



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

Electronic Thesis Submission Manual

Intended for Graduate Students

If you have any questions concerning Faculty of Graduate Studies regulations, or having issues submitting, please contact thesis@ucalgary.ca

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Before Submission

Have you submitted all required forms to the FGS office?

Before you proceed with electronic submission of your thesis, ensure that all the required forms have been submitted to the Faculty of Graduate Studies (FGS) office. You will not be able to access the Vault collection until you have submitted all required forms to FGS.

- Download the most up-to-date forms at <http://grad.ucalgary.ca/current/thesis/ethesis>

Have you read the Thesis Guidelines?

The Thesis Guidelines provide detailed information regarding the format of your thesis. The guidelines should be consulted prior to submitting your thesis to ensure that you meet all the formatting requirements. If your thesis does not meet the formatting requirements, your submission to The Vault will be declined.

- You can find the Thesis Guidelines at <http://grad.ucalgary.ca/current/thesis/guidelines>

Have you obtained permission for using copyrighted materials?

Please ensure that you have read the Theses Guidelines section on the use of copyrighted material prior to creating your PDF and accompanying materials.

If you have used copyrighted material(s) ensure that you have obtained the appropriate copyright permissions to include those materials in your thesis. If permissions are not obtained, those particular material(s) must be left out of your thesis. Copyright permissions must be included in the appendix of the thesis with all signatures and contact information (including email addresses, street addresses, and telephone numbers) removed.

- Check the Thesis Guidelines for more information at <http://grad.ucalgary.ca/current/thesis/guidelines>
- Additional information about copyright permissions can be found at <http://library.ucalgary.ca/copyright>.
- Any further questions about copyright permission can be directed to copyright@ucalgary.ca.

Are you submitting the final copy of your thesis?

Review and make all corrections required by your supervisor(s) and committee prior to converting your thesis file to PDF. You must submit the final and approved thesis (by your supervisor and/or committee) to the Vault. No changes will be permitted once the thesis has been submitted and approved by the FGS office.

Thesis Format

Prior to submitting your thesis, you should ensure that your thesis meets the requirements listed in the Thesis Guidelines. You can find the Guidelines at

<http://grad.ualgary.ca/current/thesis/guidelines>

Your main thesis file must be in PDF format. This file must be unsecured and it is highly recommended that the PDF file is tagged and fast web viewed. Your file must be under 2 GB.

Naming the PDF File

The PDF file should be named the following way:

ualgary_year_lastname_firstname

For example: ualgary_2011_smith_john.pdf

Thesis Organization

Prefatory Pages

- Frontispiece or Quote Page (optional)
- Title page (template can be found at <http://grad.ualgary.ca/current/thesis/templates>)
- Abstract (label as page ii)
- Preface (optional)
- Acknowledgements (optional)
- Dedication (optional)
- Table of contents
- List of Tables (required if any)
- List of Figures, Illustrations, Other Graphics (required if any)
- List of Plates (required if any)
- List of Symbols, Abbreviations, Nomenclature (required if any)
- Epigraph (optional)
- Body of Text
- Endnotes (required if any)
- Bibliography or References
- Appendices (must include any copyright permissions with signatures and contact information removed)
- Index (Optional)

DO NOT include the following in your PDF: any required forms, approval page, ethics permission, and any signatures or personal information such as your home phone number or address.

Accompanying Materials

Accompanying files are to be uploaded separately from your main thesis PDF. Please ensure your accompanying files are referenced in your main thesis PDF and that you have included your thesis title and name within each file. Files can be up to 2GB in size.

The University of Calgary Theses Repository recognizes many of the accompanying file types, however, full support cannot be guaranteed. Therefore, be aware that we cannot guarantee preservation or access to these files for future users.

Recommended Files Types for Accompanying Files

Any file types are accepted into the repository. We suggest submitting the highest quality, most original and not compressed version available. The file types listed below will ensure your files are preserved long term:

- Containers: TAR, GZIP, ZIP
- Databases: XML, CSV
- Moving images: MOV, MPEG, AVI
- Software and gaming: BAGIT, ZIP, TAR or AXF
- Sounds: WAV, AIFF, MP3
- Still images: TIFF, JPEG 2000, PDF
- Tabular data: CSV
- Text: PDF/A, EPUB
- Web archive: WARC

It is also possible to upload proprietary file formats, including: AutoCAD, ArcView, Mathematica, etc. We suggest that you use these formats only if you feel that the unique qualities inherent in these file types cannot be matched by a more open and accessible file format. You may not upload the programs that allow users to read these files, however you must include instructions in your theses file on how a user can access your files. This may include information on where the program can be downloaded from.

If the accompanying files consist of multiple files (image banks, tutorials, websites, software, etc.) we suggest that you compress the files into a .zip or .rar file for easy download by users. If your files require a specific directory structure, make sure to save this structure when creating the compressed file. In addition, you must include a manifest file describing the structure and contents. We suggest using WinZip (Windows) or Ziplt (Macintosh) for file compression.

Naming the Accompanying Files

Accompanying files should be named the following way:

ucalgary_year_lastname_firstname_what the supplementary file is

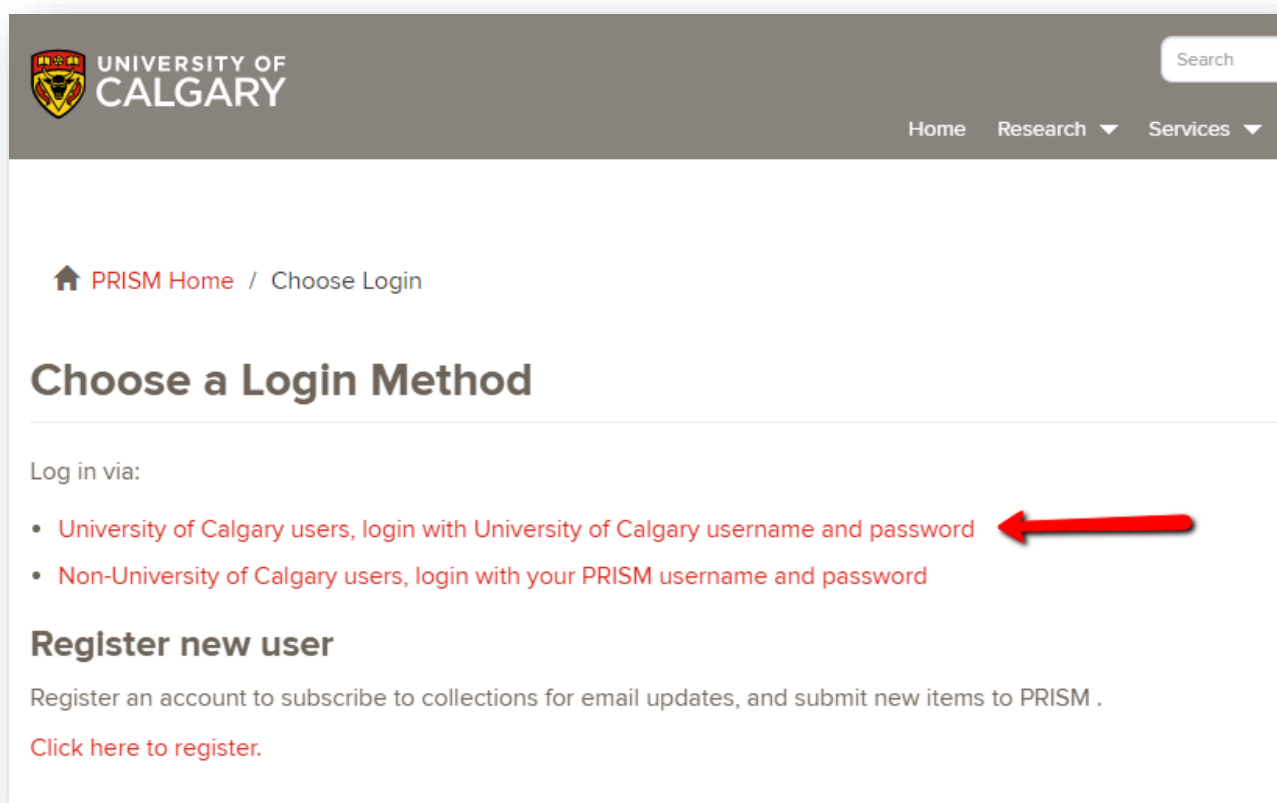
For example: ucalgary_2011_smith_john_appendixa.pdf

For example: ucalgary_2011_smith_john_datatables.pdf

Submitting Your Thesis: Logging In

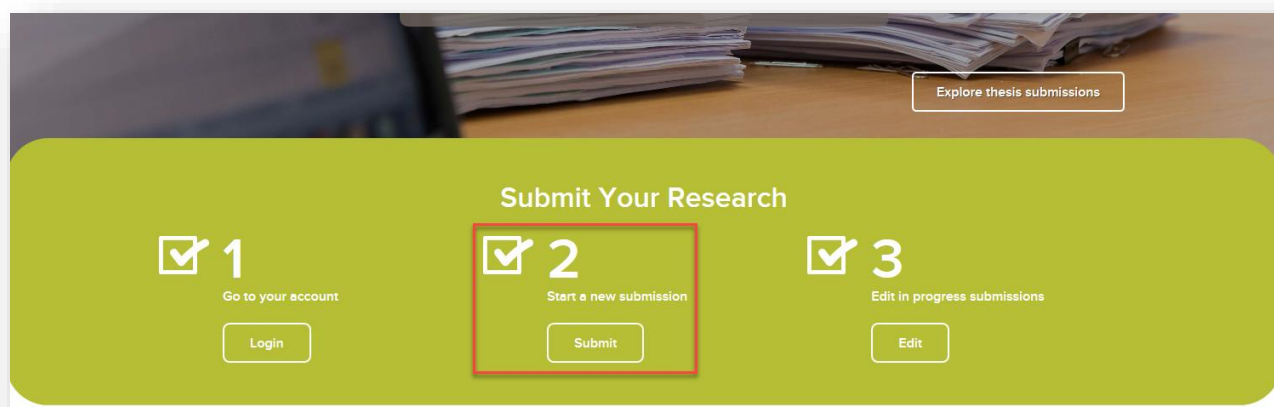
NOTE: The new version of the Vault works best in Google Chrome or Firefox. Please ensure you are using one of these browsers to submit.

Submitting your thesis can be done through your account in PRISM: University of Calgary Digital Repository. To log in, go to <https://prism.ucalgary.ca/login> and login via University of Calgary users username and password link.

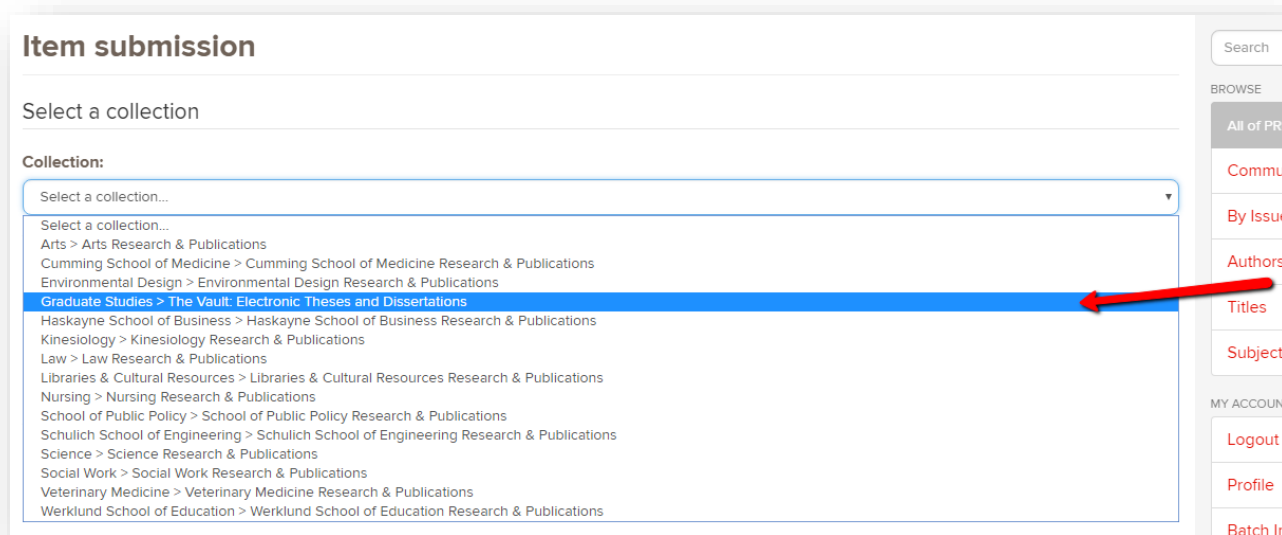


Submitting Your Thesis: Starting a New Submission

Once you are logged in, go to <https://prism.ucalgary.ca/submit>, or select 'Submit' in the Submit Your Research Bar on the homepage:



In the Item submission page, select **Graduate Studies > The Vault: Electronic Theses and Dissertations**. You must submit to this collection only.



If you do not see this collection in the dropdown menu, contact thesis@ucalgary.ca to request access. Note that if you have not yet submitted the required thesis forms to FGS then you must do so first in order for your account to be activated.

Select the 'Start manual submission' button.

Submitting Your Thesis: Granting the License

The license is an agreement between the student and the University of Calgary regarding the submission of your thesis to the digital repository. If you grant the license, your thesis will be submitted to The Vault collection in the PRISM repository. If you do not grant the license, your submission to The Vault will be paused and your thesis will be saved under “Unfinished Submissions” until you grant the license. Please read through the license carefully before accepting it. Select next to “I Grant the License”.

Distribution License

In order for PRISM to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

This is the University of Calgary's **OPEN Vault** Thesis collection submission form.

By submitting to the **OPEN Vault collection**, I agree to the following:

- * I understand my thesis will be uploaded and publicly accessible in PRISM: University of Calgary's Digital Repository.
- * I understand I will retain copyright over the material.
- * I have obtained the appropriate permissions to include any material not authored or created by myself.
- * I understand the University of Calgary strives to freely disseminate the academic output of the Institution through online access to the full text and through contributing citation information to web-based search tools, such as Google, Google Scholar and Yahoo.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to the University of Calgary (U of C) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that U of C may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that U of C may keep more than one copy of this submission for purposes of security, backup, and preservation.

You represent that the submission is your original work and that you have the right to grant the rights contained in this license.

You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant U of C the rights required by this license and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN U of C YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

U of C will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

Materials in The Vault will be harvested by Libraries and Archives Canada and other aggregators.

If you have questions regarding this license please contact the system administrators.

Distribution license:

☐ I Grant the License

Save & Exit

Next >

Click 'Next'.

Submitting Your Thesis: Saving and Editing

If at any point during this process you need to stop, you can simply click the “Save & Exit” button. Your submission should be saved, and available for you to edit the next time you log in. Simply click on the title of your submission, and on the next page select ‘Resume’.

Save & Exit

Next >

Submissions & Workflow tasks

Unfinished submissions

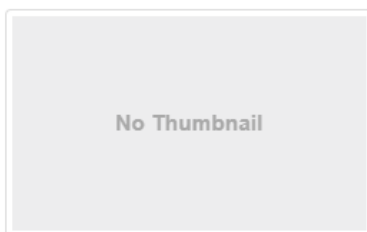
These are incomplete item submissions. You may also [start another submission](#).

Title	Collection	Submitter
<input type="checkbox"/> <i>Untitled</i>	The Vault: Electronic Theses and Dissertations	email: Kathryn Ruddock

Remove selected submissions

Item submission

Untitled



Show full item record

Resume

Cancel

After clicking “Next”, you will arrive at the “Describe” section of the submission process. This information inputted on this page will be used to describe and index your thesis in The Vault collection.

While some sections are optional, all sections with an asterisk must be filled out.

Item submission

Describe

Describe

Upload

License

Review

Complete

Describe Item

Author: *

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Enter the names of the authors of this item.

Title: *

Enter your thesis title exactly as it appears on the title page approved by the Faculty of Graduate Studies (using upper and lower cases). Your submission will not be approved if you do not follow this format.

Date of Issue: *

Year

Month

Day

Enter the date you submitted your paperwork to the Faculty of Graduate Studies.

Date of Convocation:

Year

Month

Day

If known, enter the year and month of your convocation. Leave the day field blank.

In the ‘Date of Convocation’ fields, enter the year and month of your graduation.

Supervisor(s): *

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Enter the name of the student's faculty supervisor(s).

Committee Members: *

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Enter the names of the defense committee members.

Institution:

Enter the name of the Degree Grantor.

Teaching Faculty:

Select the name of the teaching faculty.

Graduate Program: *

Select the name of the graduate program.

Degree Name: *

Enter the Degree Name of the Item.

Citation:**Add**

Enter the thesis citation in this format: Author, A. A. (Year). Title of thesis (Unpublished doctoral thesis [OR] Unpublished master's thesis). University of Calgary, Calgary, AB.

Type: ***Language:**

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'.

Subject: *

Search and select subjects related to the thesis. You can select more than one subject.

Keyword:**Add**

Enter any other keywords to describe the thesis. Select add after individual keywords or keyword phrases.

Abstract: *

Please enter your abstract exactly as it appears in your thesis - no longer than 350 words. Hyphenated words or words separated by a slash are counted as two words. The Vault System only supports Greek symbols and plain text.

Copyright Statement:

University of Calgary graduate students retain copyright ownership and moral rights for their thesis. You may use this material in any way that is permitted by the Copyright Act or through licensing that has been assigned to the document. For uses that are not allowable under copyright legislation or licensing, you are required to seek permission.

< Previous

Save & Exit

Next >

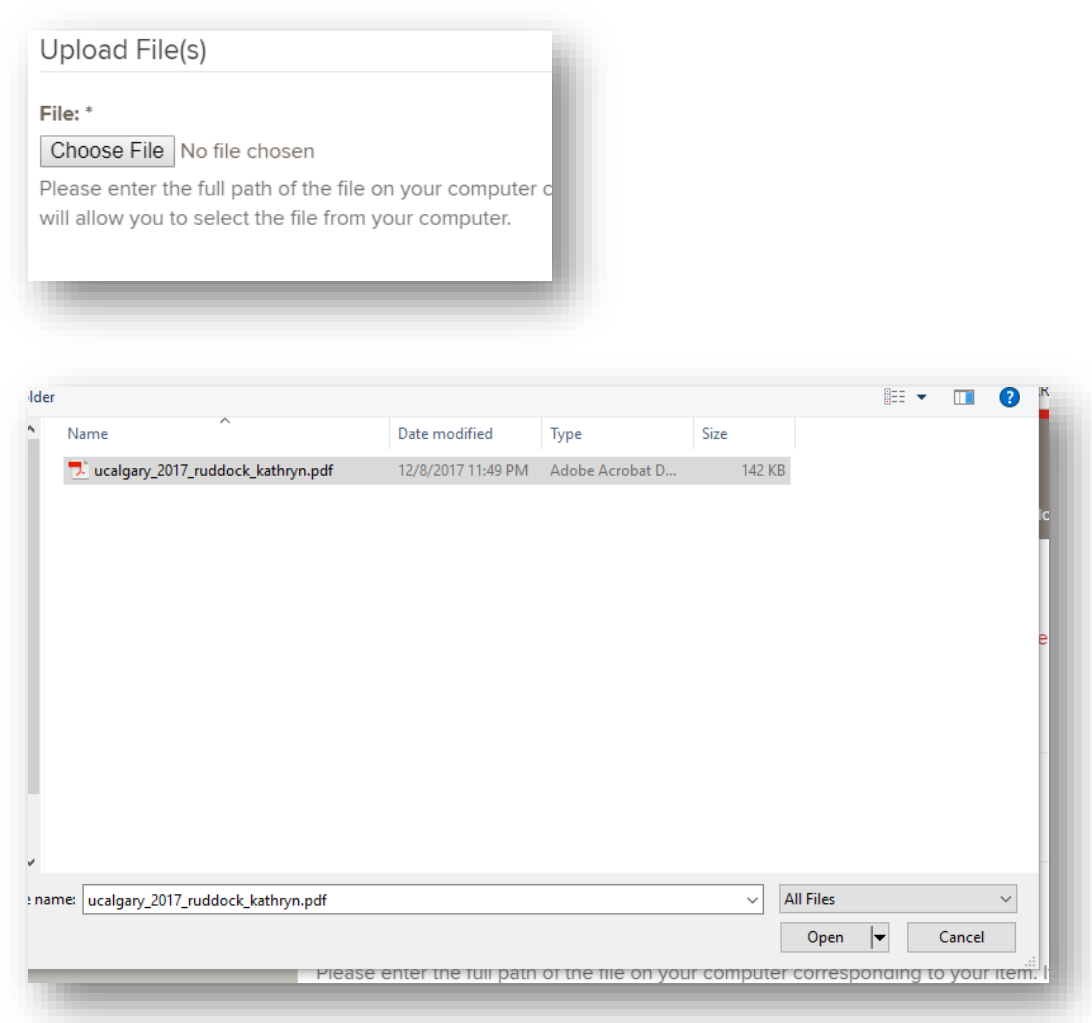
Once you finish click "Next".

Submitting Your Thesis: Uploading Your Thesis

The “Upload” page allows you to attach the PDF of your thesis to your submission. Please ensure that the PDF you upload is the final copy of your thesis, and that it adheres to the Thesis Guidelines. Any PDFs that are not correctly named or do not meet the requirements of the Thesis Guidelines will be rejected.

Please note: All theses accepted to The Vault are final. Any errors (such as formatting or grammatical errors) found in the thesis after it has been accepted will not be changed.

First, click on “Choose File”. A pop-up window should appear. Click on your thesis PDF and then click “Open”.



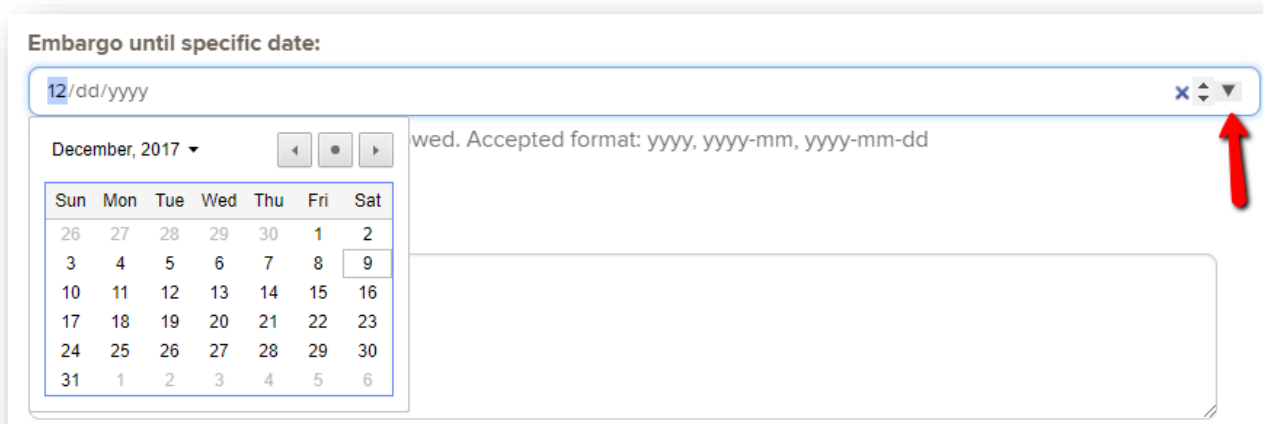
Once your file has been added, go to the “Embargo until specific date” field.

Submitting Your Thesis: Setting Your Embargo Date

All students will require either a withhold or an embargo:

1. Students who require a delay in the public release of their thesis (e.g. publishing their research in a scholarly journal, applying for a patent, etc.) will require a thesis withhold.
2. Students in the Leaders in Medicine Program, in Educational Psychology or Clinical Psychology who have yet to finish their internship, or students in the Post-Defense Transformative Talent Internship program will require a thesis withhold.
3. All other students require a convocation embargo on their thesis.

To change the date in which your thesis will be released go to the “Embargo until specific date” field and select the appropriate embargo end date. You can select the down arrow at the end of the field to bring up the date picker window.



Embargo until specific date:

12/dd/yyyy

December, 2017

wed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Students Who Require a Delay in the Public Release of Their Thesis

Students who require a delay in the public release of their thesis must fill out the Thesis Withhold Request form and submit it with the rest of the thesis forms. Information about withholds and the Thesis Withhold Request form can be found at <http://grad.ucalgary.ca/current/thesis/withhold>

Thesis withholds are only available for 6 month, 12 month, 18 month, and 5 year periods. When selecting the “Embargo End Date”, choose your end date based on the day you submitted your thesis papers.

For example, if you submitted your thesis papers to the Faculty of Graduate Studies front desk on June 1st 2020 and selected a five year withhold, your “Embargo End Date” would be June 1st 2025.

Students in Leaders in Medicine, the Psychology Internship, or the Post-Defense Internship

Students in LIM, Psychology Internship or Post-Defense Transformative Talent Internship must put an indefinite withhold on their thesis. Once they have finished their program or internship, The Faculty of Graduate Studies will manually remove it.

To put on an indefinite withhold, input the embargo as 9999-09-09.

All Other Students, Set Convocation Embargo

All other students will need to enter a convocation embargo. The embargo should coincide with their conferral. Degrees are conferred three times per year:

- Students' degrees will be conferred in June if they selected "Winter 20XX" when applying for graduation.
- Students' degrees will be conferred in November if they selected "Spring 20XX" or "Summer 20XX" when applying for graduation.
- Students' degrees will be conferred in February if they selected "Fall 20XX" when applying for graduation.

Refer to the second page of your 'Almost There Award' for the correct convocation embargo date.

After adding the “Embargo until specific date”, go to the “Embargo reason” section.

Students Who Require a Delay in the Public Release of Their Thesis and Students in Leaders in Medicine or Students Who Require the Clinical Psychology Internship must enter information in this field. Otherwise you can skip this field.

Embargo reason:

Embargo due to enabling publication in a scholarly venue.

The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

< Previous

Save & Exit

Next >

Once this has been completed, click “Next”.

To add supplementary files, simple click “Upload file & add another” and follow the same process used to upload the initial PDF.

If any of the files are incorrect, or you need to upload an updated version, check next to the file, select “Remove selected files” and upload again following the same process used previously.

Files Uploaded

Primary	File	Size	Description	Format
<input type="radio"/>	<input checked="" type="checkbox"/> ucalgary_2017_ruddock_kathryn.pdf	144486 bytes	Unknown	application/pdf (Supported)

File checksum: MD5:b988d8068f19aefd9cca46ae522aec51

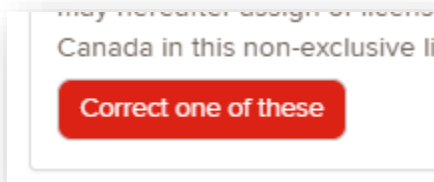
Remove selected files

Select “Next”.

Submitting Your Thesis: Verify Information

The “Verify” page allows you to check over the information you have inputted regarding your thesis. Check over this page to make sure all information is correct.

If any of information is incorrect, you can go back and update it by selecting the “Correct one of these” button.



Select “Complete submission” if all information is correct.

Submitting Your Thesis: Confirming Submission

Once you have completed your submission, you will be directed to a page that confirms the submission of your thesis.

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

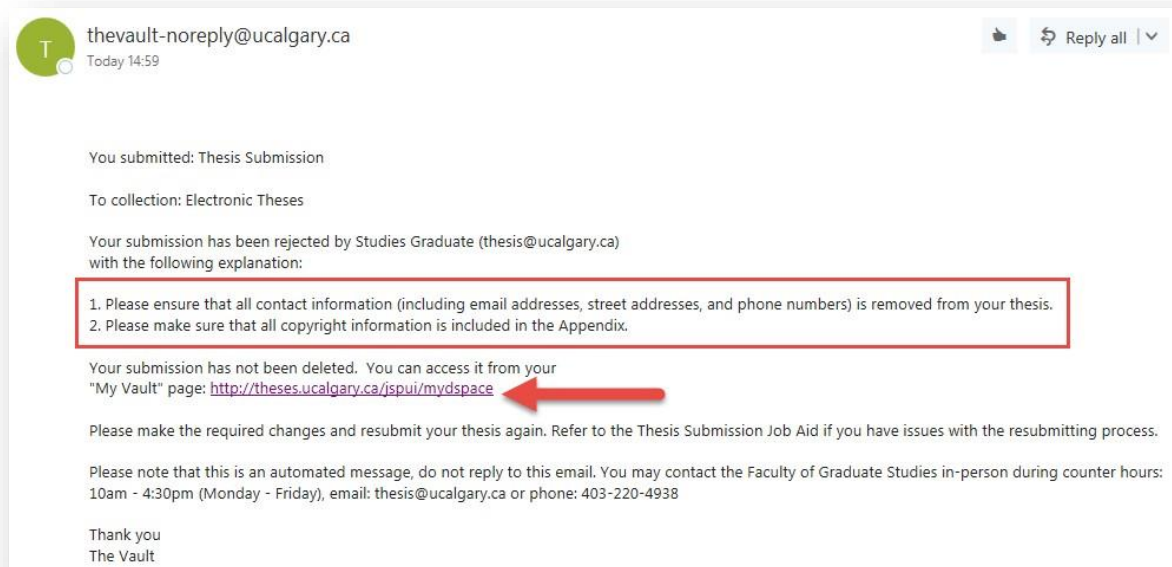
[Go to the Submissions page](#)

[Submit another item](#)

You can view the status of your thesis by going back to the “Submissions” page. It should now tell you that you have one thesis submission in the workflow process.

Resubmitting a Rejected Thesis

If there is an error with your thesis or the format of your thesis, you will receive an email telling you that it has been rejected.



The space highlighted in red will have the reason for your rejection. Once you make the appropriate changes to your thesis PDF, click the link provided in the email to get back to your account in PRISM.

Once you have logged in, go to your unfinished submissions on the Submissions page:
<https://prism.ucalgary.ca/submissions>

Click on the title of your thesis.

Submissions & Workflow tasks

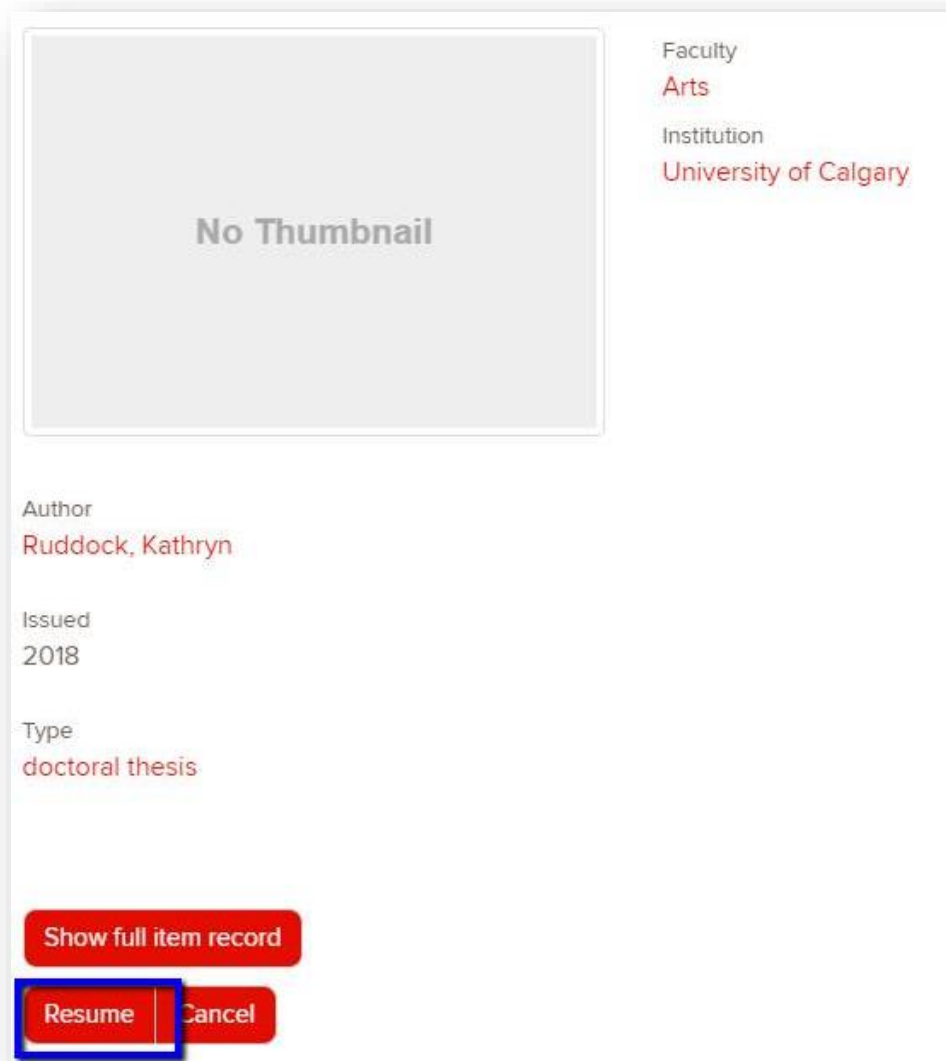
Unfinished submissions

These are incomplete item submissions. You may also **start another submission**.

Title	Collection	Submitter
<input type="checkbox"/> This is a test submission	The Vault: Electronic Theses and Dissertations	email: Kathryn Ruddock
<div>Remove selected submissions</div>		

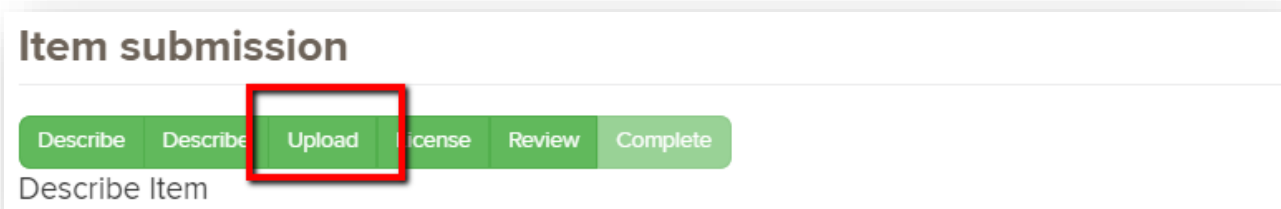
A blue arrow points to the title 'This is a test submission'.

Then, scroll to the bottom of the page and click on “Resume” to edit your thesis.



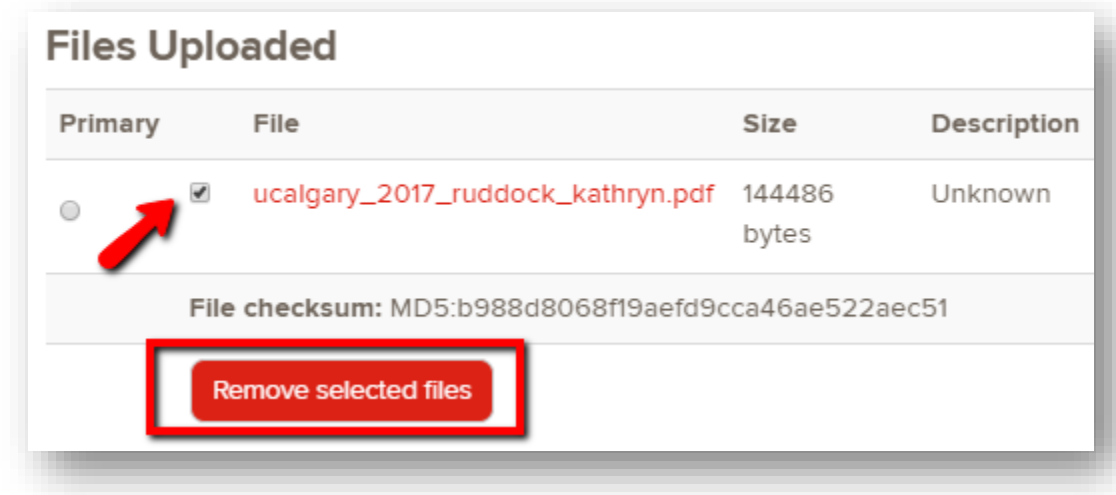
A screenshot of a thesis submission details page. At the top left is a large gray box with the text "No Thumbnail". To the right of this box, the following information is displayed: Faculty Arts, Institution University of Calgary, Author Ruddock, Kathryn, Issued 2018, and Type doctoral thesis. At the bottom left, there are three buttons: "Show full item record" (red), "Resume" (red with a blue border), and "Cancel" (red).

You can go through each section of your thesis submission to make updates. If the only error in your thesis is in the PDF, you can skip forward to the “Upload” page.



A screenshot of the "Item submission" progress bar. The bar is divided into six green segments: "Describe", "Describe", "Upload", "License", "Review", and "Complete". The "Upload" segment is highlighted with a red border. Below the bar, the text "Describe Item" is visible.

Once on the upload page, scroll down to the Files Uploaded, select next to the file name and select “Remove select files” to remove the original PDF.



After the file has been removed, you can follow the same directions used before to upload your corrected thesis PDF.

After uploading the corrected version of your PDF, continue through the “Grant License” and “Verify” sections of the thesis submission.

If everything in your thesis is correct, you will receive an email stating that your thesis submission has been accepted to The Vault. You will also now be able to view your thesis by logging in your PRISM account and viewing your Submissions.

Your thesis will be publicly available once accepted. Your file will be open access once your embargo date has passed.

If you have any questions about the thesis submission process, please email thesis@ucalgary.ca