

ETD SUBMISSION INSTRUCTIONS

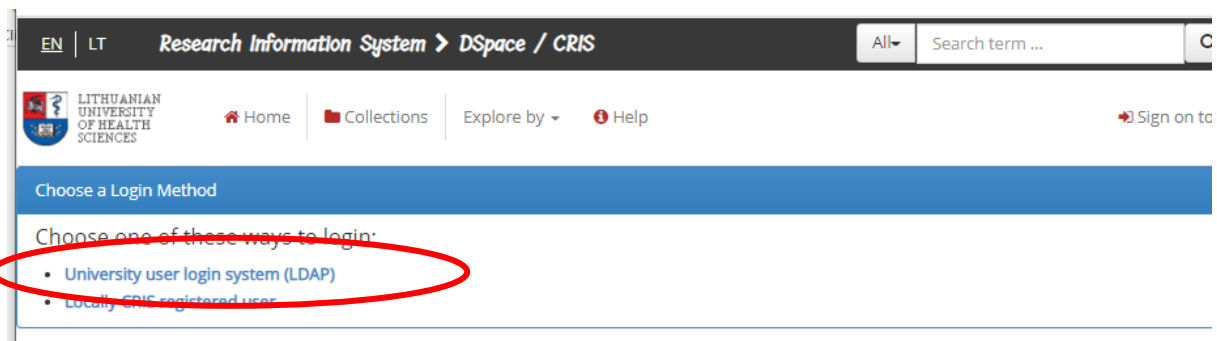
LOGIN

Go to CRIS (<https://lsmu.lt/cris/?locale=en>).

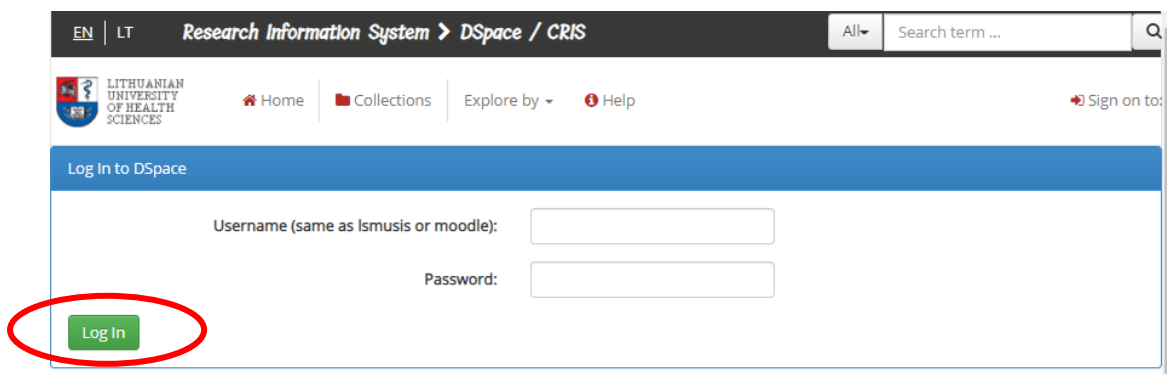
Click **Sign on to**. Choose **My DSpace**.



In the window that opens, click **University user login system (LDAP)**.

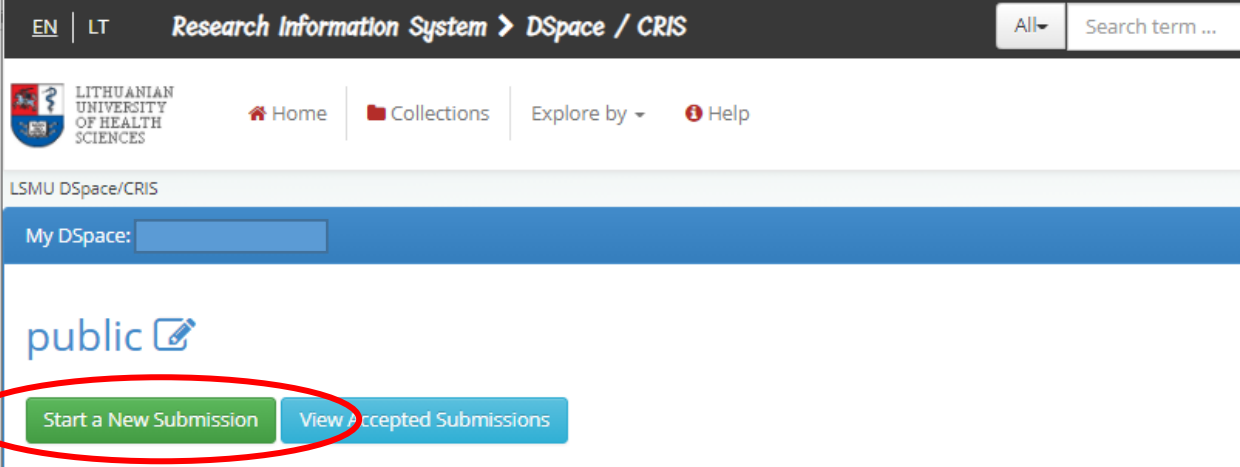


Enter your LUHS institutional login details and click **Log In**:



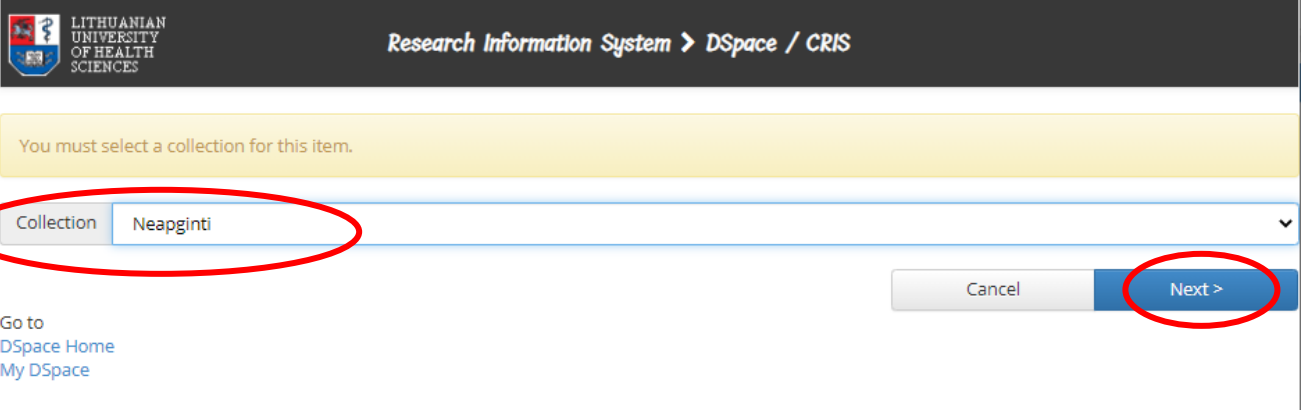
SUBMISSION OF ETD WORK

Click **Start a New Submission**:



The screenshot shows the top navigation bar of the DSpace system. It includes the Lithuanian University of Health Sciences logo, the text "LITHUANIAN UNIVERSITY OF HEALTH SCIENCES", and navigation links for "Home", "Collections", "Explore by", and "Help". The breadcrumb trail reads "Research Information System > DSpace / CRIS". Below the navigation bar, there is a search box with "All" and "Search term ...". The main content area displays "LSMU DSpace/CRIS" and a "My DSpace:" field. A "public" icon is visible. Two buttons are present: "Start a New Submission" (green) and "View Accepted Submissions" (blue). The "Start a New Submission" button is circled in red.

Select the **Neapginti** collection. After selecting the collection, click **Next**.



The screenshot shows the submission page with a yellow warning message: "You must select a collection for this item." Below the message is a dropdown menu labeled "Collection" with "Neapginti" selected. The dropdown menu is circled in red. To the right of the dropdown are two buttons: "Cancel" and "Next >". The "Next >" button is also circled in red. In the bottom left corner, there are links for "Go to", "DSpace Home", and "My DSpace".

INFORMATION ABOUT ETD WORK (METADATA)

Fill in the required fields.

The screenshot shows the top part of a metadata form. At the top left is the logo of the Lithuanian University of Health Sciences (LIETUVOS Sveikatos Mokslų Universitetas). Below the logo are tabs for 'Aprašymas', 'Failai', 'Peržiūra', 'Patvirtinimas', and 'Pabaiga'. A blue banner says 'Jūs pateikiate Neapginti'. Below this is a section for 'Authors / Autorius(iai) *' with input fields for 'Pavardė' and 'Vardas', a search icon, and a '+ Pridėti' button. A dropdown menu for 'Type / Dokumento rūšis *' is set to 'Magistro darbas / Master thesis'.

Important!

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

Antraštė: Gretimų dantų pažeidimo vertinimas po krūminių dantų preparacijų pavieniam vainikėliui

Kita antraštė: Assessment of Damage of Adjacent Teeth During Crown Preparation for Molars

Abstract / Santrauka must be in Lithuanian and English. After saving the abstract in one language, click [+ Add More](#). A box will appear for the title in another language.

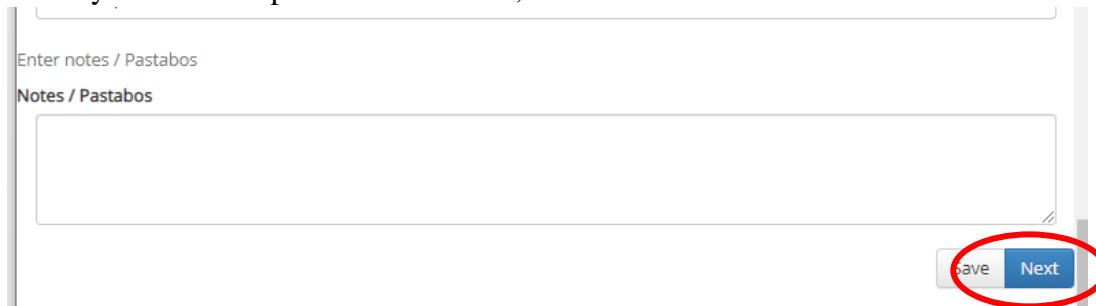
Keywords / Raktiniai žodžiai must be in Lithuanian and English. Write each keyword in a separate field. If you enter 3 keywords in Lithuanian, you must also enter them in English. You can open additional fields by clicking [+ Add More](#). Example:

The screenshot shows the 'Keywords / Raktiniai žodžiai *' section. It has a header 'Enter 3-5 appropriate keywords or phrases. / Įveskite 3-5 raktinius žodžius'. A search bar contains 'Crown preparation'. Below are several input fields with keywords: 'iatrogenic damage', 'Adjacent tooth', 'Proximal surface', 'Karūnos paruošimas', 'Iatrogeninis pažeidimas', 'Gretimas dantis', and 'Proksimalinis paviršius'. To the right, there are red buttons labeled 'Pašalinti įrašą' and a list of 'Keywords / Raktiniai žodžiai *'.

Responsible persons. If you have more than one supervisor or reviewer, select one and select the other by pressing the **ctrl** key.

Access rights. All ETD works must be **freely available**.

When you have completed all the fields, click **Next**.



Enter notes / Pastabos

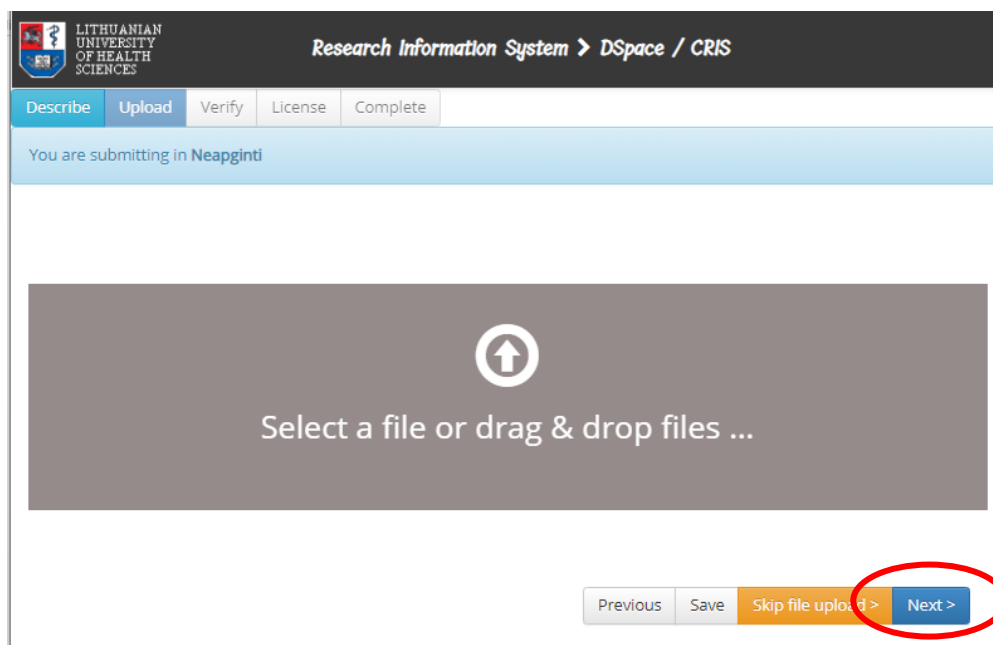
Notes / Pastabos

save Next

A screenshot of a web form. At the top, there is a text input field with the placeholder text "Enter notes / Pastabos". Below it is a larger text area with the placeholder text "Notes / Pastabos". In the bottom right corner of the form, there are two buttons: "save" and "Next". The "Next" button is circled in red.

SUBMISSION OF ETD WORK FILE

Submit the ETD work file in Adobe System PDF format (version 1.4 or later). After uploading the work, click **Next**.



LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

Research Information System > DSpace / CRIS

Describe Upload Verify License Complete

You are submitting in Neapinti

Select a file or drag & drop files ...

Previous Save Skip file upload > Next >

A screenshot of a web interface for file submission. At the top left is the logo of the Lithuanian University of Health Sciences. To its right is the text "Research Information System > DSpace / CRIS". Below this is a navigation bar with buttons for "Describe", "Upload", "Verify", "License", and "Complete". A blue banner below the navigation bar says "You are submitting in Neapinti". The main area is a large grey box with a white circular icon containing an upward arrow and the text "Select a file or drag & drop files ...". At the bottom right, there is a row of buttons: "Previous", "Save", "Skip file upload >", and "Next >". The "Next >" button is circled in red.

Click **Add Another File** to upload the attachments. When done, click **Next**.

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

Research Information System > DSpace / CRIS

Describe Upload Verify License Complete

You are submitting in Neapginti

File Uploaded Successfully

Your file was successfully uploaded.

Primary bitstream	File	Size	Description	File Format
	magistrinis.pdf	5950370 bytes	None	Adobe PDF (known)

Previous Save

INPUT INFORMATION REVIEW

Please check that you have provided the metadata and ETD work correctly. If you need to make adjustments, click the **Edit** button in the corresponding step. If the data is correct, click the **Next** button.

Pages / Puslapių skaičius 39 p.
 Department / Padalinys N/A | Nėra
 Author / Autorius N/A | Nėra
 Supervisor / Vadovas N/A | Nėra
 Consultant / Konsultantas N/A | Nėra
 Reviewer / Recenzentas N/A | Nėra
 Opponent (for doctorals only) / Oponentas (tik doktorantams) N/A | Nėra
 Defence commission / Gynimo komisija N/A | Nėra
 Access rights / Prieigos teisės Laisvai prieinamas
 Notes / Pastabos None

Uploaded Files: [magistrinis.pdf](#) - Adobe PDF (Known)
 Add or Remove a File

Previous Save

METADATA AND WORK SUBMISSION LICENSE CONFIRMATION

Confirm the license agreement by pressing **Confirm**.

describe | Upload | Verify | License | Complete

You are submitting in Neapginti

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- I guarantee that this is the final text (approved by supervisor) written in correct language and adheres to stylistic requirements.

Confirm


PRESENTATION OF WORK TO RESPONSIBLE PERSONS

After the librarian checks the metadata of your uploaded work, you will receive an e-mail from the responsible employee that the work has been uploaded successfully.

If you don't receive an email, check status in CRIS in your account.

Click [View Accepted Submissions](#), then on a title of your thesis, and you will see link to your thesis written in red:

EN | LT **Mokslų Informacijos sistema > CRIS** Visk

 LIETUVOS SVEIKATOS MOKSLŲ UNIVERSITETAS

[Pradžia](#) [Kolekcijos](#) [Produkcija](#) [PDB](#) [ETD](#) [Mokslininkai](#) [Padaliniai](#) [€ Proc](#)

LSMU DSpace/CRIS / 2. Universiteto magistrantūros baigiamųjų darbų, daktaro disertacijų ir jų santraukų elektroniniai dokumentai (ETD) / Univ

Naudokite šį identifikatorių, norėdami nurodyti arba susieti šį elementą: <https://hdl.handle.net/20.500.12512/113682>

Publikacijos rūšis: Magistro darbas / Master thesis

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

If you have any questions regarding the submission of the ETDs, please contact the responsible staff tel.: (8 37) 39 60 43.