Coursework thesis submission to library – Submission form instructions

Please ensure you have first read the information on the [*Thesis Submission*](#) *webpage.*

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 now* button.

   Deposit thesis now

4. Fill out all fields in the 'Step 1: About' section.
   - Double check FLO to ensure you put in the correct topic code, there may be a letter on the end that needs to be included.
   - You do not have to upload a PDF of your abstract, this is optional. You may want to do this if your abstract has a symbols or characters that may not display correctly online, this will allow you to upload a readable version.
   - Keywords can be brief terms that describe your thesis

Keywords (comma separated) *	secondary education, male teachers, Australia, educational leadership

5. Once you have filled everything out, select *Save and continue* at the bottom
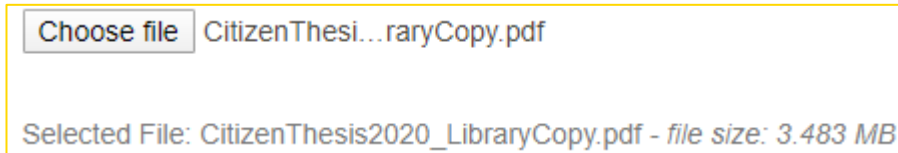
   Save and continue

6. On the next page (Step 2: Upload) you can use the *choose file* button to upload your full thesis file. You can also click on *Add another file* to upload additional files with data if you submitted those for examination.
   There is no need to upload examiner comments or other personal communication. 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](#)).

7. Make sure to read and agree to the *Authenticity* statement and *Declaration* before marking the two *I agree* boxes, and again click *Save and continue*.

8. If your thesis had confidential or copyright material that was removed to create a separate 'Library Copy' version of your thesis, you can upload this in the 'Public Release' section 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

[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 10.]

9. To upload the Library Copy for public access, use the same method as before to browse and add the file. Once uploaded, it will appear like this:

    Choose file CitizenThesi…raryCopy.pdf

    Selected File: CitizenThesis2020_LibraryCopy.pdf - *file size: 3.483 MB*

10. Read the Copyright Statement and mark the *I agree* box.

11. If you are ready for your thesis to become publicly readable immediately (after staff processing), select the '*Release immediately'* box.
    If you need to delay the date that your thesis becomes public, choose *Request 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 embargo will need to be formally approved, it is not automatically granted. *Save and continue*.

12. On the Submit page, review your submission details and ensure they are correct. If anything needs correcting, you can navigate (using the tabs at the top) back to the previous steps to fix them. Once everything is ready, select *Submit for publication*.

    Submit for Publication