Guide to Redacting Thesis Content

For instructions on depositing the redacted and master thesis files please refer to the [thesis self-deposit guide](#).

To redact content from the electronic version of your thesis:

1. Remove only the content that you need to redact and replace it with a text box.

   Retain any captions related to the redacted content. This will allow readers to refer to your bibliography/reference list for more information.

   Ensure that the text box is about the same size as the content you are redacting. It is essential to avoid altering the pagination of your document.

   Do not cover text or images as the content underneath may still be retrievable by software in the future.

2. Place text within the text box informing readers of the redaction;
   a. For example, the statement may read:

      'This content is unavailable. Please consult the figure list for further details.'
   b. You are welcome to compose your own statement to reflect your work as you see fit.
   c. If it is an online resource, you could include a direct link in the caption to provide direct access to the redacted content without breaching copyright.
   d. **Do not direct readers to a print version if no print version is to be supplied to the Library.**
3. Check that the pagination matches the unredacted master copy.
4. If you wish to deposit a print version do **not** make **any** redactions to the print version of your thesis.

Example

Figure 1: EXAMPLE – Unpermitted third party content.

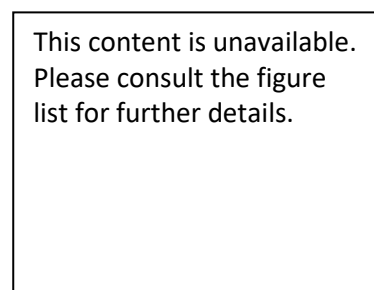This content is unavailable. Please consult the figure list for further details.

Figure 1: REDACTED EXAMPLE - Retain caption for readers to follow to your bibliography/references

If you have any questions or concerns regarding content redaction from the electronic version of your thesis please contact us as soon as possible.

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