

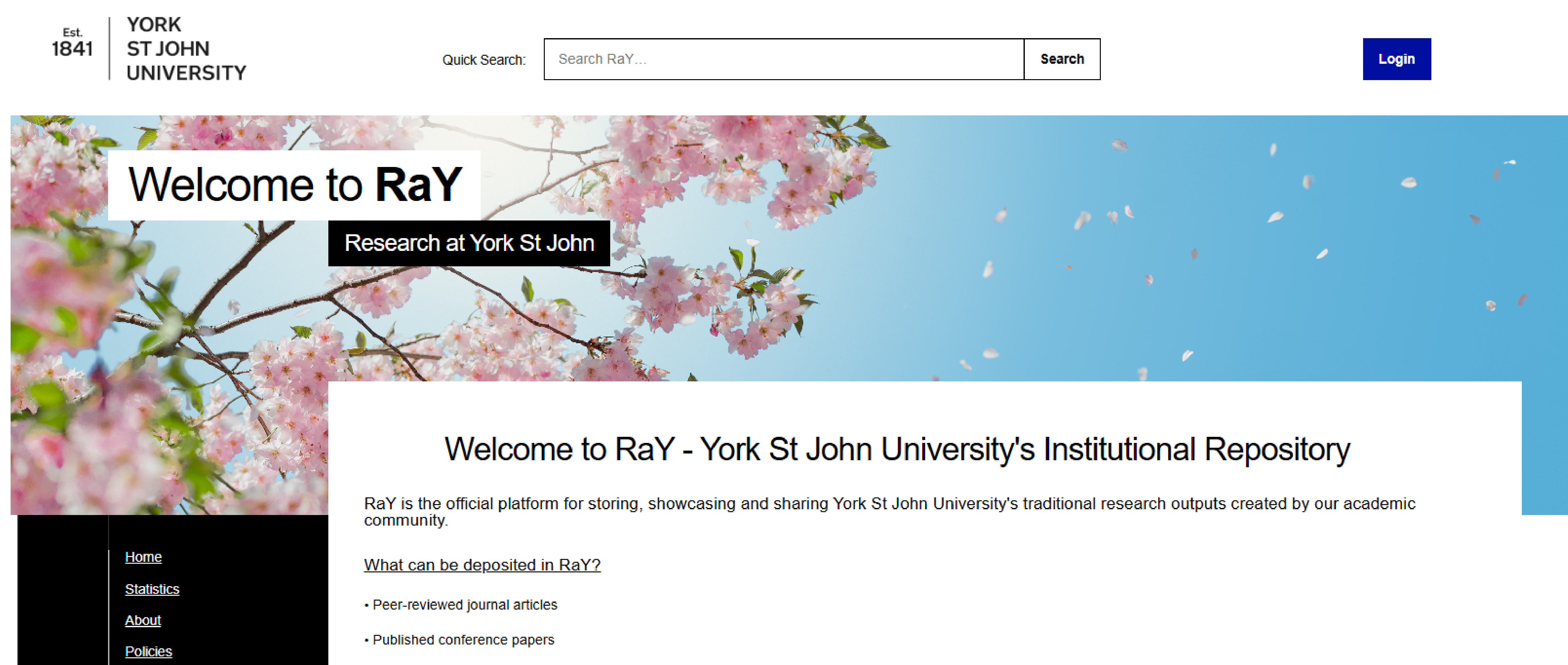
# RaY Guide for Thesis deposits (MRes Programmes)

This guide explains:

- How to access RaY
- Navigate existing research on RaY
- How to upload your MRes thesis

Before accessing RaY to upload your thesis, you must complete the **pre-upload form**.

- The pre-upload form includes questions about embargoes, redactions and copyright of the thesis. Redactions include creative elements, third-party copyright or identifiable information.
- Once submitted, you will receive an acknowledgement email from ray@yorks.ac.uk, which will confirm you are now able to upload your thesis to RaY. **If the thesis includes redactions, the document deposited must be the redacted version.**



## What is RaY?

RaY, **Research at York St John**, is the University's institutional repository service. It stores, showcases and shares the University's research outputs, including **postgraduate theses**.

RaY is a great tool for locating York St John research in different formats (articles, book chapters, longforms, conferences) as well as supporting datasets.

## Why do you need to use RaY?

As a requirement of the University's Open Access policy, researchers should deposit all research outputs onto RaY with bibliographic metadata.

As part of the postgraduate process, **completed and assessed theses are published through RaY under an Open Licence**. This allows the research to be disseminated to wider audiences and showcase research topics and insights.

# Logging and Using RaY

## Logging into RaY

Search RaY...

Search

Login

To activate your RaY account log into RaY ([ray.yorks.ac.uk](https://ray.yorks.ac.uk)) by clicking on the button in the top right using your student username and password. (excluding @yorks.ac.uk)

## Navigating RaY

RaY can be used as a **searching tool**. When using RaY in this way, use “Advanced Search” on the left hand side.

By scrolling, you can then filter through Schools, subjects and item types (such as “Thesis” or “Article”)

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Quick Search: 

Search RaY...

Search

Logout

Home

Statistics

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Advanced search

Browse

Accessibility statement for RaY

User Account

Manage ORCID Permissions

Manage deposits

Saved searches

Advanced Search

Just leave the fields you don't want to search blank. [Click here for a simple search.](#)

Search

Reset the form

Documents:

all of

Title:

all of

Creators:

all of

Abstract:

all of

Date:

Uncontrolled Keywords:

all of

School/Department:

Research Office

Academic Development Directorate

Library and Learning Services

Item Type:

☐ Article

☐ Book Section

☐ Monograph

☐ Conference or Workshop Item

☐ Book

☐ Thesis

☐ Patent

☐ Artefact

☐ Show/Exhibition

☐ Composition

☐ Performance

☐ Image

☐ Video

☐ Audio

☐ Dataset

☐ Experiment

☐ Other

Library and Learning Services

RaY: <https://ray.yorks.ac.uk/>

Library & Learning Services Support webpages: <https://www.yorks.ac.uk/library/research-support/ray>

Email: [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk)

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# Thesis deposit onto RaY

## Depositing your thesis:

All research outputs are added using the “**Manage Deposits**” section on the left hand side RaY menu.

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Quick Search:

[Home](#)  
[Statistics](#)  
[About](#)  
[Policies](#)  
[Help](#)  
[Advanced search](#)  
[Browse](#)  
[Accessibility statement for RaY](#)  
[User Account](#)  
[Manage ORCID Permissions](#)  
[Manage deposits](#)

## Manage deposits

Import from

☐ User Workarea ☐ Under Review ☐ Live Archive ☐ Retired

| Last Modified | Title | Item Type | Item Status | Actions |
|---------------|-------|-----------|-------------|---------|
| No items      |       |           |             |         |

Add Column

To begin the process, click “**New Item**” in the middle. This will bring up the first record screen where you select a research type. Select **Thesis**, and click **Next**.

Type → Upload → Details → Subjects → rioxx → REF CC → User Deposit Agreement → Deposit

### ★ Item Type

☐ **Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website. Include literary works published in periodicals.

☐ **Book Section**  
A chapter or section in a book. Include encyclopaedia entries and poems/prose published in an anthology.

☐ **Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

☐ **Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

☐ **Book**  
A book or a conference volume.

☒ **Thesis**  
A thesis or dissertation.

# Thesis deposit onto RaY

After selecting **Type** and clicking next, you will then be shown the **upload** screen. This is where you upload your final, assessed thesis. The file selected and uploaded should be run through an **accessibility checker** and uploaded as either a PDF or word document. Please ensure that the version uploaded is **without any assessment cover sheet**, and **without your student ID number**, if possible.

Type → Upload → Details → Subjects → rioxx → User Deposit Agreement → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You can add additional files to the document (such as images for HTML files, audio files etc.) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File

From URL

Select file to upload Choose file No file chosen

< Previous Save and Return Cancel Next >

After selecting a file the metadata section below will appear. **All mandatory fields are marked with an orange star**. This is where you select a Creative Commons licence for your thesis.

- Under **Content**, leave it as **unspecified**.
- Under **Type**, leave it as **text**
- **Description** can be left blank
- **Visible to** should be left as **Anyone**. This allows the thesis to be made Open Access
- Under **licence**, select the same creative commons licence as noted on the pre-deposit form.
- Set an **embargo expiry date** if you are intending to publish all, or parts of your thesis (this should be detailed in the the **pre-upload form**).

|                      |                                 |
|----------------------|---------------------------------|
| Content:             | UNSPECIFIED                     |
| ★ Type:              | Text                            |
| Description:         |                                 |
| ★ Visible to:        | Anyone                          |
| License:             | UNSPECIFIED                     |
| Embargo expiry date: | Year: Month: Unspecified Day: ? |
| Update Metadata      |                                 |

# Thesis deposit onto RaY

After uploading, the next screen is the **details** screen. All mandatory fields are marked with an **orange star**.

- Enter the **full title** of your thesis that matches the assessed version.
- If you have an abstract or want to outline your thesis and it’s findings you can use the **Abstract** box.
- Select “**Masters**” as a thesis type.
- Select MRes for **Qualification Name**
- Enter your name down for **Creator**

Type → Upload → **Details** → Subjects → rioxx → User Deposit Agreement → Deposit

< Previous   Save and Return   Cancel   Next >

★ Title

Abstract

★ Thesis Type

☐ Diploma

☐ Masters

☐ Doctoral

☐ Post-Doctoral

☐ Other

Qualification Name

☐ UNSPECIFIED

☐ MRes

☐ PhD

☐ MPhil

☐ Other

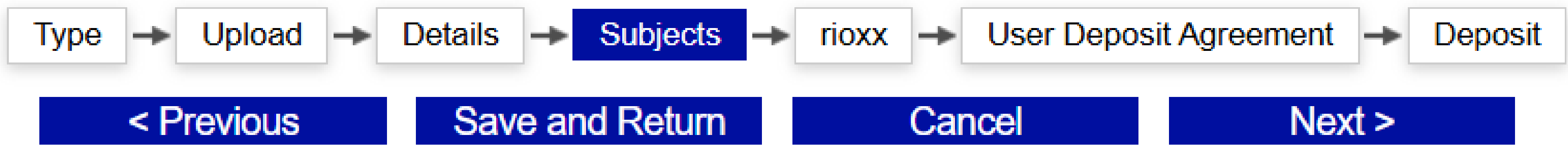
★ Creators

|    | Family Name | Given Name / Initials | Email | ORCID | ORCID Put Code |
|----|-------------|-----------------------|-------|-------|----------------|
| 1. |             |                       |       |       | ▼              |
| 2. |             |                       |       |       | ▼ ▲            |
| 3. |             |                       |       |       | ▼ ▲            |
| 4. |             |                       |       |       | ▼ ▲            |

More input rows

# Thesis deposit onto RaY

The next screen is **Subjects**.  
Here select the field your thesis best fits to. If you are unsure, select any field within **A General Works**. The Library will then adjust this on review.



★ Subjects

▣ A General Works

Add

AC Collections. Series. Collected works

Add

AI Indexes (General)

Add

AM Museums (General). Collectors and collecting (General)

Add

AS Academies and learned societies (General)

Add

AZ History of Scholarship The Humanities

+ B Philosophy. Psychology. Religion

+ C Auxiliary Sciences of History

+ D History General and Old World

+ E History America

+ F History United States, Canada, Latin America

+ G Geography. Anthropology. Recreation

+ H Social Sciences

+ J Political Science

+ K Law

+ L Education

+ M Music and Books on Music

+ N Fine Arts

+ P Language and Literature

+ Q Science

+ R Medicine

+ S Agriculture

+ T Technology

+ U Military Science

+ V Naval Science

+ Z Bibliography. Library Science. Information Resources

Library and Learning Services

RaY: <https://ray.yorks.ac.uk/>

Library & Learning Services Support webpages: <https://www.yorks.ac.uk/library/research-support/ray>

Email: [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk)

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# Thesis deposit onto RaY

- In **Dates** input the current date. Under **event** select **published**.
- For **Institution and Department** enter N/A (this will be edited by the library)
- Under funder, also enter N/A

★ **Dates**

Please enter at least one date - for Article and Conference or Workshop Item deposits, you will need to enter at least the Accepted date.

Date

Event

1. Year:  Month: 

Unspecified ▾

 Day: 

? ▾

UNSPECIFIED ▾

▼

More input rows

★ **Publication Details**

★ **Status:**

☒ Published

☐ In Press

☐ Submitted

☐ Unpublished

?

Official URL:

?

★ **Institution:**

?

★ **Department:**

?

Number of Pages:

?

Related URLs:

URL

URL Type

UNSPECIFIED ▾

?

More input rows

★ **Funders**

1. 

▼

More input rows

At the bottom of this page there is a contact email address. This is used for queries from external repository viewers wanting to seek further information or ask a question to the author about research. We recommend leaving this field blank; however if you do want to be contacted by other researchers please use a personal email address (non-York St John)

Contact Email Address

?

Library and Learning Services

RaY: <https://ray.yorks.ac.uk/>

Library & Learning Services Support webpages: <https://www.yorks.ac.uk/library/research-support/ray>

Email: [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk)

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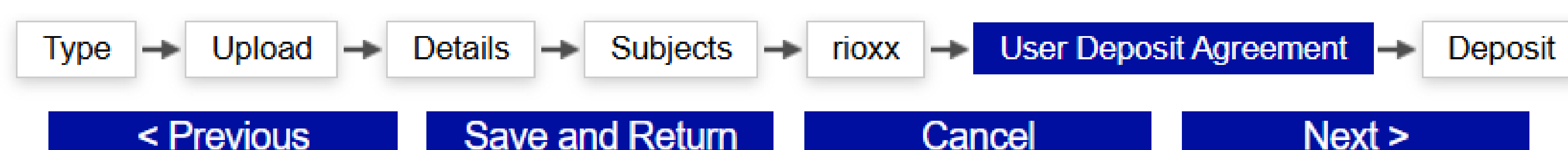
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# Thesis deposit onto RaY

The next screen, **rioxx** can be skipped - the next screen you will need to fill in is the **User Deposit Form**.

As part of the pre-deposit form, you will be contacted with information about the Concordat to Support the Career Development of Researchers. Please ensure you are aware of this framework before agreeing and depositing your thesis onto RaY.



## ★ User Deposit Agreement

I am aware of the Concordat to Support the Career Development of Researchers

☐ Yes, I agree.

< Previous   Save and Return   Cancel   Next >

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Research at York St John the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Research at York St John does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Research at York St John is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the *Deposit Item Now* button indicates your agreement to these terms.

Deposit Item Now

Save for Later

After clicking “**Deposit Item Now**”, your thesis and record information will be sent to the Scholarly Communications Team for review. After checking information detailed in the pre-deposit form, your thesis will be made Open Access under the selected creative commons licence. You will be able to share the RaY URL link to disseminate your research.