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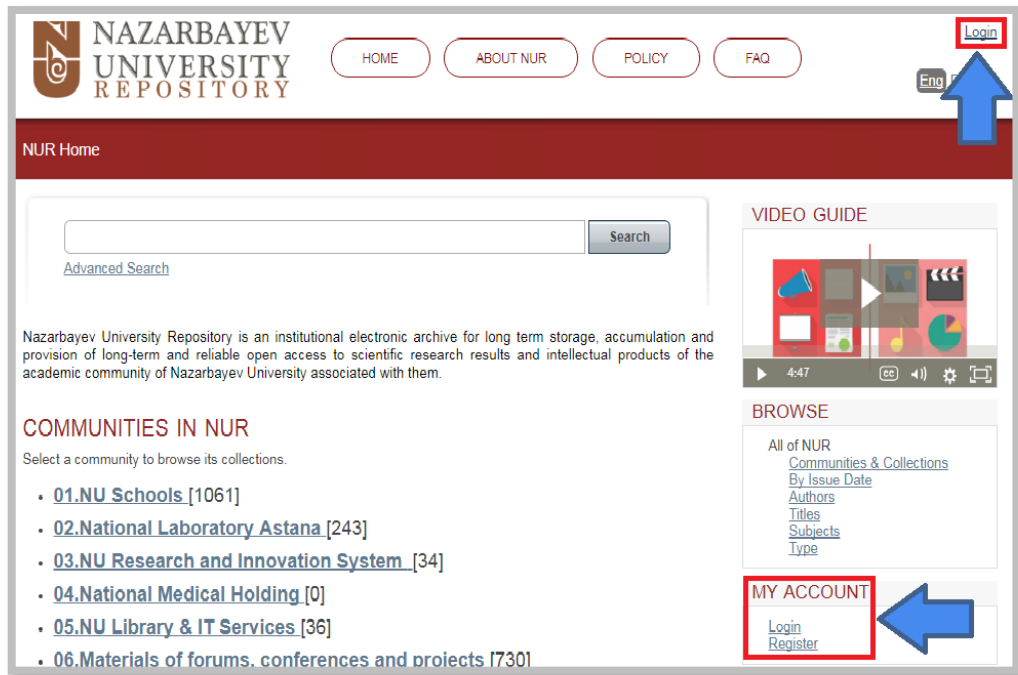
2. Under *My Account* click on *Submissions* (see Figure 2).

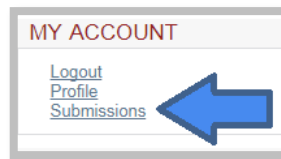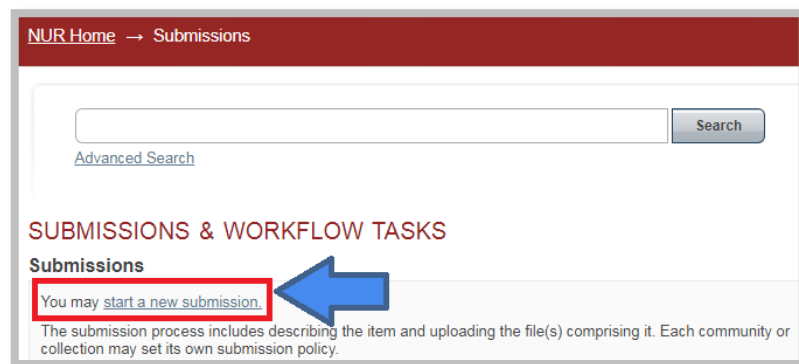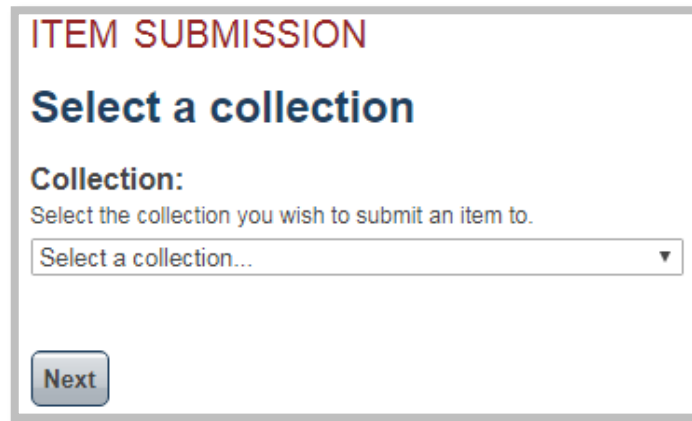3. Click on *Start a new submission* link (see Figure 3).

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

Figure 4

5. If your material is published by a Science Direct journal you can simply import the material right from the publisher's website. This allows you to skip few steps of filling in metadata details (see Figure 5)

Figure 5

    a. if published select *Yes*
            i. you can retrieve your work by entering some of the listed search criteria as illustrated below (see Figure 6)

Figure 6

ii. once you get search results, select to import you item from the provided list of results as shown below (see Figure 7)

Figure 7

iii. confirm your import by clicking *Next* (see Figure 8)

Figure 8

      b.   if not published select *No*

6. Figure 9, Figure 10, and Figure 11 illustrate a form where you have to fill in the information of your item.

Figure 9

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.

[   ]   [   ]   [Add]

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.

[ISSN   ▼]   [   ]   [Add]

☐ issn:01689525
☐ uri:https://www.sciencedirect.com/science/article/pii/S0168952514001929

[Remove selected]

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.

```
Animation          ▲
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'.

[N/A   ▼]

[< Previous]   [Save & Exit]   [Next >]

Figure 10

ITEM SUBMISSION

Describe → Describe → Upload → Review → CC License → License → Complete

Describe Item

13 **Subject Keywords:**

Enter appropriate subject keywords or phrases.

[   ] [Add]

Subject Categories

14 **Abstract:**

Enter the abstract of the item.

[   ]

15 **Sponsors:**

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

[   ]

16 **Description:**

Enter any other description or comments in this box.

[   ]

[< Previous] [Save & Exit] [Next >]

Figure 11

There are sixteen 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) List the keywords that would help index the item.
14) Provide an abstract of your item.
15) Enter information about sponsors if any.
16) 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*.

7. 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 12).

Figure 12

8. Figure 13 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.

Figure 13

9. Here from the drop-down list, you should select the license type of your item (see Figure 14). If you are not sure what license type you need we would recommend you to choose Creative Commons.

Figure 14

10. Figure 15 illustrates License agreement. Please, review the terms of the license before submission.

ITEM SUBMISSION

Describe → Describe → Upload → Review → CC License → License → Complete

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

<div align="center">Figure 15</div>

11. Check the box at the very bottom of the page to grant the License (see Figure 16). 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

< Previous | Save & Exit | Complete submission

<div align="center">Figure 16</div>

12. At the end of the submission process, you will see the following page (see Figure 17) with further instructions on your submission. Here you can submit another item or return to the Home page.
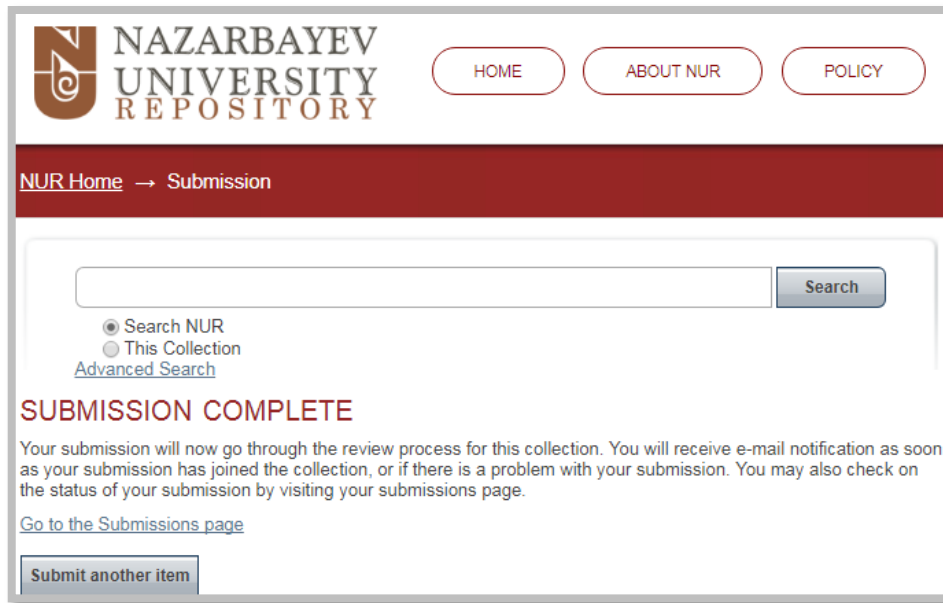
Figure 17

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 18).
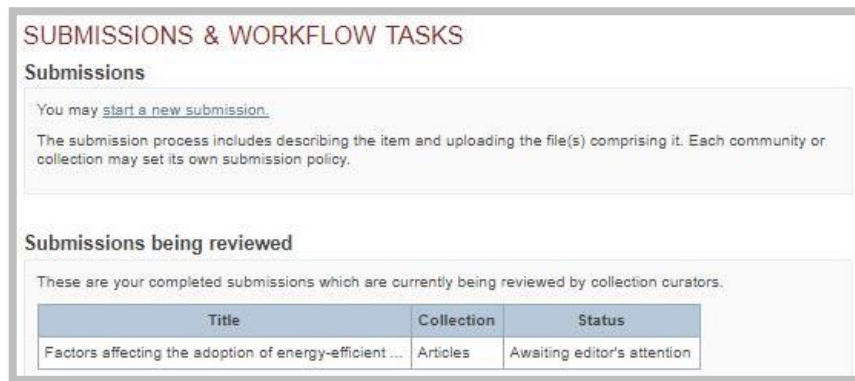

Figure 18

2) *Submission being edited* – a submission is temporarily rejected since some corrections should be made to the item (Figure 19).
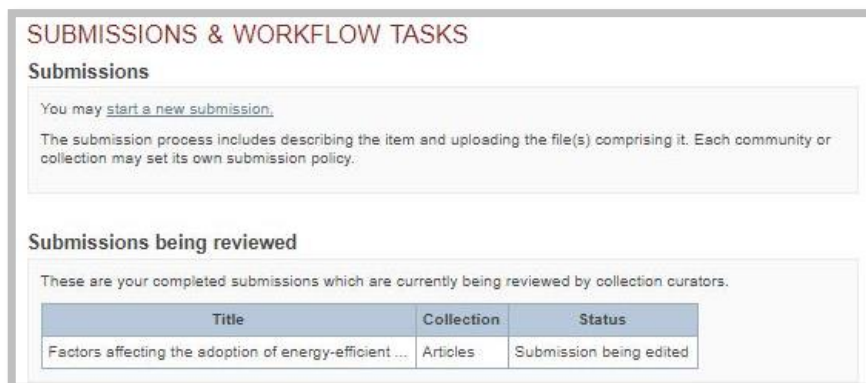

Figure 19

3) *Archived submission* – a submission that has already been accepted and placed in the repository for open access (Figure 20).

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 20