Publication Upload Guide

You can send your publication directly to 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)
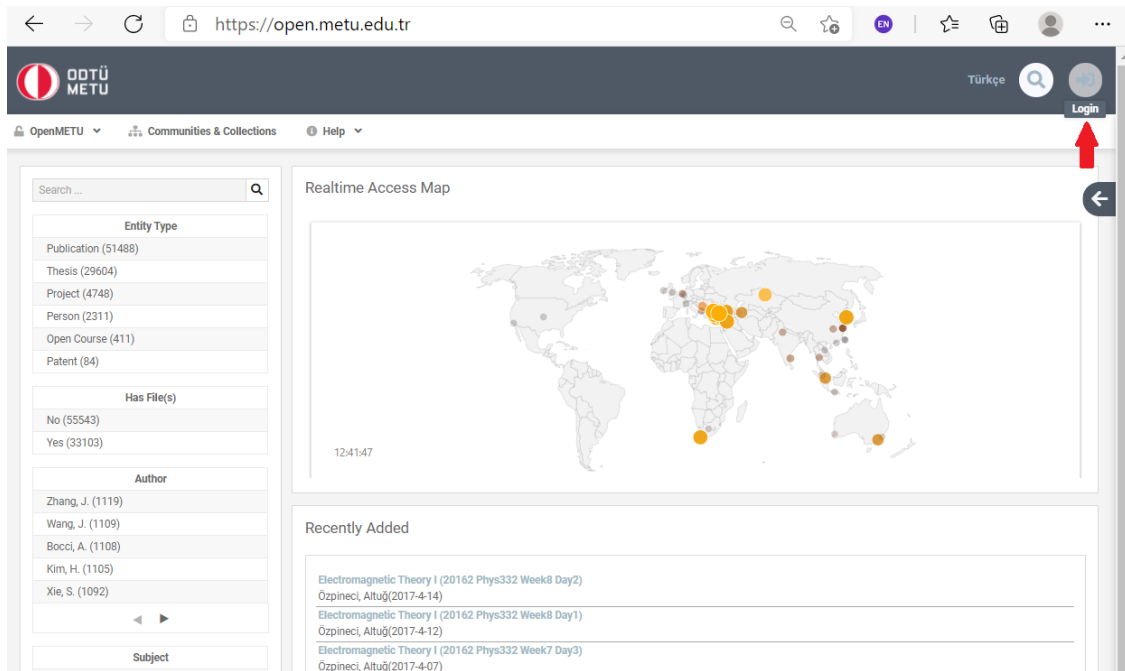

Figure 1

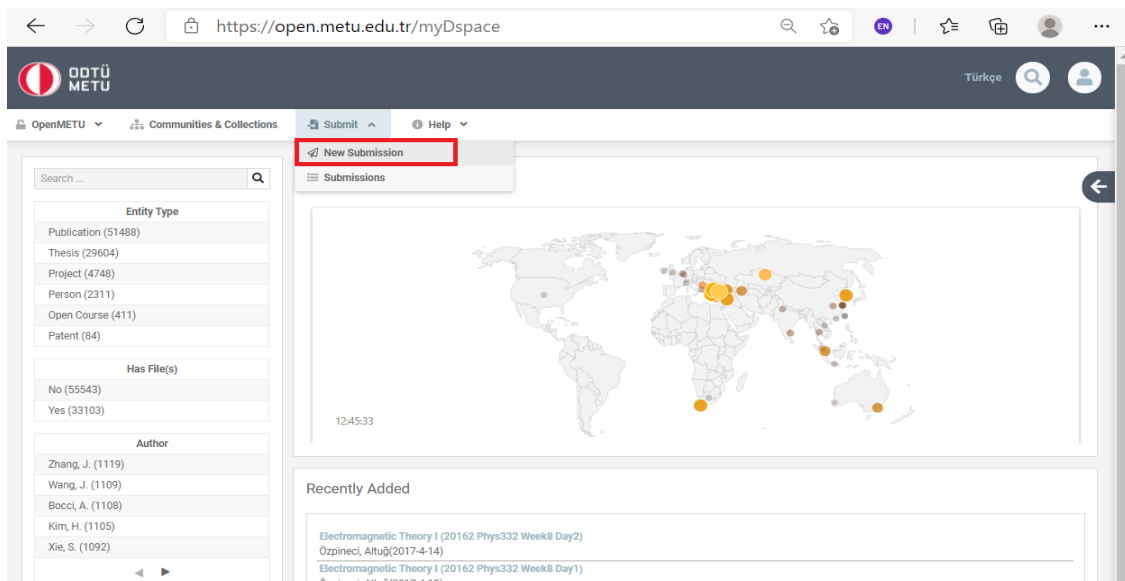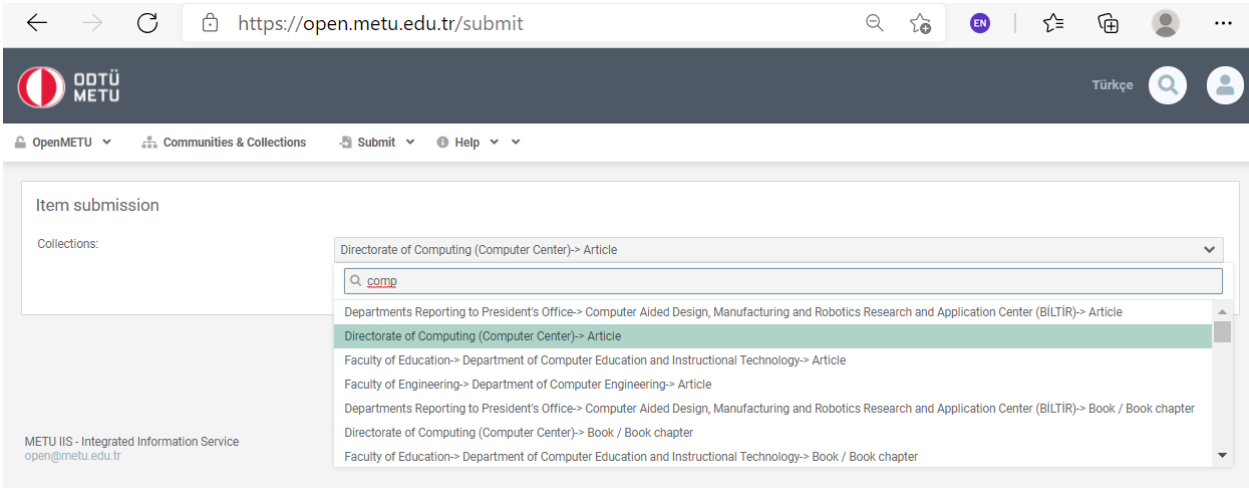2. Choose the "New Submission" under the Submit menu (Figure 2).

Figure 2

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

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).

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)

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).

Figurel 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).

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).
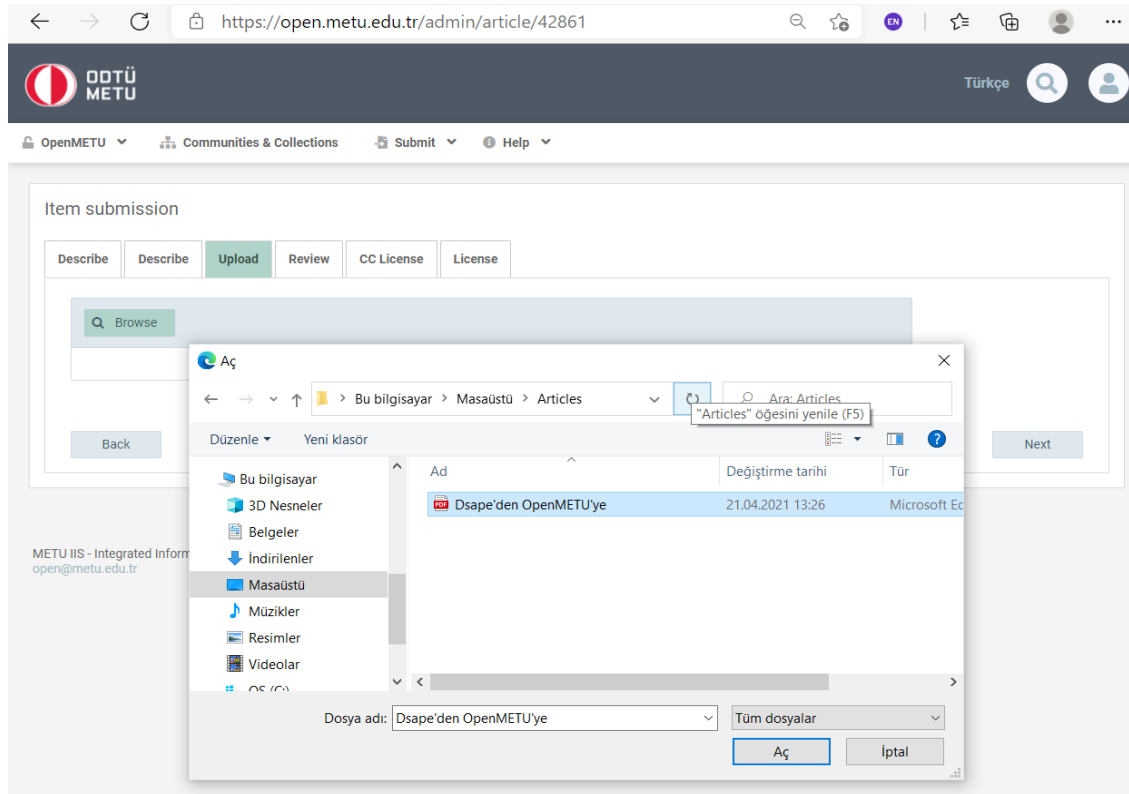

Figure 8

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).

Figure 9

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

Figure10

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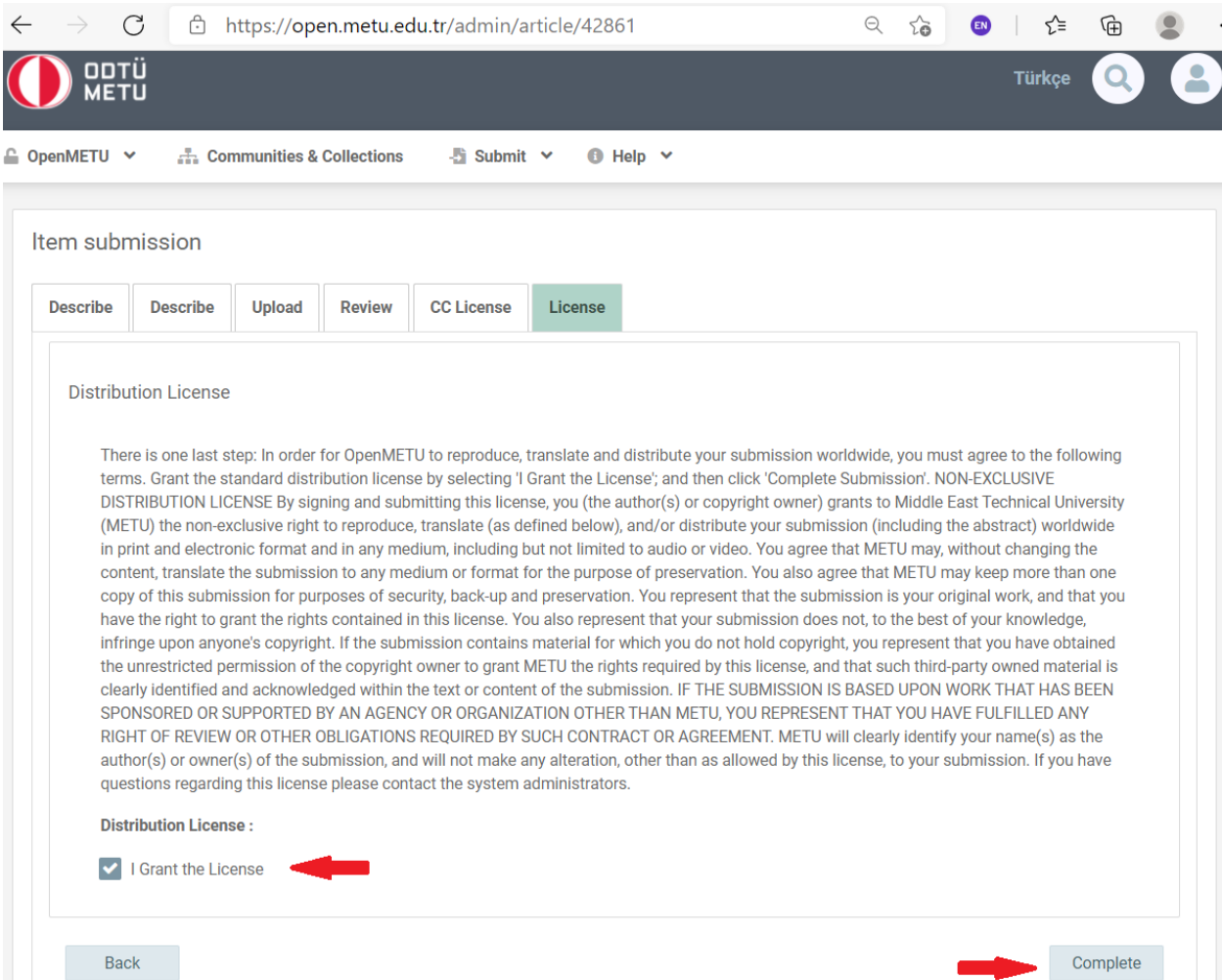

Figure 11

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.
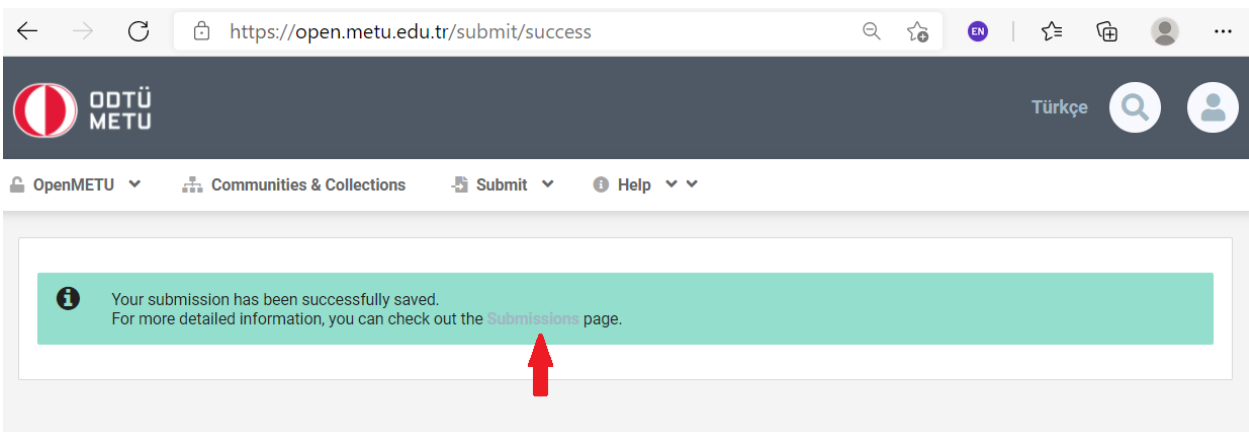

Figure 12

Figure 13