

Uploading your Thesis

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1. Preparations

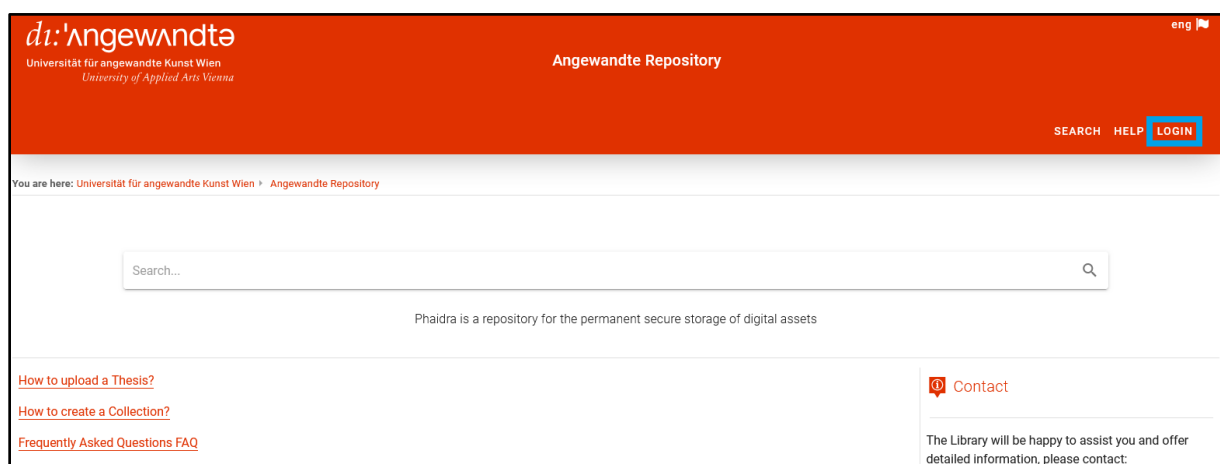
Before uploading your thesis, please make sure that you have saved the document as a **PDF/A** file and that the **filename** does not contain any umlauts (ä, ö, ü), letters with other diacritical marks (e.g., é, ê, í, ...) or special characters (e.g., &, ß, ...). If needed, you can find instructions for creating a PDF/A document in our [FAQs](#).

We also recommend preparing a short **description** (abstract) of your thesis in German and English. Additional metadata that you are required to provide include the title of your thesis, keywords, your name, and the name of your advisor.

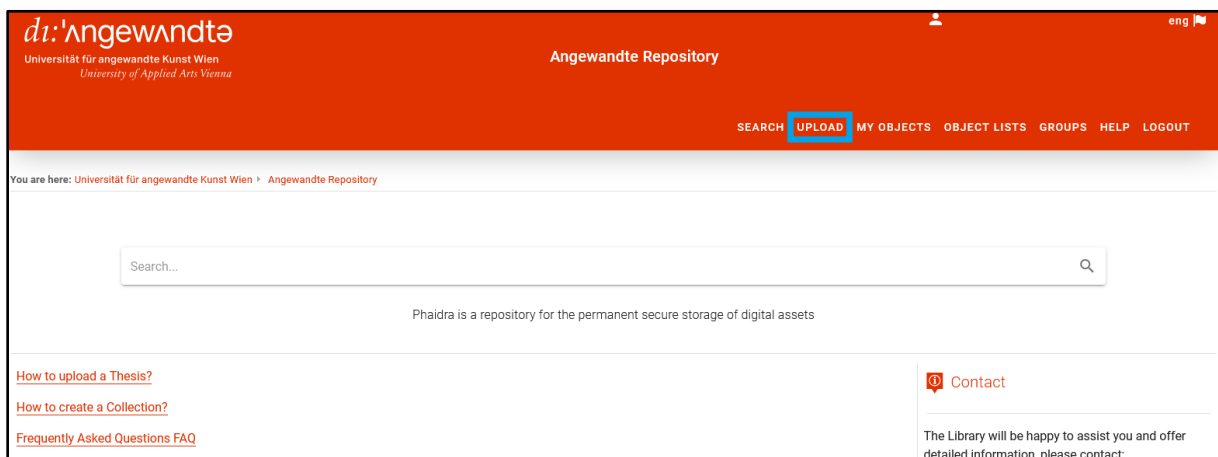
Please note that items uploaded to the Angewandte Repository are archived for the long term. There is no provision for deleting items that have already been uploaded. Therefore, please check your file(s) for completeness and accuracy before uploading.

2. Uploading your thesis

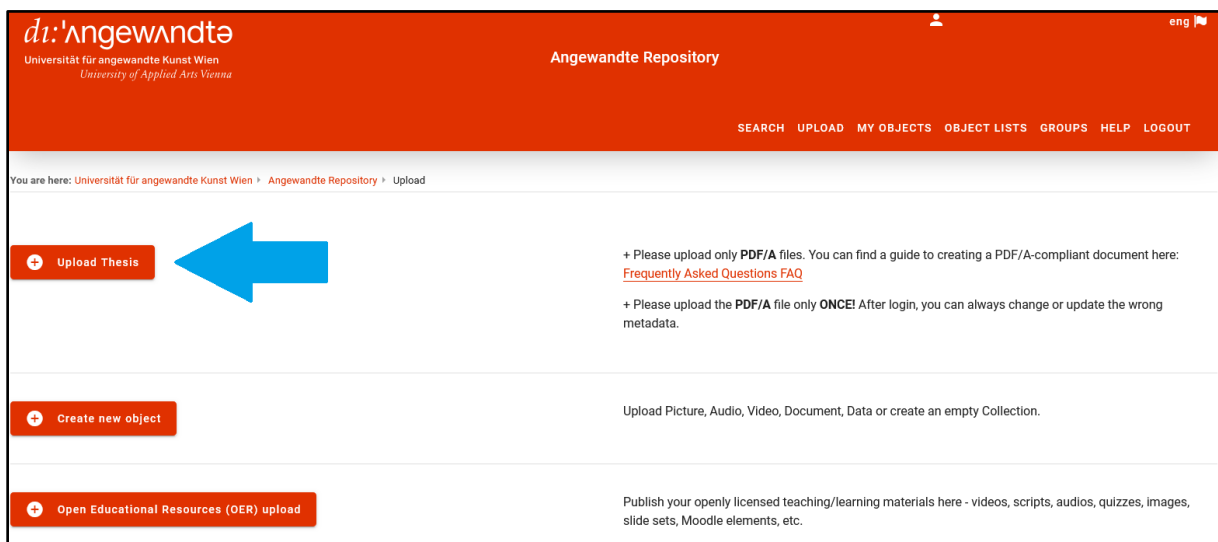
2.1 Login with your Angewandte-user-account (s-/p-Number). You are now being asked to agree to the Terms of Use for the Angewandte Repository. You must agree to these terms in order to use the repository's services.



2.2 Select **Upload** from the menu.



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



2.4 Upload your thesis and choose the correct object type.

The screenshot shows the upload form. At the top, there's a section 'File to upload *' with a text input field and a file upload icon. Below this, it says 'You can use drag & drop'. Below the file upload section, there's a section 'Object type *' with a dropdown menu. The dropdown menu is open, showing the following options: ☐ Diploma, ☐ Master thesis, ☐ Bachelor thesis, ☐ Dissertation, and ☐ Written component of artistic Thesis.

2.5 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*.

When adding keywords, please make sure to press *Enter* after each term.

Finally, click **Upload**.

The screenshot shows a web form for uploading a thesis. It includes several input fields and buttons. At the top, there are 'Title *' and 'Subtitle' fields. Below these are two large text areas for 'Beschreibung (Deutsch) *' and 'Description (English) *'. A dropdown menu for 'Language of object' is present. A 'Keywords *' field is also shown. Below the keywords, there are two rows for 'Author' and 'Advisor', each with dropdowns for 'Role *' and input fields for 'First name *', 'Last name *', and 'ORCID-ID'. A note states: 'Note: If you choose the *All rights reserved* option, you can change it later and apply an *open* licence (Creative Commons, MIT, etc.). However, if you choose an *open* licence, it cannot be changed afterwards.' Below the note is a 'Study plan' dropdown. At the bottom left, there is a red button 'Add metadata field'. At the bottom right, there are three buttons: 'Save as new template', 'Add file checksum', and a red 'Upload' button which is highlighted with a blue border.

Title *

Subtitle

Beschreibung (Deutsch) *

Description (English) *

Language of object

Keywords *

Role *
Author

First name *

Last name *

ORCID-ID

Role *
Advisor

First name *

Last name *

ORCID-ID

Note: If you choose the *All rights reserved* option, you can change it later and apply an *open* licence (Creative Commons, MIT, etc.). However, if you choose an *open* licence, it cannot be changed afterwards.

Study plan

Add metadata field

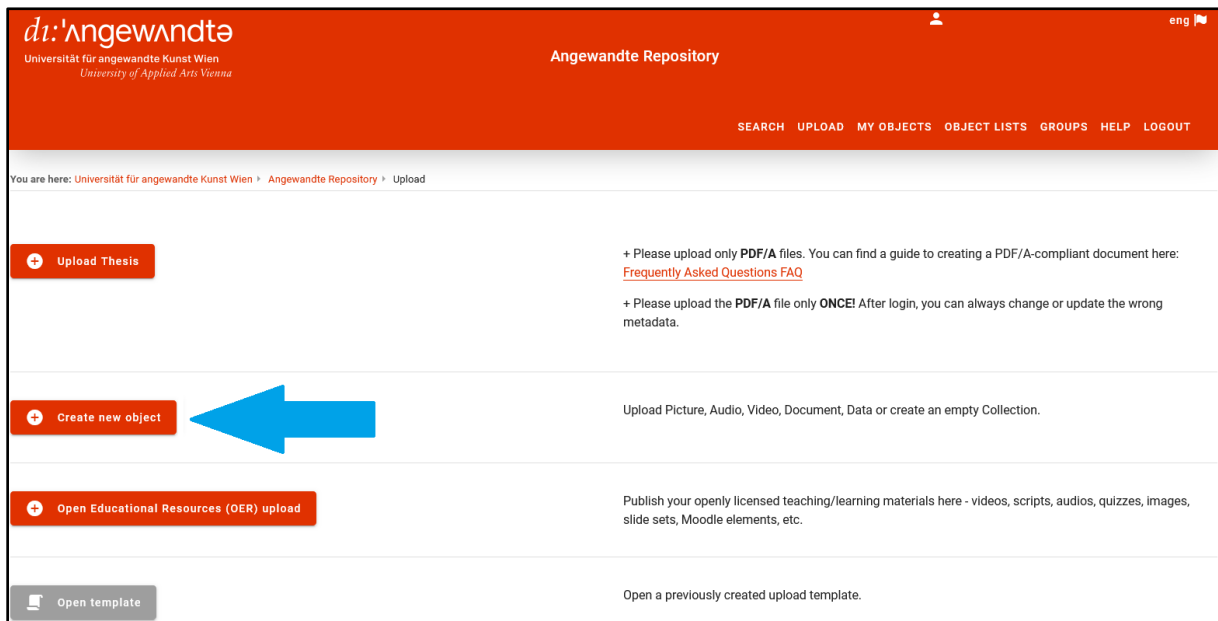
Save as new template

Add file checksum

Upload

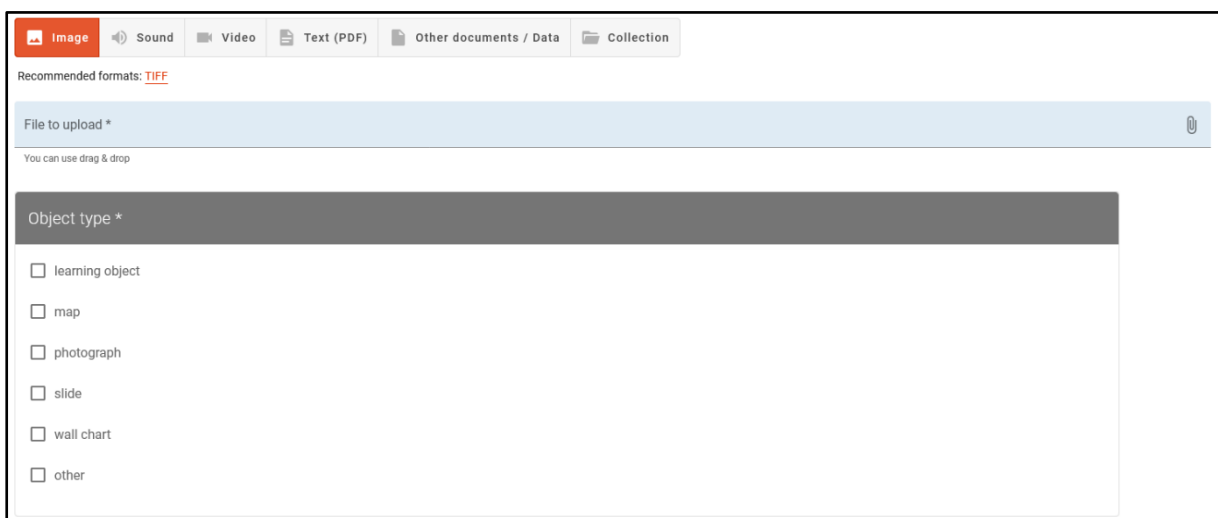
3. Adding additional file types

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



3.2 Select the file type. Depending on the category you choose, different object types will be available. In this example, the selected category is **Image**.

When uploading images, please name the files according to the following naming convention: SURNAME_first name_number.file suffix (e.g. **SAMPLE_Max_001.tiff**).



3.3 Fill in the mandatory metadata and, if desired, additional metadata. When selecting a license, please note that you can later convert a closed license (*All rights reserved*) into an open license (Creative Commons, MIT, etc.). However, if you choose an *open* license, it cannot be made more restrictive at a later date.

Select **Upload** to complete.

Title *	Subtitle	(eng)	⋮
Description *		(eng)	⋮
Keywords *		(eng)	⋮
Role *	First name *	Last name *	ORCID-ID
Subject (ÖFOS)			⋮
Association			⋮
License *			

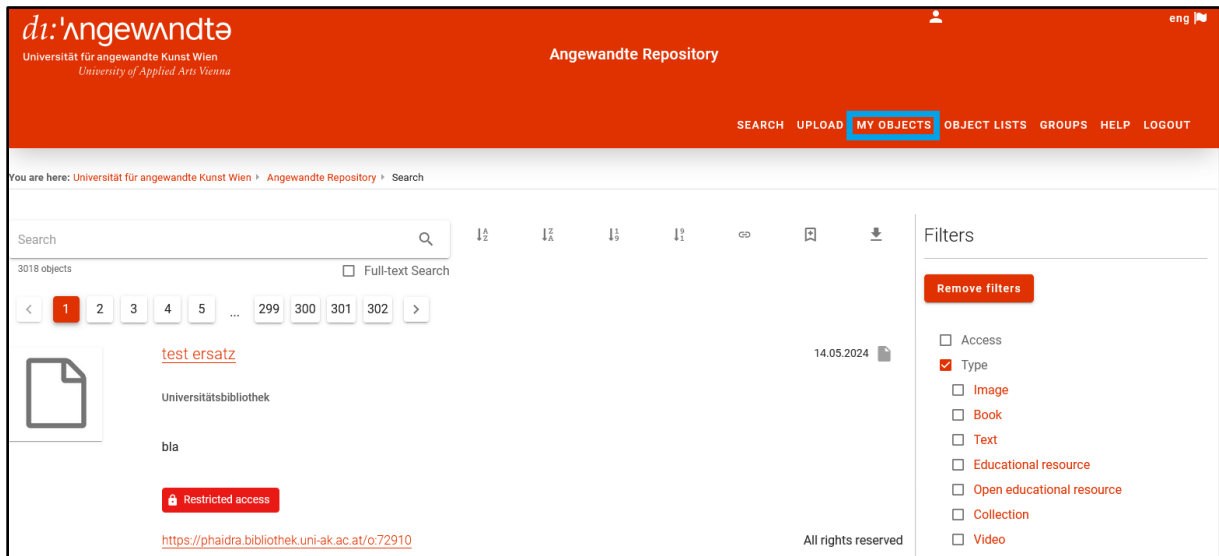
Note: If you choose the *All rights reserved* option, you can change it later and apply an *open* licence (Creative Commons, MIT, etc.). However, if you choose an *open* licence, it cannot be changed afterwards.

[+ Add metadata field](#)

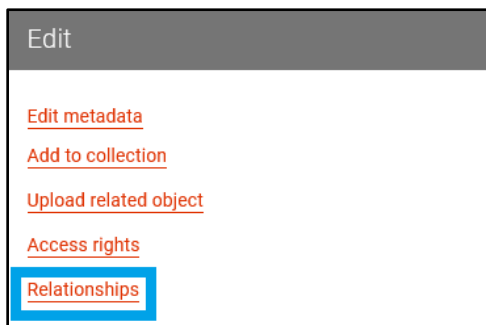
Terminology services	⌵
Coverage	⌵
Project	⌵
Represented object	⌵
Bibliographic metadata	⌵
Accessibility	⌵

[Save as new template](#) [Add file checksum](#) [Upload](#)

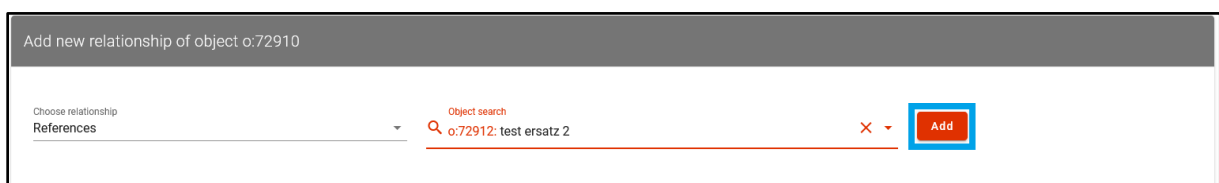
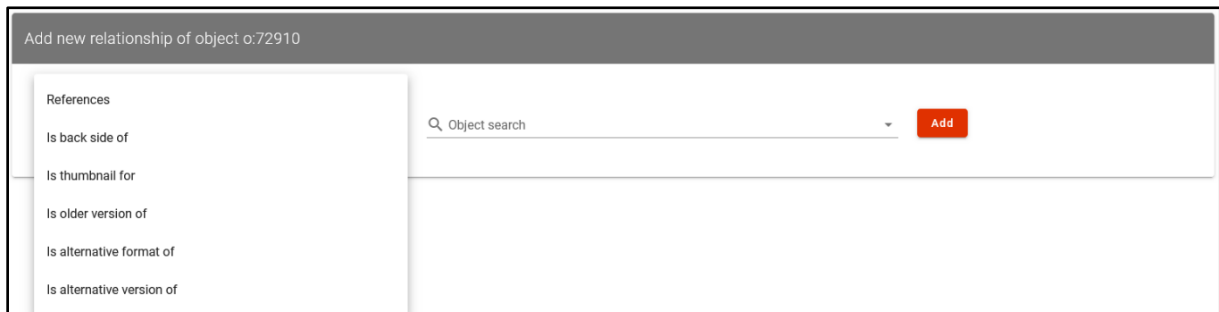
3.4 Switch to **My Objects** and select the object you want to link to your thesis from the object overview. In our example, it is the object called *test ersatz*.



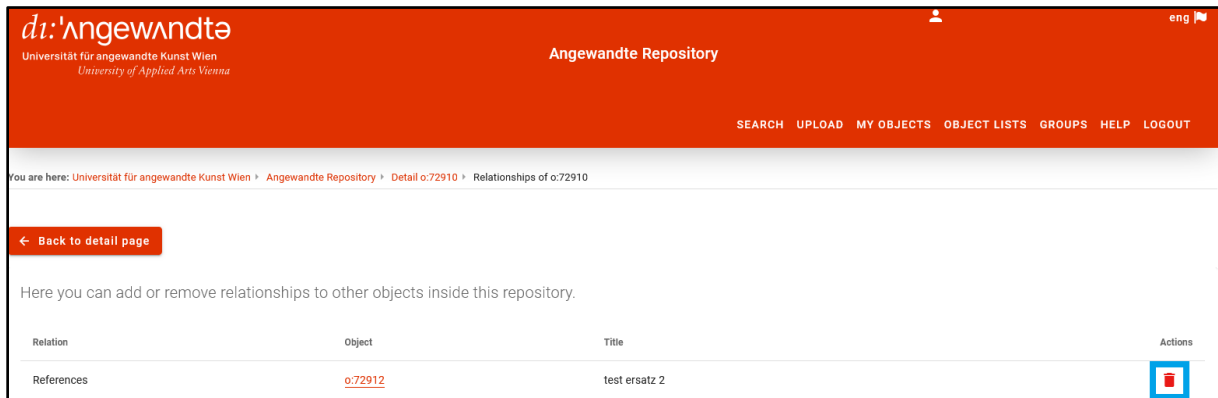
3.5 You will now be taken to the object's details view. Scroll to the bottom of the page and click on **Relationships** in the **Edit** window.



3.6 Select the **type of connection** and enter the **name of the object** you want to relate this object to – in this case, the title or ID (the number starting with "o:") of your thesis. Finally, click **Add**.



3.7 You can now see your newly created connection in the relationship overview. If necessary, you can delete it by clicking the **trash can icon**.



Repeat steps 3.1 through 3.7 for each item you wish to upload and link to your thesis.

Congratulations, you have successfully uploaded your thesis!

Your thesis and all associated items are now archived for the long term. However, you can still make certain adjustments to the metadata of your items.

The library is happy to assist you and provide detailed information. Please contact:

repositorium@uni-ak.ac.at

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+43 1 711 33 2262