

Student Guidelines for Submissions to Wintec's Research Archive

If you are preparing to submit your thesis/research project to Wintec's Research Repository (Archive) here are a few guidelines and aspects to consider:

Why should I enter my research into the Archive?

- Your entry will be picked up through searching Google and Google Scholar
- If you allow unlimited access to your work,
 - Your work will be available worldwide
 - Future employers will be able to have a look at your work
 - Other researchers can reference your research or check your referencing
- It's a good stepping stone for publishing your work in a journal
- It won't get lost or worn like a hard copy
- The Library will be able to tell you how many times your research has been viewed.

How do I submit and who manages my entry?

- Complete your 'research repository deposit slip' and hand it in with your final submission, either to your supervisor or to the Postgraduate Office.
- Submit your written work in word format; it will be changed into pdf.
- If you have further photos, film or music files you would like to submit, it's easiest to collate it on a memory stick and hand it in at the Postgraduate Office.
- It should not be a lot of extra work for you. The Postgraduate Office and the Library will handle the actual submission once results have been finalised. You will be advised, once your research is 'live'.
- Any changes to your submission can easily be made through Wintec's Library.

What submission options have I got?

You can let us know if you want to add restrictions on who is going to see your project or add a timeframe/embargo to your entry. You can choose from:

- Your research is visible to anyone
- Your research is restricted to Wintec users only, i.e. current staff and students
- Your research is only available to administrators of the Archive
- You can add an embargo to your entry, i.e. you don't want your work to be available before a certain date. This can be useful for a music project, or if you are looking to have your research published in a journal.
- The research project title will relate to your written work. If additional material (body of paintings, music CD, film etc) has a separate title, it should be mentioned in your abstract or can be added under 'additional information'
- Consider adding snippets of music or film to your entry, i.e. teasers rather than the complete work, especially if there are no restrictions to access. It will also be easier to manage the data volume. If you have the complete movie or music elsewhere on the Internet, your entry in the Archive can link to it, so let us know the URL.
- Your project entry will be under your legal name. If you have a different name as an artist, this can be added under 'additional information'.

A few other points to consider:

- Your abstract will be entered separately and will be the first thing a viewer will see.
- Make sure you narrow down keywords specific to your project. They will be the Google search words. You can enter more than three key words if needed.
- Be sure to run your written work through a spell check, it will be published exactly as it is received.

Where can I find Wintec's research Archive?

Go to: <http://researcharchive.wintec.ac.nz/> and have a look at past entries.



What formats can be entered?

All written documents: Microsoft Word

Music (consider snippets):

- wav
- aif
- ogg
- mp3
- flac
- wma

Images:

To minimise the risk of someone downloading and altering your image for their own purposes, images will be converted to PDF's, and the PDF displayed. The original image will also be kept, but only able to be viewed by Archive administrators.

- JPEGs
- PDF file preferred to reduce file size and allow compatibility over time
- jpeg
- png
- gif
- bmp
- tiff

Films (consider snippets):

- Quicktime
- avi
- mpeg
- wmv

Theory Essay:

- image with associated essay can be loaded into one item
- The abstract needs to include qualification student is studying for.

If you have any questions at all, please don't hesitate to contact:

Theresa Ball at the Library, ext 8017, email: Theresa.Ball@wintec.ac.nz

Gaby Douglas at the Postgraduate Office, ext. 8339, email: Gaby.Douglas@wintec.ac.nz