



Digital Commons @ HSU (BePress) Instructions for Committee Members and Graduate Coordinators

HOW TO REVIEW YOUR STUDENTS' WORK, AND SUBMIT YOUR
APPROVAL OR REQUEST REVISIONS

THINGS TO KNOW

- The digital submission and approval takes the place of the old Thesis/Project Approval Form.
 - *So now you don't need one!*
- Deadlines remains the same!
 - Instead of turning in the form and emailing Graduate Studies the thesis/project for review, now they are combined in this single online submission process.
- Check the Graduate Studies website for deadline.
<http://www2.humboldt.edu/gradprograms/current-students>

STEP 1

- Committee members & Grad coordinators **receive the email.**
- Simply **Click on the link** in the email to view the student's work and to give your approval.

Request to review MS #1014 for Theses

Inbox x

? Emily Aarsvold <editor-etd-1014-12 3:22 PM (18 hours ago) ☆

to me, Assigned ▾

Dear Emily Aarsvold,

An HSU graduate student, Katherine J. Taylor, has listed you as a member of their committee for their thesis entitled "Thesis Submission Test". The abstract is at the end of this message.

Please let us know whether you are willing to review this Thesis/Project, by going to the following Web address and selecting the appropriate option there:

http://demo.humboldt.bepress.com/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=etd&article=1014&.authT=25jYQxJETsb4yu1%2FxFxJMCVLIPIw2G0E&login=1268845

The Office of Graduate Studies will not begin the required format review for this student until all Committee Members have approved the thesis/project.

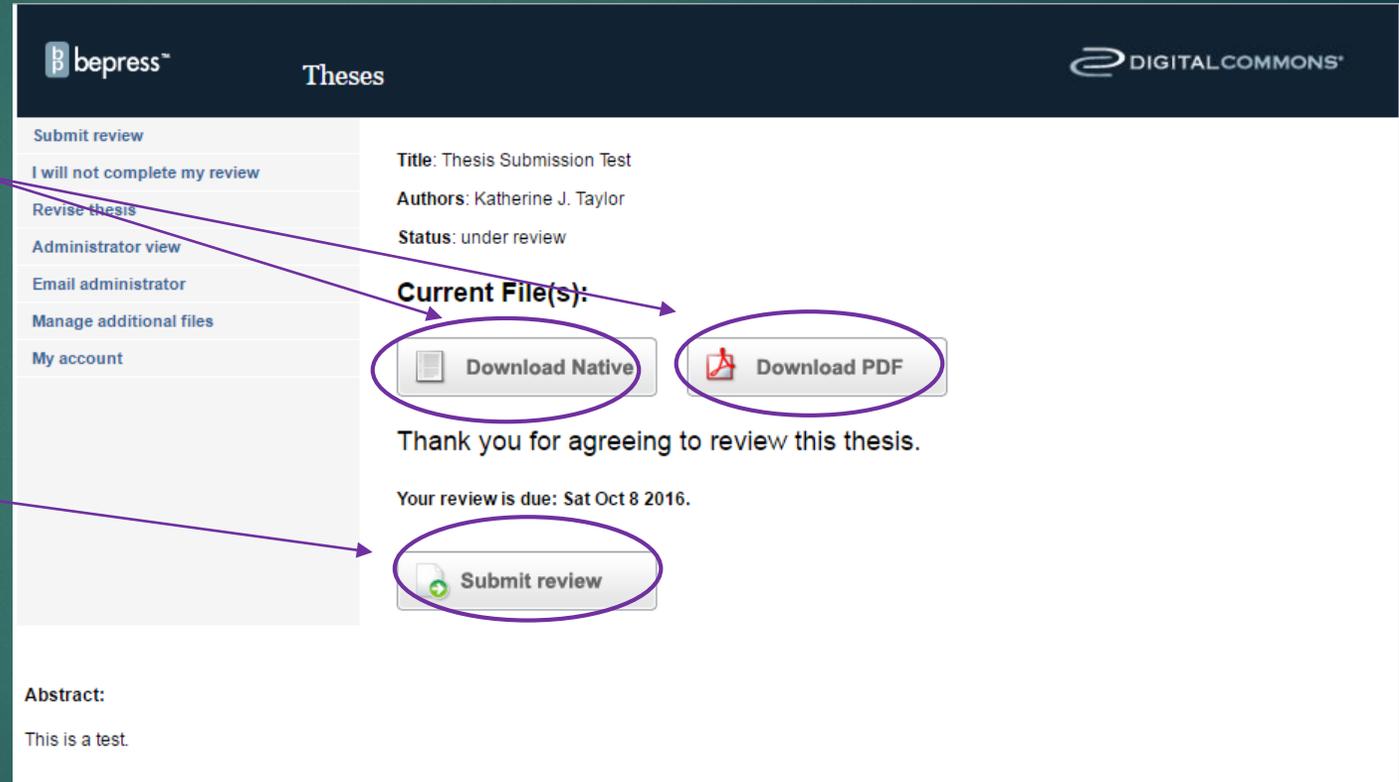
If you have any trouble accessing the thesis, please contact support@dc.bepress.com for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

ABSTRACT
This is a test.

STEP 2

- Download the thesis/project to view it.
- Submit your review of the thesis/project.



The screenshot displays the BePress Theses interface. The top navigation bar includes the BePress logo, the word "Theses", and the Digital Commons logo. A left sidebar contains a list of actions: "Submit review", "I will not complete my review", "Revise thesis", "Administrator view", "Email administrator", "Manage additional files", and "My account". The main content area shows the following details:

- Title:** Thesis Submission Test
- Authors:** Katherine J. Taylor
- Status:** under review
- Current File(s):** This section contains two buttons: "Download Native" and "Download PDF", both of which are circled in purple.
- Message:** "Thank you for agreeing to review this thesis." and "Your review is due: Sat Oct 8 2016." Below this message is a "Submit review" button, also circled in purple.
- Abstract:** "This is a test."

Three purple arrows originate from the text on the left. One arrow points from "Download the thesis/project to view it." to the "Download Native" button. Another arrow points from "Submit your review of the thesis/project." to the "Submit review" button. A third arrow points from the same text to the "Submit review" button.

STEP 3

- Pick One...
 - “Encourage revisions as described in my report”
 - “Accept thesis/project with NO revisions”
 - “Reject thesis/project for posting in the current term”
- Use Track Changes and Comments on a downloaded thesis/project as your Reviewer Report helps students make revisions.
- or type in your comments as Option 3.
- We need a recommendation and Reviewer Report.

Digital Commons @ Humboldt State University

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Submit your report for "Thesis Submission Test"
I certify that the project/thesis of the following student meets the required standards of scholarship of the university and the student's graduate degree program and is ready to be reviewed. In approving this project/thesis, I agree that the student named here has incorporated into the document all additions and/or corrections requested by me as a committee member, that the document has been proofread and edited, and that it follows a documentation style appropriate to the student's discipline. I certify that, if required by the graduate program, this student has successfully defended this thesis or Project.

Recommendation to Graduate Studies
Please select one of the options below.

- Encourage revisions as described in my report.
- Accept this thesis/project with NO revisions.
- Reject this thesis/project for posting in the current term.

Reviewer Report
Please include a written report if you are requesting revisions from the student. If you are accepting the thesis/project without revision, or if you are rejecting the thesis/project for posting in the current term, please write "No revisions" or "Reject" in the plain-text option below.

The author(s) will see your report exactly as you submit it. Microsoft Word or RTF reports will be converted to PDF format by the system. All identifying references to you in the "properties" of PDF files will be removed by the system. Please be sure to remove any identifying references to yourself within your report.

Option 1: Submit your report as a Word or RTF file:
 No file chosen

Option 2: Submit your report as a PDF file:
 No file chosen

Option 3: Submit your report as plain text:
Copy the text of your report from your word processor and paste it into the text box below. Symbols or font changes may not come through correctly with plain text, so please check your report before submitting it, and use another option on this form if necessary to retain formatting.

Author Corner
Author FAQ
Policies
Submission Guidelines
Submit Thesis

Links
HSU Library
Graduate Studies
HDS Non-exclusive Distribution License
Submission Process



Confirmation: You're done!

- After submitting your review, you will receive a confirmation that it was successfully submitted.

