

# ISTA Research Explorer

Create a new thesis entry

(last update: January 2024)

## Table of Contents

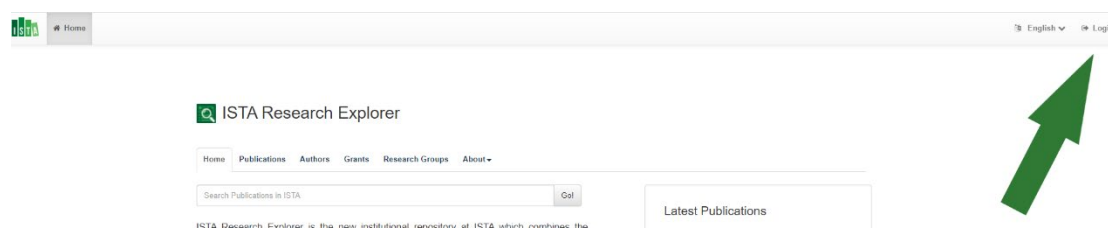
Preface.....	2
1. Login.....	2
2. Add a new item.....	3
2.1 General Information .....	3
2.2 Upload your thesis.....	5
2.3 Additional Information .....	9
2.4 Linking publications .....	10
3. Check your entry .....	11

## 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.ista.ac.at/> and click Login.

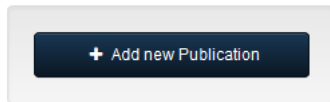


Enter your ISTA user and Intranet password. You are now in “My Dashboard”.

\*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](mailto: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  Go!

Option 2:  
Select a type and fill out the form

- |                     |                      |                       |
|---------------------|----------------------|-----------------------|
| Book                | <b>Thesis</b>        | 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

Kindly enter the following fields (at least the fields 1, 2, 3, 6 and 8) in the thesis template:

## Thesis

### Details

**Publication Type**

**Title \* 1**

**Author \* 2**


 extern + -

**Department 3**  + -

**DOI**

**ISSN / ISBN**


+ -

**Series Title 4**  + -

**Publisher 5**

**Publishing Year \* 6** 
 Published while not employed at IST

**Publishing Month**

**Publishing Day**

**Grant 7**  + -

**Status / Language**


+ -

**Supervisor 8**


 extern  + -

**Place of Publication**

**Series Title / Volume**

**Number of Pages 9**

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

5 - **Publisher**: "Institute of Science and Technology 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”).

### 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, 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 is 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 others can easily reuse the material. However, the decision is up to you!

If the upload is successful, you will 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 (until 2019-03-08)	2018-12-12T10:13:03Z	system	main_file
			
	 IST-2018-992-v1+2_Thesis_Dora_Tarlungeanu_.pdf (Copy file URL  )		
Access Level:	Upload Date:	User:	Relation:
Author/Reviewer (until 2019-03-08)	2018-12-12T10:13:04Z	system	main_file
			

### Edit Uploaded File

---

**File**

Current file:

Relation ("Uploaded document is...")

**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)

Switch to Open Access on:

**Additional Information**

**Title**

**Description**

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 would like to delay publishing your thesis, click on the pen symbol for the PDF/A-file and you will 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 statement on how you allow your thesis to be re-used. 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**

In case you are the author:

- I acknowledge that I have
- I represent that I have the
- (co-authors, publishers or o
- I declare that I am authoris
- holder, I declare that I have
- I warrant that the uploads c
- I represent that in case Pu
- I grant IST Austria a worldw
- accordance with the Terms.

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I accept

Questions about policy / license? Contact our support: Phone 1013, E-Mail: [repository.manager@ist.ac.at](mailto: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. **Please note:** if you have an embargo on your thesis, the abstract is omitted at this stage. Once the embargo is lifted, library staff will add the abstract to the thesis record.

**Additional Information**

**Degree Awarded** ▼

Article Processing Charge

Open Access Version

**Abstract**

Language English ▼ + -

Abstract Text

Keywords

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 ▼

## 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

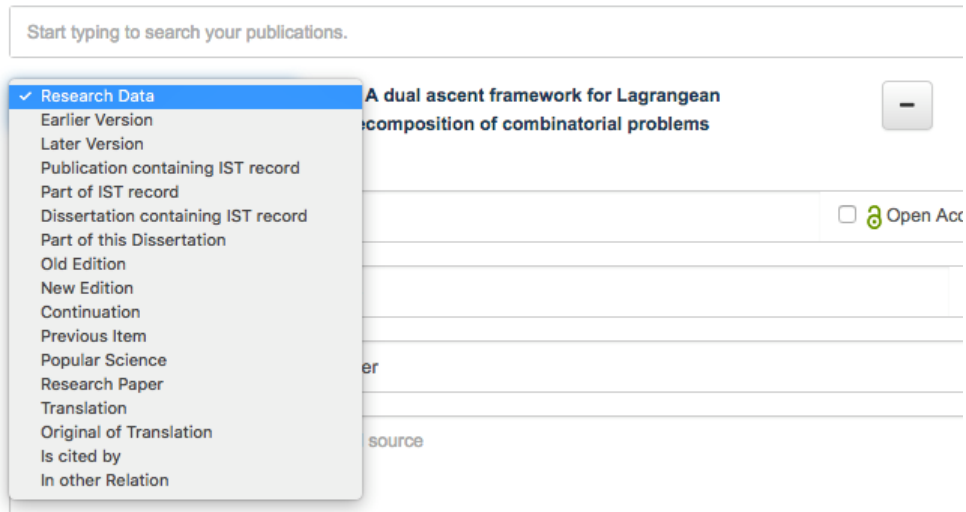
Link to ISTA record

Fulltext URL

Link and relation to external material

Swoboda, Paul (2017): A dual ascent framework for Lagrangean decomposition of combinatorial problems [conference]  
 Torresani, Lorenzo (2012): A dual decomposition approach to feature correspondence [journal\_article]  
 Veß, Astrid (2017): A dual phenotype of MDA MB 468 cancer cells reveals mutual regulation of tensin3 and adhesion plasticity [journal\_article]  
 Woodford, Oliver J (2009): A global perspective on MAP inference for low level vision [conference]  
 Remy, Estelle (2013): A major facilitator superfamily transporter plays a dual role in polar auxin transport and drought stress tolerance in Arabidopsis [journal\_article]

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 ...



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](mailto:repository.manager@ist.ac.at)!

Please let us know if you need any support:

**ISTA Library Team**  
[repository.manager@ist.ac.at](mailto:repository.manager@ist.ac.at)

