IST Research Explorer

Create a new thesis entry
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About this Document

This is a quick guideline how to enter supplementary data/research data to the institutional repository. If you want a detailed documentation to the institutional repository please check out our guidelines “Create a new entry” and “Search and Find”.

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1. **Login**

Go to [https://research-explorer.app.ist.ac.at](https://research-explorer.app.ist.ac.at) and click Login.

Enter your IST user and Intranet password. You are now in “My Dashboard”.

2. **Add a new item**

Go to “My Dashboard” and click on “Add new Publication”.

Now you have to choose “Thesis” within Option 2:

**Add New Publication**

- **Option 1:**
  Enter a publication ID to import
  
  ![DOI](https://ist.ac.at)

- **Option 2:**
  Select a type and fill out the form

  ![Thesis](https://ist.ac.at)

2.1 **General Information**

You’ll get the thesis template and have to enter the following fields (at least the fields 1, 2, 3, 6 and 8):
**Thesis**

1. **Title**: enter the title of your thesis
2. **Author**: your name should be added automatically, if not please enter your name and confirm your IST affiliation by clicking on ✒️
3. **Department**: please enter your research group here (it should be added automatically - if not, add it by either writing the name of the group or selecting via the “+” and the dropdown list).
4. **Series Title**: enter “IST Austria Thesis” here
5. **Publisher**: “IST Austria”
6. **Publishing date**: please enter the year and in the fields below the month and day of the date written on your Copyright page within the thesis
7. **Grant**: if your work was funded by a grant, add the grant number and confirm it. If you had several grants add additional lines by clicking “+”
8. **Supervisor**: please enter your thesis supervisor by adding the name and confirm the affiliation by clicking ✒️
9 - Number of Pages: add the number of pages of your thesis (last numbered page within your thesis)

2.2 Upload your thesis

You need to upload your thesis in two versions: the original source document (e.g. Word file or your LaTeX files compressed into a zip file,...) and a PDF/A version of the document (see the documentation how to create a PDF/A file). Therefore, go to the section “Upload” and drag and drop your files (or go to your file browser by “click”).

If you have supplementary material you can decide to upload it directly to your thesis within this entry or you can add a separate item and receive a DOI for the data/material and then link it to your thesis. By creating a second item you enhance the visibility of your work. It’s also possible to publish your data with another license as your thesis if you choose two separate items. Of course this is only useful if the material can easily be reused by others. But the decision is up to you!

If the upload is successful, you’ll get the following screen:

The source file is for archiving purpose only, so please click on the pen symbol and edit the next template.
Change the Relation to “Source File” and the Access Level to “Closed Access”. Save your input by confirming “Save”. If you choose to publish your thesis immediately, there is nothing else to consider. If however you’d like to have a delayed publish, click on the pen symbol for the PDF/A-file and you’ll get the template:
Here you have to change the visibility to “Closed Access” and click on “Switch to Open Access on” and enter the end date of your embargo (the publishing date of your thesis plus the embargo time – a maximum of 12 months). Again, confirm your settings by clicking “Save”.

Next, you have to enter the Dewey Decimal Classification (DDC) with the drop down menu. If you want to enter several DDCs you can add further lines by clicking “+”. Please read and confirm the IST Austria Deposit Policy and select a Creative Commons (CC) license if you have published under one. It is recommended to use it for a clear and visible commitment. The CC license should already be added on the copyright page of your thesis and has to be identical with the repository entry. You can publish under a CC license and have an embargo date set (after the end of the embargo the thesis will automatically get Open Access with the chosen license).
Regarding scientific transparency it is strongly encouraged to upload underlying data or source code as well. Therefore, create a separate research data entry (see also the separate IST REx documentation on “How to create a research data entry”) and link the items (see chapter 2.4).

2.3 Additional Information
Copy and paste your abstract and - if you have mentioned any Scientific Service Units (SSUs) from IST Austria - add them in the field “Acknowledged SSUs”. Add another line by clicking “+”.
2.4 Linking publications

If you relate in your thesis to already published articles you ought to link them to your thesis. Please get in touch with the library if your publication is not yet available within IST REx.

Otherwise, just type the name of the publication in the field “Link to IST record” and choose the correct one from the dropdown list:
Now you just have to confirm which kind of relation the item has with your thesis – research data or a part of the dissertation,...

You can relate several items to your thesis.

Now the entry is finished. Confirm your input by clicking Save. All empty fields will not be shown in the database. If you are not sure about some details, click on "Save Draft". The item will be saved in your dashboard and you can come back to it later. As soon as you submit your thesis by clicking "Save" you get a popup information that the entry is in review by the library. After finishing the review (within 5 working days) the item is public in the repository.

3. Check your entry

Please check your created item – you know your scientific work best! If you have any questions don’t hesitate to contact the library team via repository.manager@ist.ac.at!

Please let us know if you need any support:
IST Austria Library Team
repository.manager@ist.ac.at