User manual uploading thesis SURFsharekit

Document history

Introduction

This user manual is intended for students from the Vrije Universiteit Amsterdam who wish to publish their thesis in the thesis archive of the university.

SURFsharekit is a SURF repository service. Do you have any questions about this manual? Please contact your faculty's Educational Office.
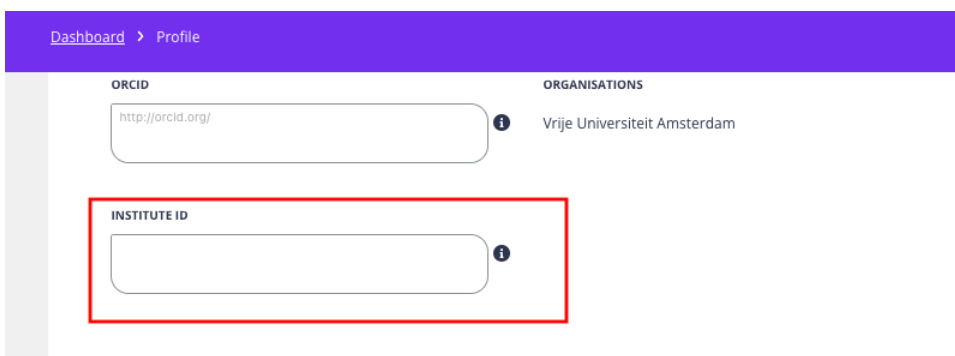
Student number

Navigate to https://www.surfsharekit.nl in your browser.

You can add information to your Profile by clicking My profile within the menu at the top right of the Dashboard next to the language settings.
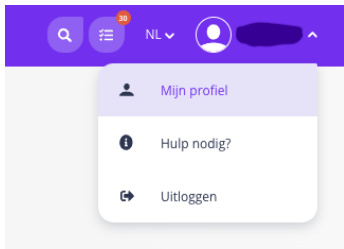
IMPORTANT: At a minimum, fill in your Student Number as your <Institute-ID> in your Profile.

And save the changes that you made to your Profile.

Upload thesis

Navigate to https://www.surfsharekit.nl in your browser.

You can start uploading your thesis directly from your Dashboard by clicking the New publication button.

A pop-up window will appear.

Choose the organization for which you are entering the material. In most cases, this will be your discipline, but it can also be your university, a project or partnership.

Nieuwe publicatie

STAP 1
Organisatie

STAP 2
Type publicatie

Voor welke organisatie wil je een publicatie toevoegen?

Hogeschool Arnhem Nijmegen

Samenwerkingsverband Information Literacy

Samenwerkingsverband Information Literacy

This step will be skipped if you are only connected to one organisation.

IMPORTANT: if you are both student and employee, you will not get to choose your discipline. Please contact your faculty's Educational Office. They can help to make sure that your profile and thesis are linked to the correct discipline.

In step 2 within the pop-up window you will select the type of publication that you are going to enter: a Thesis or intership report. Select Thesis or internship report and confirm your choice.

Nieuwe publicatie

STAP 1
Organisatie

STAP 2
Type materiaal

STAP 3
Templatekeuze

Welk type materiaal wil je gaan invoeren?

- ◉ Leermateriaal
- ○ Afstudeerwerk of stageverslag
- ○ Onderzoekspublicatie
- ○ Dataset

| Vorige | Template gebruiken | Bevestigen |

Bases upon your choice, you will be presented a form with metadata fields that you have to fill in to upload your thesis. The metadata fields with an asterisk* are mandatory.

Thesis or internship report fields

When you have chosen a publication type, you can start filling in the metadata fields of the form. Below you see a description of the fields from the form for Theses or internship reports.

Fields with an asterisk* are mandatory. Try to fill in as many fields as possible. This will improve the findability of the material.

Field	Description
Upload: File name	Provide an easy human readable name for the file.
Upload: Access right	Specify whether the file is available open access, closed access or restricted access. If the material is embargoed, you select the value for when the embargo is over. You can set the embargo and the end date in another field.
Title*	Enter the title of the publication, without subtitle. Use the title as stated in the material itself and not that of the file.
Subtitle	If any, enter the subtitle or an alternative title here. Use the subtitle as stated in the material itself.
Summary*	Describe the content of the material. The first lines of the description are usually shown as an explanation of the title on portals where the material is displayed. It is therefore precisely these first lines that must make clear to the user whether this material is useful for the user. The summary should preferably be in the language of the publication.
Keywords	Multiple keywords can be assigned. If a keyword is composed of two or more separate words, it can be entered as one keyword (example: nursing intervention). It is possible to enter several keywords at once by separating them with a comma. Pressing enter adds the keyword(s).
Publisher (organization)*	This field is automatically filled in.
Date of publication*	The date the publication was officially published, as stated in the publication.
Pages	Enter the total number of pages.
Type*	You make the choice between Thesis or Internship report. Choose Thesis.
Degree level*	Select the level of the graduation product. Choose WO bachelor or WO master.
Language	Please select the language in which the thesis is written.
Department, Lectorate, Discipline*	This field is automatically filled in if you have selected your discipline the first time you logged in. You can select new

	discipline(s) ff no discipline is filled in or you want to change your discipline.
Terms of use*	Choose from one of the Creative Commons usage licenses from the list. More information about these rights can be found on [Creative Commons website]().
Authors and persons involved*	Enter the name of the authors and persons involved. You can also change the order of the authors and persons involved and their roles. This information is often mentioned on the title page. IMPORTANT: don't forget to add yourself as author.
Specialism	Here you can specify your specialisation
Access right metadata*	Specify whether the metadata, i.e. the information in these fields, is available open access, closed access or restricted access. If the material is embargoed, you select the value for when the embargo is over. You can set the embargo and the end date in another field.
Date of approval* **(theses only)**	Enter the date when the thesis was approved.
Grade	Enter the grade for the thesis here. The grade will only be visible to supporters from the faculty's Educational Office.
Remarks	Here you can add information that does not belong in any of the other fields.
Channels	By switching a channel on or off, you determine the status of the material and on which platform it will be displayed. At this time all theses will be published within the Archive and will only be visible for supporters from the faculty's Educational Office.
Publish in / Embargo date	Here you can specify an embargo date that is in the future. The material will be published on that date. IMPORTANT: you do not have to enter a date if the full text is not embargoed.
Permission* (theses only)	In this field, you indicate whether the student has given permission to publish the thesis.

Adding authors
Available authors
Before adding a new author, it is advisable to first search the database for available authors. You always start by looking for authors within your own organization. By enabling the option to Include other organizations, you can search the database of authors of other organizations.

Role/function

When you have selected (or added) an author, you can enter the role/function of the author. For a thesis you select <Student> for the first author, select <Begeleider> for the first and second supervisors and <Overig> for the reader.

Adding a new author.

If you cannot find an author in the database, you can create a new author. Click on the Manual tab. Fill in as many fields as possible, but at least the mandatory ones. It is also possible to create a new author via the People tab in the side menu.

Alias and sorting

You can change the name of an author for each publication via the field Alias. In this field, you can enter a free text string to be used as alias. Aliases are visible in the publication record under added authors. Clicking on them will take you to the Profile.

If you have added several authors, you can change their order if you wish. The author who is at the top is shown first on the portal where you publish the material. You can change the order of the authors by dragging the icons in front of their names.

You can edit or remove an author you have added to the publication.

Uploading files

Files can be easily added using the "drag and drop" principle. We advise students to create one PDF-file for their whole thesis. The maximum file size is 500 MB.
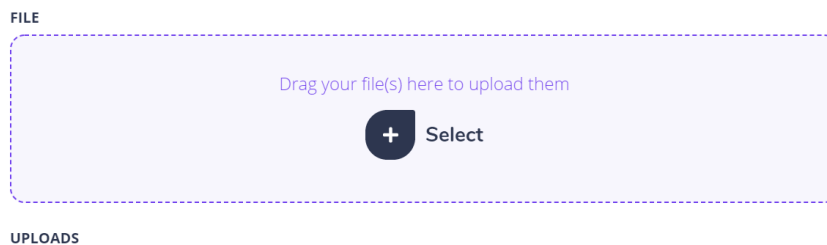
Access rights on files

It is possible to add several files, each of which has different access rights. It is therefore possible to enter a separate access right per file.

- Publicly available
- Restricted access
- Closed access

Deleting files

You can easily delete files via the trash can. Deleted files are not retrievable via the recycle bin but are permanently deleted.
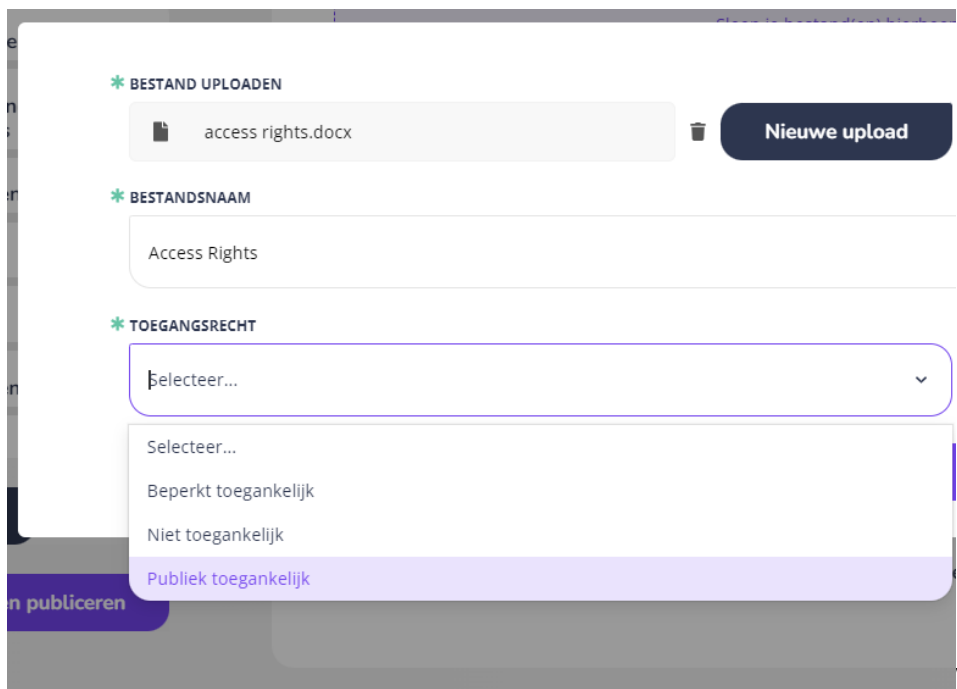

Saving your material for later

When you upload material, it is automatically saved as a concept. But please note: the changes you make in the metadata fields are not automatically saved. Use the <u>Save</u> button for this. SURFsharekit creates a notification if you forget to save.

Publishing materials

When you have filled in the available metadata fields as completely as possible (at least the mandatory* fields), you determine where and to whom the material may be visible. At this moment all theses will only be archived and therefore will only be visible to supporters from the faculty's program secretariat.

Explanation of available channels

Archive	When you choose the Archive status, the publication becomes available internally within SURFsharekit to only supporters from the faculty's Educational Office.

Publish under embargo

It is possible to publish under embargo via the field Publish on. Publishing under embargo means that you upload the material in advance, but specify a publication date that is in the future. The material may be published on that date. Until then, the content will remain within SURFsharekit and will only be visible to supporters from the faculty's Educational Office.
IMPORTANT: Do not enter a date in this field if the full text is not under embargo.

Example filled-in form

≡ **Algemene gegevens**

TITEL

Dit is mijn titel

ONDERTITEL

Dit is mijn ondertitel

SAMENVATTING

Dit is de samenvatting van mijn scriptie.

TREFWOORDEN

[trefwoord 1] [trefwoord 2] [trefwoord 3]

UITGEVER

[Vrije Universiteit Amsterdam]

PUBLICATIEDATUM	**AANTAL PAGINA'S**
1-2-2023	❶ 99

AFDELING, LECTORAAT, OPLEIDING

[Pedagogische Wetenschappen]

TYPE

Afstudeerproduct

NIVEAU

[WO Master]

TAAL

Nederlands

GEBRUIKSRECHT

CC BY - Naamsvermelding

AUTEURS EN BETROKKENEN

Mijn Naam	Student
Voornaam Achternaam	Begeleider
Voornaam 2 Achternaam 2	Begeleider
Voornaam 3 Achternaam 3	Overig

≣ Aanvullende gegevens

SPECIALISME

International Technology Law

TOEGANGSRECHT METADATA

Niet toegankelijk

DATUM VAN GOEDKEURING

1 augustus 2023 ℹ

CIJFER

7,0   ℹ

OPMERKINGEN

-

◁ **Kanalen** - Geef aan waar je dit materiaal wilt publiceren   ⌃

 AAN   **Archief**

PUBLICEREN OP DATUM / EMBARGO DATUM

- ℹ

TOESTEMMING

☑ Hierbij verklaar ik dat zowel de auteurs als de opdrachtgever van dit afstudeerproduct akkoord gaan met de plaatsing van de publicatie in SURFsharekit. De publicatie mag zichtbaar gemaakt worden via andere kanalen als het toegangsrecht op de metadata dit toestaat. Daarbij mag ook de full text zichtbaar gemaakt worden als het toegangsrecht op het bestand dit toestaat en er geen embargo (meer) geldt. In alle andere gevallen mag de publicatie niet zichtbaar gemaakt worden via andere kanalen.