



## E-Thesis Deposit Guide

To deposit you will need to have a PDF of the final approved version of your thesis to hand, and be ready to provide full descriptive details of the content. Ensure the format follows the instructions in the [Academic Regulations for Research Degrees](#), in particular your title page should include the following information:

- the full title of the thesis
- the full name of the author
- that the degree is awarded by the University
- the award for which the thesis is submitted in partial fulfilment of its requirements
- the Collaborating Establishment(s), if any
- the month and year of submission (a thesis which is referred for revisions or re-examination must bear the month and year of resubmission and not the date of the original submission)

Where a thesis consists of more than one volume, each volume must contain a title page in the form set out above and also include the appropriate volume number and the total number of volumes, for example Volume 1 of 3.

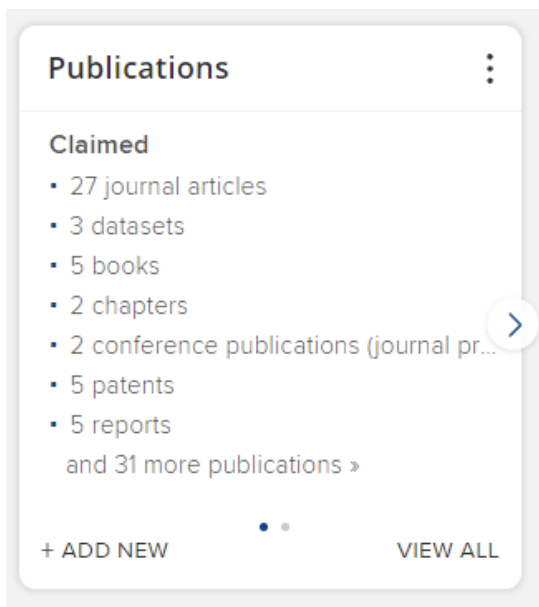
### Preparing your file for upload

- You should save the PDF version of your thesis using the following filename format:  
year-name-degree.pdf (for example 2016brownphd.pdf or 2016brownmphil.pdf)
- For additional files such as appendices or program code we recommend the following format:  
year-name-degree-file subject-matter.pdf (e.g. 2016brownphdappendix.pdf)
- If you need to deposit two files - one complete version and one with third party copyright material edited out - you should give them different filenames using the following format:  
  
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### Depositing your thesis

You deposit your thesis through Symplectic. To do this follow the instructions below:

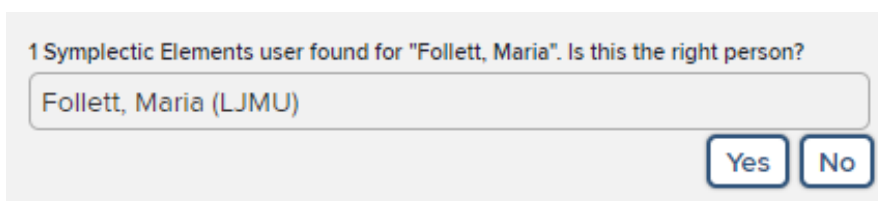
- Go to [Symplectic](#), when you are on campus you will not need to login but if you are off campus you will need to login with your LJMU username followed by @ljmu.ac.uk and password. (Problems logging in? See the Help and Advice section below)
- From your Homepage select **+Add New** in the Publications panel



- Select **Thesis/Dissertation** from the pop up box
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- Provide as much descriptive information about your thesis as you can. Fields marked with an asterisk (\*) are mandatory.
- Enter your surname and initials (in the Authors section) and that of your supervisor(s) (in the Supervisors section) in the appropriate boxes. Select **+Add**. Symplectic should find you in the system. If your supervisor(s) is from LJMU it should also find them. Ensure you select **Yes** if this is correct. By doing this your supervisor will be informed that you have deposited your thesis.



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- Select the appropriate file version (see **Preparing your file for upload** section above)
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## Help and Advice

If you need further help and advice with depositing your thesis, please email [LJMU e-theses Service](#).