

Thapar University Digital Repository (TuDR)



Submission Guidelines

Library Guide: No – 08

Submission Guidelines

About TuDR

Thapar University Digital Repository (TuDR) is a digital content management system which facilitates the management of digital documents available in the form of research articles, electronic theses and dissertations.

The TuDR is being managed through the **Digital Library Software** popularly known as **Dspace**. Central library has recently shifted to a new version of Dspace which is enriched with many automated services.

Please go through the text below for auto-registration to TuDR. Faculty members are encouraged to register themselves with TuDR in order to submit your digital document.

Registration is mandatory to submit any digital document. The various collections in the TuDR is being categorised into the Departments and Schools. Further, the submission will be done in respective department and schools only in order to get perfect statistics of the different digital documents.

Before start of the submission of any document, it is assumed that

- ❖ You have registered yourself at TuDR and you remember your Login and Password.
- ❖ You have granted permission to submit a collection “Department/School

If you are not registered with the TuDR, please do it before you submit any document. For registration, please visit

<http://dspace.thapar.edu:8080/jspui>

[Note: Please see library guide number 07 for detailed registration process.]

Submission Process

A. Preliminary Process

- ❖ Create a single file of your document (borne digital or through scanning)
- ❖ If it is a PhD Thesis, it must contains the signature page placed at proper place before creating a digital form

- ❖ An exemplary template (format) of the thesis is given at the end of this document.
 - ❖ The Digital Document must not be more than 10MB
- B. Submission Process**
- ❖ To submit online, please visit the Thapar University Digital Repository Page at and bookmark this page for future use.

<http://dspace.thapar.edu:8080/jspui/>

C. Accessing Your Account / Submission Process

- ❖ Login to On Right Top Corner, Click on “**Sign on to**” and choose “**My Dspace**”

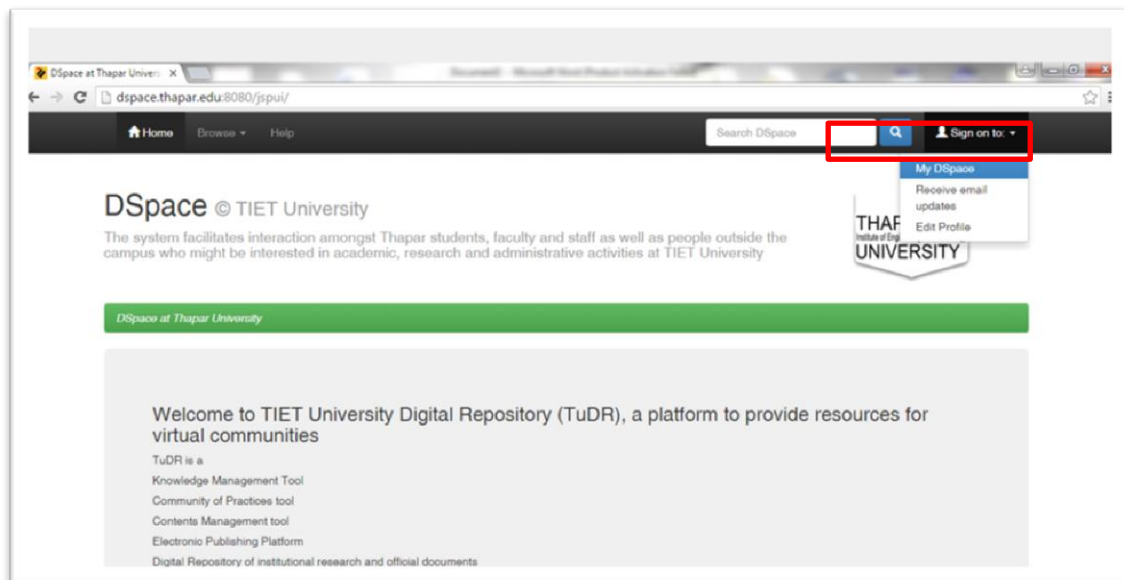


Figure – 1

- ❖ Log on to your Account with registered e-mail address and Password (Figure 2)

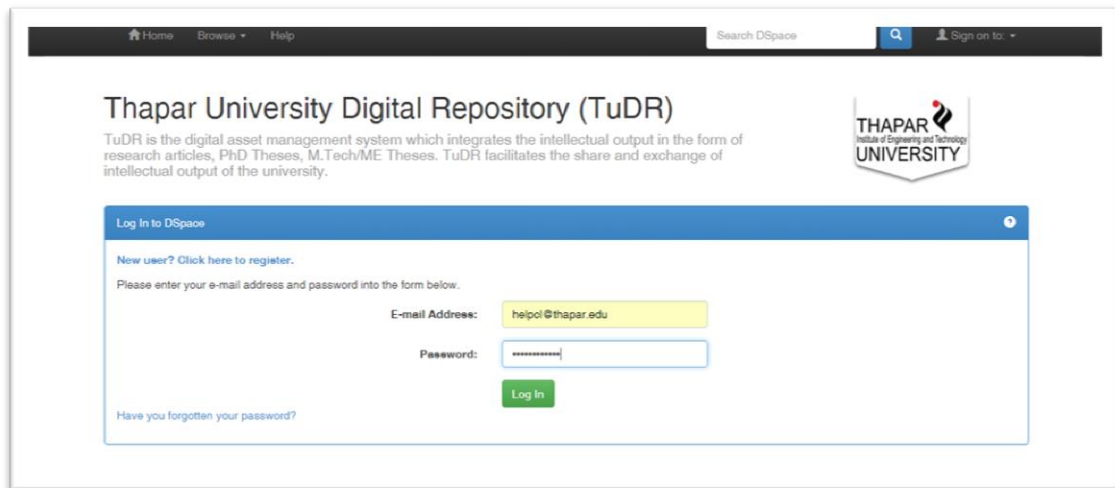


Figure – 2

- ❖ Following Screen (Figure 3) will appear once you logged in with your account. Click on “Start a New Submission”

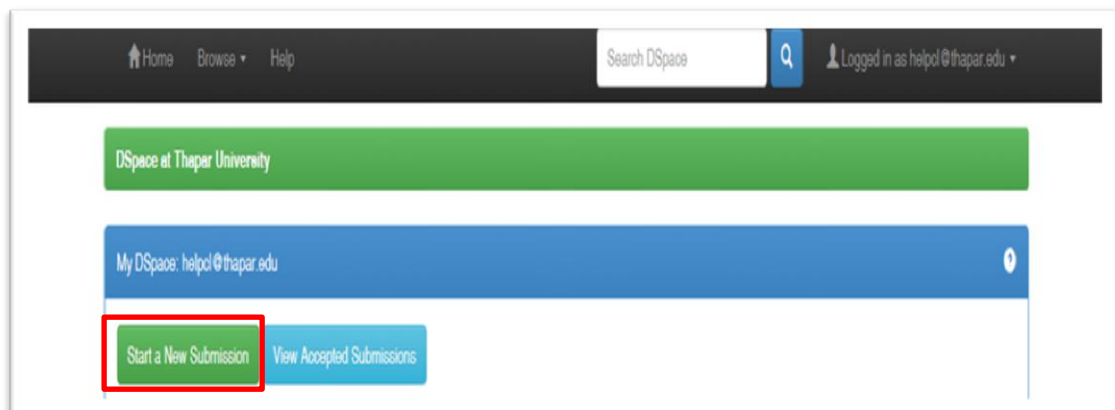


Figure – 3

- ❖ A list will appear “Choose a Collection” where you have permission to submit. If you do not find any list on your account, contact library (Ext. No **3517** or email dspace@thapar.edu for submission credentials).
- ❖ Choose the appropriate collection from the drop down list e.g. in case of ‘Department of Computer Science and Engineering’, then choose ‘Masters Theses or Doctoral Theses Collection’ (Figure 4)

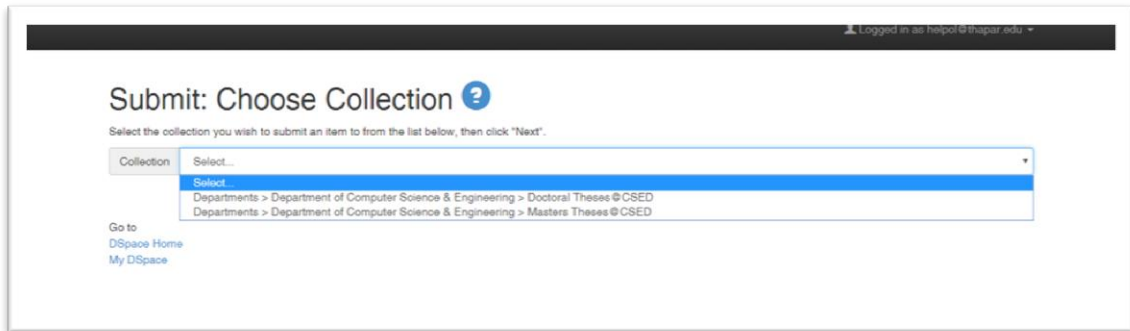


Figure – 4

❖ The Next screen will give you options to fill up the Metadata of the Digital Document.

- Author Name: Enter the Last Name of the Author (Student), then the First Name of the Author (Student).

e.g. Last Name: **Jain** First Name: **Surabhi**

- Then Click ‘add more’ and enter Guide or Supervisor’s Name with suffix “(Guide)” after First Name. This way you can enter all the guide’s names. (Figure 5)

Last Name: **Kapoor** First Name: **Vishal (Guide)**

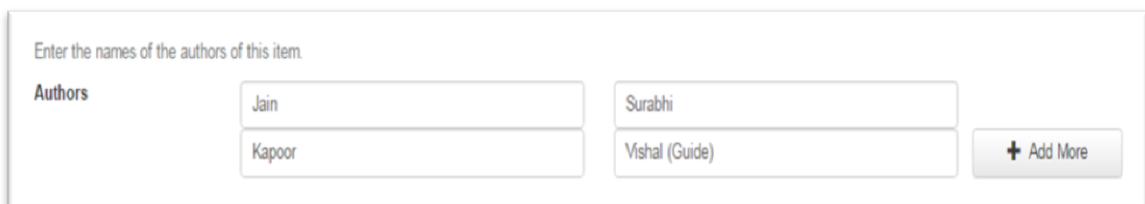


Figure – 5

❖ Enter Title of Thesis. The title of the thesis must be exactly same which has been written or typed on the Print Thesis. Use First Letter Capital as maximum as possible.

e.g. **Copolymerization of Propylene Oxide and Carbon Dioxide**

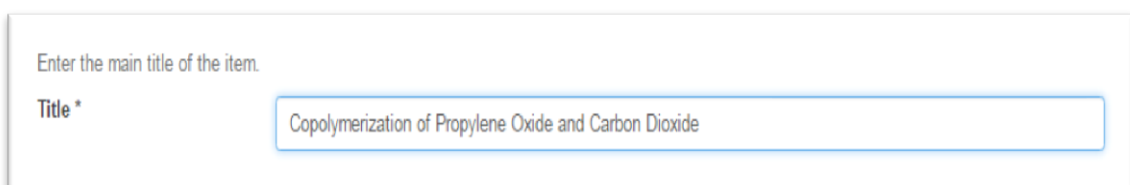


Figure – 6

- ❖ Choose Date in Month, Date and Year Format

- ❖ On scrolling down Choose Type as “Thesis” or appropriate material type of your document (Figure 7)
- ❖ Choose Language as “English”. Leave all other fields. At the end Click “Next” (Figure 7)

Figure – 7

- ❖ On the next screen you have to enter Subject Keywords and Abstract. Keyword must be chosen carefully which described the content of the thesis. Capitalise each word (e.g. Capital Gain, International Market, like wise) and you can add up to six to eight key words (Figure 8).

Figure – 8

- ❖ Add sponsor name, if the works is sponsored by any agency (Figure 9)

Enter the names of any sponsors and/or funding codes in the box.

Sponsors

Enter any other description or comments in this box.

Description

< Previous Cancel/Save Next >

Figure – 9


D. Uploading Your File

- ❖ On the next screen you have to upload your document file (thesis as a single file). How to prepare single file has been discussed at the start of the section. Ensure that all the certificates have been signed by concerned person.
- ❖ Drag and Drop your file at upload section or choose location by clicking ‘Select a file or drop & drop file’
- ❖ Before uploading rename the file as **“Enrolment Number_Your Name_PhD/ME Thesis”**

Submit: Upload a File ?

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each are available.](#)



Select a file or drag & drop files ...

Drag and Drop Your File Hear

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

File Description:

Rename Your File Like This [Enrollment No_Name_(PhD/ME Thesis)]

< Previous Cancel/Save Next >

Figure – 10

❖ On the next screen file submission details are there

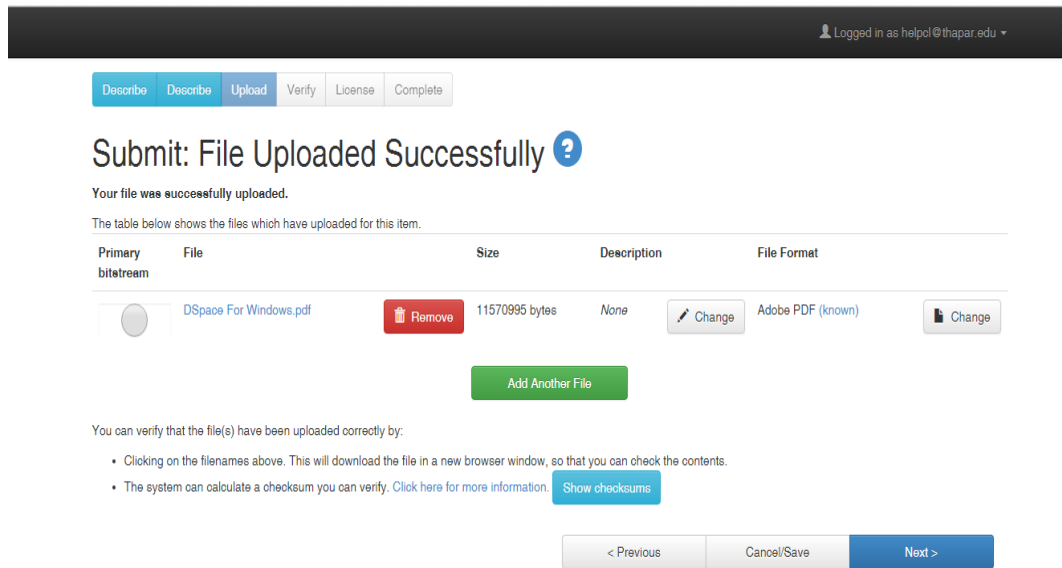


Figure – 11

❖ Next Screen will appear where you can view entire previously filled information for verification. You can edit any entry if you feel needs editing

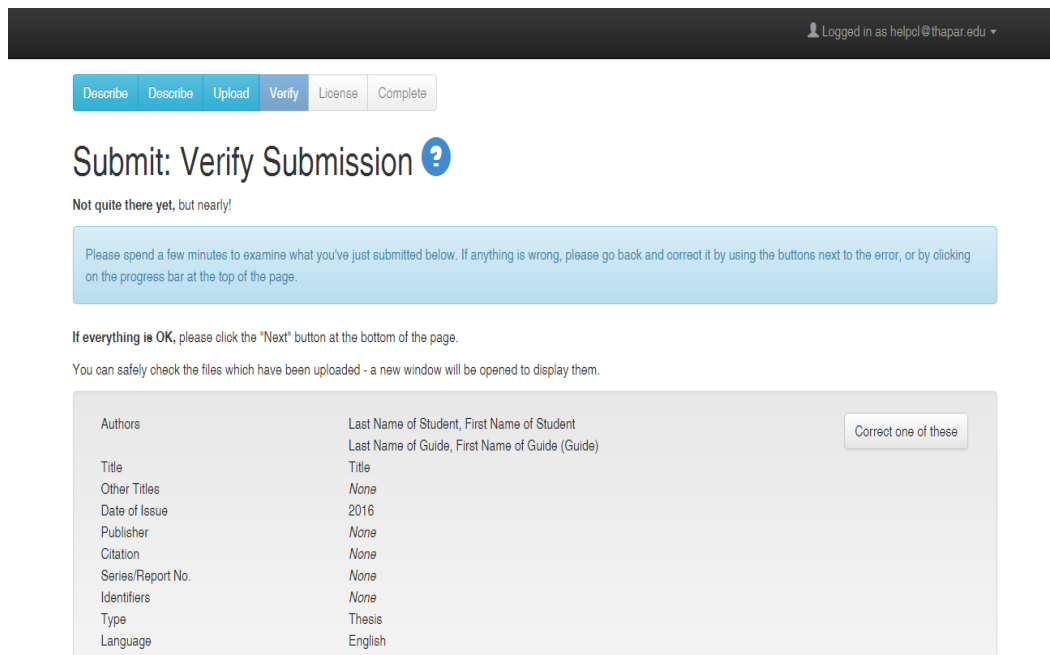


Figure - 12

❖ Scrolling down to view complete details.

Title	Title
Other Titles	None
Date of Issue	2016
Publisher	None
Citation	None
Series/Report No.	None
Identifiers	None
Type	Thesis
Language	English

Subject Keywords: None

Abstract: None

Sponsors: None

Description: ME, CSED

Uploaded Files: [DSpace For Windows.pdf - Adobe PDF \(Known\)](#)

< Previous Cancel/Save Next >

Figure – 13

❖ Next screen appears where you have to Grant the Licence to complete submission process.

Describe Describe Upload Verify **License** Complete

DSpace Distribution License ?

There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

Not granting the license will not delete your submission. Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

NOTE: PLACE YOUR OWN LICENSE HERE
This sample license is provided for informational purposes only.

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You agree that TIET University may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that TIET University may keep more than one copy of this submission for purposes of security, back-up and preservation.

Figure – 14

❖ Scrolling down you have to click “I Grant the License” (Figure 15).

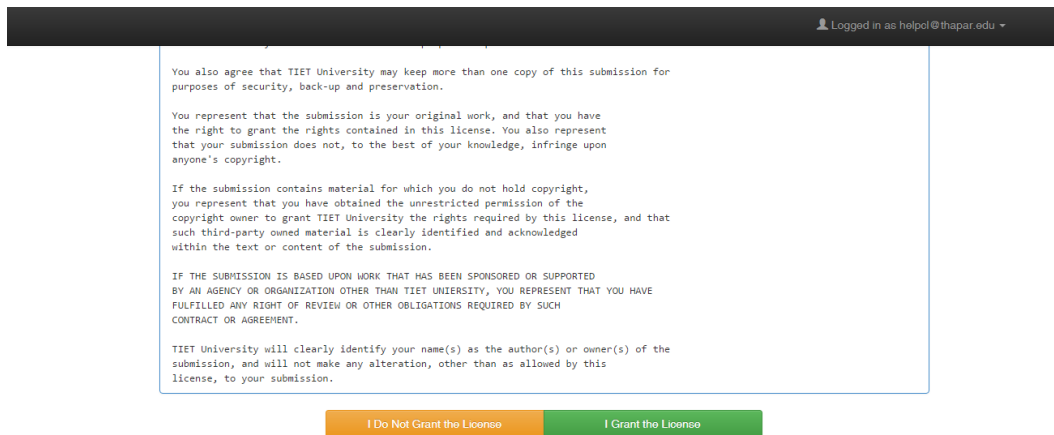


Figure – 15

❖ Submission process is completed with following screen

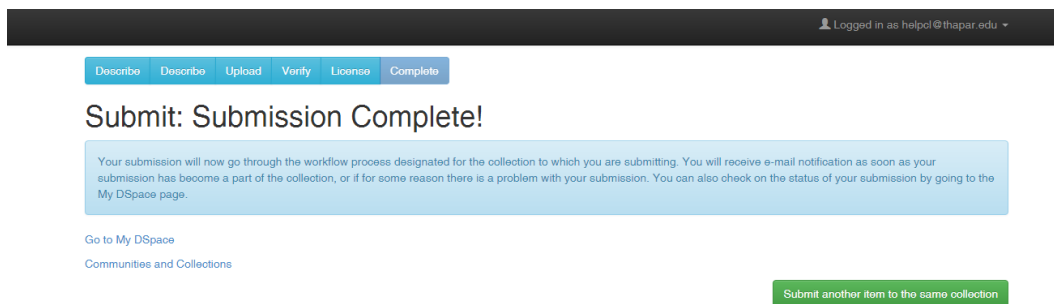


Figure – 16

That's all. You have successfully submitted your file. TuDR administrator will review your file and approve it for final inclusion into its respective collection.

At any stage of submission, if you encounter with any error do contact us for assistance.

Sequence of the Content in the Thesis

Cover Page

Inner Cover Page

Certificate

Acknowledgement

Table of Content

List of Tables (if any)

List of Figures (if any)

Abstract

Chapter 1

Chapter 2

-

-

-

-

Conclusions

References

Annexures (if any)

List of Publications



Nava Nalanda Central Library
THAPAR UNIVERSITY
Patiala

Conceptualised and Designed by Dr. Shri Ram, Nava Nalanda Central Library, Thapar University, Patiala