

Submission Guide

1. Sign in to the repository system either through the link at the top of the page or in *My Account* box (see Figure 1).

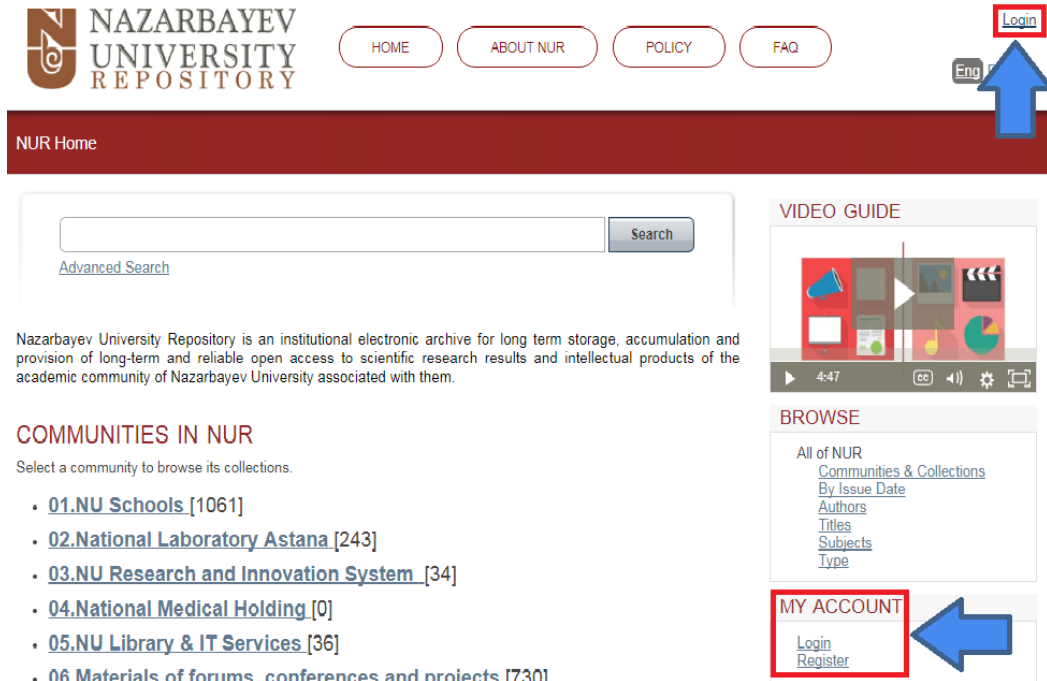


Figure 1

2. Under *My Account* click on *Submissions* (see Figure 2).

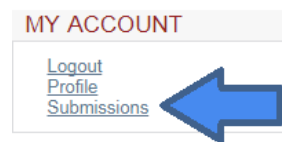


Figure 2

3. Click on *Start a new submission* link (see Figure 3).

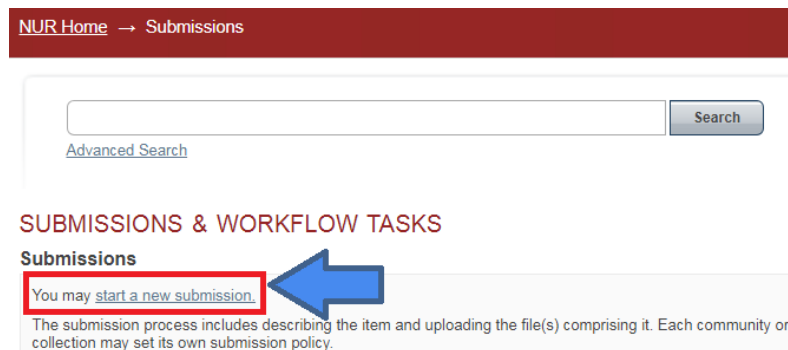


Figure 3

4. From the drop-down list choose a collection (see Figure 4).

ITEM SUBMISSION

Select a collection

Collection:

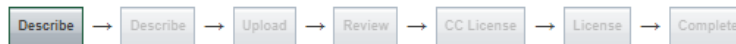
Select the collection you wish to submit an item to.

Next

Figure 4

5. Figure 5, Figure 6, and Figure 7 illustrate a form where you have to fill in the information of your item.

ITEM SUBMISSION



Describe Item

1 Authors:

Enter the names of the authors of this item.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

2 Editors:

Enter the names of the editors of this item.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

3 Others:

Enter the names of the compilers of this item.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

4 Title:

Enter the main title of the item.

5 Other Titles:

If the item has any alternative titles, please enter them here.

Add

6 Date of Issue:

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Year

Month

Day

Figure 5

7 Publisher:
Enter the name of the publisher of the previously issued instance of this item.

8 Citation:
Enter the standard citation for the previously issued instance of this item.

9 Series/Report No.:
Enter the series and number assigned to this item by your community.

Series Name Report or paper No.

10 Identifiers:
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

11 Type:
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Article
Book
Book chapter
Dataset
Learning Object

12 Language:
Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

13 Rights:
Select the access level of the item.

Figure 6

ITEM SUBMISSION



Describe Item

14 Subject Keywords:

Enter appropriate subject keywords or phrases.

[Subject Categories](#)

15 Abstract:

Enter the abstract of the item.

16 Sponsors:

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

17 Description:

Enter any other description or comments in this box.

Figure 7

There are seventeen fields requesting you to provide particular information on your item. The purpose of each field is explained below:

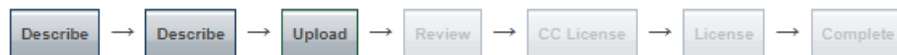
- 1) Type in name of a person, organization or service responsible for creating or contributing to the content of the item. By clicking *Add* you can add more than one author. Note that you cannot change the order of the authors after you add them.
- 2) Provide information on editors if there are any. You can add more than one editor by clicking *Add*. Note that you cannot change the order of the editors after you add them.
- 3) Enter the name of a person or people who made a contribution to the production of the item.
- 4) Type in the title of your item.
- 5) Use this field if the work is known under another title, such as a title in a foreign language or an abbreviation.
- 6) Indicate the date of issue of the item.
- 7) Enter the name of the publisher.

- 8) Provide a citation for the item in the following order: Last Name, First Name. (year) Title. Publisher. Volume. Issue. Page.
- 9) Type in the series or report # if any.
- 10) Enter an identifier if any.
- 11) Choose a type of the item.
- 12) Select the language of your item.
- 13) Select the access level of your item.
- 14) List the keywords that would help index the item.
- 15) Provide an abstract of your item.
- 16) Enter information about sponsors if any.
- 17) Provide some description or comments

Once you are done you can either save it and complete later or proceed to the next phase by clicking *Next*.

6. Upload the file (find on your hard drive, desktop, server, etc.). You can provide some description to the file uploaded. If you have more than one material to upload, click *Upload file & add another* (see Figure 8).

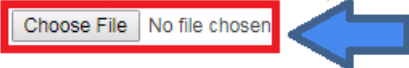
ITEM SUBMISSION



Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.



File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

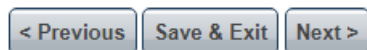


Figure 8

7. Figure 9 demonstrates the phase where you can see your submission review. Here you can make corrections to the information you provided in the previous stages. If everything is correct, proceed to the next stage.

ITEM SUBMISSION



Review Submission

Describe Item

Authors:

Title:

Date of Issue:

Publisher:

Citation:

Type:

Language:

Correct one of these



Describe Item

Correct one of these



Upload File(s)

- Adobe PDF (Known)

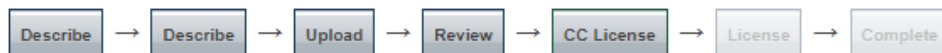
Correct one of these



Figure 9

8. Here from the drop-down list, you should select the license type of your item (see Figure 10). If you are not sure what license type you need we would recommend you to choose Creative Commons.

ITEM SUBMISSION



License Your Work

If you wish, you may add a [Creative Commons](#) License to your item. Creative Commons licenses govern what people who read your work may then do with it.

License Type:

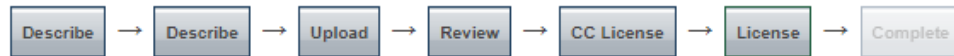
Select or modify your license ... ▼

< Previous Save & Exit Next >

Figure 10

9. Figure 11 illustrates License agreement. Please, review the terms of the license before submission.

ITEM SUBMISSION



Distribution License

There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

License Agreement on accession of Open access archives (repository) to the autonomous organization of education Nazarbayev University

1. General provisions 1.1. Autonomous Organization of education Nazarbayev University (hereinafter - University) offers to an individual (hereinafter – the Licensor) to use Open access archives (repository) of the University (hereinafter - Nazarbayev University Repository) on the terms set out in this license agreement on accession (hereinafter – the Agreement). The Agreement shall enter into force from the moment of expression of consent by

Figure 11

10. Check the box at the very bottom of the page to grant the License (see Figure 12). Click *Complete submission*.

accordance with the laws of the Republic of Kazakhstan. 4.4. This Agreement is made in Kazakh, Russian and English languages. In case of discrepancies between the versions of the Agreement, the Russian version shall prevail. I hereby accept the terms of the above License Agreement.

If you have questions regarding this license please contact the system administrators.

Distribution license:

I Grant the License

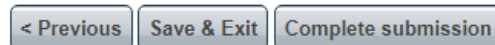


Figure 12

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

The screenshot shows the top navigation bar with the Nazarbayev University Repository logo and three buttons: HOME, ABOUT NUR, and POLICY. Below this is a breadcrumb trail: NUR Home → Submission. A search bar is present with a Search button and radio buttons for 'Search NUR' (selected) and 'This Collection'. There is also a link for 'Advanced Search'. The main heading is 'SUBMISSION COMPLETE'. Below this, a paragraph states: 'Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.' A link 'Go to the Submissions page' is provided. At the bottom, there is a button labeled 'Submit another item'.

Figure 13

Submission status

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

- 1) *Awaiting editor's attention* – a submission is still processing by the system administrators (Figure 14).

SUBMISSIONS & WORKFLOW TASKS

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Factors affecting the adoption of energy-efficient ...	Articles	Awaiting editor's attention

Figure 14

- 2) *Submission being edited* – a submission is temporarily rejected since some corrections should be made to the item (Figure 15).

SUBMISSIONS & WORKFLOW TASKS

Submissions

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The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Factors affecting the adoption of energy-efficient ...	Articles	Submission being edited

Figure 15

- 3) *Archived submission* – a submission that has already been accepted and placed in the repository for open access (Figure 16).

SUBMISSIONS & WORKFLOW TASKS

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2017-09-21	The study of polymorphism of TGF-BETA1 in patients ...	Abstracts

Figure 16