

# Thesis Deposit to Academic Commons

## What is Academic Commons?

Academic Commons provides open, persistent access to the scholarship produced by researchers at Columbia University, Barnard College, Jewish Theological Seminary, Teachers College, and Union Theological Seminary. Academic Commons is a program of the Columbia University Libraries and is available at <https://academiccommons.columbia.edu/>.

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Academic Commons is part of a growing network of open repositories managed by academic and research institutions and by government and private funders of research. These repositories are part of a larger effort to increase transparency, openness, and equity in research and scholarship practices.

## Theses and Dissertations in Academic Commons

- Theses in Academic Commons are openly accessible online and are stored in the Columbia Libraries digital preservation system.
- Academic Commons assigns each thesis a Digital Object Identifier (a DOI), which is a persistent link to the repository record. This link is prominently displayed in the record and facilitates citation.
- The repository record for a thesis includes the title, author, abstract, date, originating department or program, thesis advisor, and subjects.
- Theses in Academic Commons are indexed by a variety of online services including Google Scholar.
- Thesis authors can receive reports about views and downloads for their works as long as they have an active Columbia UNI or configure their email preferences to forward to another email address before they lose UNI access.
- With departmental approval, thesis authors may embargo their theses for 1 or 2 years, which can be useful if you are submitting your work for publication in a scholarly journal. See below for additional information.

## Examples

- Columbia University and affiliated institution [doctoral theses](#)
- Historic Preservation [Master's theses](#)
- Political Science [undergraduate honors theses](#)

## How to Deposit

- Your degree program may collect student theses for deposit in Academic Commons, though many programs will direct students to upload their thesis themselves using the Academic Commons [upload form](#).
- If your program collects student theses for deposit in Academic Commons, speak to your program administrator for details.

## Using the Academic Commons Upload Form

- To upload your thesis, visit <https://academiccommons.columbia.edu/upload>.
- Sign in using your UNI and password.

## Participation Agreement

- Before you can upload, you will be asked to sign the Academic Commons participation agreement. You can [read the agreement here](#), prior to signing.
- You own the copyright to your thesis. The repository agreement does NOT change the fact that you own the copyright. It gives Columbia a license to distribute your thesis in Academic Commons.
- Learn about copyright in the Columbia Copyright Advisory Services' [Copyright Quick Guide](#)

## Describe Your Thesis

- You will be asked to provide a description of your thesis.
- Have the following information about your thesis available:
  - Title
  - Abstract
  - Date
  - Thesis advisor
  - Degree program name
  - Department name
  - Suggested subjects/keywords

## Thesis Embargo

- Your degree program may opt to give you the option of placing an embargo on your thesis.
  - An embargo is a limited period of time (usually one or two years) during which a thesis file is not publicly accessible.
  - During the embargo period, descriptive information about the work is publicly accessible in Academic Commons, but the PDF or other thesis file(s) are not available.
  - Select your choice of embargo length. Academic Commons staff will confirm the embargo request with your department.

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You can choose to put a license notice in the repository record.

- You can choose “In Copyright.”
- Or, you can choose a Creative Commons license for your thesis. Creative Commons licenses are a standard way that authors provide permissions to reuse their work.
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## Author Names

When we catalog theses and dissertations, we use the [Columbia Directory](#) as the authorized source for author names. If an author contacts us to request that their name be changed in Academic Commons, we will make minor changes, such as the addition or removal of a middle initial, as requested. For more significant name changes, such as the request to change a given name or surname, we will work with both the author and with their department, so that all records are up to date with the author’s current name.

## Questions about Academic Commons?

We would be happy to speak with you.

- General email: [ac@columbia.edu](mailto:ac@columbia.edu)
- Kathryn Pope, Digital Repository Manager: [kp2002@columbia.edu](mailto:kp2002@columbia.edu)
- Esther Jackson, Scholarly Communication Technologies Librarian: [ej2432@columbia.edu](mailto:ej2432@columbia.edu)

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