

# 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

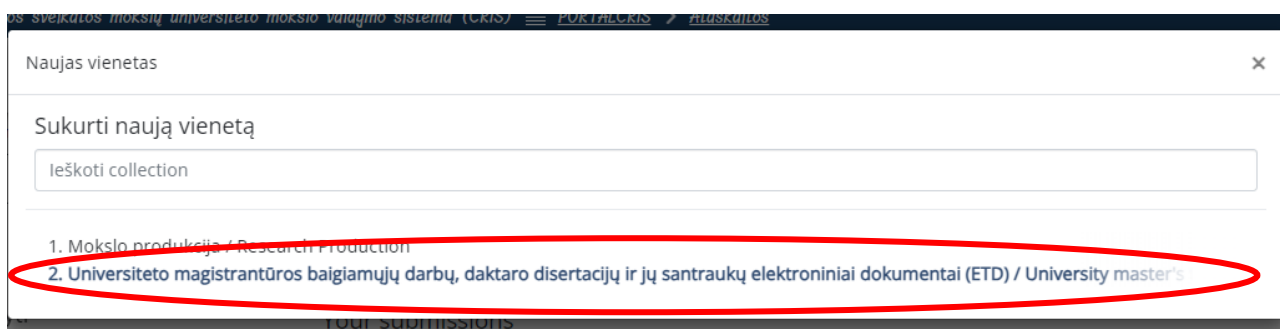
Click on User Profile, then select **MyDSpace**.



Click on New Submission, select **ETD**.

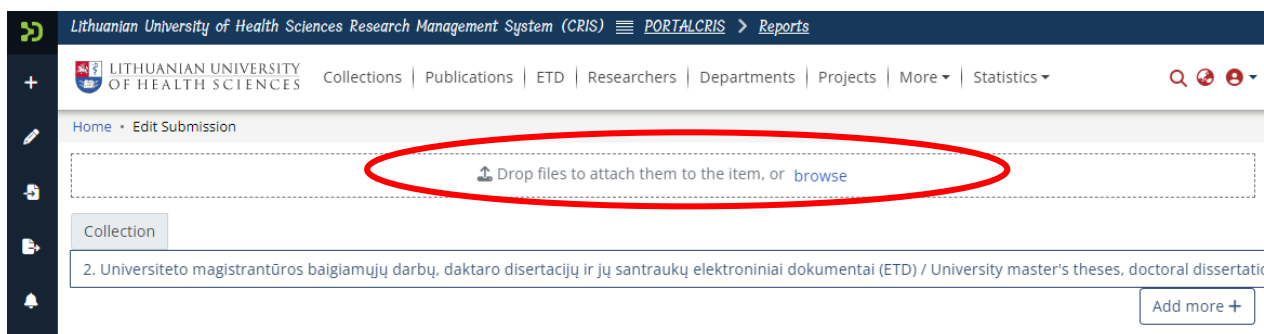


Select **2. Universiteto magistrantūros baigiamųjų darbų, daktaro.....** collection.



## SUBMISSION 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 + Pridėti lauką / Add field.

Write your surname in the line Autorius, example: **Surname, Name**.

Select name from the list. Near by must be cap icon.

Click **Add**.

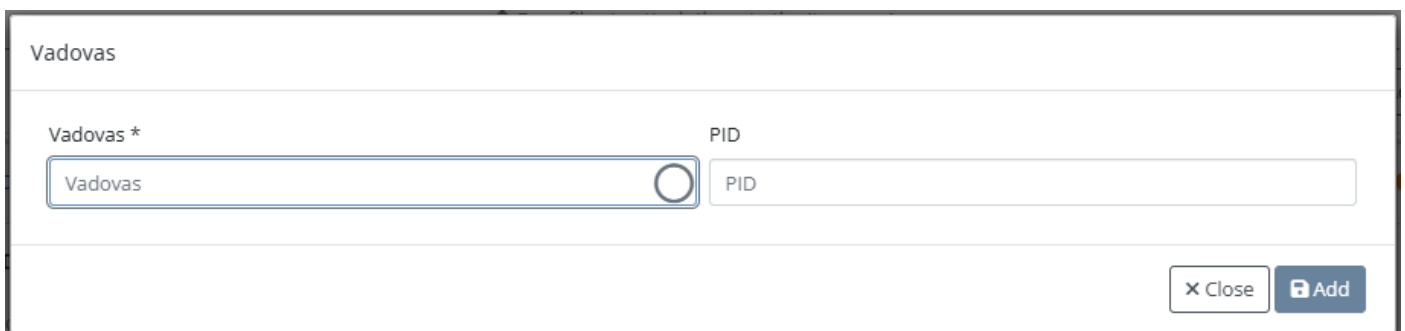
Autorius



The screenshot shows the 'Autorius' form with fields for 'Autorius \*', 'Studento ID', 'PID', and 'Prieskyra'. The 'Autorius \*' field has a dropdown menu open, showing a list of names. A red circle highlights the dropdown menu. The 'Pridėti' button is visible at the bottom right.

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

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



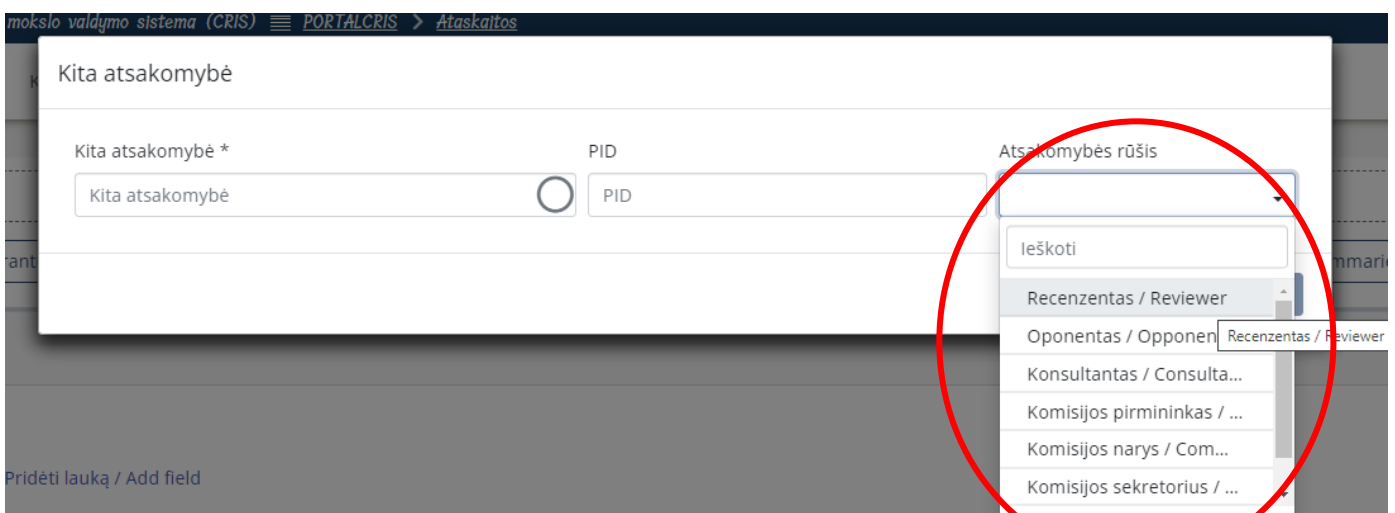
The screenshot shows the 'Vadovas' form with fields for 'Vadovas \*' and 'PID'. The 'Vadovas \*' field has a dropdown menu open, showing a list of names. The 'Add' button is visible at the bottom right.

### 3. Kita atsakomybė / Other Contributor

Write surname of reviewer in the line Kita atsakomybė, select your reviewer from the list. **Select type of responsibility from the list.** Click **Add**. The same with Consultant, if you have.

Reviewer - Recenzentas

Consultant – Konsultantas



The screenshot shows the 'Kita atsakomybė' form with fields for 'Kita atsakomybė \*', 'PID', and 'Atsakomybės rūšis'. The 'Atsakomybės rūšis' field has a dropdown menu open, showing a list of roles. A red circle highlights the dropdown menu. The 'Pridėti lauką / Add field' button is visible at the bottom left.

#### 4. Komisija / Committee

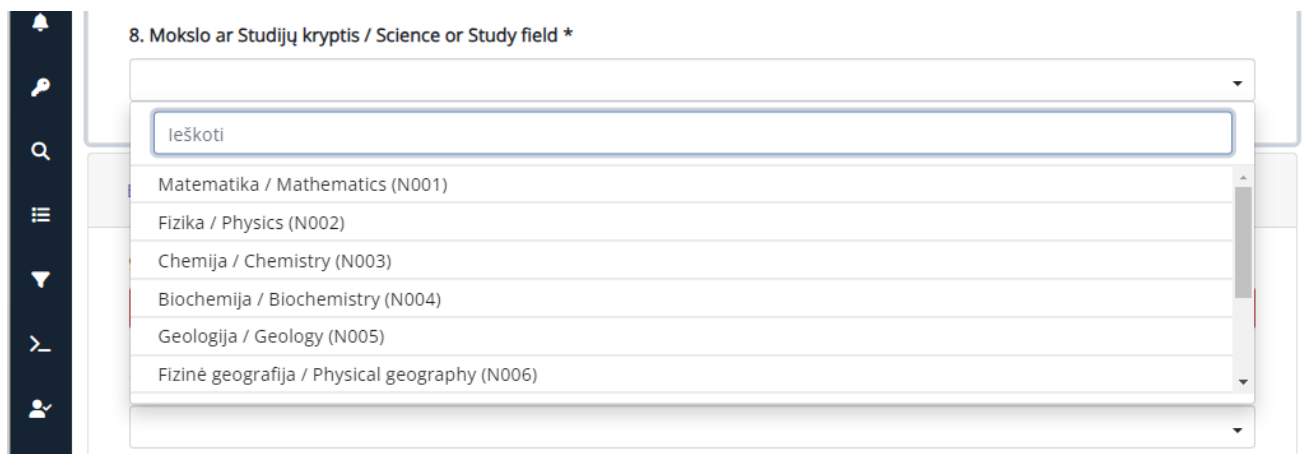
Select committee from the list.

#### 5. Gynimo data / Date of thesis defence

Write date of thesis defence.

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

Select Science field from the list.

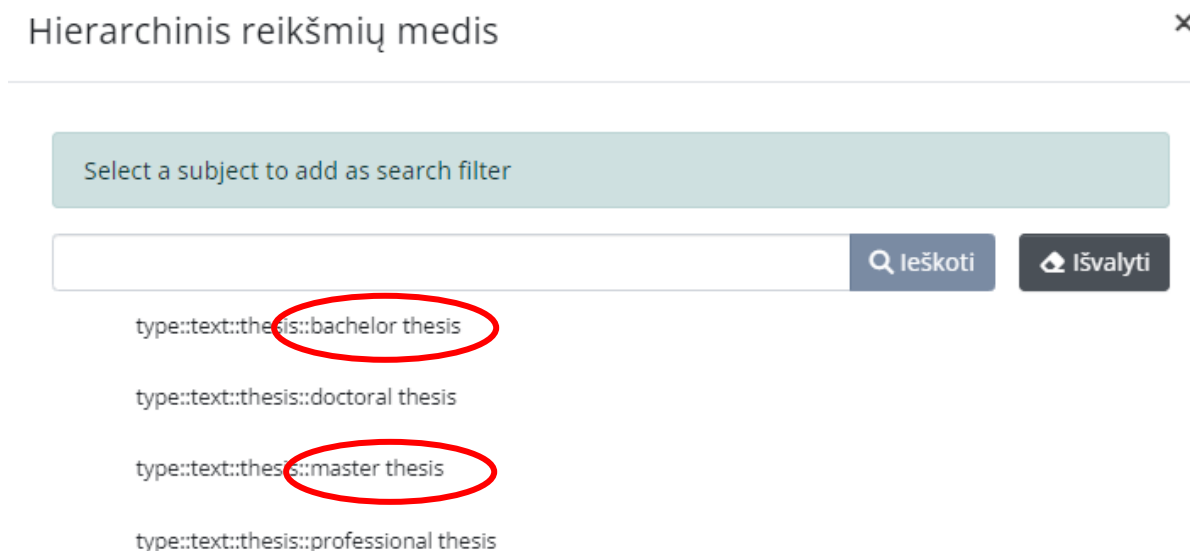


The screenshot shows a web form titled "8. Mokslo ar Studijų kryptis / Science or Study field \*". It features a search bar with the placeholder text "ieškoti". Below the search bar is a list of science fields with their corresponding codes in parentheses:

- Matematika / Mathematics (N001)
- Fizika / Physics (N002)
- Chemija / Chemistry (N003)
- Biochemija / Biochemistry (N004)
- Geologija / Geology (N005)
- Fizinė geografija / Physical geography (N006)

#### 7. Dokumento rūšis / Type

Select from the list type of thesis:



The screenshot shows a web form titled "Hierarchinis reikšmių medis" with a close button (X). Below the title is a light blue button labeled "Select a subject to add as search filter". Below this is a search bar with a magnifying glass icon and the text "ieškoti", and a dark blue button labeled "Išvalyti". Below the search bar is a list of thesis types:

- type::text::thesis::bachelor thesis
- type::text::thesis::doctoral thesis
- type::text::thesis::master thesis
- type::text::thesis::professional thesis

#### 8. Darbo kalba / Language

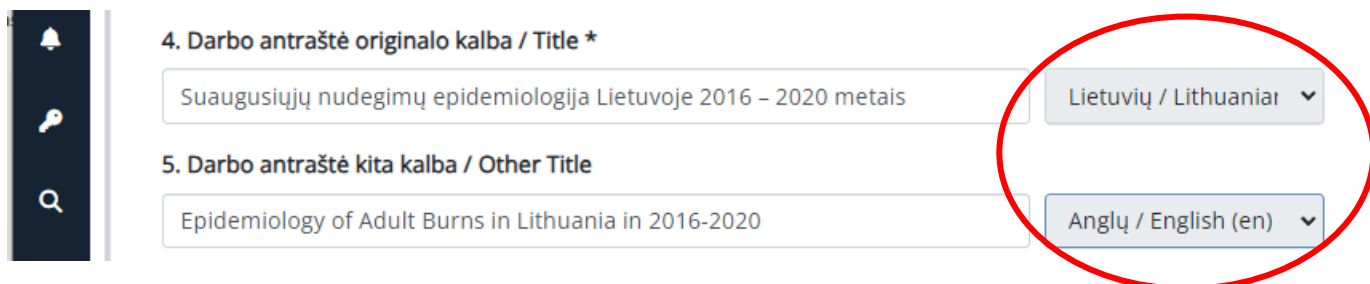
Select language of your thesis.

## 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 title all words must begin in capital letter except conjunctions such as and, or, of etc.).

**Don't forget to select language!** Example:



The screenshot shows a form with two sections. The first section is titled '4. Darbo antraštė originalo kalba / Title \*' and contains a text input field with the Lithuanian title 'Suaugusiųjų nudegimų epidemiologija Lietuvoje 2016 – 2020 metais' and a dropdown menu set to 'Lietuvių / Lithuanian'. The second section is titled '5. Darbo antraštė kita kalba / Other Title' and contains a text input field with the English title 'Epidemiology of Adult Burns in Lithuania in 2016-2020' and a dropdown menu set to 'Anglų / English (en)'. Both dropdown menus are circled in red.

## 11. Santrauka lietuvių ir anglų kalbomis / Abstract

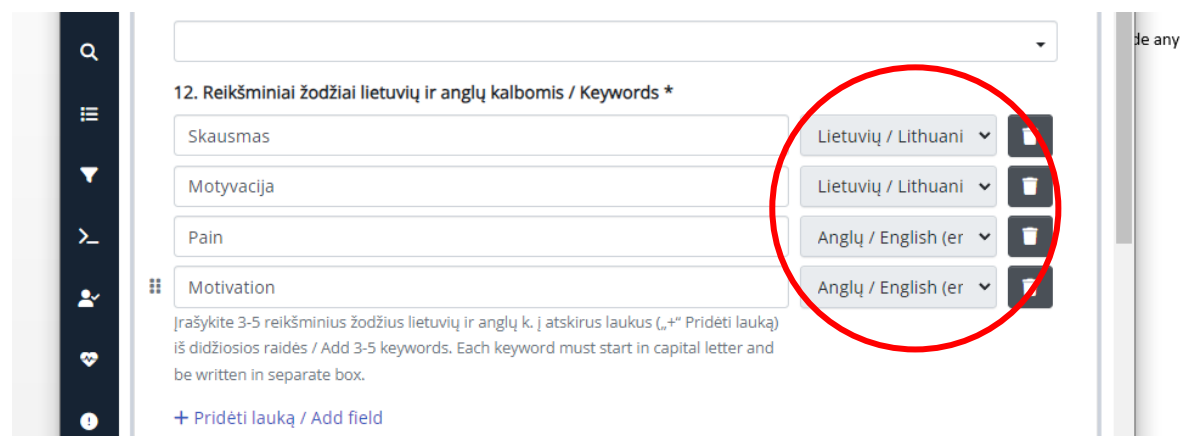
**Important!** Add abstracts in Lithuanian and English separately. After saving the abstract in one language, click **Pridėti lauką / Add field**. A box will appear for the title in another language.

**Don't forget to select 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 separate box.

**Don't forget to select language!**



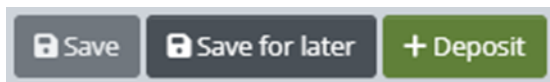
The screenshot shows a form for entering keywords. It has a title '12. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords \*'. Below the title are four text input fields containing the keywords: 'Skausmas', 'Motyvacija', 'Pain', and 'Motivation'. To the right of each input field is a dropdown menu for selecting the language. The first two dropdowns are set to 'Lietuvių / Lithuanian' and the last two are set to 'Anglų / English (en)'. All four dropdown menus are circled in red. At the bottom of the form, there is a link '+ Pridėti lauką / Add field'.

## 13. Darbo apimtis / Pages

Enter the number of pages, ex. 66 p.

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





## AFTER SUBMISSION

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 or you need to correct some data.

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

If you have hind mistakes, needs to reupload other PDF or any questions regarding the submission of the ETDs, please contact the responsible staff: (+370 37) 39 60 43 or [Laura.Petrauskiene@lsmu.lt](mailto:Laura.Petrauskiene@lsmu.lt)