

Frequently Asked Questions, Tips and Term Glossary

1. Candidate Details

Question	Tips
Name	Use your official name, as it appears on student records.
Preferred Email	Provide a long-term email address so we can contact you in the future.
ORCID ID	For more information - http://orcid.org/ A unique digital identifier which integrates with key research workflows and supports automated linkages between you and your professional work and activities.
Course Title	If you're unsure of your Course Title, visit: http://www.ecu.edu.au/degrees/research Select your course.
Thesis Format	Your thesis format will determine the Title Page layout. Examples of thesis formats are: PhD with Publication and Master by Research in the discipline of Writing. See Procedure 7 – Requirements of a Thesis for Archiving and/or Procedure 5: Requirements of a Thesis with Publication for Title Page templates and more information.
Supervisor 1, 2, 3, 4	e.g. Supervisor 1 – name of your Principal Supervisor
Thesis Title	Your thesis topic as an official title.
FoR Code/s (Fields of Research)	The Fields of Research (FoR) codes assist the Library in analysing the research areas within which ECU graduates have been active, and are used when publishing datasets. FOR Codes can be up to 6 digits, and you can have more than one code. For more information, please visit: http://intranet.ecu.edu.au/_data/assets/pdf_file/0005/674402/Field-of-Research-Codes.pdf
Keywords	From thesis topic and abstract; useful database search terms.

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2. Embargo

Question	Tips
What is an Embargo?	<p>A restriction placed on access to your thesis for a defined period of time.</p> <p>Example: the research has potential commercial applications and the candidate wants to try a start-up business without competitors having access to the research immediately. The thesis is not available for 3 years to give the start-up time to establish, but is then in open access as a contribution to the discipline. See Procedure 7 – Requirements of a Thesis for Archiving for more information.</p>
Reasons to embargo or not to embargo?	<p>It is recommended that you place an embargo on your thesis if you are still in the process of trying to publish a chapter of your thesis as a journal article.</p> <p>Each journal title has its own rules regarding what, where and how authors are allowed to share the unpublished versions of their published paper. This will need to be taken into consideration not only with embargos but when considering restricting access to certain chapters</p>

3. Restriction Statement

Please select the level of access to your thesis in consultation with your principal supervisor.

Question	Tips
Release thesis for world-wide access online.	<p>The full text of your thesis will be accessible via ECU’s Institutional Repository - Research Online, TROVE (National Library of Australia’s portal), Google Scholar etc.</p>
Release thesis for world-wide access, but restrict access to chapters <specify chapter/s>, containing confidential or copyright material indefinitely.	<ol style="list-style-type: none"> Please supply both: <ul style="list-style-type: none"> - A full copy of your thesis for ECU records; AND - An amended copy of your thesis for open access. Ensure chapters with restricted access indefinitely are specified. <p>Example 1: If your chapter has been published as a journal article:</p> <ul style="list-style-type: none"> • Does the publisher allow you to place a copy of the article in your institutional repository? • What version does the publisher allow you to place in the repository? <p>Depending on publisher guidelines, the article (chapter) can be listed separately. A link can be placed from your thesis to the allowed version of the article.</p> <p>Example 2: A chapter of the thesis has an illustration; the candidate doesn’t own the copyright and doesn’t have permission from the owner for the copyright. This chapter only is removed from the copy of the thesis in open access. (Example taken from: 3.4 Procedure 7 – Requirements of a Thesis for Archiving).</p>

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Restrict full text access to current ECU students and staff only.	Full text will not be accessible to external readers.
Creative Component.	<ol style="list-style-type: none"> 1. The thesis contains a creative component that should be excluded from online access. 2. Please supply both: <ul style="list-style-type: none"> - A full copy of your thesis for ECU records; AND - An exegesis excluding the creative component for open access. <p>Example: The research was based on a novel that the author intends to publish commercially. The novel (creative component) is not available, but the exegesis detailing the research is. (Example taken from: 3.4 Procedure 7 – Requirements of a Thesis for Archiving).</p>
Principal supervisor	An electronic signature is sufficient

4. Thesis related publications

Question	Tips
Research Online is able to provide links from your thesis to publications arising from your thesis research.	Please provide full references (in the text box available on the form) for publications that have arisen from your thesis research.
Are you able to supply Research Online with an Open Access version of your publication?	Some publishers will allow you to upload an unpublished version of your paper into your institutional repository i.e. Research Online. If you are allowed to do so, please supply Research Online with a copy of your paper as specified by your publisher. Research Online will be able to supply you with download statistics through the Author's Dashboard.
Soon to be published papers	If you wish to include publications which are still being negotiated, please contact the Library once items are published.

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5. Sharing Original Thesis Research Datasets

Question	Tips
Possible re-use of research datasets	<p>In line with ECU's Research Data Management Policy. ECU's Institutional Repository, Research Online is able to provide links from your thesis to and from your published thesis datasets.</p> <p>The Library provides a DOI to datasets made available for re-use. Your dataset will be listed on:</p> <ul style="list-style-type: none"> • Research Online • Research Data Australia (Australian dataset portal) • DataCite (international dataset portal). <p>For information about data sharing, ethics and consent, see the Australian National Data Service website.</p>
Discussion on sharing your dataset	If you select yes, a library staff member will contact you regarding dataset sharing.

Checklist of files being submitted for archiving

Question	Tips
Supplying a complete copy of your thesis	<p>Refer to: Research Training Procedure 7: Requirements of a Thesis for Archiving.</p> <p>For more information, please contact a Research Librarian at: researchonline@ecu.edu.au</p>
Where do I find a title page example?	Refer to: Research Training Procedure 7: Requirements of a Thesis for Archiving .
Modified thesis	Refer to the Restriction Statement.
Exegesis only	Refer to: https://intranet.ecu.edu.au/_data/assets/pdf_file/0017/20618/exegesis.pdf
Creative component only	Refer to the Restriction Statement.
Additional files	<p>Research Online currently does not have the facility to stream music or videos, but these items may be included as additional files available for download. When providing files, please ensure file names are saved as you intend them to appear online.</p> <p>Research Online is able to link from your thesis to your additional files if they are available on websites such as YouTube videos.</p>

Question	Tips
Copyright Statement	<p>More information on Copyright Statement for research: http://intranet.ecu.edu.au/research/supplemental/copyright</p>
Intellectual Property Statement	<p>ECU Intellectual Property Policy: http://secure.ecu.edu.au/GPPS/policies_db/tmp/co002.pdf</p>
Signature	By signing the last page, you are declaring acknowledgement of the information contained in the copyright, intellectual property and authenticity statements.