

## Adding your thesis to CRO

Charles Sturt University Research Output (CRO) is the showcase for research and scholarly outputs created by University staff. The University has adopted an Open Access Mandate, with the aim of collecting and making freely available to the world the research output produced by Charles Sturt researchers. **If your thesis should not be available for open access please refer to the alternative instructions available (under the ‘Submission of Final Thesis’ heading) [here](#)**, otherwise, follow the below steps to add your thesis to CRO as an open access output.

### Step 1. Log in to CRO

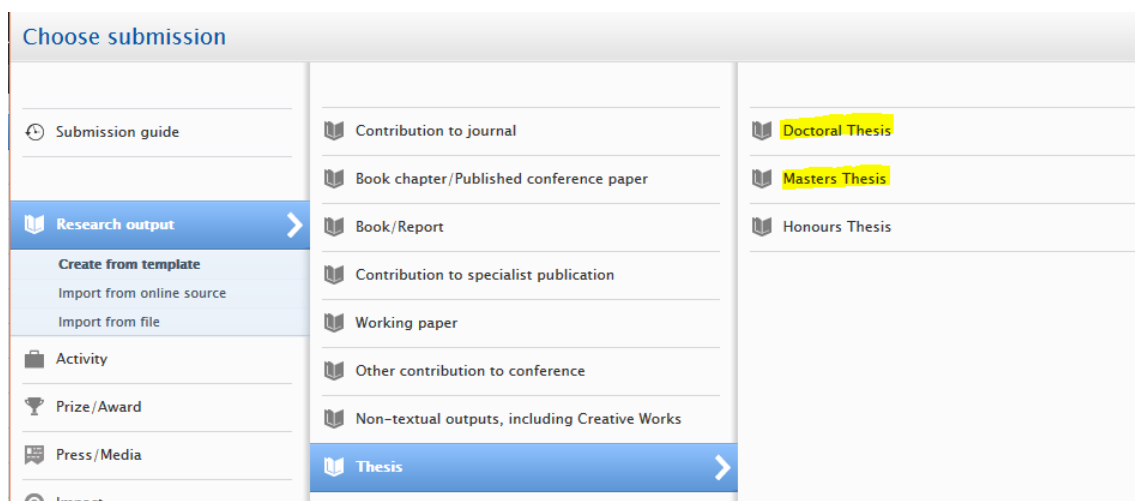
Go to <https://researchoutput.csu.edu.au/admin/workspace.xhtml?uid=104> and log in using your Charles Sturt username and password

### Step 2. Open the output submission form

Select the “Add new content” button:



Select Thesis from the menu by clicking on Research Output, then Thesis, then either Doctoral or Master’s Thesis (whichever is relevant):



### Step 3. Enter information about your thesis

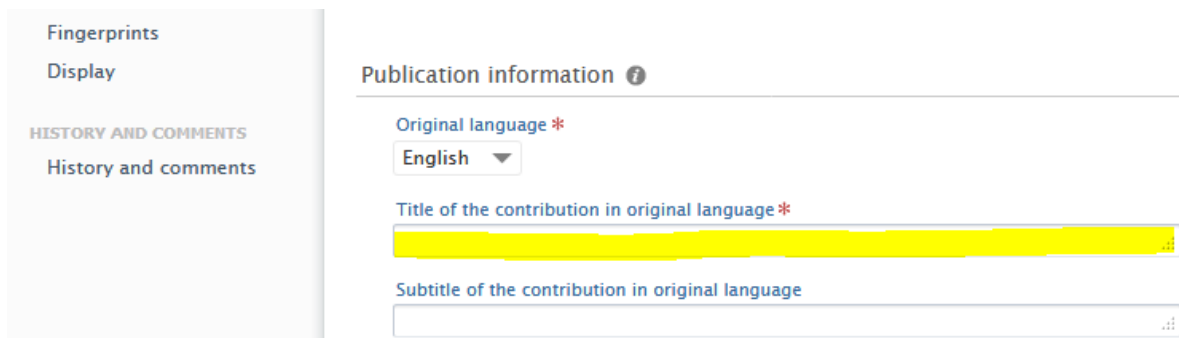
**\*Note – you only need to enter the following fields, please ignore any form fields not listed in these instructions**

Enter the year in which you are uploading the thesis for publication in the University Repository:



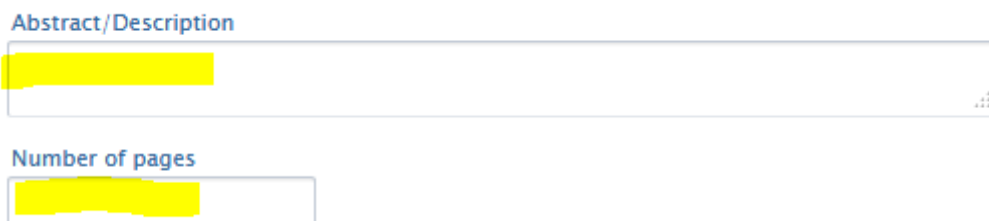
The screenshot shows the 'Publication state' section of a form. On the left is a navigation menu with 'Metadata' selected. The main area is titled 'Publication state' and contains a section 'Publication statuses and dates'. It features a dropdown menu set to 'Published', a 'Year' field with a yellow highlight, and 'Month' and 'Day' fields. A 'Current' button is also present. Below these fields is a button labeled 'Add publication status and date...'.

Enter the exact title of your thesis as published:



The screenshot shows the 'Publication information' section. On the left is a navigation menu with 'Fingerprints Display' and 'History and comments'. The main area is titled 'Publication information' and contains a dropdown menu for 'Original language' set to 'English'. Below this are two text input fields: 'Title of the contribution in original language' (with a yellow highlight) and 'Subtitle of the contribution in original language'.

Copy and paste the thesis abstract into the Abstract/Description field, and enter the total number of pages:



The screenshot shows two text input fields. The first is labeled 'Abstract/Description' and contains a yellow highlight. The second is labeled 'Number of pages' and also contains a yellow highlight.

Add your supervisors by clicking on the “Add person” button, or on the + icon:

#### Supervisors/Advisors

Supervisors/Advisors



*No persons or organisational units associated*

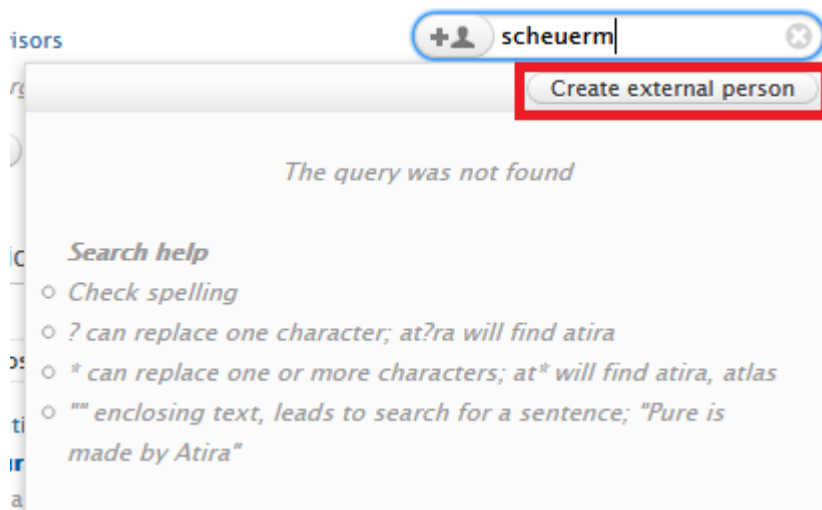
Add person...

Add organisational unit...

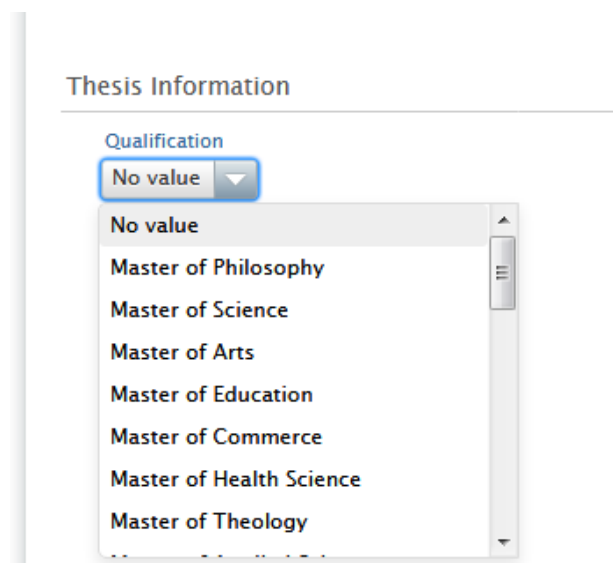
Charles Sturt supervisors should appear in the list when you search, select the correct name from the list that appears:



External supervisors can be added using “Create external person”, if they do not already appear in the list:



Select your thesis qualification from the dropdown list:



Click on “Add Awarding Institution”:

## Thesis Information

### Qualification

Doctor of Philosophy ▼

### Awarding Institution

Add Awarding institution...

Type “Charles Sturt University” into the search box, and select the first option on the list as shown:



## Step 4. Upload a copy of your thesis

Scroll down to Electronic version(s), and related files and links, and click on the “Add electronic version (file, DOI, or link)...” button:

## Electronic version(s), and related files and links ⓘ

### Electronic version(s) of this work

Add electronic version (file, DOI, or link)...

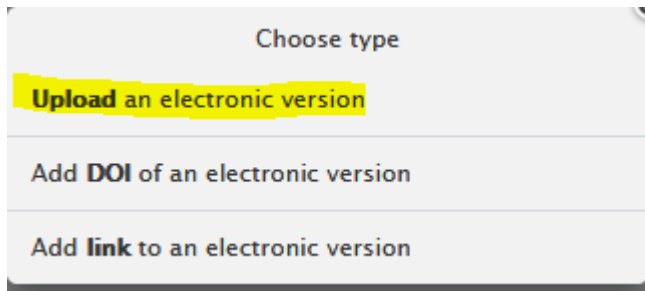
### Other links

Add other link...

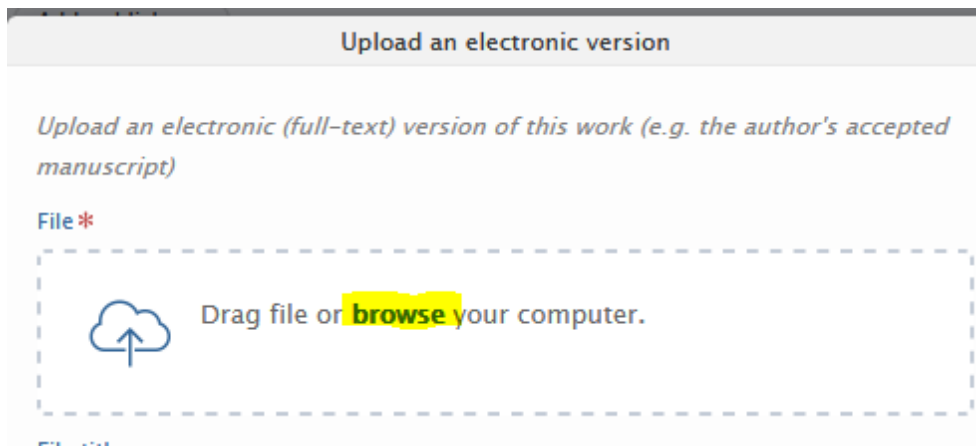
### Other files

Add other file...

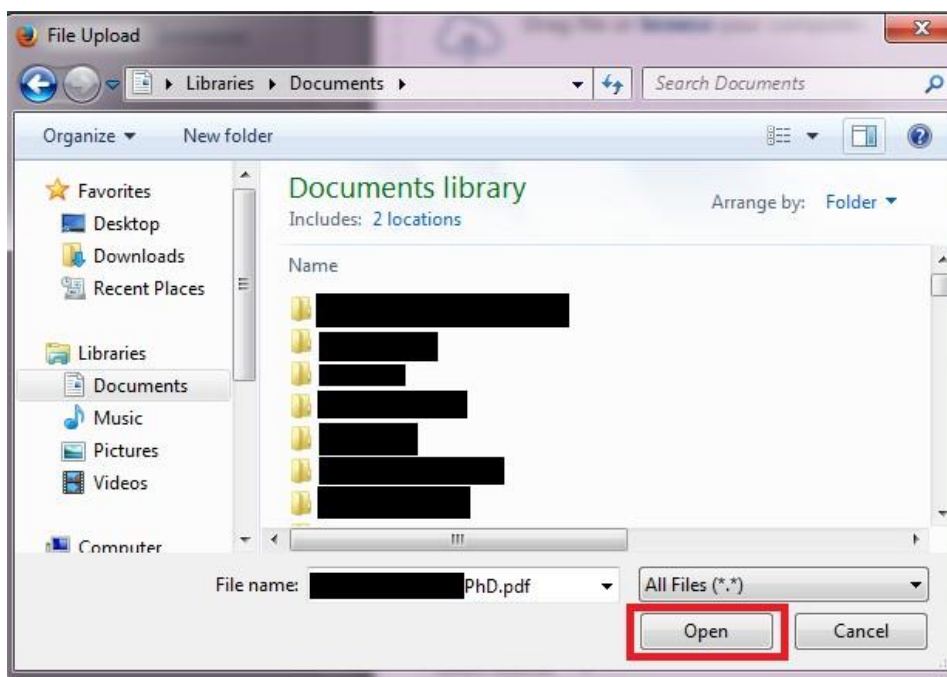
Select "Upload an electronic version":



Click on "browse" in the pop-up window and navigate to your file on your computer:



When you have located the file, click "Open":




Once the file has uploaded, click on the dropdown under Document version, and select “Final published version”:

Upload an electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File \*

 [Redacted]\_PhD.pdf  
5 MB, application/pdf

Replace

File title

[Redacted] PhD

Document version

No value

Submitted manuscript  
Early version, also known as pre-print


Accepted author manuscript  
Peer reviewed version

Proof  
Version created as part of publication process; publisher's layout; not normally made publicly available

Final published version  
Publisher's PDF, also known as Version of record

Under Access to electronic version, select “Open” from the dropdown list:

Access to electronic version

Public access to file \* 

Select access...

Open

Embargoed

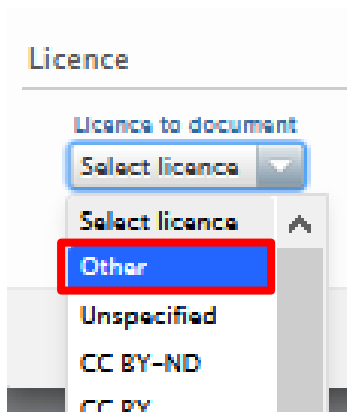
Restricted

Closed

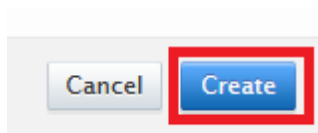
Unknown

License to document

Under the License to document dropdown, select “Other”:



The final step for uploading your electronic copy of your thesis is to click on the “Create” button in the bottom right corner of the document upload screen:



### Step 5. Add keywords

Add subject discipline keywords to help people find your thesis in Google searches, etc:



### Step 6. Make your thesis visible to the world, and save your submission form:

To finish submitting your thesis to the system, scroll down to the bottom of the submission form and select “Public – No restriction” under Visibility, and select “For approval” in the Status dropdown:



Finally, don't forget to click on the "Save" button next to Status to ensure your data entry is saved and sent into the CRO portal:



**PLEASE NOTE:** A Division of Library Services staff member will need to approve the upload before your thesis becomes live in CRO. It may take **one to two working days** for the approval to be granted.

### Step 6. Locating your unique thesis link to send to the Research Office

Once your thesis is made available on CRO (noting timeframe for approval above), you need to obtain the link to your thesis to send to the Research Office. Go to

<https://researchoutput.csu.edu.au/en/publications>

Enter the title of the thesis into the search bar and press Enter:



When your thesis title appears, click on the title to open the thesis record.

2017

Constructions of meanings of quality within Australian Early Childhood Education and Care policy between 1972 and 2009

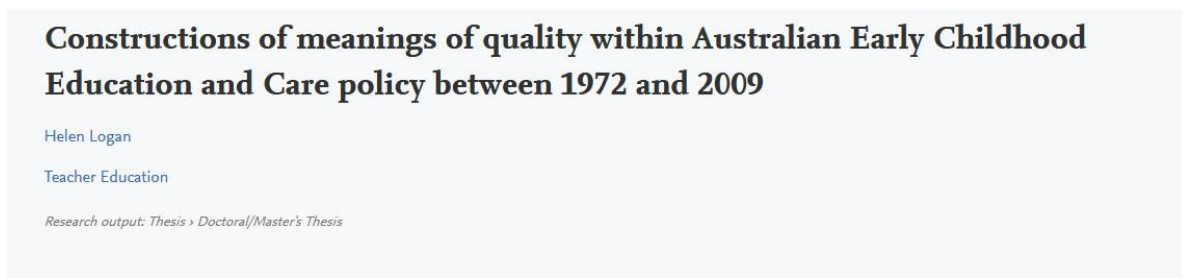
Logan, H. 2017

Research output: Thesis > Doctoral/Master's Thesis

Open Access File

Quality Early Childhood Education And Care Construction Data Understanding

Check that the pdf has correctly attached by looking on the right hand side of the screen under Access to Document:



#### Abstract

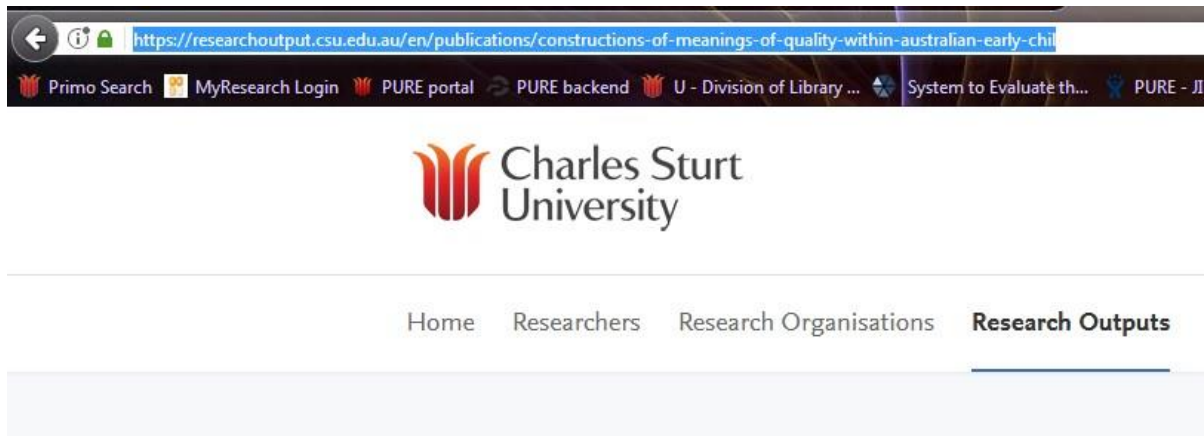
In Australia, high-quality early childhood education and care (ECEC) has become a key policy objective, and is connected to national concerns such as improved outcomes for young children, increased workforce participation, gender equity and economic growth. These concerns have contributed to some constructions of quality becoming prominent over others in ECEC policy. Consequently, an emphasis on some constructions skews understandings of quality toward particular meanings and diminishes space for other explanations of quality.

#### Access to Document

Helen Logan\_99980892\_Final thesis  
Final published version, 19 MB  
License: Other



If everything appears in order (as above), go to address bar at the top of your internet browser and copy the url:



### Step 7. Notifying the Research Office that your digital copy has been added to the CRO repository

Send an email to the Research Office with the following information:

**To:** [graduateresearch@csu.edu.au](mailto:graduateresearch@csu.edu.au)

**Subject:** CRO digital thesis – [insert candidate name] [insert candidate ID]

**Email content:**

Dear Research Office,

This email is to confirm that I have entered the digital copy of my thesis into the CRO repository and it is now available for download at the following link:

[insert link copied earlier]

**Title of thesis:** [copy title of thesis here]