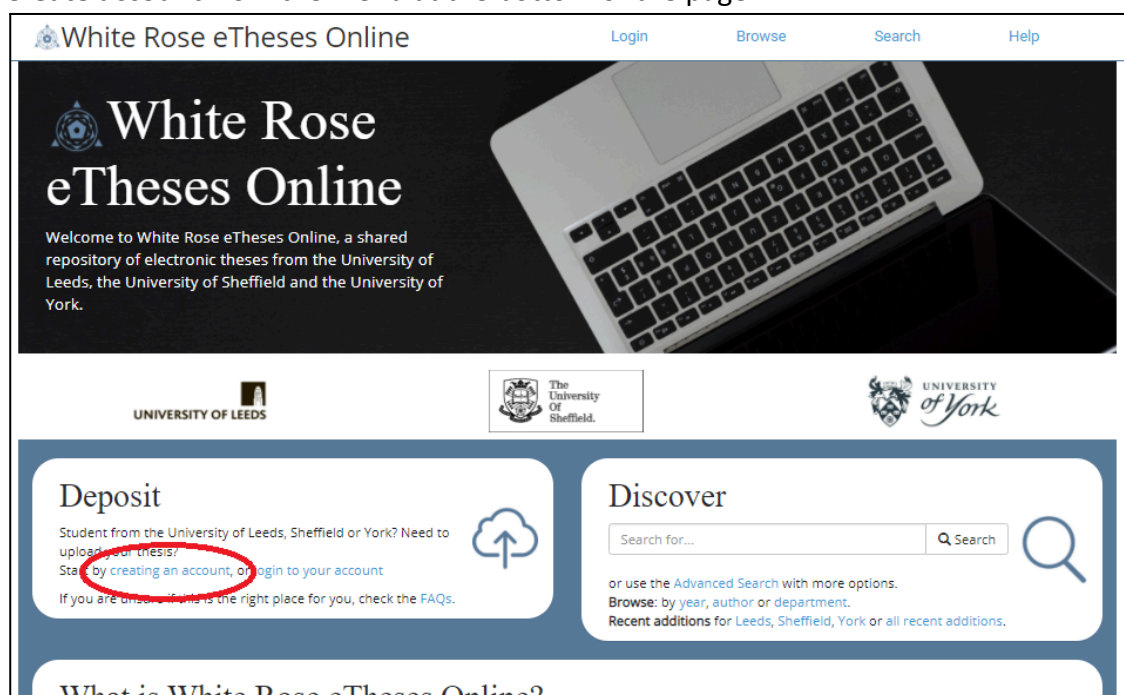
2. Complete the registration form, following the supporting instructions next to each option.

3. You must confirm that you are not a robot and read and agree to the Data Privacy Statement before registering your account.

4. Click **Register**.

5. You will receive an email sent from White Rose eTheses Online to the address you have provided. The email contains a link which you must follow to confirm your password and complete the registration process. The link will expire after one week. If you have not completed your registration by this date, you will need to start again.

6. Once you have completed the registration process you can access your account at any time by using the **Login** option in the top menu bar. When you first log in to your account you will be prompted to read and agree to the Deposit Agreement. This is required under the EU General Data Protection Regulation (GDPR).

Depositing your theses

If this is your first thesis on WREO

To deposit your thesis you must have created an account and be logged in to White Rose eTheses Online.

1. Make sure you are in your own account. You can log in to your account at any time by following the **Log in** option in the top menu bar. From here you can see details of your account and any details you have added about your thesis.
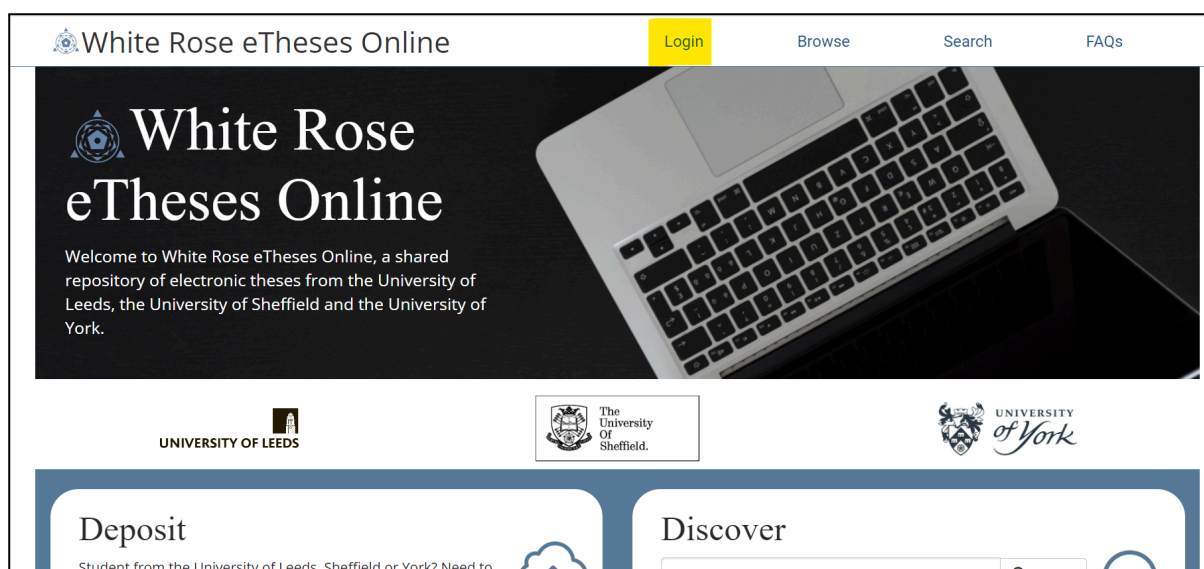
2. Once you are in your account, select **Your thesis** from the menu on the right. As you move through the deposit process you will see guidance tailored to University of York graduates. If at any point you need help with the process please contact us at pgr-examinations@york.ac.uk.

3. If you have previously added and saved details of your thesis then the **Your thesis** page will allow you to review the details and will highlight any missing required information.

To edit or add to your thesis click the **Edit thesis** button.

If you are happy that all the details of your thesis are included and correct then you can send you thesis record for approval by clicking the **Deposit thesis** button.

3. If you have not yet saved any details of your thesis then click **Create Thesis (start here)** to begin creating your thesis record.

For now, until you tell us the title of your thesis, it will be given a temporary title in the format "Thesis #9876".

You will be asked to complete three sections before being asked to review your record and completing the deposit agreement

1. Your personal details
2. Details of your thesis
3. Upload of your thesis files and setting access options

At any point during deposit you can click **Save and Return** to save what you have added and return to it at a later time.

8. Complete the **Your details** form to record your personal details. Your name, email address, student ID number and awarding institution will be automatically completed from your account information, but you can edit these if required.

> **Contact email address**
> It is important that we have a long-term contact email address so that we can contact you if your University of York address is no longer in use.
>
> **Allow requests**
> There may be a reason for your thesis to be put under a temporary embargo, and you will be asked to declare this later in the deposit process. While under embargo, researchers may request to view a copy of your thesis for private study purposes. Please confirm whether or not you are happy for such requests to be sent to you at the address provided.
>
> **Allow correspondence**
> White Rose eThesis Online is occasionally contacted about theses with requests for future information or to be put in touch with theses authors. Please confirm whether or not you are happy for these requests to be forwarded to you at the address provided.

Click **Next >** to move to the next section.

> If there are any required fields which have not been completed you will not be able to move to the next page.

9. Complete the **Details** form to record the details of your thesis.

> **Related URLs**
> If any of the research data underpinning your thesis is, or will be, publicly available, please add a link to it here using a DOI link if available.
>
> **Funders**
> If you received external funding to complete your research degree please add the name of your funding organisation(s) here, including the funders grant reference number if available.
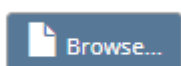>
> **Projects**
> If your research degree was undertaken as part of a wider project please add the name of the project here.

Click **Next >** to move to the next section.

10. Complete the **Upload** form to upload the files for your thesis.

To add a file click the **Browse...** button.

You will be prompted to open a file to upload.

Complete the form with details about the uploaded file.

Embargo period / reason
Before you select an embargo period, you must read the guidance and section 13 of the PoRD and discuss your position with your supervisor. You must request an embargo using the Embargo request form.

Reuse Licence
The licence that you choose will determine how others can share and reuse your thesis content. For more information see Creative Commons for Researchers: a Practical Guide and this Practical Guide to copyright.

You can use the **Browse…** button to upload as many files as you need, for example to upload supplementary information.

Click **Next >** to move to the next section.

11. Review your thesis. The **Review** page will summarise the information you have added and give a preview of how your thesis will appear publicly on the White Rose eTheses Online platform.

If you want to make any changes to the information you have added, use the **< Previous** button to return to an earlier page.

Once you are happy click **Next >** to move to the next section.

12. Read the Depositor's Declaration. When you are satisfied that you understand the licence you are granting to repository administrators, choose to **Deposit Item Now**.

A green "confirmation" message will appear. Additionally, you and your supervisor will receive a confirmation email.

> Your thesis will not appear in the repository until it has been approved by the University of York Examinations Office. This will happen when your award has been submitted to the Standing Committee on Assessment for approval. Following this, your thesis will be released into the repository. You will be sent a further email to confirm its release. Contact the Examinations Office if you have any questions about the deposit process which are not answered by this guide or the repository FAQs: pgr-examinations@york.ac.uk

If you already have a Masters thesis on WREO
You need to go to this webpage. The button saying 'Create Thesis (Start here)' will create a new item.
When you visit the 'Your thesis' page, both theses should be shown. The page will be quite long as it will show details of both.

For settings follow the same steps as above.

Redaction or embargo of your thesis
If you are considering the redaction or embargo of your thesis please consult:
How to redact your thesis
How to embargo your thesis.