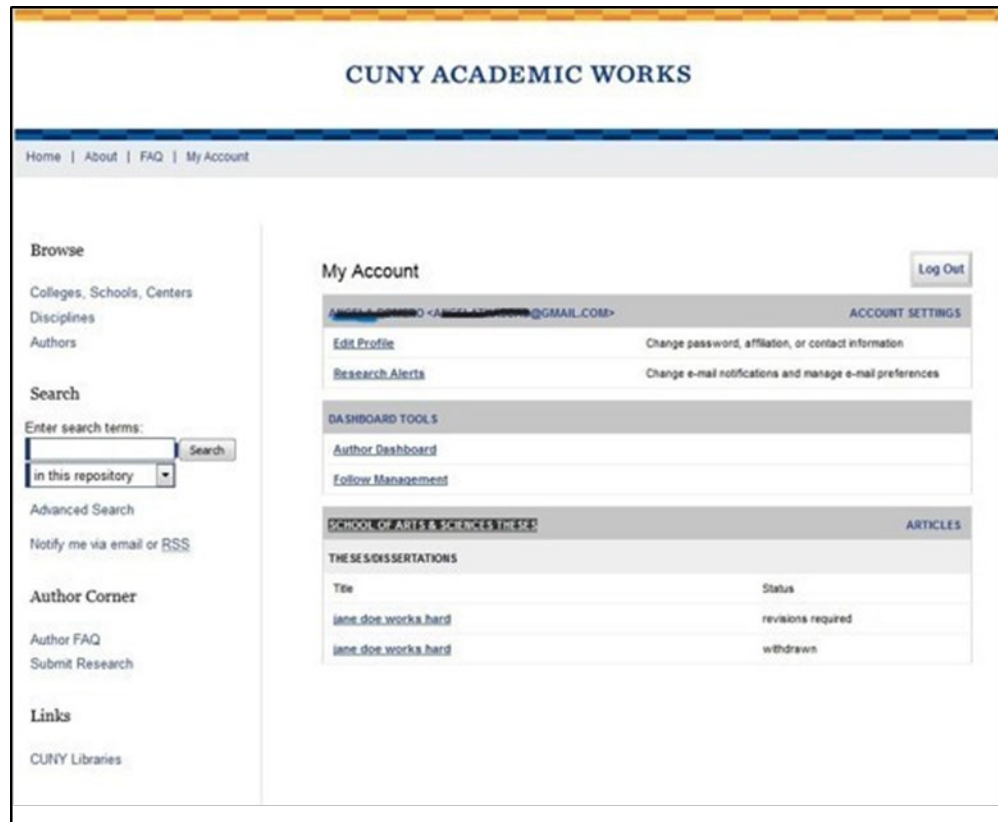


Step by Step Guide for Graduate Students on
the Electronic Submission of Thesis in the
School of Arts and Sciences

Students from the School of Arts & Sciences who have completed their master's theses must deposit them electronically through CUNY Academic Works (<http://academicworks.cuny.edu/>). The following is a step-by-step guide for the electronic deposit of theses.

1. At the start of the semester during which you will complete your thesis, contact the graduate adviser for your program and let him/her know the names of your readers (thesis committee members), your expected completion date, and your EMPL ID. At the start of each semester, graduate advisers will submit to the Dean's Office a list with the names of all students that are likely to complete their thesis by the end of the semester.
2. **New Federal Accessibility Requirements:** Before uploading your thesis to **CUNY Academic Works** ensure that your document meets accessibility standards consistent with **ADA web accessibility guidance as noted below:**
 - a. **Structure:** Use [headings](#) consistently throughout your document to create a clear structure. When exporting your document to PDF, ensure that document tags and bookmarks are created and preserved so the structure can be properly interpreted by screen readers.
 - b. **Images and Visuals:** Provide descriptive [alt-text](#) for all images, tables, charts, and other visual elements. Avoid using screenshots to present text-based information.
 - c. **Color Contrast:** Check contrast if using images with text overlay. You may use the [contrast checker link](#)
 - d. **Hyperlinks:** Use clear, descriptive hyperlink text that identifies the destination of the link. URLs listed in Reference or Notes sections should remain inactive in accordance with formatting guidelines.
 - e. **Accessibility Check:** Before converting your document to PDF, run the **Microsoft Word Accessibility Checker** to identify and correct accessibility issues.
 - f. **PDF Accessibility:** When saving your document as a PDF, confirm that heading structures remain intact. Also include the document Title and Language in the PDF document properties.
 - g. **Digital Accessibility:** If your project includes audio, video, or web-based components, ensure these materials follow [digital accessibility standards](#), such as providing captions, transcripts, or accessible navigation
3. After your readers approve your thesis,
 - a. Go to the CUNY Academic Works website at <http://academicworks.cuny.edu>.
 - b. Click on the "My Account" link listed on the top banner of the page.
 - c. Click on the "Create an Account" link on the right-hand side of the page and complete the form.
 - d. Complete the required fields on the form.
 - e. You may use any email account. We recommend using an email account beyond your Hunter email address.
 - f. For your Institutional Affiliation, you must type in CUNY Hunter College.
 - g. Submit the completed form.
 - h. You will receive a confirmation email at the email account provided in the sign-up form.

4. In the confirmation email from dc-support@bepress.com about *CUNY Academic Works*, click on the link in the email to confirm your account and continue.
 - a. Your browser should now be on the “My Account” page of *CUNY Academic Works*.
 - b. On the left side of the page, click on the “Submit Research” link under “Author Corner.”
 - c. On the right side of the page, you will see “Submit Your Research” and a list of CUNY schools.
 - d. Scroll down on the right-hand side of the page until you see Hunter College.
 - e. Click on the link for “School of Arts & Sciences Theses.”



5. Read the *Submission Agreement* and note what you agree to and the items you must have to electronically deposit the thesis:
 - a. The thesis title page
 - b. A brief, informative abstract, no more than 50 words (This may be an abbreviated version of the abstract in your thesis.)
 - c. A list of keywords (10 maximum)
 - d. An electronic copy of your manuscript submission (PDF or Word) that conforms to the School's Guidelines for Preparation of the Master's Thesis Electronic Submission on CUNY Academic Works.
 - e. Hyperlinks to files embedded in or as appendices to your thesis.
 - i. If you upload video to the website, what you put in is what you will be able to get out, and we cannot guarantee you will be able to open it. While a wide variety of content types of file formats are accepted, consider providing a *VIMEO* or *YouTube* link to a video.
 - ii. If you are embedding images of others' works in your thesis, consult with our contact in the Hunter library, Iris Finkel (ifinkel@hunter.cuny.edu), to assure that you are abiding by copyright regulations.
 - f. Click on the statement at the end of the page indicating you agree to the terms and click submit.

6. You will now be on the page to enter your submission. Complete the required items on the form conforming to the following guidelines for the requested entries:
 - a. For the author, you enter your name and the email address you provided when you created your account.
 - b. For date of award enter the semester, month, day, and year of the thesis deposit deadline.
 - c. For Document Type select *thesis*.
 - d. For Degree Name, select Master of Arts (MA), Master of Science (MS) or Master of Fine Arts (MFA). Please make sure to have choose the correct degree.
 - e. For Departments/Program, select the name of the academic department for your graduate degree.
 - f. Language is the language that your thesis is written in and for most, but not all, students will select English.
 - g. First Adviser is the name of your thesis Chair.
 - h. You must enter the names of at least two Readers. Any valid email address may be provided for your reader; however, you can enter up to three Readers. Please confirm with your readers what email address they wish to use for communications and access to the online repository system.
 - i. For Academic Program Adviser enter the name of the official graduate adviser for your program.

- j. Follow the instructions to select Keywords and the Subject Category. If you need assistance, contact your program adviser or thesis chair.
- k. Copy and paste an Abstract for your thesis into the space provided. It must be no more than 50 words. Submission with more than 50 words will not be approved by the Dean. The abstract uploaded into the online system may be a condensed version of the abstract included in your thesis.
- l. For the **EMBARGO PERIOD**, you should indicate the length of time that you would like to keep your thesis withheld from being publicly available on the CUNY Academic Works. **The Embargo Period can last for a maximum of two years.**
At the end of the Embargo Period, the work will be posted without notification. You will receive monthly email reports on your submission and this should serve as a reminder of your selected Embargo Period. If you wish to extend the embargo period, you must email the Hunter College administrator, **Iris Finkel**, to make this request.

We recommend you select “No Embargo Required.” If you select any option other than No Embargo, the thesis will still be available in print at the Hunter Library. Please consult with your program adviser for an explanation on all your options.

Please note, even with an **Embargo** the meta-data section associated with the student's thesis will be publicly available.

- m. Do Not include any comments in the Comment field.
- n. Accessibility Check
Please ensure you have followed the accessibility guidelines outlined at the beginning of this document. Once you have completed all required accessibility checks, select the checkbox to confirm.
- o. In the field “UPLOAD FULL TEXT,” you will upload your thesis in PDF or Word file format from your computer or drive.
 - i. To upload your thesis document, select upload file from your computer unless you are uploading from some other web platform.
 - ii. Click on the BROWSE button and select the file that contains the final approved thesis document on your computer.
 - iii. For the requirements on the preparation of the electronic thesis submission request a copy of the “Guidelines for Preparation of the Master’s Thesis, Electronic Submission for CUNY Academic Works” from your program adviser. Thesis that do not follow the guidelines will not be approved by the Dean.
- p. If you have appendices or additional files (including images or videos), click the box in the “Additional files field.” You will be prompted to select the additional files.

7. When you have successfully completed that required fields and uploaded your thesis, you will see a page to review your submission and information (Metadata). You may revise your submission at this time. Otherwise, the submission will be considered complete.
8. Once your submission is complete, you will receive an email notification of the completed submission. Sonia Macias or the Program Administrator for the thesis (PAT) will be notified via email of your submission. PAT will send electronic email notifications through CUNY Academic Works to the advisers/readers you listed in your submission form (See items 5g through 5h above).
9. Your advisers/readers will receive a system notice advising them to create an account (if they do not have an account) and to review your thesis submission. Once all of your readers and adviser review your thesis, Sonia M /PAT will send you an email with a link to their decisions and related comments. See Sample below.

editor-hc_sas_etds-1012-

2086386@dccunyportal.bepress.com to me, Authors

Dear Ms. Student,

We believe that your thesis/dissertation "jane doe works hard" shows considerable promise. Although we cannot accept it in its current form, we believe that with certain changes we may be able to accept your thesis/dissertation.

[Insert changes here or delete if not required]

To see the reviews, please go to the following page:

http://academicworks.cuny.edu/cgi/preview.cgi?article=1012&context=hc_sas_etds

To submit a revision, use the Revise Submission link on that page.

- a. If the email you receive from Sonia M/PAT indicates that you must revise and resubmit the thesis, **please do so at least 3 days before the School's deadline for depositing the thesis.** If your thesis revisions are not received in a timely manner, your graduation may be delayed. To see the revisions requested by your readers, click on the link sent to you in an email with the decision (see sample email above). This link will take you to the relevant *Bepress* page. On the section with "REVIEWS," click on the text for the report of each reader and revise your thesis as requested. **Contact your reader or program adviser if you have questions about his/her comments.**

academicworks.cuny.edu/cgi/preview.cgi?article=1012&context=hc_sas_etds

bepress School of Arts & Sciences Theses

Revise thesis/dissertation
 Withdraw thesis/dissertation
 Email administrator
 Manage additional files
 View decisions
 My account
 Log out

Title: jane doe works hard
Authors: angela romero (CUNY Hunter College)
Status: revisions required

Current File(s):

Reviews
 You may view or download the review by clicking on the link under the "Report" heading.

Date	Who	Report	Attachments
Sep 16 2015 12:28 PM PDT	Reviewer #2	Text	
Aug 25 2015 06:25 AM PDT	Reviewer #1	Text	
Aug 24 2015 10:42 AM PDT	Reviewer #1	Text	

Abstract:
 Jane Doe is a very hard worker. She works hard every day.

Keywords:
 jane, doe, work, sociology, data, practice

2. To **revise** the online deposited thesis, use the revision submission link on the **left banner** of the same page. Depending upon the requested revision, edit the appropriate section and upload a complete thesis file with the revised pages. For example, if you are asked to revise the abstract, do so in that section.

If you must revise the text or other content of the thesis manuscript, **upload the entire thesis manuscript with the revised pages**, type a reason for submission, and click “SUBMIT.”

You will receive an email from the system indicating your submission was received. Via email, notify your readers, advisers, and Sonia M/ PAT that you completed the requested revisions.

10. Once the thesis is approved by the adviser, readers, and the Dean, it will be posted on CUNY Academic Works unless you embargoed the manuscript. Regardless, you will receive an email from the administrator notifying you of this final action. If, in the rare instance that the readers, adviser, or Dean do not accept your thesis revisions, you will be notified that your thesis deposit has been withdrawn for the semester. In this case, you should contact your graduate program adviser.
11. **No Change Policy:** Please note that there can be **no** changes made to a thesis once it has been approved by the Dean and posted online to CUNY Academic Works.

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