

Non-Avondale Theses Submission Guide

Step 1: Create an account in Research Online @ Avondale

a. First, go to

https://research.avondale.edu.au/theses_non_Avondale

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"/> Forget your password? <p>New Email Address? Please log in and choose Edit Profile on your My Account 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 completed at another institution

- a. After creating your account, return to the Theses Non-Avondale repository home page at:
https://research.avondale.edu.au/theses_non_Avondale
- 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**

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**

REQUIRED **DATE OF AWARD**

REQUIRED **EMBARGO PERIOD**

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

REQUIRED **DEGREE TYPE**

DEGREE NAME

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

FACULTY

SCHOOL

FIRST ADVISOR

SECOND ADVISOR

THIRD ADVISOR

KEYWORDS

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

FIELD OF EDUCATION

PEER REVIEW

STAFF CLASSIFICATION

SUBJECT CATEGORIES

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

ABSTRACT

Paste or type an abstract

COMMENTS


Additional text to be displayed on index page.

RECOMMENDED CITATION

REQUIRED **UPLOAD FULL TEXT**

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

Click to submit your entry to Research Online @ Avondale.

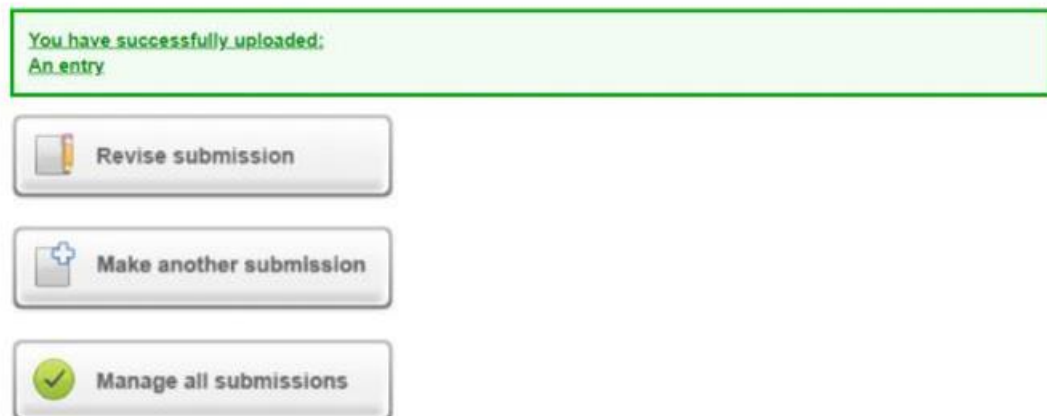


This may take a while. Please only click once.

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:

- ✘ The 'Keywords' field cannot be blank.
- ✘ The 'First Advisor' field cannot be blank.
- ✘ The 'Abstract' field cannot be blank.
- ✘ The 'Title' field cannot be blank.
- ✘ The 'Date Of Award' field cannot be blank.
- ✘ You must choose yes or no for 'Upload Full Text'.

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

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Lake Macquarie Campus Library

Avondale University College

(02) 4980 2282

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