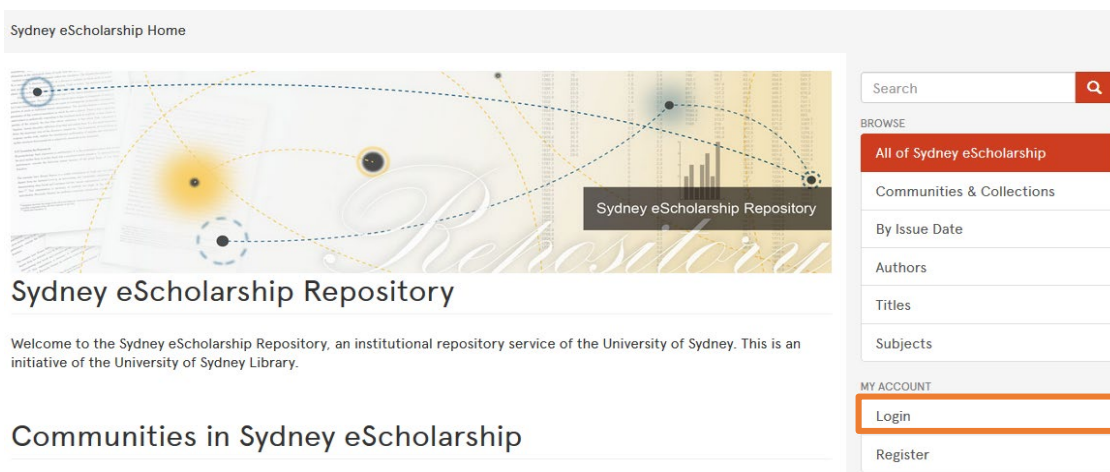


# HDRAC Thesis Submission Procedures

Sydney eScholarship Repository

Before beginning this process please collect a PDF copy of the signed copyright release form (available at: <https://library.sydney.edu.au/research/ses-documents/CP.pdf>) from the thesis author and upload along with the thesis. The copyright release form will be stored in our records and will not be published openly online.

1. Go to <https://ses.library.usyd.edu.au/>.
2. Click **Login** on the right navigation column, log in using your **UniKey and Password**



Sydney eScholarship Home

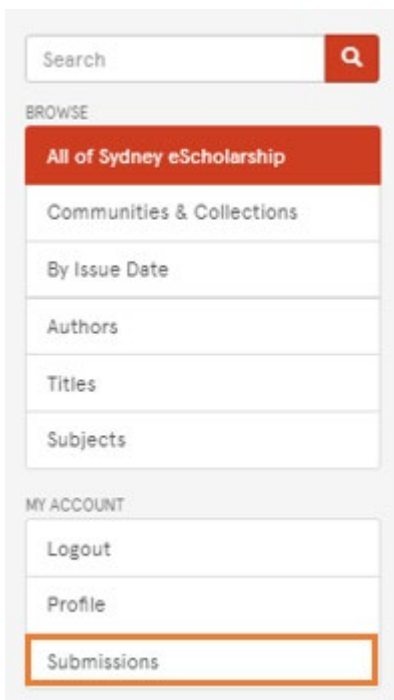
Sydney eScholarship Repository

Welcome to the Sydney eScholarship Repository, an institutional repository service of the University of Sydney. This is an initiative of the University of Sydney Library.

Communities in Sydney eScholarship

The screenshot shows the homepage of the Sydney eScholarship Repository. It features a search bar at the top right, a 'BROWSE' section with a red 'All of Sydney eScholarship' button and other options like 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. Below that is a 'MY ACCOUNT' section with 'Login' and 'Register' buttons. The 'Login' button is highlighted with an orange border.

3. Select **Submissions** on the right navigation column



The close-up screenshot shows the navigation menu on the right side of the page. It includes a search bar, a 'BROWSE' section with a red 'All of Sydney eScholarship' button and other options like 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. Below that is a 'MY ACCOUNT' section with 'Logout', 'Profile', and 'Submissions' buttons. The 'Submissions' button is highlighted with an orange border.

4. Select **start a new submission**

Sydney eScholarship Home / Submissions

## Submissions & Workflow tasks

### Submissions

You may

The submission process includes describing the item and uploading the file(s) comprising it. It may set its own submission policy.

5. Select the **Postgraduate Theses** collection that you wish to submit to

6. Click **Next**

7. On the **Describe Item** page, fill in the fields as appropriate

- Under the **Department** input box, University of Sydney has already been added as a Department to the submission. **DO NOT remove this line.**
- Use the Department input box to add in the appropriate Faculty and/or Department. Add each additional Faculty or Department in a new input box. If you make a mistake and wish to delete one of the departments that you've added, select the check box next to that department and then click on the Remove button.
- In the **Year on title page of thesis** field, enter the year on the title page of the thesis. Day and month can be entered if available but are not mandatory.
- If there are multiple Subject Keywords, enter the first keyword, then click "**Add**" to add in additional keywords. Please only input one keyword or phrase at a time.

8. Click **Next**

9. On the **Upload File(s)** page, upload the thesis and supporting documents and copyright form.

- If an embargo is needed, click on the box under **Embargo until specific date** and a calendar widget will appear. Specify the embargo date accordingly (it should be the first day from which access is allowed).
- For multiple files, click **Upload file & add another**

10. Click **Next**

11. On the **Review Submission** page, check to make sure that all details are correct and make any changes necessary

12. Click **Next**

13. On the **Terms and conditions** page, read and scroll to the bottom and check the box next to *I have read, understood and agree to the University of Sydney's terms and conditions. My deposit of this document complies with those terms.*

14. Click **Complete submission**

**NOTE:** If you wish to continue an unfinished submission, go to the “Submissions” page (see step 3 in the instructions above) and click on the submission that you wish to continue. A preview of the item information that you entered previously will be shown. Click on “Resume” to continue the submission. This will take you to the first page of the submission form and any information entered previously will still be present. For the fields which allow multiple entries such as Author, Department and Subject Keywords, the information you already entered will appear under the field boxes, no need to enter them again.