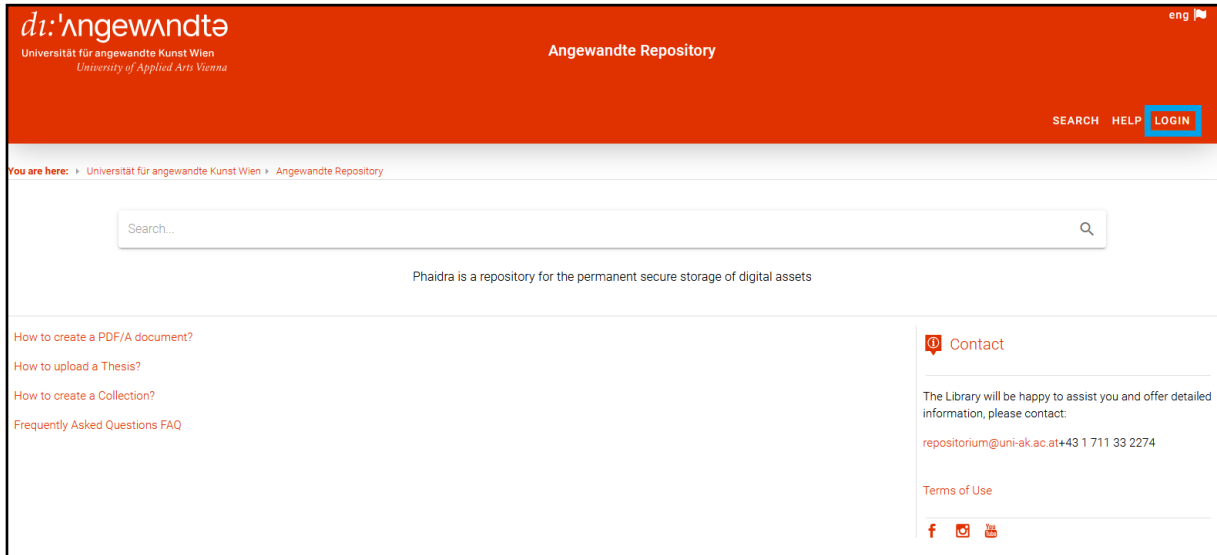
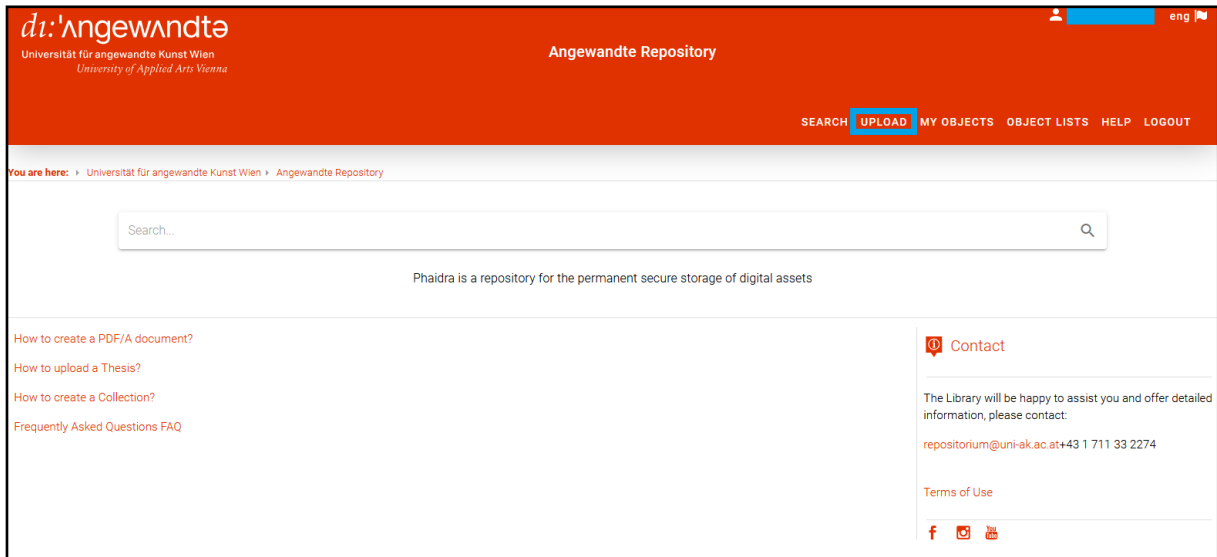


# Upload your Theses

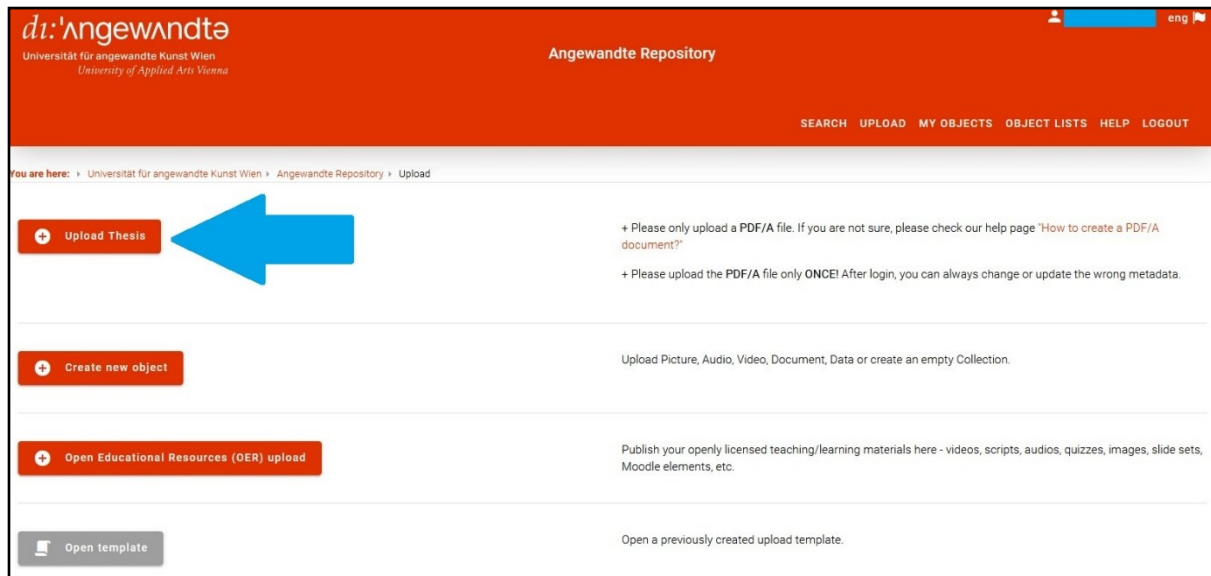
## 1. Login with your Angewandte-user-account (s-/p-Nummer).



## 2. Select Upload from the menu.



3. Select **Upload Thesis**. Upload your thesis as a PDF/A document only. ([Suggestion for the design of the title page](#))



4. Choose the type of your thesis.

Object type \*

- ☐ Diploma
- ☐ Master thesis
- ☐ Bachelor thesis
- ☐ Dissertation
- ☐ Written component of artistic Thesis

4. Fill in the metadata fields. The fields marked with an asterisk are mandatory. Please enter a brief abstract of the thesis in German in the field *Beschreibung* and English in the field *Description*. Finally, press **Upload**.

Title \*

Subtitle

...

Beschreibung (Deutsch) \*

...

Description (English) \*

...

Language of object  
English

...

Role \*  
Author

Firstname \*

Lastname \*

ORCID

...

Role \*  
Adviser

Firstname \*

Lastname \*

ORCID

...

Study plan

...

Add metadatafield +

Save as new template

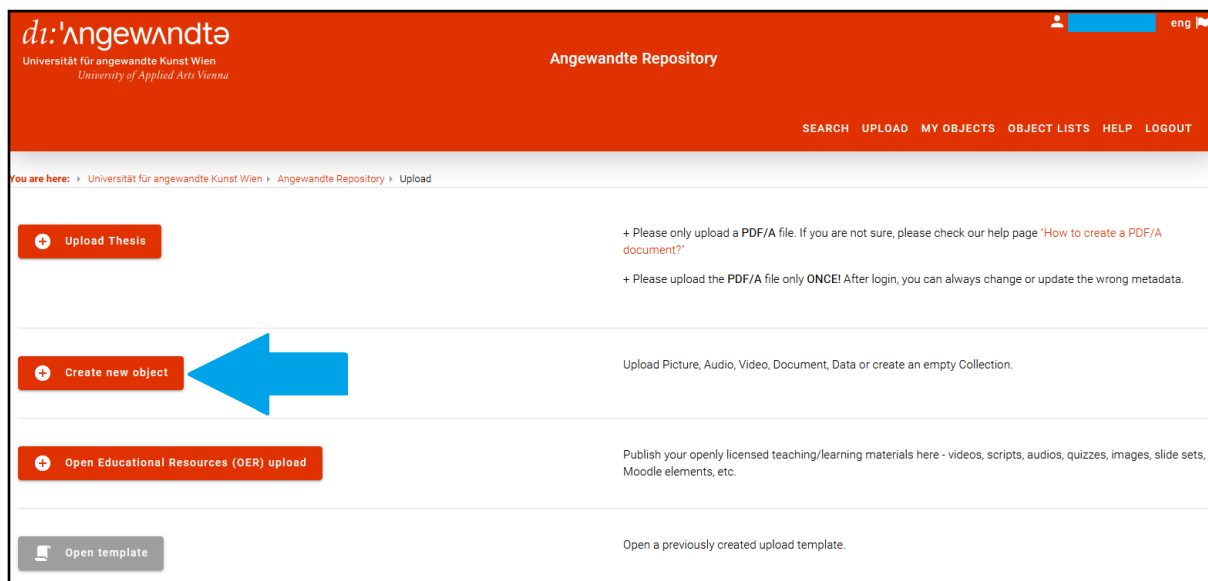
Save template

Upload

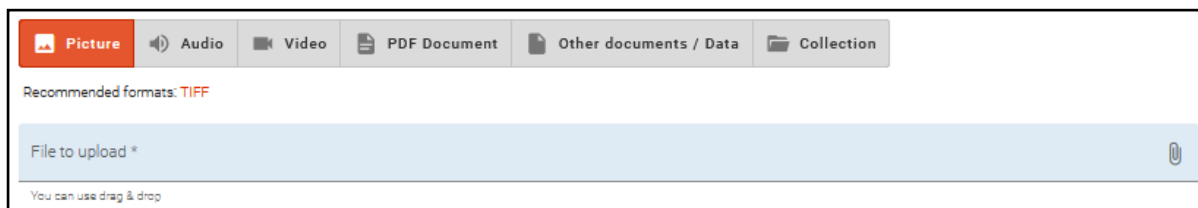
Oskar-Kokoschka-Platz 2 | A-1010 Wien | T +43 1 711 33 2274

[Impressum](#) | [Terms of Use](#) | [Credits](#)

5. To add further file types, select **Create new object** in the Upload menu.



6. Choose the file type. Different object types are available depending on which category is desired. In this example, it is **Picture**.



7. When uploading images, please proceed according to the following scheme when naming the files: SURNAME\_first name\_number.file\_suffix (SAMPLE\_Max\_001.tiff). Fill in the mandatory metadata and, if desired, additional metadata and select **Upload** to complete.

The screenshot shows a web form for uploading metadata. It includes the following sections:

- Object type \***: A list of checkboxes for 'learning object', 'map', 'photograph', 'slide', 'wall chart', and 'other'.
- Title \*** and **Subtitle**: Text input fields with a language dropdown set to '(eng)' and a visibility icon.
- Description**: A large text area with a language dropdown set to '(eng)' and a visibility icon.
- Keywords**: A text input field with a language dropdown set to '(eng)' and a visibility icon.
- Role \***, **Firstname \***, **Lastname \***, and **ORCID**: Individual text input fields with a visibility icon.
- Subject (DPOS)** and **Association**: Dropdown menus with a language dropdown set to '(eng)' and a visibility icon.
- License \***: A dropdown menu.
- Add metadata field**: A button with a plus icon.
- Terminology services**, **Coverage**, **Project**, **Represented object**, **Bibliographic metadata**, and **Accessibility**: A series of dropdown menus.
- Save as new template**: A button.
- Upload**: A red button, which is highlighted by a large blue arrow.

At the bottom of the form, there is a footer with the text: 'Doktor-Kokoschka-Platz 2 | A-1010 Wien | T +43 1 711 33 2274' and 'Impressum | Terms of Use | Credits'.

Congratulations, you successfully uploaded your diploma thesis!

Please note that objects uploaded to Angewandte Repository are archived long-term. However, you may subsequently make certain amendments to the metadata and object.

The library will be happy to assist you and offer detailed information, please contact:

[repositorium@uni-ak.ac.at](mailto:repositorium@uni-ak.ac.at)

+43 1 711 33 2274

+43 1 711 33 2268