ETD SUBMISSION INSTRUCTIONS

LOGIN

Go to CRIS (https://lsmu.lt/cris/home).
Click **Log in**. Use your LSMU User name and password.
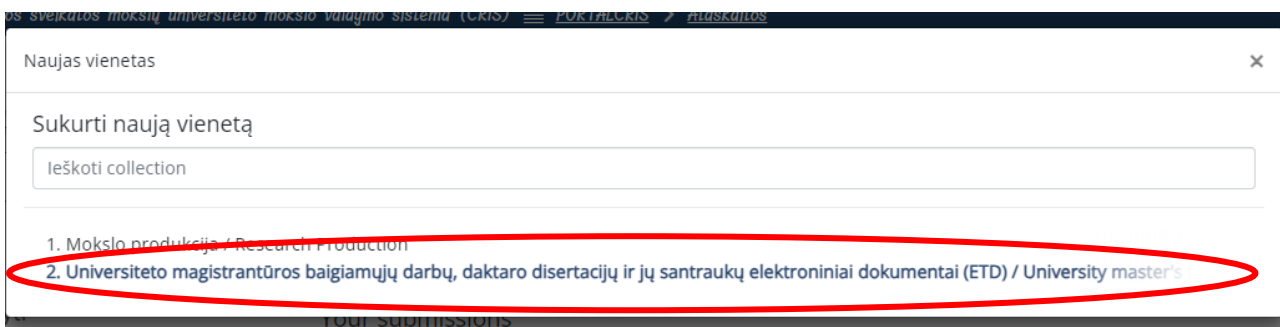

SUBMISSION OF ETD WORK

Click on User Profile, then select **MyDSpace**.
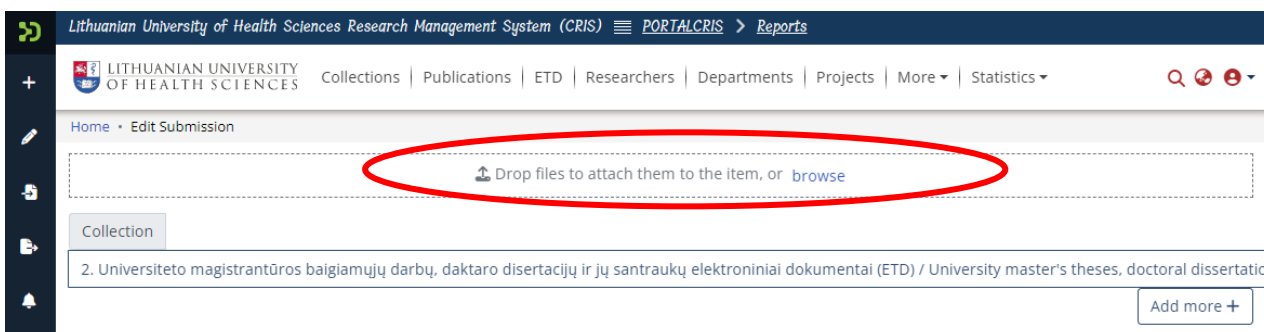
Click on New Submission, select **ETD**.

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

SUBMMISSION ETD

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

INFORMATION ABOUT ETD (METADATA)

1. **Autorius / Author.** Click + **Add more**.

   A) If you cannot select yourself from the list, then manually enter your surname and name in the Author field in the following format: **surname, comma, space, name**, e.g., Surname, Name

   B) Choose the department (not the faculty) where you prepared your thesis. If there are two department names, choose the code that starts with the letter U.

   Click **Add**.

2. **Darbo vadovas / Thesis advisor**. Click + **Add more**.
   Write surname of Supervisor in the line Vadovas, 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. Komisija / Committee
Select the committee from the list.

5. Gynimo data / Date of thesis defence
Write the defence date of your thesis.

6. Mokslo ar Studijų kryptis / Science or Study field
Select a science field from the list:

7. Dokumento rūšis / Type
Select the type of your thesis from the list:

Hierarchinis reikšmių medis ✕

Select a subject to add as search filter

[   ] 🔍 Ieškoti   ☁ Išvalyti

type::text::thesis::bachelor thesis

type::text::thesis::doctoral thesis

type::text::thesis::master thesis

type::text::thesis::professional thesis

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8. **Darbo kalba / Language**
   Select the language of your thesis.

9. **Darbo antraštė originalo kalba / Title**
10. **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
   capital letter, except conjunctions such as and, or, of, etc.
   Don't forget to select the language! An example:

4. Darbo antraštė originalo kalba / Title *

[Suaugusiųjų nudegimų epidemiologija Lietuvoje 2016 – 2020 metais]   Lietuvių / Lithuania ⌄

5. Darbo antraštė kita kalba / Other Title

[Epidemiology of Adult Burns in Lithuania in 2016-2020]   Anglų / English (en) ⌄

11. **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!

12. **Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords**
    Add 3-5 keywords in Lithuanian and English separately. Each keyword must start in capital letter
    and be written in a separate box.
    Don't forget to select the language!

13. Darbo apimtis / Pages
Enter the number of pages, e.g., **66 p.**

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

AFTER SUBMMISSION

After the librarian checks the metadata of your uploaded work, you will receive an e-mail 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 or have any questions regarding the submission of the ETDs, please contact the responsible staff: (+370 37) 39 60 43 or laura.petrauskiene@lsmu.lt.

If you have received an email stating that your ETD has been successfully submitted and it is necessary to modify the work file afterwards, send the revised ETD file in PDF format via email to laura.petrauskiene@lsmu.lt along with the link to the work. If you also need to change other ETD metadata (e.g., abstract, pages, keywords, etc.), include them in the email.