

## Research Skills Toolkits – IT and Information Skills and services for your research Your thesis, copyright and submitting to ORA



The Oxford University Research Archive (ORA): <a href="http://ora.ox.ac.uk/">http://ora.ox.ac.uk/</a>, is the University's Institutional repository, which provides a single point of public access to electronic copies of peer-reviewed journal articles, conference proceedings by Oxford authors and Oxford research theses, created in fulfilment of University of Oxford Awards.

- **1. Finding theses in ORA:** Using thesis example from your relevant division below, locate and explore a thesis record page in ORA.
- Humanities: "John Bellenden's Chronicles of Scotland"
- Social Sciences: "Inventing the market. Smith, Hegel and political theory"
- MPLS: "Early-type disk galaxies"
- **Medical Science:** "The effect of manipulating the expression of the NR2B subunit of the NMDA receptor on learning and memory"

**Search tip:** Widen and narrow your search by the number of keywords used, and the filters available on the left hand side of the search results page. Use "inverted commas" to search for specific phrases – further "Searching ORA" guidance can be found on the ORA LibGuide (http://ox.libguides.com/ora)

**Explore the record.** Can you open the thesis file? Can you find the keywords and subjects under 'item description'?

After you have submitted your thesis electronically to ORA, it will eventually become available online. Every ORA deposit will have a record page created like those you have explored above and a subsequent linked record in SOLO.

## 2. Open Access – your thesis online:

a) Impact: Go back to the ORA homepage and find the ORA stats page, available from the 'In numbers' section ('More stats'). Look in some of the records in the "Top Downloads" list, paying particular note to the views and downloads at the bottom of the record.

There are many benefits to having your work Open Access in ORA, including making your research easily available to a wider audience, increasing its impact and gaining recognition for your work, as well as making the work easily citable. There is also benefits with regards to preservation as links are persistent and files are protected for long term storage.

**b)** Funding (UKRI): The UK Research and Innovation funding councils "expect that a full text version of an UKRI-funded student's thesis should be available no longer than 12 months following award of the doctorate (leave to supplicate being granted)".

There is more guidance regarding Funder/Sponsor requirements available on the Digital theses and ORA LibGuide (https://libguides.bodleian.ox.ac.uk/digitaltheses).

**Please Turn Over** 



## Research Skills Toolkits – IT and Information Skills and services for your research Your thesis, copyright and submitting to ORA



## c) Copyright concerns:

Copyright is an automatic legal right and arises whenever an individual or company creates a work. Before you can make any third party copyright material (e.g. images, graphs - including those you adapted, large excerpts of text, etc., that have been used in your work from another individuals work or creation) freely available online you should obtain permission from the copyright holders to distribute their material in this way.

- i. Using the ORA search function (see point 1. for tips), find the following article in ORA "Electrochemical Detection of Melamine".
- ii. Enter the record and select the 'Publisher Copy' link from the 'Access Document' section to navigate to the publisher version of the work.

For example, say you wanted to reuse a table or figure from this work – there is a fast and useful online tool that will allow you to get permissions almost immediately.

iii. Select the "Request Permission" link from the 'Tools' menu in the publisher webpage. This will link out to RightsLink® which is part of the Copyright Clearance Centre. By filling in the form you will be able to obtain, usually, a free license to reuse online material – if you would like to do this now select 'Quick Price' after completing the drop down fields.

Note on RightsLink®: The RightsLink® tool is available on most online publisher websites and can usually be found via a link from the article page similar to that in the example. In order to obtain a full license of reuse, to send to ORA, you must first set up a user account with RightsLink® (no charges currently apply).

Your thesis will be publically available on the web in ORA after any embargo period. You will therefore need to think about copyright issues and whether you have any sensitive information or content in your thesis. Any obtained permissions or licences should be submitted to ORA along with your thesis deposit. There is more guidance regarding Copyright and other legal issues for theses is available on the Digital theses and ORA LibGuide (https://libguides.bodleian.ox.ac.uk/digitaltheses).