RADAR ETD Workflow – Submitter’s Manual

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Introduction

RADAR: Repository of AUC Digital collections, Archives, and Research, is the Atlanta University Center Robert W. Woodruff Library’s institutional repository.

RADAR also serves as the platform for the CAU Office of Graduate Programs to receive electronic thesis and dissertation (ETD) submissions, provide feedback to students, and clear the accepted theses and dissertations for inclusion in the “Atlanta University and Clark Atlanta University Theses and Dissertations” collection (available here: https://radar.auctr.edu/islandora/object/cau.td:9999)

RADAR is a service made available by the Digital Services Department (DSD) of the AUC Woodruff Library. Digitized and born-digital archival collections, research, and scholarly output included here has been selected and deposited by the students and faculty of the member schools, Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College, and the librarians of the AUC Woodruff Library.

For more information on RADAR in general, please see:

- RADAR Help Page: https://radar.auctr.edu/help
- RADAR Research Guide: https://research.auctr.edu/radar

CAU Thesis and Dissertation Information

For CAU Thesis and Dissertation Information, visit:


The timeline for ETD Submissions is available on the CAU Office of Graduate Programs website, here:

Account Creation
Accounts in RADAR are created by the AUC Woodruff Library on your behalf, upon approval by the Office of Graduate Programs.

- Your username will be formatted as Lastname_Firstname
- Your account is tied to your CAU email address
- Once your account is created, an email will be sent to your CAU email with your username, password, and some helpful links

If you encounter problems logging in to RADAR, email dsd@auctr.edu.

Logging in as a Submitter
To login to RADAR:

- Navigate to: https://radar.auctr.edu/
- In the upper-right corner, click on the user icon to go to the User page:

  ![User account](image)

  - Enter your Username and Password, and click Log in

- Once you are logged in, you will see your User page
Submitting Your Thesis or Dissertation

After logging in, go to the Contribute page (https://radar.auctr.edu/contribute) and click the link to go to the ETD submission page.

Once on the ETD Submission page, you will walk through four steps to make your initial thesis or dissertation submission.

1. Select – Create a new submission –
2. Enter a Submission Title. Please format the Submission Title as YourLastName_YourFirstName_ShortTitleOfThesisOrDissertation.
3. Browse to Upload Document. The system will accept files up to 2GB in size.
4. Click the Create Submission button.
After you submit your thesis or dissertation, an **automated email** will be sent to your CAU email address. The email provides a direct link to the submission.

**PLEASE NOTE:**

- After submitting, check your spam/junk filters to ensure you are successfully receiving the automated emails.

### Reviewing Comments and Submitting a Revision

Once the CAU Office of Graduate Programs has reviewed your thesis or dissertation, they may respond with comments for changes to your thesis or dissertation.

An automated email will arrive with information about your submission, with a link to submit a revision.
To submit a revision, use this link [https://radar.auctr.edu/auc-student-submission?obj=auc;###](https://radar.auctr.edu/auc-student-submission?obj=auc;###)

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**Wed 2019-09-11 9:00 AM**

**Doe, Jane**

**Thesis/Dissertation for Clark Atlanta University: Revisions Required**

To

Cc

**Digital Services Department**

[If there are problems with how this message is displayed, click here to view it in a web browser.]

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Dear [Student Name],

Your thesis/dissertation [Title] has been accepted with minor revisions required. Please insert changed below and submit a revision.

Please check the margins on your document.

To see the reviews, please go to the following page: [https://radar.auctr.edu/islandora/object/auc###](https://radar.auctr.edu/islandora/object/auc###)

To submit a revision, use this link [https://radar.auctr.edu/auc-student-submission?obj=auc###](https://radar.auctr.edu/auc-student-submission?obj=auc###)
This link will take you back to the submission page for your thesis or dissertation, where you can:

1) Download the PDF comments sheet from the Office of Graduate Programs
2) Browse to select your revised thesis or dissertation, and
3) Click to upload and “Create New Version” of your thesis or dissertation

Once you upload a new version of your thesis or dissertation, an automated email will be sent to you confirming the revision.

Dear Submitter/Reviewer,

A revision has been submitted for “[Title]”. 
To see all versions, please go to the following page: https://radar.auctr.edu/islandora/object/auc:61
Reviewing Comments and Submitting a Final
Since graduate students are only allowed three uploads, if your revision still needs work you will receive an email, as before, with a link to submit a revision.

- To submit a revision, use this link https://radar.auctr.edu/auc-student-submission?obj=auc:###

Dear [Name],

Your thesis/dissertation [Title] has been accepted with minor revisions required. Please insert changed below and submit a revision.

Please check the margins on your document.

To see the reviews, please go to the following page: https://radar.auctr.edu/islandora/object/auc:###

To submit a revision, use this link https://radar.auctr.edu/auc-student-submission?obj=auc:###

This link will take you back to the submission page for your thesis or dissertation, where you can:

1) Download the PDF comments sheet from the Office of Graduate Programs
2) Browse to select your revised thesis or dissertation, and
3) Click to upload and “Create New Version” of your thesis or dissertation
Once you upload a new version of your thesis or dissertation, an automated email will be sent to you confirming the revision.

![Email notification](image)

Dear Submitter/Reviewer,

A final revision has been submitted for "[thesis_title]".

To see all versions, please go to the following page: [https://radar.auctr.edu/wislandora/object/auc:61](https://radar.auctr.edu/wislandora/object/auc:61)

**Notification of Acceptance**

Once the Office of Graduate Programs has accepted your thesis or dissertation, you will receive an email with further instructions on final printing and on submitting the physical copy of your thesis or dissertation.
Clearance and Publication Online

After your thesis or dissertation is accepted, the Office of Graduate Programs must clear you before the thesis or dissertation can be published in RADAR’s public interface.

Once you have been cleared and your thesis or dissertation has been published online, you will receive an email from the AUC Woodruff Library with a link to your thesis or dissertation in the public interface.

Submitting to ProQuest

Once it is available online, you can self-submit your thesis or dissertation to ProQuest for inclusion in the ProQuest Dissertations & Theses Global database, following this guide:


The AUC Woodruff Library does not submit theses or dissertations on behalf of students.

Getting Help

If you need help with the ETD workflow, or if you encounter any problems, please email dsd@aucr.edu and a member of the Digital Services Department will reach out to you individually to help you.