

General Guidelines for Lodging an Electronic Copy of Your PhD Thesis

UK Research Councils and other funders require that an electronic copy of your PhD thesis is freely available to anyone who wishes to read it. This copy will be lodged in your university's own repository and/or the British Library EThOS system.

- Ensuring your thesis can easily be found through searching the abstract and appropriate keywords is important and is professionally beneficial to you.
- Ensuring full metadata also helps future researchers find what they are looking for.

Ensure your PhD thesis is submitted to your institution's electronic repository in one (or more) electronic files, with the following details:

- Abstract: a brief (up to 200 word) summary of your thesis.
- Keywords: choose appropriate keywords including a) subject area b) specific topics.
- Supervisor: the names of your main and secondary supervisor.
- Sponsor or research funder.

Guidelines for Creative Writing PhDs

The creative component of a creative writing PhD (and sometimes the critical component) may have commercial value. Trade publishers may feel that a work freely available under open access is essentially 'published' and thus decline to publish it. For this reason you may wish to ensure that the commercially sensitive component of your PhD thesis is not available under open access. You will normally be able to embargo or redact this part of your PhD thesis.

Where a creative writing PhD can be separated into critical and creative components, you are advised to submit them to the repository as two separate files. You can choose to make one part open access and not the other. Even if you embargo or redact your entire thesis, you should lodge electronic copies with the four pieces of information described above.

Creative writing theses are often difficult to find because their titles tend to be creative and wide-ranging. In order to improve the visibility of your own thesis (regardless of whether or not it has an initial embargo), please ensure you use the keywords 'creative writing' and 'creative-critical'. It's a good idea to start your abstract with "This work consists of [a novel plus supporting critical analysis] ..." (adjusted to list your own outputs).

In summary, creative writing PhDs should:

- Submit creative and critical components as separate files where possible
- Set independent access rules for the components (open access/embargo/redact)
- Include keywords: creative writing, creative-critical, [plus topic areas]