
Please ensure all fields are correctly entered. Failure to do so will result in the submission being rejected.

1. Sign in to the repository system either through the link at the top of the page or in My Account box:

2. Under My Account, click on Submissions:

3. Click on Start a new submission link:
4. From the drop-down **Collection**, choose **School > Theses and Dissertations**

**ITEM SUBMISSION**

**Select a collection**

**Collection:**
Select the collection you wish to submit an item to.

![Select a collection dropdown menu](image1)

5. Select **NO** when asked if your work is published in Science Direct:

![Is your work indexed in Science Direct?](image2)

6. The following screenshots illustrate a form where essential information about the thesis must be filled in. The purpose of each field is explained below:
1. Field AUTHORS: Type in the Student's name.
2. Field EDITORS: ignore this field
3. Field OTHERS: ignore this field
4. Field TITLE: Type in the title of the thesis.
5. Field OTHER TITLES: Use this field if the thesis has another title (version of the title in another language or with an abbreviation, etc.)
6. Field DATE OF ISSUE: Indicate the thesis’ defence date.

7. Field PUBLISHER: Enter the full name of the relevant NU School, for example, Nazarbayev University Graduate School of Public Policy.
8. **Field CITATION:** Provide a citation (APA style) for the thesis in the following format: *Last Name, First Name. (year) Title. Publisher* (for example, Nazarbayev University Graduate School of Public Policy).
   However, please check with your School what citation style is used.

9. **Field SERIES/REPORT NO.:** ignore this field

10. **Field IDENTIFIERS:** ignore this field

11. **Field TYPE:** Choose the appropriate type of Thesis from the dropdown (Bachelor, Master, PhD)

12. **Field LANGUAGE:** Select the language of thesis (English).
13. **Field SUBJECT KEYWORDS:**
   - Add one of the following: “Type of access: Open access” OR “Type of access: Restricted” OR “Type of access: Embargo”
   - AND add main keywords describing the topic of the thesis

14. **Field ABSTRACT:** Provide an abstract of the thesis

15. **Field SPONSORS:** ignore this field

16. **Field DESCRIPTION:** further description or comments can be added here.

Once you are done, you can save it and complete it later or proceed to the next phase by clicking **Next.**
7. Upload the file in PDF format (find it on your hard drive, desktop, server, etc.).

Optionally, provide a description of the file uploaded, for example, thesis.

Please choose the type of access to your file:
- Public
- Restricted
- or Embargo and the embargo end date.
8. The screenshot below demonstrates the phase where you can review the submission and correct the information provided in the previous stages (if needed). If everything is correct, proceed to the next stage.

9. From the drop-down list, you can select the license type of the thesis. If you are unsure what license type you need, consult the thesis supervisor (a recommendation is to choose Creative Commons).

It is imperative: the author’s consent must be obtained before the thesis is uploaded.
10. Please, review the terms of the License agreement before submission.

![Distribution License](image1)

11. Check the box at the bottom of the page to grant the License. Click Complete submission.

![Distribution License](image2)

12. At the end of the submission process, the following page can be seen with further instructions on your submission. Here you can submit another item or return to the Home page.

![Submission Process](image3)
13. Submission status

You can check the status of your submissions at Submissions under the My Account box. There are three statuses a submission can have:

1) **Awaiting editor’s attention** – a submission is still being processed by the system administrators:

   ![Awaiting editor's attention](image1)

2) **Submission being edited** – a submission is temporarily rejected and some corrections should be made to the item:

   ![Submission being edited](image2)

3) **Archived submission** – a submission has been accepted and placed in the repository for open access:

   ![Archived submission](image3)