

Decision notifications for your thesis/dissertation in ISU ReD

Once your thesis/dissertation is submitted, you will receive an email confirmation. *This will be sent to the email associated with your ISU ReD account.*

Please make sure you are regularly checking your email as you will also receive a notification when your thesis/dissertation has been accepted, or, if your thesis/dissertation requires revisions for acceptance. If revisions are requested, you must make the changes and/or reupload (if applicable).

The emails will be from the administrators of theses and dissertations for ISU ReD. An example subject and sender line from one of these emails is below for reference. Your thesis/dissertation will be assigned a number, as shown.

MS #3011: Thesis/Dissertation received for Theses and Dissertations

↳ Inbox x

Administrators of Theses and Dissertations <editors-etd-3011@dcisu.bepres... 3:40 PM (42 minutes ago) ☆

Each email received should have a link where you can check the status of your work and revise your submission, if needed. That link will look as follows:

Authors may check the status of the thesis/dissertation, submit revisions, and contact administrators via the following link:

<https://ir.library.illinoisstate.edu/cgi/preview.cgi?article=3011&context=etd>

Decision Email Examples:

You will receive an email notification when your thesis/dissertation submission is approved.

Dear Reggie Redbird,

The Graduate School has reviewed your final copy of your thesis/dissertation, and it has been approved for processing. [Congratulations](#) on completing your thesis/dissertation, and best of luck in your future endeavors!

The current version of your thesis/dissertation is available here:

<https://ir.library.illinoisstate.edu/cgi/preview.cgi?article=3011&context=etd>

You may also preview your thesis/dissertation on that page.

Thank you,

Thesis/Dissertation Associate, Graduate School
Theses and Dissertations

If you need to make revisions in order to have your thesis/dissertation approved, you will receive an email similar to the following:

Dear Reggie Redbird,

Thank you for the submission of the final copy of your thesis/dissertation.

Unfortunately, the final copy does not meet university requirements for acceptance as part of your degree completion.

----Please make the corrections listed below OR attached. After making the corrections, please upload a corrected version at the link below.----

[Please list the other members of your committee in the committee member fields]

To submit a revision, please use the Revise Submission link on the following page:

<https://ir.library.illinoisstate.edu/cgi/preview.cgi?article=3011&context=etd>

If you feel you need additional time (i.e. more than 3 days), please contact the Graduate School for assistance.

If you have any questions about the attached corrections, we are happy to assist you. Please email dissert@ilstu.edu.

Thank you,

Thesis/Dissertation Associate, Graduate School
Theses and Dissertations

View requested revisions:

The requested revisions will be sent in an email.

The revisions will be either be stated in the email body in [bracketed] text or provided via an attachment which you will need to download.

If the requested revisions appear in the body of the email, they will be in [brackets] like the example below.

----Please make the corrections listed below OR attached. After making the corrections, please upload a corrected version at the link below.----

[Please list the other members of your committee in the committee member fields]

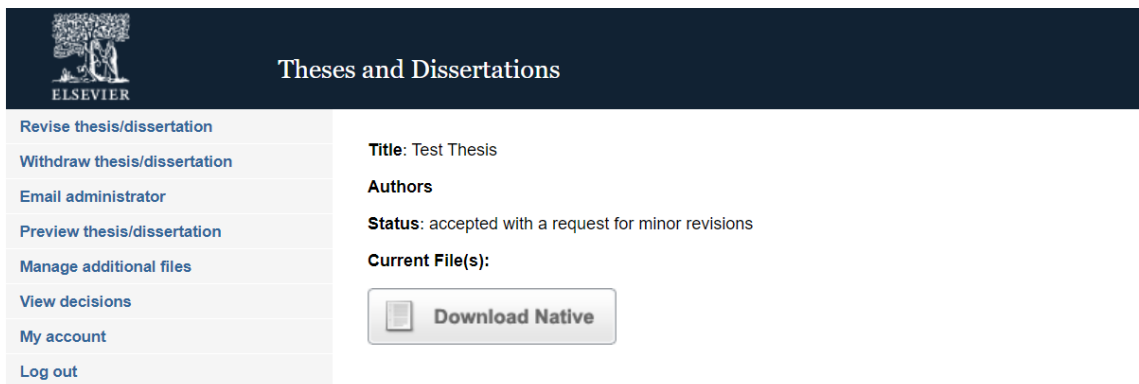
To submit a revision, please use the Revise Submission link on the following page:

If the requested revisions were sent to you in an attachment, there will be a link at the bottom of the requesting email (see example below)

To view attachments to this decision, click here:

<https://ir.library.illinoisstate.edu/cgi/preview.cgi?article=3009&context=etd&window=viewdecision&decision=0>

After you click that link, you will be taken to an overview screen for your thesis/dissertation (as shown below). A copy of your email will appear below your abstract. Attachments will appear in the email heading information next to "Attachments."



Abstract:

This is where an abstract would appear. This is test language to complete this field.

Date: Wed Sep 25 2024
Subject: MS #3010 - Theses and Dissertations
From:
Decision: Accept Thesis/Dissertation with minor revisions
Attachments: Requested Revisions for Thesis.docx



Thank you for the submission of the final copy of your thesis/dissertation.

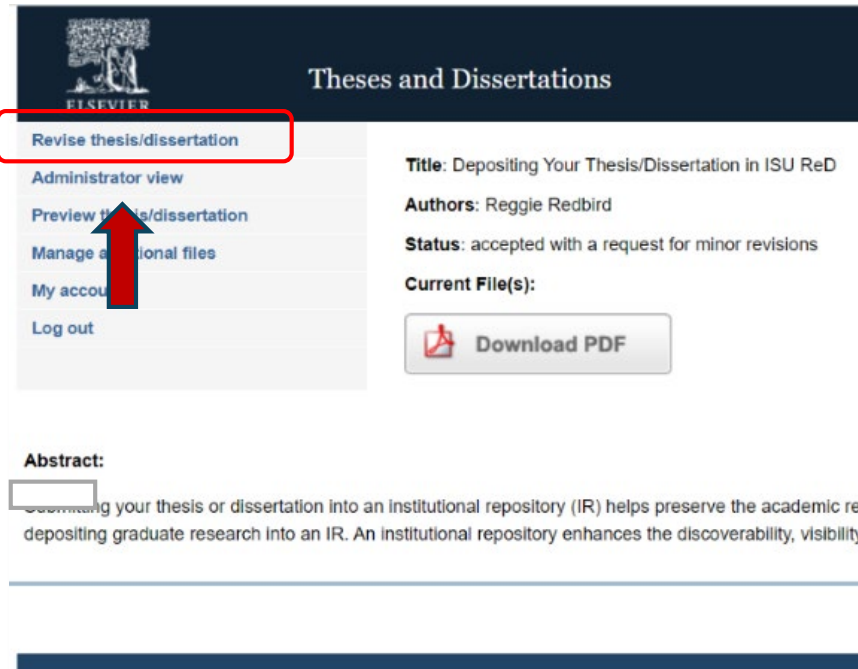
Click the linked attachment to download it and view requested revisions.

The following page contains instructions on how to revise your submission as requested.

Revising your submission:

From your revision history information screen, click “Revise thesis/dissertation” in the upper left-hand corner.

Note: If you navigated away from this screen, you can access it at the link following “To submit a revision, please use the Revise Submission link on the following page” in the email you received requesting revisions.



Theses and Dissertations

[Revise thesis/dissertation](#)

[Administrator view](#)

[Preview thesis/dissertation](#)

[Manage additional files](#)

[My account](#)

[Log out](#)

Title: Depositing Your Thesis/Dissertation in ISU ReD

Authors: Reggie Redbird

Status: accepted with a request for minor revisions

Current File(s):

[Download PDF](#)

Abstract:

Submitting your thesis or dissertation into an institutional repository (IR) helps preserve the academic record and makes it easier to find. Depositing graduate research into an IR. An institutional repository enhances the discoverability, visibility,

You will then be taken back to the submission form screen to make your revision(s). You can edit your metadata and/or upload a file, as needed.

Before you submit your changes, there is a field at the bottom of the form entitled “Update Submission”, where you can specify the reason for your update.

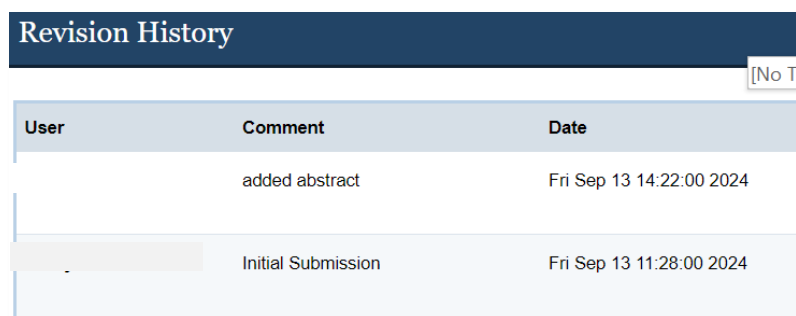


Update Submission

Reason for Update

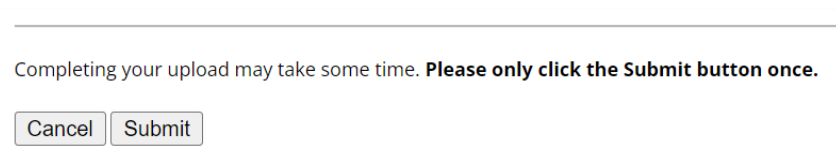
added abstract

Please enter the applicable information in this field, as it will help administrators to know what changes to look for and will show in the record history (example of the revision history is below).



User	Comment	Date
	added abstract	Fri Sep 13 14:22:00 2024
	Initial Submission	Fri Sep 13 11:28:00 2024

When you are ready to submit, click the submit button at the bottom of the page.



Completing your upload may take some time. **Please only click the Submit button once.**

[Cancel](#) [Submit](#)

You will again receive the confirmation page for your review, as well as the confirmation email after you submit.

View Decisions

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Each email received should have a link where you can check the status of your work and revise your submission, if needed. That link will look as follows:

Authors may check the status of the thesis/dissertation, submit revisions, and contact administrators via the following link:

<https://ir.library.illinoisstate.edu/cgi/preview.cgi?article=3011&context=etd>

It will take you to a screen where you have options to choose View Decisions in the left-hand corner and can view all of the decision email notifications you have received for your thesis/dissertation.

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

You will also be able to see the history of your revisions on this page ISU ReD, or by accessing the link in any of your confirmation emails.

Please note that once your thesis/dissertation has been accepted, you will be unable to make any changes.