

ISTA Research Explorer

Create a new thesis entry

(last update: April 2022)

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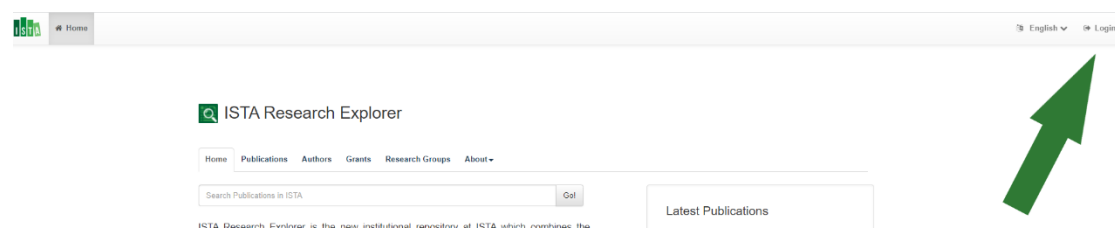
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Preface

This is a manual how to create a new thesis record in our institutional repository. If you would like a more detailed information about the institutional repository, please check out our guidelines “Create a new entry” and “Search and Find”.

1. Login

Go to <https://research-explorer.app.ista.ac.at> and click Login.

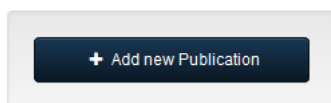


Enter your ISTA user and Intranet password. You are now in “My Dashboard”.

*Please note that if you are no longer at ISTA or your contract at ISTA has ended, you may not be able to log in anymore. In this case, please contact the library so we can create the record for you : repository.manager@ist.ac.at

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 ▼	10.324/JHEP287432	Go!
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Option 2:

Select a type and fill out the form

Book	Thesis	Translation
Book (Editor)	Encyclopedia Article	Translation (Section)
Book Chapter	Journal Article	Technical Report
Book Review	Special Issue	Working Paper
Conference Abstract	Newspaper Article	Other Publication
Conference (Editor)	Patent	Research Data
Conference Poster	Preprint	
Conference Paper	Report	

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

Save Cancel Save Draft

Details

Publication Type Thesis

Title * 1 e.g. Handbook of eBook Publishing

Author * 2 First Name Doris Last Name Ernst ☐ extern  + -

Department 3 Library + -

DOI e.g. 10.4119/xyz/2695161

ISSN / ISBN -- Select -- e.g. select (e)ISBN or (e)ISSN and enter it here + -

Series Title 4 e.g. Handbuch der eBook-Veröffentlichung + -

Publisher 5 e.g. Elsevier


Publishing Year * 6 e.g. 2015 ☐ Published while not employed at IST

Publishing Month e.g. 04

Publishing Day e.g. 21

Grant 7 Start typing, or use (arrow down) to choose a Grant from the list. + -

Status / Language Status --- Select --- Language English + -


Supervisor 8 First Name e.g. John Last Name e.g. Appleseed ☒ extern ☐  + -

Place of Publication e.g. Berlin

Series Title / Volume Series Title, e.g. Lecture Notes in Computer Science Volume, e.g. 3

Number of Pages 9 e.g. 345

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 ISTA affiliation by clicking or 


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 "ISTA Thesis" or "ISTA Master's Thesis" here

5 - **Publisher:** "ISTA"

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”).

Upload

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or 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.

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or click!

✕ IST-2018-992-v1+1_Thesis_Dora_Tarlungeanu_.docx (Copy file URL 📄)

Access Level:	Upload Date:	User:	Relation:
Author/Reviewer	2018-12-12T10:13:03Z	system	main_file
(until 2019-03-08)			

✕ IST-2018-992-v1+2_Thesis_Dora_Tarlungeanu_.pdf (Copy file URL 📄)

Access Level:	Upload Date:	User:	Relation:
Author/Reviewer	2018-12-12T10:13:04Z	system	main_file
(until 2019-03-08)			

Edit Uploaded File

File

Current file:
IST-2018-1042-v1+2_Thesis_Igor_Gridchyn_FINAL_3.docx

Relation ("Uploaded document is...")
Main File

Access Level

☐ Open Access (File is freely available, effective immediately)
☐ Local Access (IST only)
☒ Closed Access (Author/Reviewer only)
☐ Request a Copy (Closed Access except upon request)

Enter the e-mail address, requests should be sent to (default: record creator)

☐ Switch to Open Access on:

Open Access (File is freely available, effective immediately)

YYYY-MM-DD

Additional Information

Title

Description

✓ Save × Cancel

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. However, if you’d like to delay publishing your thesis, click on the pen symbol for the PDF/A-file and you’ll get the template:

Edit Uploaded File

File

Current file:

IST-2018-1042-v1+1_Thesis_Igor_Gridchyn_FINAL_3.pdf

Relation ("Uploaded document is...")

Main File

Access Level

- ☐ Open Access (File is freely available, effective immediately)
☐ Local Access (IST only)
☒ Closed Access (Author/Reviewer only)
☐ Request a Copy (Closed Access except upon request)

Enter the e-mail address, requests should be sent to (default: record creator)

☒ Switch to Open Access on:

Open Access (File is freely available, effective immediately)

2019-08-29

Additional Information

Title

Description

✓ Save

✗ Cancel

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 ISTA 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).

▼ Copyright and Licenses

DDC

URN

Copyright Disclaimer

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- I represent that in case Pub
- I grant IST Austria a worldv
- accordance with the Terms.

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- Please be aware that such PoA must be provided as evidence via e-mail to repository.manager@ist.ac.at within 3 working days as of deposit (please insert the reference number of deposit in the title of your e-mail).

☐ I accept

Questions about policy / license? Contact our support: Phone 1013, E-Mail: repository.manager@ist.ac.at

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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 ISTA REx documentation on “How to create a research data entry”) and link the items (see chapter 2.4).

2.3 Additional Information

Choose the type of degree awarded from the drop down list. Copy and paste your abstract.

Additional Information

Degree Awarded

Article Processing Charge

Open Access Version

Abstract

Keywords

▼

PhD
MS

None

Language English

Abstract Text

Keywords (multiple entries separated by semicolon, e.g. Keyword1 ; Keyword2 ; Keyword3)

If you have mentioned any Scientific Service Units (SSUs) from ISTA – add them in the field “Acknowledged SSUs”. Add another line by clicking “+”.

Thematic Area

Comments

Acknowledged SSUs

Acknowledgement

External Identifier

--- Select Thematic Area ---

Enter some comments for reviewer / admin

Start typing, or use (arrow down) to choose an SSU from the list.

Thanks to...


-- Select --

2.4 Linking publications

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

Links

Link to ISTA record

Fulltext URL ☐  Open Access

Link and relation to external material

External material is

Otherwise, just type the name of the publication in the field “Link to ISTA record” and choose the correct one from the dropdown list:

Links

Link to ISTA record

Fulltext URL

Link and relation to external material

Now you just have to confirm which kind of relation the item has with your thesis – research data or a part of the dissertation, for example ...

Start typing to search your publications.

✓ Research Data
Earlier Version
Later Version
Publication containing IST record
Part of IST record
Dissertation containing IST record
Part of this Dissertation
Old Edition
New Edition
Continuation
Previous Item
Popular Science
Research Paper
Translation
Original of Translation
Is cited by
In other Relation

A dual ascent framework for Lagrangean
decomposition of combinatorial problems

☐ Open Acc

er

source

You can add several items in this way if required.

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 made public in the repository.

3. Check your entry

Please check your created record – 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:

ISTA Library Team
repository.manager@ist.ac.at

