

## Publication Upload Guide

You can send your publication directly to [open@metu.edu.tr](mailto:open@metu.edu.tr) for us to upload. You can also contact us via our mail address for any of your questions, problems and suggestions.

1. Click the Login button on the upper right corner of the screen and then enter your METU user code and your password to the screen that opens (Figure 1)

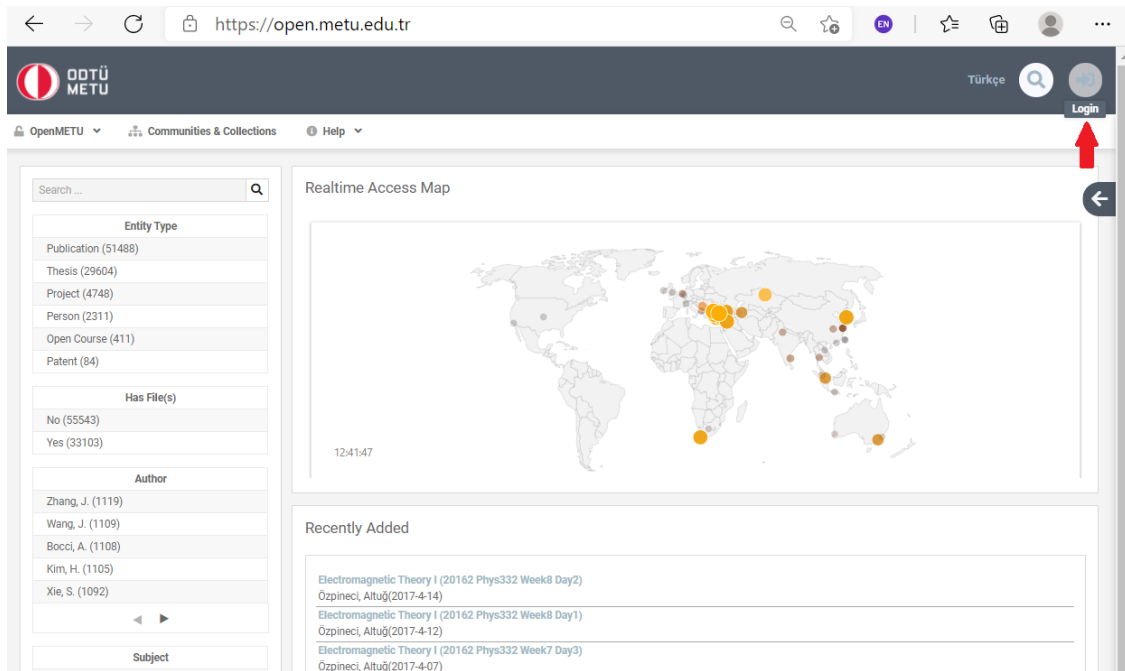


Figure 1

2. Choose the "New Submission" under the Submit menu (Figure 2).

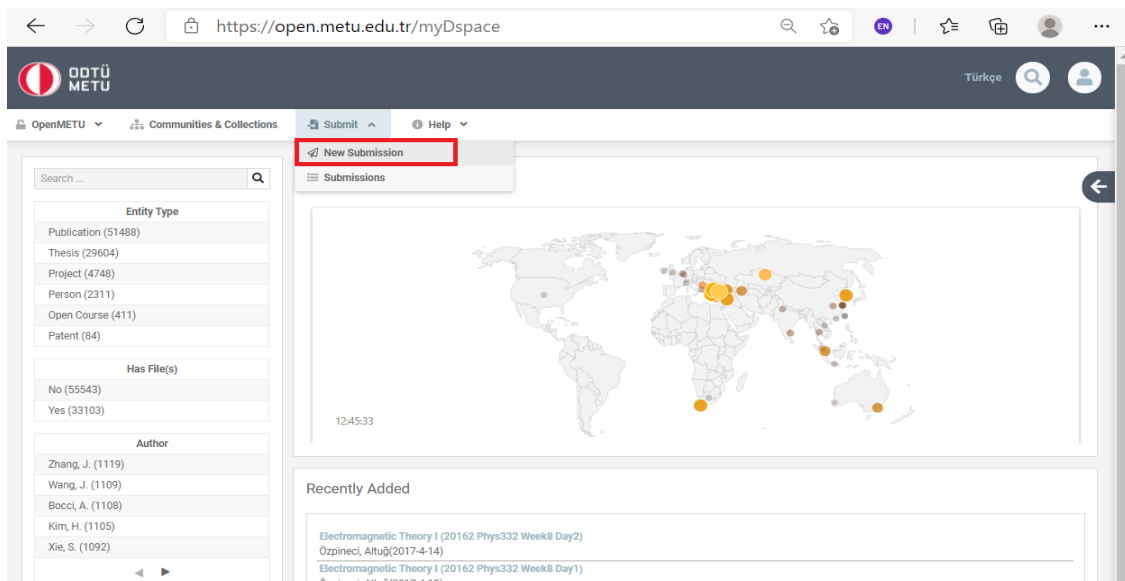
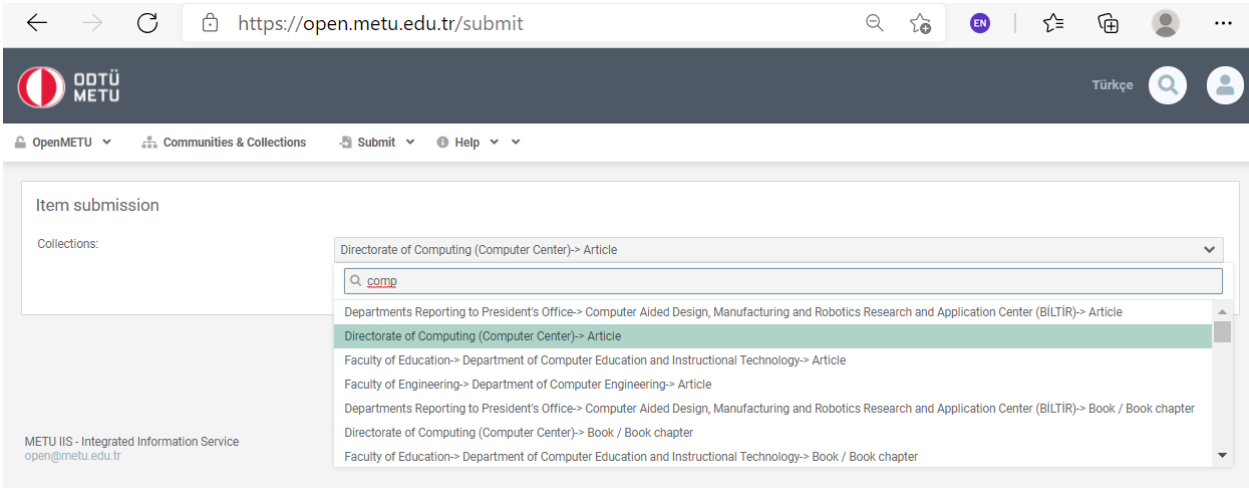


Figure 2

3. Select the collection suitable for the to-be-uploaded work and proceed to the next step (Figure 3).



Item submission

Collections:

Directorate of Computing (Computer Center)-> Article

Search: comp

Departments Reporting to President's Office-> Computer Aided Design, Manufacturing and Robotics Research and Application Center (BİLTİR)-> Article

Directorate of Computing (Computer Center)-> Article

Faculty of Education-> Department of Computer Education and Instructional Technology-> Article

Faculty of Engineering-> Department of Computer Engineering-> Article

Departments Reporting to President's Office-> Computer Aided Design, Manufacturing and Robotics Research and Application Center (BİLTİR)-> Book / Book chapter

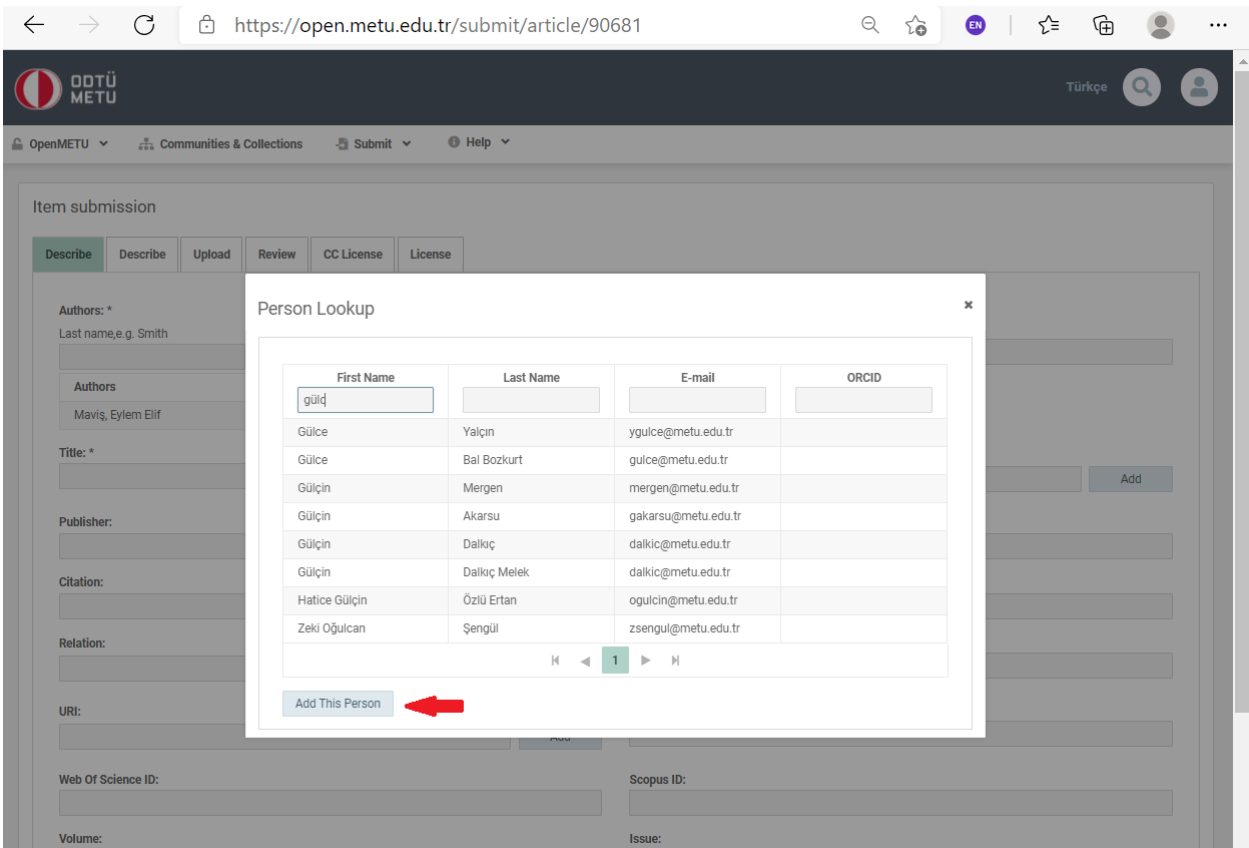
Directorate of Computing (Computer Center)-> Book / Book chapter

Faculty of Education-> Department of Computer Education and Instructional Technology-> Book / Book chapter

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open@metu.edu.tr

Figure 3

4. Enter the first name and last name of the authors to the Authors field, including yourself. For the authors who are members of METU, use the “Lookup at METU” button to find and add the author from the list. If the authors are not members of METU, type the “Last name, first name” field manually and click the “add” button (Figure 4).



Item submission

Describe Describe Upload Review CC License License

Authors: \*

Last name, e.g. Smith

Authors

Maviş, Eylem Elif

Title: \*

Publisher:

Citation:

Relation:

URI:

Web Of Science ID:

Scopus ID:

Volume:

Issue:

Person Lookup

First Name	Last Name	E-mail	ORCID
güld			
Gülce	Yalçın	ygulce@metu.edu.tr	
Gülce	Bal Bozkurt	gulce@metu.edu.tr	
Gülçin	Mergen	mergen@metu.edu.tr	
Gülçin	Akarsu	gakarsu@metu.edu.tr	
Gülçin	Dalkıç	dalkic@metu.edu.tr	
Gülçin	Dalkıç Melek	dalkic@metu.edu.tr	
Hatice Gülçin	Özül Ertan	ogulcin@metu.edu.tr	
Zeki Oğulcan	Şengül	zsenkul@metu.edu.tr	

Add This Person

Figure 4

5. Enter the date of issue, title, and other titles of your publication, if any (Figure 5).

6. The fields other than these are not required to fill in, however the more the data you provide, the more visible your publication will be (Figure 5).

7. Select the type and language of your work and proceed to the next step (Figure 5)

The screenshot shows the 'Item submission' form on the OpenMETU website. The browser address bar shows 'https://open.metu.edu.tr/submit/article/90681'. The form is divided into several sections:

- Authors:** Includes fields for last name (e.g., Smith) and first name (e.g., Donald Jr.), a 'Lookup at ODTU' button, and a table with two authors: Maviş, Eylem Elif and Bal Bozkurt, Gülce. Each author has 'Edit' and 'Delete' buttons.
- Date of Issue:** A dropdown menu for the year (2021) and a 'Select' dropdown for the month. A red arrow points to the year field.
- Title:** A text field containing 'Dispace'den OpenMETU'ye'. A red arrow points to the title field.
- Other Titles:** An empty text field with an 'Add' button.
- Publisher:** An empty text field.
- Journal:** An empty text field.
- Citation:** An empty text field.
- ISSN:** An empty text field.
- Relation:** An empty text field with an 'Add' button.
- Is Version Of:** An empty text field.
- URI:** An empty text field with an 'Add' button.
- DOI:** An empty text field.
- Web Of Science ID:** An empty text field.
- Scopus ID:** An empty text field.
- Volume:** An empty text field.
- Issue:** An empty text field.
- Start Page:** An empty text field.
- End Page:** An empty text field.
- Type:** A dropdown menu with options: Journal Article (highlighted), Article, Newsletters, Magazin Article, Newspaper Article, Working Paper, and Preprint.
- Language:** A dropdown menu with options: French, Italian, Japanese, Chinese, Turkish (highlighted), and (Other).

A red arrow points to the 'Next' button at the bottom right of the form.

Figure 5

8. Add the keywords with the first letters capitalized (Sentence case). (Figure 6).

9. Choose the version of to-be-uploaded PDF file (Figure 6).

Item submission

Describe Describe Upload Review CC License License

Subject Keywords:

Add

Dspace  
 Açık Erişim  
Remove

Version:

Article Pre-Print

Select

Article Post-Print

Article Pre-Print

Peer Reviewed

Publisher's Version

Add

Back Next

Figure 6

10. Enter the summary of your study to the Abstract field. If there is abstract information in more than one language, add them separately and proceed to the next step (Figure 7).

Item submission

Describe Describe Upload Review CC License License

Subject Keywords:

Add

Dspace  
 Açık Erişim  
Remove

Version:

Article Pre-Print

Sponsors:

Add

Abstract :

MIT'nin açık erişim platformu olarak geliştirdiği açık kaynak kodlu Dspace yazılımı ODTÜ kullanıcıları ihtiyaçlarına uyarlanabilmesi için veri arayüzü katman ayrılmış, arayüz katmanı java ile yeniden geliştirilmiştir. Yeni geliştirilen arayüz katmanı Dspace'in veri katmanı ile haberleşecek şekilde tasarlanmıştır.

Add

Back Next

Figure 7

11. Select and upload the file(s) related to your study and proceed to the next step. Before uploading your file, you can check the copyright conditions of your publisher at <https://v2.sherpa.ac.uk/romeo/> (Figure 8).

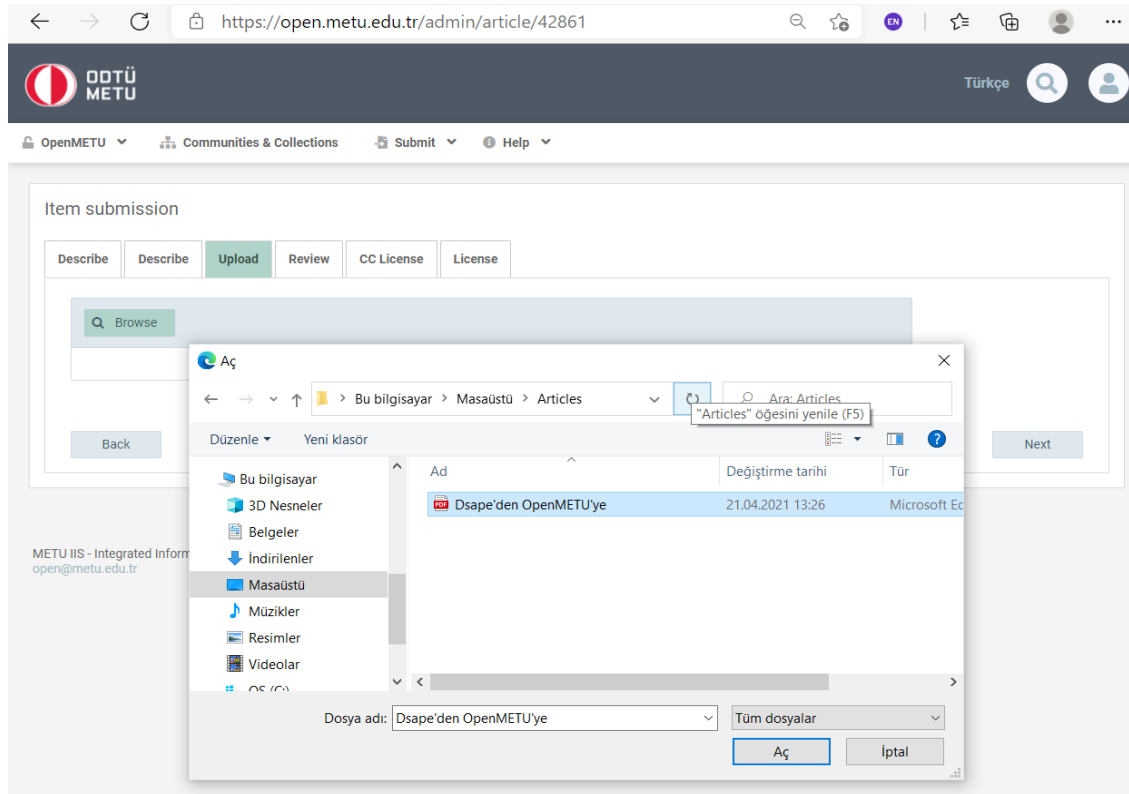


Figure 8

12. At this stage, there will be a review page. You can check the information that you entered and, if necessary, you can edit it. Then, you can proceed to the next step (Figure 9).

The screenshot shows the 'Item submission' page in the OpenMETU admin interface. The browser address bar displays 'https://open.metu.edu.tr/admin/article/42861'. The page header includes the ODTÜ METU logo and navigation links for 'OpenMETU', 'Communities & Collections', 'Submit', and 'Help'. The main content area is titled 'Item submission' and features a series of tabs: 'Describe', 'Describe', 'Upload', 'Review', 'CC License', and 'License'. The 'Review' tab is currently active. Below the tabs, there are three sections for reviewing the submission details:

- Describe Item:** Authors: [Maviş, Eylem Elif, Bal Bozkurt, Gülice]; Title: Dspace'den OpenMETU'ye; Date of Issue: 2021-; Type: [Journal Article]; Language: Turkish. A 'Correct one of these' button is present below this section.
- Describe Item:** Subject Keywords: [Dspace, Açık Erişim]; Version: Article Pre-Print. A 'Correct one of these' button is present below this section.
- Upload File(s):** A file named 'Dspace'den OpenMETU'ye.pdf' is listed. A 'Correct one of these' button is present below this section.

At the bottom of the form, there are 'Back' and 'Next' buttons.

Figure 9

13. Select the type of the license for the use of your work and proceed to the next step (Figure 10).

The screenshot shows the 'Item submission' page in the OpenMETU admin interface, now at the 'CC License' step. The browser address bar displays 'https://open.metu.edu.tr/admin/article/42861'. The page header is the same as in Figure 9. The main content area is titled 'Item submission' and features the same series of tabs: 'Describe', 'Describe', 'Upload', 'Review', 'CC License', and 'License'. The 'CC License' tab is currently active. Below the tabs, there is a section titled 'License Your Work' with a 'License Type:' label. A dropdown menu is open, showing the following options: 'Creative Commons', 'Public Domain', 'CC0', 'Creative Commons', and 'No Creative Commons License'. The 'Creative Commons' option is highlighted. A 'Next' button is located at the bottom right of the form. At the bottom of the page, there is a footer with the text 'METU IIS - Integrated Information Service' and the email address 'open@metu.edu.tr'.

Figure10

14. Accept the distribution license of your work and complete the uploading process (Figure 11).

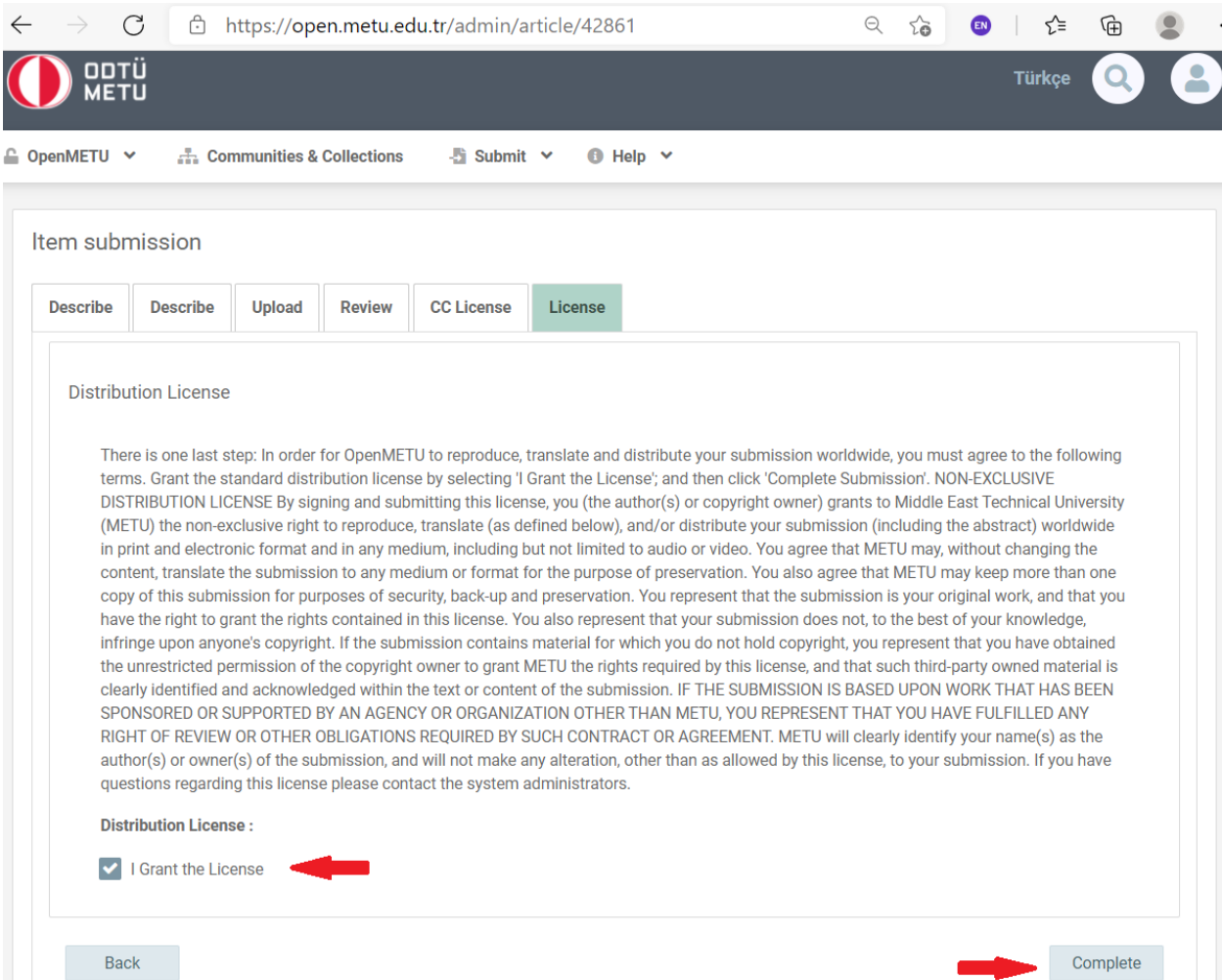


Figure 11

15. The uploading process is complete. The submission that you created has been sent to the relevant team to be checked. It will be placed among the METU assets after approved (Figure 12, Figure 13). Thank you.

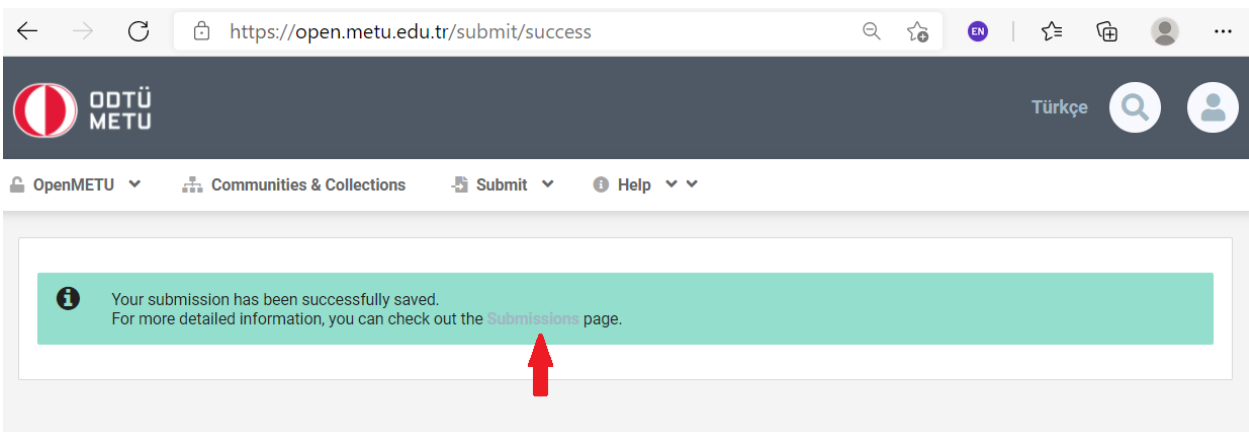


Figure 12

← → ↻ https://open.metu.edu.tr/mySubmissions 🔍 ☆ EN | ☆ 🏠 👤 ...

**ODTÜ METU** Türkçe 🔍 👤

🏠 OpenMETU ▾ 🏠 Communities & Collections 📄 Submit ▾ ⓘ Help ▾

### Unfinished submissions

These are incomplete item submissions. You may also start another submission.

Select	Title	Collection
<input type="checkbox"/>		
<input type="checkbox"/>	No records found.	

⏪ ◀ 1 ▶ ⏩

🗑️ Delete

### Submissions being reviewed ←

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection
Dspace'den OpenMETU'ye	Article

⏪ ◀ 1 ▶ ⏩

### Archived Submissions

These are your completed submissions which have been accepted into OpenMETU.

Figure 13