

A Quick Guide to Redacting

Removing uncleared content from your thesis

When you remove uncleared content from your thesis, you must ensure that the redacted version of your thesis is in the same format as the full version of your thesis. Follow these steps to ensure continuity between the two versions:

- i. Remove the uncleared content one item at a time and replace with a text box roughly the same size as the content you have removed. Inside the text box, give detail of what was removed and the name of the copyright holder.

Photo of dog removed for copyright reasons. Copyright holder is John Smith.

- ii. Continue removing any uncleared content with this method until all third party copyright has been addressed. You do not need to remove material for which you have obtained copyright clearance. If you have obtained clearance for any material, you will need to upload paperwork such as emails or licences confirming permission has been granted, when you submit your digital thesis.
- iii. Check page numbers of the redacted thesis match up to the page numbers of the full thesis. You should have the same number of pages with the text falling on the same pages on both versions. NOTE: If you entered the text boxes in the correct sizes (as explained in step 1), you should have no problems with this.
- iv. Save the redacted version of your thesis in one of the approved formats for submission (e.g. .pdf) with the following file name format: *Redacted-surname-year submitted-degree awarded.pdf*

The full version of your thesis should be saved in this format too, but instead titled as unredacted.

For example:

Redacted-Smith-2017-PhD.pdf

Unredacted-Smith-2017-PhD.pdf

- v. Submit both versions of your thesis to Apollo, ensuring that you upload any licences obtained or correspondence for cleared material that has not been redacted.
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Removing uncleared confidential or sensitive information from your thesis

- i. Identify the type of information that needs to be removed. For images, graphs or other graphics, remove the uncleared content one item at a time and replace with a text box roughly the same size as the content you have removed. Inside the text box give detail of what was removed and the reason why.

Graph removed due to confidentiality agreement with sponsor.

- ii. Sections of text (e.g. name of participants in a study) the text can be removed and replaced with a text box. You should add a comment to explain why the information has been removed. For example:

There are ten participants in this study. Their names, ages and ethnicity are detailed below:

REDACTION: Names, ages and ethnicity of ten participants have been removed.
Personal data removed for confidentiality reasons.

We found that all participants had the same result with the exception of one, namely

REDACTION: Name removed. Personal data removed for confidentiality reasons.

- iii. Check page numbers of the redacted thesis match up to the page numbers of the full thesis. You should have the same number of pages with the text falling on the same pages on both versions. NOTE: If you entered the text boxes in the correct sizes (as explained in step i), you should have no problems with this.
- iv. Save the redacted version of your thesis in one of the approved formats for submission (e.g. .pdf) with the following file name format: *Redacted-your surname-year submitted-degree awarded.pdf*

The full version of your thesis should be saved in this format too, but instead titled as unredacted.

For example:

Redacted-Smith-2017-PhD.pdf

Unredacted-Smith-2017-PhD.pdf

- v. Submit both versions of your thesis to Apollo, ensuring that you upload any permission forms or correspondence for confidential or sensitive material that has not been redacted.