# ETD SUBMISSION INSTRUCTIONS

### **LOG IN**

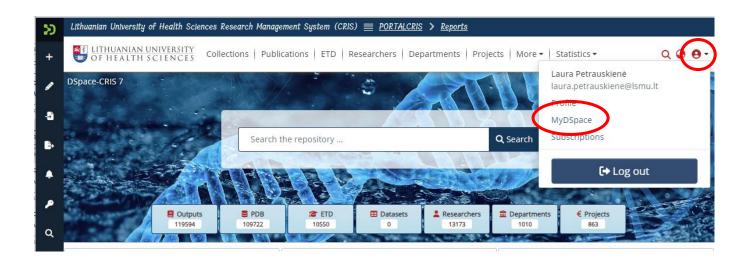
Go to CRIS (https://lsmu.lt/cris/home).

Click Log in. Use your LSMU username and password.



#### SUBMISSION OF ETD WORK

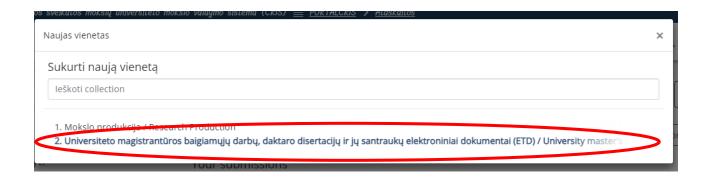
Click on the User Profile logo, then select MyDSpace.



#### Click on New Submission.

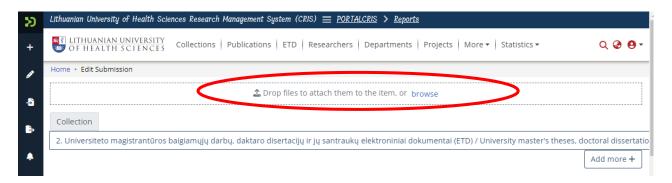


Select 2. Universiteto magistrantūros baigiamųjų darbų, daktaro..... collection.



### **ETD SUBMMISSION**

Submit the ETD work file in Adobe System **PDF format**. The file name must be your surname, for example: Gonzales.pdf.



### **INFORMATION ABOUT ETD (METADATA)**

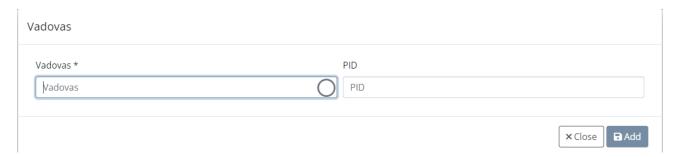
1. Autorius / Author. Click + Add more.

Write your surname in the line Autorius, select yourself from the list. Click Add.



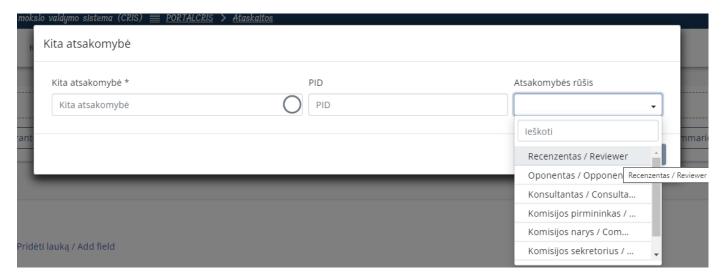
#### 2. Darbo vadovas / Thesis advisor. Click + Add more.

Write the surname of your supervisor in the line Vadovas, and select your supervisor from the list. Click **Add**.



### 3. Kita atsakomybė / Other Contributor

Write the surname of the reviewer in the line Kita atsakomybė and select your reviewer from the list. Select the type of responsibility from the list. Click **Add**. The same applies with a consultant if you have one.



- 4. Darbo antraštė originalo kalba / Title
- 5. Darbo antraštė kita kalba / Other Title

**Important!** Write the titles according to these rules: in Lithuanian, only the first word and proper nouns are written in capital letters. In English, all words in the title must begin in a capital letter, except conjunctions such as and, or, of, etc.

**Don't forget to select the language!** An example:



# 6. Gynimo data / Date of thesis defence

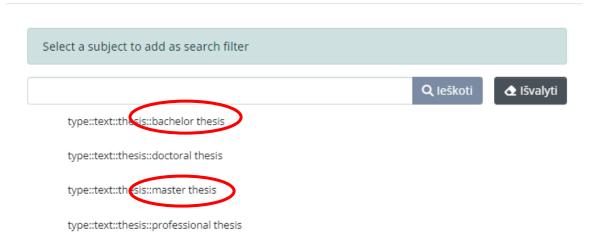
Write the defence date of your thesis.

# 7. Dokumento rūšis / Type

Select the type of your thesis from the list:

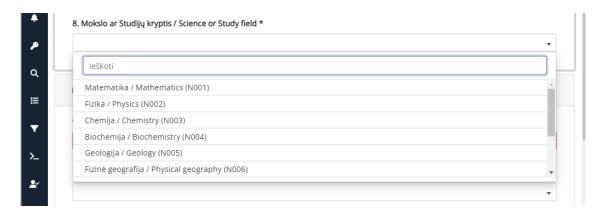
Hierarchinis reikšmių medis





# 8. Mokslo ar Studijų kryptis / Science or Study field

Select a science field from the list:



### 9. Komisija / Committee

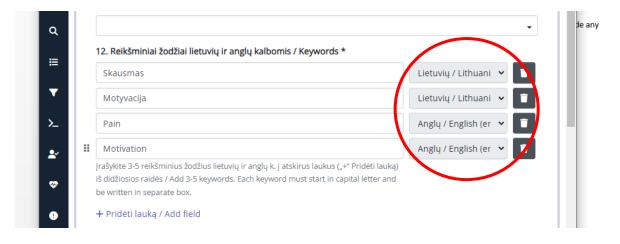
Select the committee from the list.

# 11. Darbo kalba / Language

Select the language of your thesis.

### 12. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords

Add 3–5 keywords. Each keyword must start with a capital letter and be written in a separate box. **Don't forget to select the language!** 



### 13. Santrauka lietuvių ir anglų kalbomis / Abstract

**Important!** Add abstracts in Lithuanian and English separately. After saving the abstract in one language, click + **Add more**. A box will appear for an abstract in another language. **Don't forget to select the language!** 

### 14. Darbo apimtis / Pages

Enter the number of pages, e.g., 66 p.

Confirm the license agreement and click **Deposit**.

#### ETD SUBMISSION TO RESPONSIBLE PERSONS

After a librarian checks the metadata of your uploaded work, you will receive an email from the responsible employee stating that the work has been uploaded successfully or that you need to correct some of the data.

**Important!** Forward the link to the persons responsible for your work (a supervisor, reviewers).

If you have found any mistakes and need to reupload your work, or have any questions regarding the submission of the ETDs, please contact the responsible staff: (+370 37) 39 60 43 or <a href="mailto:laura.petrauskiene@lsmu.lt">laura.petrauskiene@lsmu.lt</a>