

## Masters Theses Submission Guide

### Step 1: Create an account in Research Online @ Avondale

a. First, go to [https://research.avondale.edu.au/theses\\_masters\\_research](https://research.avondale.edu.au/theses_masters_research) OR [https://research.avondale.edu.au/theses\\_masters\\_coursework](https://research.avondale.edu.au/theses_masters_coursework) depending on whether you completed your thesis by Research or Coursework.

b. Next, click on **My Account** near the top of the page:



c. Create an account by using the **Sign up** button using your Avondale email, or log in to an existing account (Skip the rest of this step if you log in to an existing account)

<h3>Login</h3> <p>Email address:</p> <input type="text"/>  <p>Password:</p> <input type="password"/>  <input type="checkbox"/> Remember me <input type="button" value="Login"/>  <a href="#">Forget your password?</a>  <p>New Email Address? Please log in and choose <b>Edit Profile</b> on your <b>My Account</b> page to update your contact information or customize your password.</p>	<h3>Create new account</h3> <p>You will need to create an account to complete your request. It's fast and free.</p> <input type="button" value="Sign up"/>
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Please use your full, legal name when you create your account.

- d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

To confirm your account and resume your activity, please click [here](#).

## Step 2: Submitting your thesis to Master's Theses

- a. After creating your account, return to the Theses Masters repository home page at:  
[https://research.avondale.edu.au/theses\\_masters\\_research](https://research.avondale.edu.au/theses_masters_research) OR  
[https://research.avondale.edu.au/theses\\_masters\\_coursework](https://research.avondale.edu.au/theses_masters_coursework)
- b. Next, click **Submit Research** on the left side of the page:

**AUTHOR CORNER** ←

[Author FAQ](#)

[Submit Research](#)

- c. You will then be directed to the online **Submission Instructions and Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Continue**.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

**NOTE:** It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

Continue

d. You will be taken to the main entry submission page. Some of the fields on the form are required:

### **REQUIRED** TITLE

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Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

### **REQUIRED** AUTHOR

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This is the name and address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

### **REQUIRED** DATE OF AWARD

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Season and year, or Month, day, year.

### **REQUIRED** EMBARGO PERIOD

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Please select the length of time you would like your Dissertation/Thesis to be placed under Embargo.

If you would like to place your thesis under Embargo please speak with Advisor and Electronic Services Librarian.

### **REQUIRED** DEGREE TYPE

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Type of degree as it appears within the work.

### **DEGREE NAME**

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Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

### **FACULTY**

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Choose appropriate Faculty

### **SCHOOL**

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Choose appropriate School

## **FIRST ADVISOR**

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Your thesis advisor will verify your eligibility, so please include their name.

## **SECOND ADVISOR**

---

Your thesis advisor will verify your eligibility, so please include their name.

## **THIRD ADVISOR**

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Your thesis advisor will verify your eligibility, so please include their name.

## **KEYWORDS**

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Please enter up to 6 keywords or phrases, separated by commas.

## **FIELD OF EDUCATION**

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Choose Field of Education as appropriate to your thesis

## **SUBJECT CATEGORIES**

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Please select the subject category that best fits your Dissertation/Thesis.

## **ABSTRACT**

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Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

## **CREATIVE COMMONS LICENSE**

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Select a [Creative Commons](#) License.

Choose a Creative Commons Non-Commercial No-Derivatives License by selecting it from the drop down menu. Add the license image to the copyright page of your thesis document prior to submission

## **COMMENTS**

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Additional text to be displayed on index page.

## **RECOMMENDED CITATION**

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Avondale uses APA citation style. As such, citations are created at the time of submission by the Electronic Services Librarian to override the DigitalCommons default citation. Do not complete this field as it will be completed by the Electronic Services Librarian prior to being live on the repository.

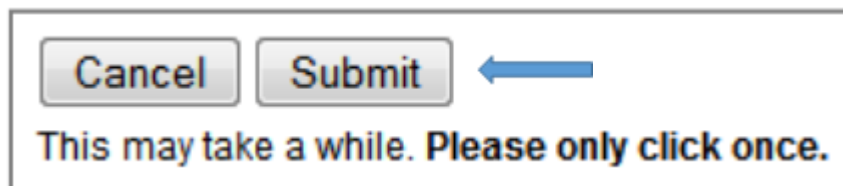
## **REQUIRED** UPLOAD FULL TEXT

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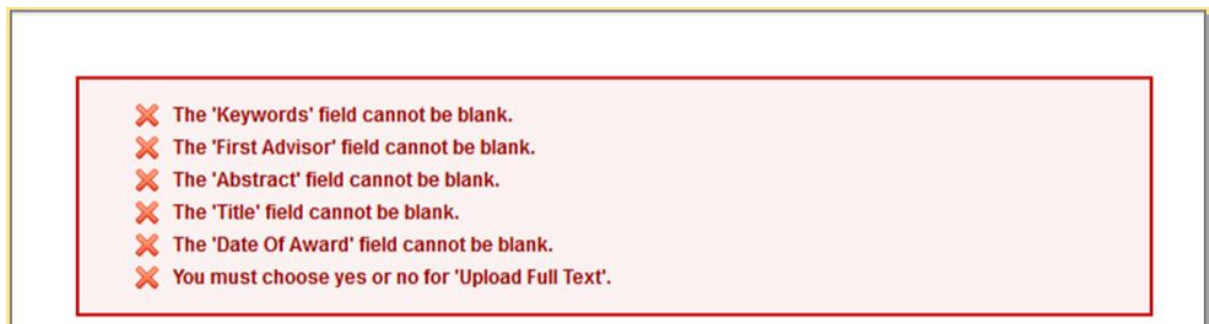
**To locate your file:** Click the **Browse** button to locate your manuscript on your computer.

This file should be in Microsoft Word or PDF format.

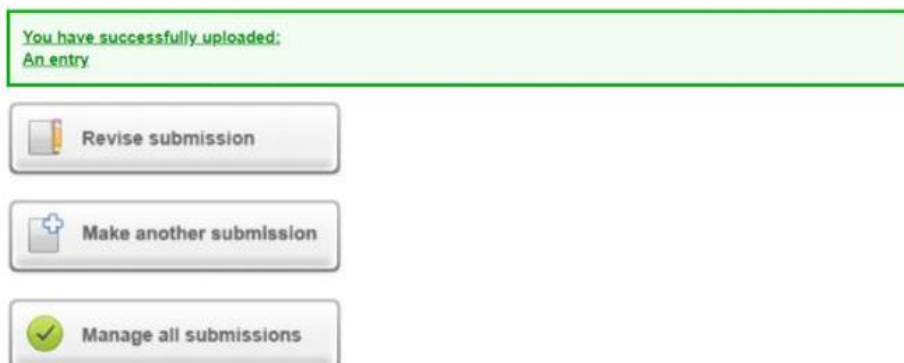
## **Click to submit your entry to Research Online @ Avondale.**



Uploading your entry may take a few minutes. If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:



e. If your upload was successful, you will be taken to a page that resembles the following:



## **Congratulations, you have successfully uploaded your entry!**

You may revise the submission if necessary, or to return to your account page and logout, click on the **My Account** button at the top of the screen.

### **On the My Account page you can:**

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions

At this point, the system will notify the Electronic Services Librarian of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your entry is posted; alerting you to the number of downloads your entry has received.

If you have any questions regarding the process, please contact:

Alicia Starr

Electronic Services Librarian

Lake Macquarie Campus Library

Avondale University College

(02) 4980 2282

[alicia.starr@avondale.edu.au](mailto:alicia.starr@avondale.edu.au)