

## HDR thesis submission to library – Submission form instructions

1. Step 1: Open the [submission form](#) and select the *Register now* button



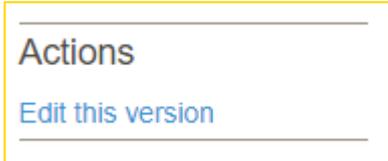
Register now

2. Fill out the requested personal details, email addresses will be confidential. The name and thesis title you enter will be made public so make sure you format and spell them as you would like them to appear. Select *Save and Continue*.
3. Select the *Deposit Thesis* button



Deposit Thesis

4. To add your files, select *Edit this version* from the menu on the right:

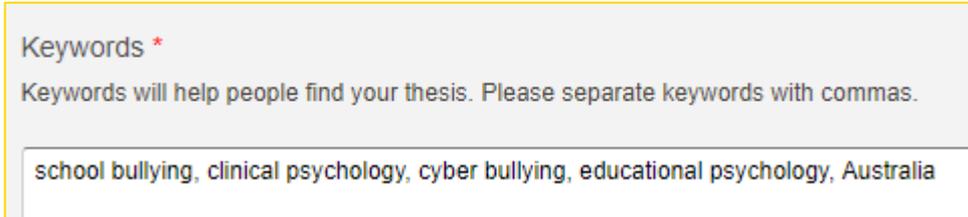


Actions  
[Edit this version](#)

5. Scroll down to 'Part 3: About Your thesis' and paste in your abstract. It is recommended that you copy and paste from the Word version of your thesis, rather than the PDF version, to avoid odd formatting. You will not be able to add formatting, such as italics or special characters.

Beneath this, you also have the option to upload a separate PDF copy of your abstract. This is entirely optional but you may want to do this if your abstract had symbols and formatting that have not come across as desired.

6. Add keyword which directly relate to your thesis topic. Use all lower case (except for names) separated by commas.



Keywords \*

Keywords will help people find your thesis. Please separate keywords with commas.

school bullying, clinical psychology, cyber bullying, educational psychology, Australia

7. Where it says 'Part 4: Upload Your Thesis', click on *Add a resource*



No attached resources

 Add a resource

8. Browse for, or directly drag and drop the PDF of your thesis (the complete Master Copy file with all content included). Once the file name appears, select *Next* in the bottom right corner.

You will have an opportunity later in the submission form to upload the separate Library Copy of your thesis if you have made a separate file for public viewing (see: Preparing your files).

9. After pressing *Next*, you can check the file name and download the file to confirm you've uploaded the correct file. If the file is the wrong one, just press the 'X' in the corner to close that window and you can start again. Once you're ready, select *Save*.
10. Make sure to read and agree to the *Authenticity Statement* and the *Declaration* before marking the two *I agree* boxes.
11. Scroll down to the 'Open Access' heading. If you have a second Library Copy of your thesis (with confidential or copyright material removed), you can upload this here by marking the second box which says '*my open access version is different from my examined thesis*'.

**Open Access \***

My examined thesis is my open access version

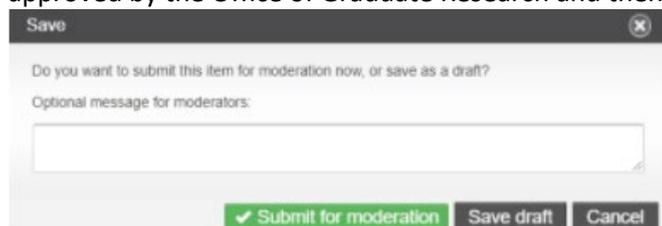
My open access version is different from my examined thesis (I have removed third party copyright, confidential, or sensitive material as required)

[If you are not submitting an additional Library Copy file, then mark the first option to say that 'my examined thesis is my open access version' and continue to step 12.]

12. Read the *Copyright Statement* and mark the *I agree* box.
13. If you are ready for your thesis to become publicly readable immediately (after staff processing), select the '*Open access (Release immediately)*' box and go to step 15.
14. If you need to delay the date that your thesis becomes public, choose '*Embargo access (Released at end of embargo)*' and select the desired duration of your restriction. You are required to also provide a reason (e.g. details about a forthcoming publication) and mark off on the *Embargo Statement*. Your request for an embargo will go to the Dean of Graduate Research for approval, it is not automatically granted.
15. Once this is all complete, click on *Save and Exit* at the top right of the page. If you skipped any mandatory fields, such as keywords, you will need to go back and complete them before you can move on.



16. This is the last step, you will be presented with a box where you can enter an optional note for university staff. Once you are ready, select 'Submit for moderation', this will now send it off to be approved by the Office of Graduate Research and then the Library.

A dialog box titled "Save" with a close button (X) in the top right corner. The text inside asks "Do you want to submit this item for moderation now, or save as a draft?". Below this is a text input field labeled "Optional message for moderators:". At the bottom, there are three buttons: "Submit for moderation" (green with a white checkmark), "Save draft", and "Cancel".