



Lietuvos akademinė elektroninė biblioteka

Thesis uploading to eLABa instructions

To upload your thesis to eLABa you have to go to this website: <https://www.elaba.lt/elaba-portal/en/naujienos>

A screenshot of the eLABa website's news page. At the top left is the eLABa logo and the text "Lithuanian Academic Electronic Library". To the right is a "Sitemap" link. Below the logo is a navigation menu with five items: "About eLABa", "News", "Repository", "Search", and "Consortium". The "Repository" item is highlighted in orange. Below the menu is a breadcrumb trail: "Home > News". The main content area shows a news article titled "Version 1.22.1 of eLABa is installed" with a date of "2018-04-27", author "By Aurelija Striogiene", and "7 Views". The article text starts with "On April 26th, 2018 a new eLABa ETD / PDB version 1.22.1 was introduced into the production environment. Realized changes: User interface in English; Created interface of import of records from Scopus to eLABa." A callout box with an orange background and a white border points to the "Submit" option in the "Repository" dropdown menu. The callout box contains the text "Click **Repository** and **Submit**".A screenshot of the eLABa submission form. At the top right is a language selector "Lietuviškai". Below it is the eLABa logo and the text "Lietuvos akademinė elektroninė biblioteka". The form has a label "Institution" and a dropdown menu showing "Lithuanian University of Health Science". Below the dropdown is a blue button labeled "Next". A callout box with an orange background and a white border points to the dropdown menu. The callout box contains the text "Choose university and click **Next**".

eLABa
Lietuvos akademinė elektroninė biblioteka

Institution: Lithuanian University of Health Sciences

Username:

Password:

Login

LUHS community members log in with LUHS information systems' username and password.

eLABa
Lithuanian Academic Electronic Library Repository
Laura Petrauskienė (LSMU)
[Lietuvių](#) [Log out](#)

Document management

Documents

- Document management
- Supervisor documents
- My documents

Classifiers

New document

Search

Title:

Author: First name: Last name: Select

To upload the thesis the first time click **New document**

Step 1

Step 2

Step 3

Step 4

Step 5

Here you will have to enter general data about the thesis that's going to be uploaded, and to add science field:

Form type: Wizard

Preview Import Import from file Export Help Back

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB * ETD **Choose ETD**

Type * Master thesis **Choose the type of the document you're uploading**

Institution of metadata creator: Lithuanian University of Health Sciences

Department of metadata creator *: Biblioteka ir informacijos centras > Informacijos pasla

Date of creation of the metadata: 2018-04-27 09:40

Creator of metadata: Laura Petrauskienė

Document language: English **Change language of your thesis**

Scientific fields

*Enter at least one field of science

| Code | Title | Type | Actions |
|-------|-------|------|---------|
| Empty | | | |

+ Add field of science **Choose science field**

Studies fields

Enter at least one studies field

| Code | Title | Actions |
|-------|-------|---------|
| Empty | | |

+ Add studies field **Choose studies field**

Continue

Select classifier

Search

Title

Code

Valid Yes No

Search Clear

| | | | | |
|---|------|--|--|-----------------------|
| ▼ Physical, biomedical and technological sciences | FBT | | | |
| ▼ Biomedical sciences | B000 | | | |
| Biophysics | 02B | | | <input type="radio"/> |
| Biology | 04B | | | <input type="radio"/> |
| Botany | 05B | | | <input type="radio"/> |
| Ecology and environmental studies | 06B | | | <input type="radio"/> |
| Pharmacy | 08B | | | <input type="radio"/> |
| Medicine | 06B | | | <input type="radio"/> |
| Odontology | 07B | | | <input type="radio"/> |

Click on the little triangle near the science field title

Mark the science field you need

Select classifier

Search

Title

Code

Valid Yes No

Search Clear

| | Code | Valid from | Valid until | Actions |
|---------------------------|------|------------|-------------|-----------------------|
| ▼ Biomedical sciences | B | | | |
| ▶ Life sciences | BGM | | | |
| ▼ Medicine and health | BMC | | | |
| Professional oral hygiene | | | | <input type="radio"/> |
| Pharmacy | | | | <input type="radio"/> |
| Medicine | A300 | | | <input type="radio"/> |
| Medicine and health | B900 | | | <input type="radio"/> |
| Medical technology | B800 | | | <input type="radio"/> |
| Nutrition | B400 | | | <input type="radio"/> |

Click on the little triangle on **Biomedical Science** then on **Medicine and Health**

Mark the study field you need

After that, click *Continue* on the bottom of the page.

Here you will have to enter the title, summary, keywords:

Step 1 Step 2 Step 3 Step 4 Step 5

Title, summary, keywords

**The title, annotation and keywords must be in Lithuanian and English (lowercase)*

| Title | Language | Annotation | Actions |
|-------|----------|------------|---------|
| Empty | | | |

+ Add

Click **Add**.

Write the same text in an alternative language. I.e. if the thesis was written in Lithuanian language, alternative language could be English language and vice versa.

Title, annotation, keywords

Language * Lithuanian

Title *

Annotation *

Keywords *

Confirm Close

Choose language

Write the title of the thesis
(Note. Do not write in caps lock!)

Write the summary of the thesis
(it will be enough few sentences about your thesis)

Write keywords. **(Note. There should be at least 3 keywords, separated by semicolons)**

When you're done, click *Continue* on the bottom of the page.

Step 1 Step 2 **Step 3** Step 4 Step 5

Write the number of the pages, e.g. 45 p.

Physical data

Scope

ETD additional fields

Work done at the institution * Lithuanian University of Health Sciences

Work defense

Work defended

Equivalency examination

Date of defence

Department * Not selected

Write the date of the thesis defence

Choose your faculty

Other responsible persons

**Enter a supervisor (consultant in the case of external) by choosing from users (not typing)*

| First name, last name | E-mail | Responsibility | Actions |
|-----------------------|--------|----------------|---------|
| Empty | | | |

Defense committee Not selected

Add the thesis supervisor, reviewer and thesis defense board member

Select classifier

Search

Last name * petrauskienė

First name laura

Employee ID

Student ID

Type Employee Student

Search Clear Manual input

Write the responsible person's name, surname and perform a search.

Choose the responsible person. Take attention to university if there are more than one person

| Last name | First name | Institution, department (e-mail) | Actions |
|--------------|------------|---|---------|
| Petrauskienė | Laura | Lithuanian University of Educational Sciences, Mokslo ir inovacijų direkcija (laura.petrauskiene@leu.lt) | ○ |
| Petrauskienė | Laura | Lithuanian University of Health Sciences, Biblioteka ir informacijos centras (laura.petrauskiene@fc.lsmuni.lt) Lithuanian University of Health Sciences, MA Medicinos fakultetas (laura.petrauskiene@fc.lsmuni.lt) | ○ |
| Petrauskienė | Laura | Klaipėda University, Tęstinųjų studijų institutas (L.PETRAUSKIENĖ@noemail.lt) (no longer works/studies) | ○ |
| Petrauskienė | Laura | Vytautas Magnus University, Socialinių mokslų fakultetas (laura.petrauskiene@fc.vdu.lt) | ○ |

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Responsible person

Person Laura Petrauskienė Select

First name * Laura

Last name * Petrauskienė

E-mail laura.petrauskiene@lsmuni.lt

Description * Thesis supervisor (thesis consultant in the case of external)

Confirm

- Thesis supervisor (thesis consultant in the case of external)
- Thesis defense board member
- Thesis defense board chairman
- Consultant
- Reviewer, critic

Choose description of responsible person and click on **Confirm**

When you're done, click Continue on the bottom of the page.

Step 1 Step 2 Step 3 **Step 4** Step 5

Upload thesis in a PDF format

Attached files

Main file *

Attachments

| Title |
|-------|
| Empty |

Access status

Set the access type for the thesis.

Thesis can have no public access only when its' publication can result in disclosing commercial secrets or the university's interests can be breached in any other way. Max period is 5 years.

When you're done, click *Continue* on the bottom of the page.

Step 1 Step 2 Step 3 Step 4 **Step 5**

License agreements with the author

License type * Not needed Electronic Written

Status

Status **Staff entering**

Notes for the document

Actions

Possible actions

- Save data without changing the status of the document
- Send to author to correct
- Send to supervisor to confirm
- Delete

Save Send notifications

Choose Send supervisor to confirm

Click Save

Your thesis supervisor will review your data. If everything is OK, your thesis will be send to defending.

You can check your thesis status:

Draft – you didn't finish your upload;

Supervisor confirming – supervisor didn't check your thesis yet;

Author correcting – you need to correct thesis, or add responsible persons;

Defending – supervisor have transferred your thesis to defending;

Confirmed – you thesis is in repository, this will happen after defending thesis.

If you need to correct the errors found by your supervisor or librarian, you will have to log in into the system the same way you did when you wanted to upload a new thesis. In the list of the uploaded documents' find the necessary document and click on the pencil symbol. After you're done editing your data, provide it to the supervisor again.

| No. | Author | Title | Source | Type of publication | Year | Modified | Status | Actions |
|-----|--------|-----------------|--------|---------------------|------|------------------|-------------------|---|
| 1 | | Kaimo ir miesto | | Master thesis | 2018 | 2018-04-27 10:41 | Author correcting |   |

If you want to edit the uploaded thesis' data, you have to click on the pencil symbol

When the data will be accepted and approved, your supervisor will transfer the data to the defence committee.

If you have any questions or technical problems uploading your thesis, please call tel. +37037396043 or write an email: laura.petrauskiene@lsmuni.lt,