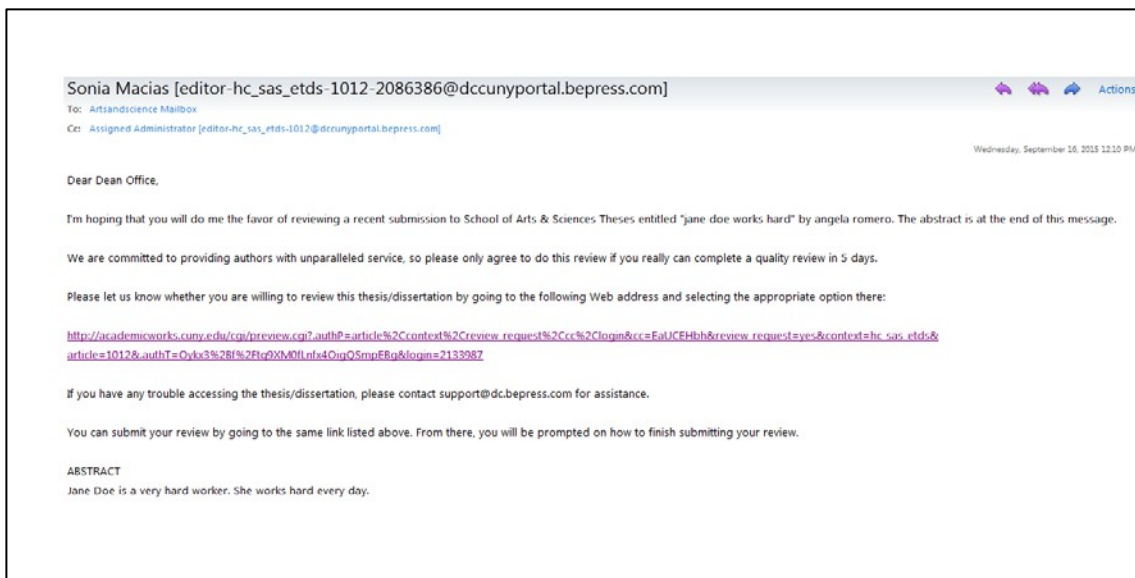


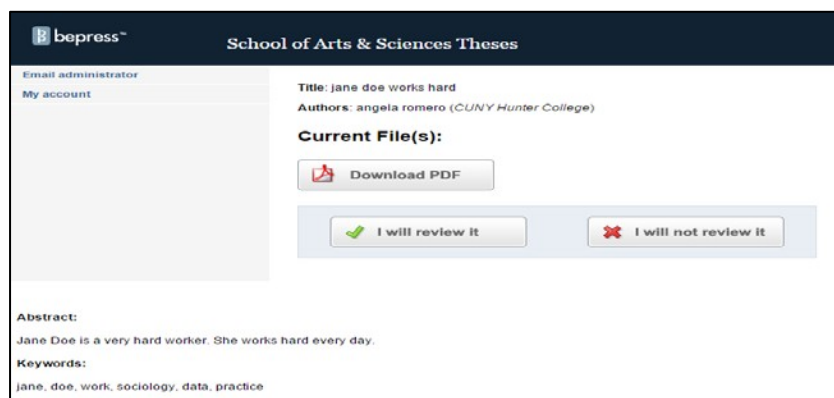
Step by Step Guide for Readers of Student's
Electronic Submission of Thesis in the
School of Arts and Sciences

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

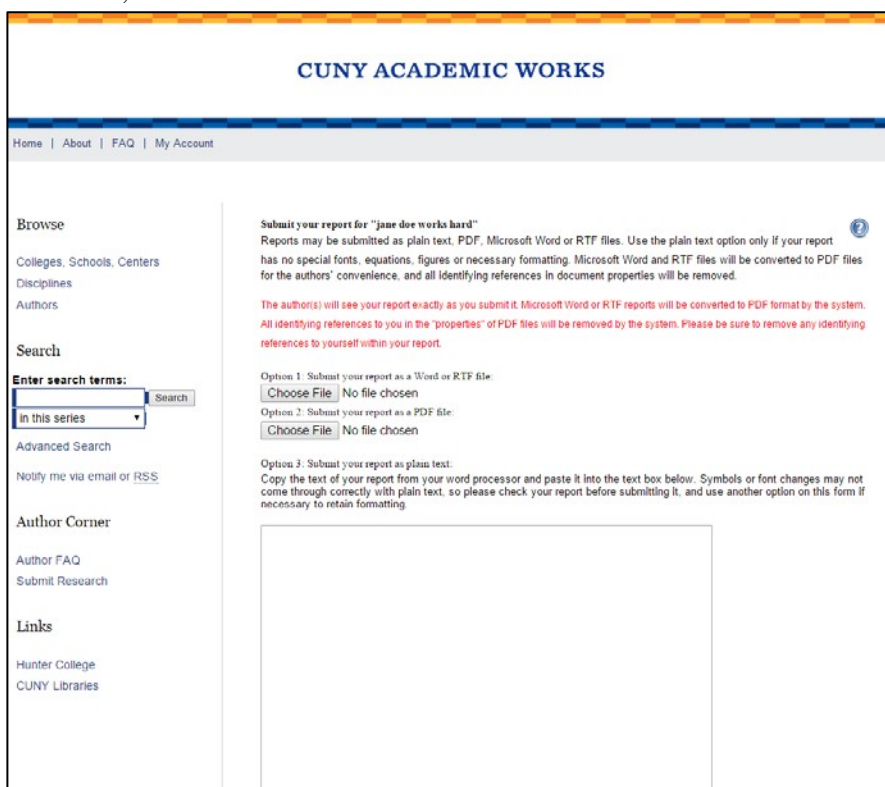
1. When a student completes and uploads his/her thesis, you will receive an email from Melissa Torrella/ Program Administrator Thesis (PAT) requesting your review of a thesis:



2. To review the submitted thesis,
 - a. Click on the link in the email you received from Melissa Torrella/PAT requesting your review of the thesis. If you have not done so, create an account as follows:
 - i. Click on the "Create an Account" link on the right hand side of the page and complete the form.
 - ii. Complete the required fields on the form.
 - iii. You may use any email account.
 - iv. For your Institutional Affiliation, you must type in "CUNY Hunter College."
 - v. Submit the completed form.
 - vi. You will receive a confirmation email at the email account you provided in the sign-up form notifying you about your CUNY Academic Works account.
 - vii. To review the requested thesis, click on the link in the email you received from Melissa Torrella/PAT requesting your review of the thesis.
 - b. Your browser should now be on the *School of Arts & Sciences Theses* page in *Bepress*.



- c. Click on the “I will review it” button.
 - d. Download the thesis to review for substance and formatting. Also, review the keywords and the abstract. Make sure the online abstract does not exceed 50 words. **Program Advisers**, please ensure that the thesis conforms to “The School of Arts and Sciences, Guidelines for the Preparation of the Master’s Thesis Electronic Submission on *CUNY Academic Works*.”
3. After reviewing the thesis, click on the “Submit Review” button to submit your review.
- a. Submit a written report explaining your decision by entering it in plain text or uploading a file. Note that the report will be seen by the student, the site administrator, and the Assistant Dean, Robert Cowan.



- b. Enter your assessment of the submitted thesis manuscript by scrolling down the page to “Recommendation to editor” section, and clicking on the button indicating what action you wish to take. Please DO NOT include a cover letter.

c. Click Submit Report.

Recommendation to editor...
Please select one of the options below.

Accept as is.

Encourage **major** revisions as described in my report.

Accept this article with **minor** revisions as described in my report.

Reject this article without an option to resubmit.

Please explain the nuances of your recommendation in your cover letter to the editor below.

cover letter...
Please provide a *confidential cover letter* that only editors can read, even if your report is shared with the author(s) cover letter may be uploaded as a file or pasted into the text area below.

Option 1: Click the button below to locate the cover letter on your computer:
(Word, Text or PDF files only, please.)
 No file chosen

Option 2: Type or paste your cover letter below:

4. When your assessment of the thesis is processed by CUNY Academic Works, you will receive a *Thank you* message.

- a. If you selected the “Accept as is” button, then you are done. You may receive messages from *Bepress* or the program system administrator letting you know of other activity on the thesis, including that it was approved and/or posted.
- b. If you selected “Encourage major revisions” or “Accept this article with minor revisions,” please email Melissa Torrella/PAT and state that you are expecting revisions from the student. Melissa Torrella /PAT will send the student a notice of your review and inform her/him that she/he must revise and resubmit the thesis no later than three (3) days before the School’s depositing deadline. The deposit deadlines are January 5th for the fall semester, May 5th for the spring semester and August 12th for the summer semester.
 - i. When the student revises and resubmits the thesis, you will again receive an email titled “Would you please re-review MS #5555@...”
 - ii. Click on the link provided in the email, review the resubmission, and submit your review by clicking on the “Submit review” button.
 - iii. You may submit another report and you must issue another recommendation assessing the thesis. **At this stage, if you submit a recommendation other than “Accept as is,” the student will be asked by the Dean to withdraw the deposit.**

Recommendation to editor...
Please select one of the options below.

Accept as is.

Encourage **major** revisions as described in my report.

Accept this article with **minor** revisions as described in my report.

Reject this article without an option to resubmit.

Please explain the nuances of your recommendation in your cover letter to the editor below.

The student will be notified of your final decision and you may receive additional emails notifying you of actions taken on the thesis.

5. Once the thesis is approved by the Dean, the document will be posted on CUNY Academic Works if the student did not specify an Embargo Period. You will receive an email notification of this positing.

Created on September 11, 2015, Revised September 21, 2016