Uploading Publications with the DOI Number

You can always send your publications directly to open@metu.edu.tr for us to upload. You can also contact us via this e-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 password on the page opened (Figure 1).
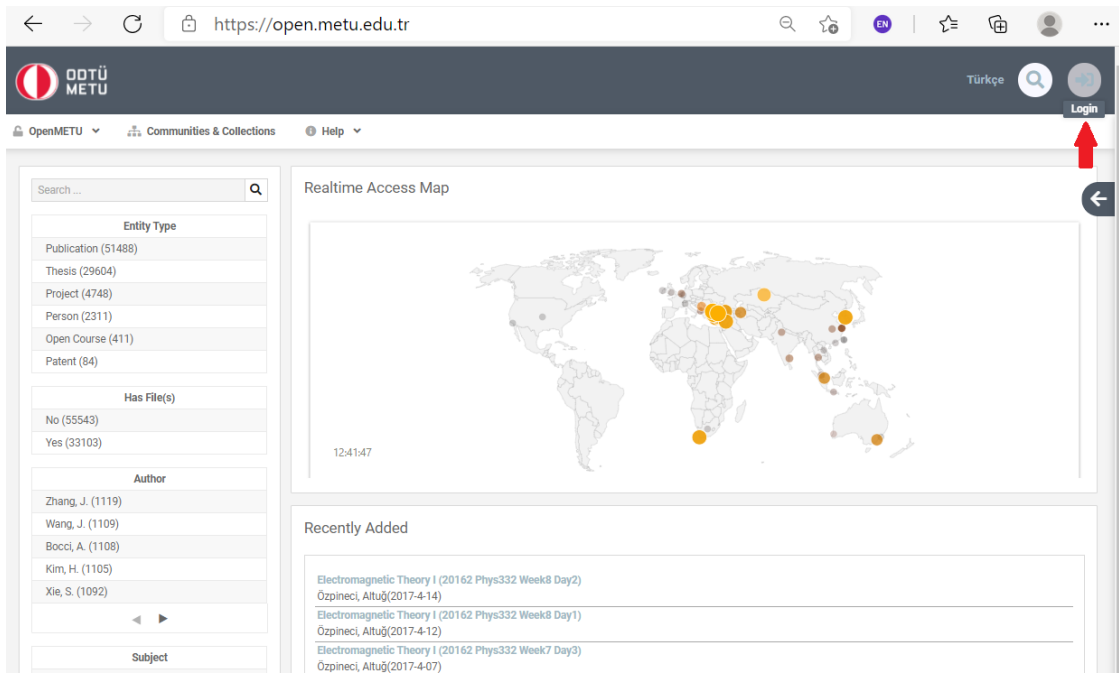

Figure 1

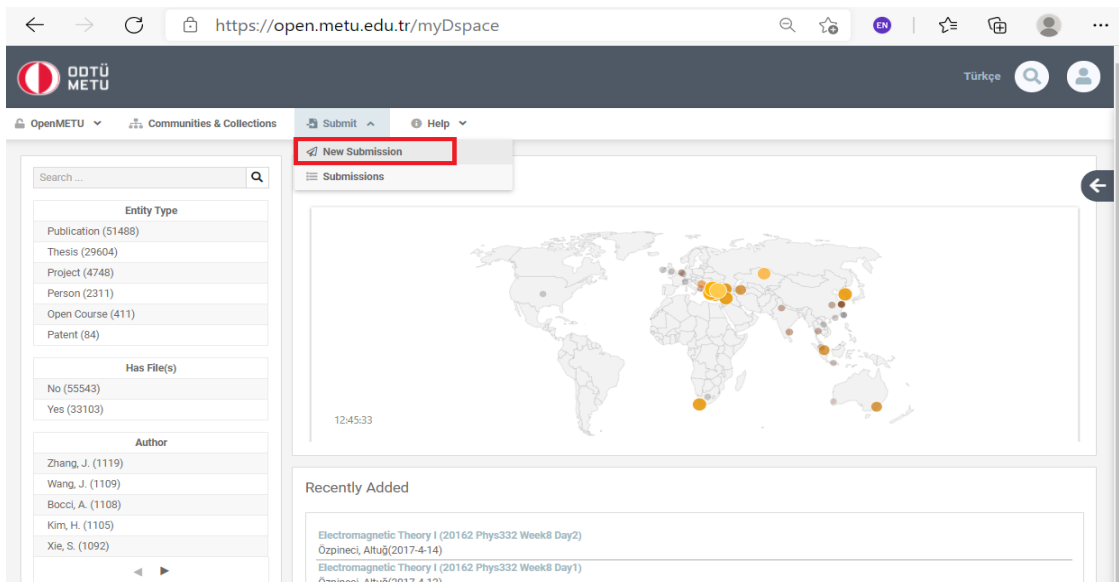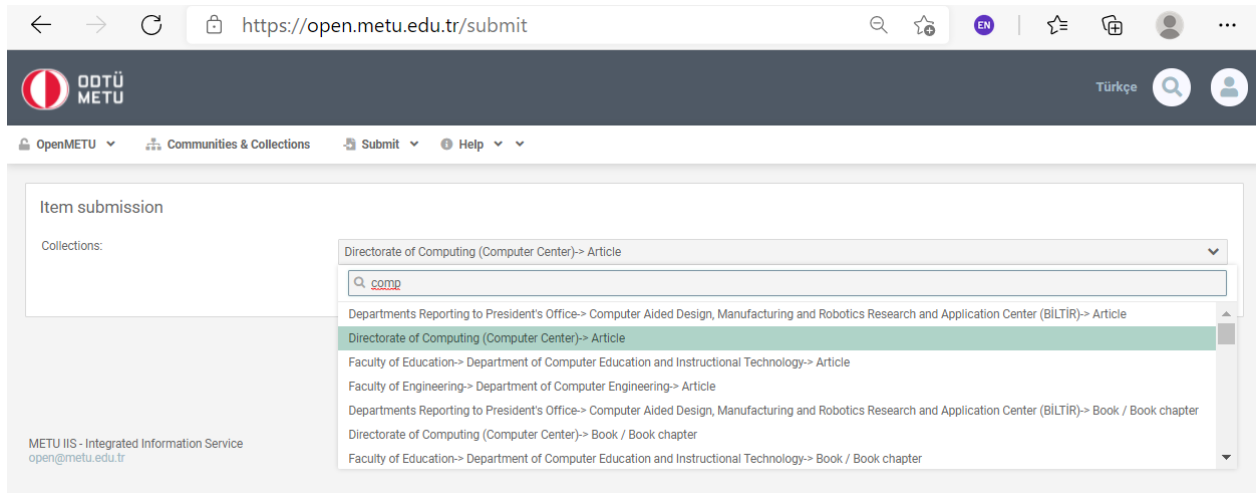2. Choose the "New Submission" under the Submit menu (Figure 2).

Figure 2
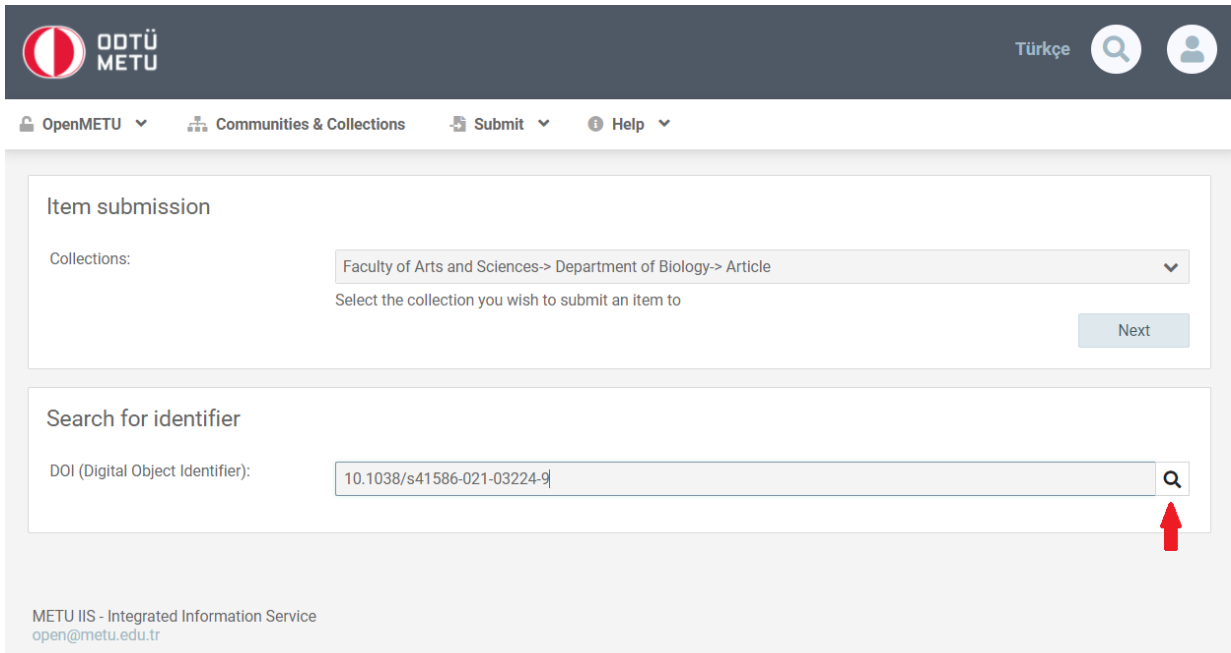
3. Select the collection suitable for your work and proceed to the next step (Figure 3).

Figure 3

4. Enter the DOI (Digital Object Identifier) number of your work and click the search button (Figure 4).

Figure 4

5. The system captures the author information with DOI number and compares it with the researchers from METU. It lists the employees of METU who have similar names with their departments. This step may take 30 seconds.

   Select the matching METU author (s) from the list and go to the next step (Figure 5).

Figure 5

6. The description page will come filled out with the metadata captured with DOI information. Check the information and add if there is any metadata missing (Figure 6).
7. Select the type and language of your work and proceed to the next step (Figure 6).

Figure 6

8. Add the keywords with the first letter capitalized (Figure 7).
9. Choose the version of your work's PDF file (Figure 7).

Figure 7

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 8).

Figure 8

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 9).
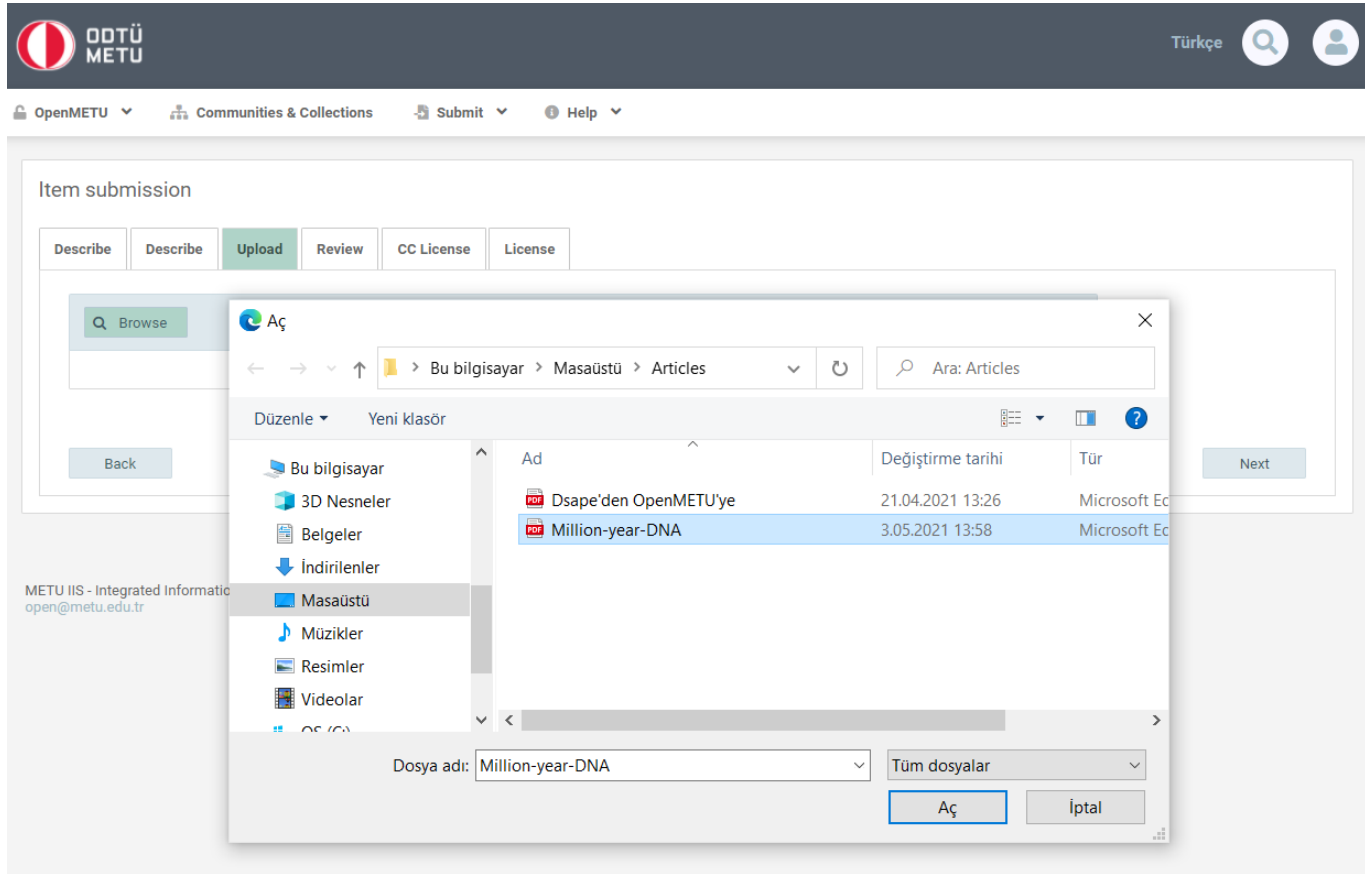

Figure 9

12. At this stage, there will be a review page. Check the information that you entered and, if necessary, edit it. Then, you can proceed to the next step (Figure 10).

Figure 10

13. Select the type of [the license](#) for the use of your work and proceed to the next step (Figure 11).

Figure 11

14. Accept the distribution license of your study and complete the uploading process (Figure 12).

Figure 12

15. The uploading process is complete. The submission has been sent to the relevant team to be controlled. After this control stage it will be placed among the METU assets (Figure 13, Figure 14). Thank you.
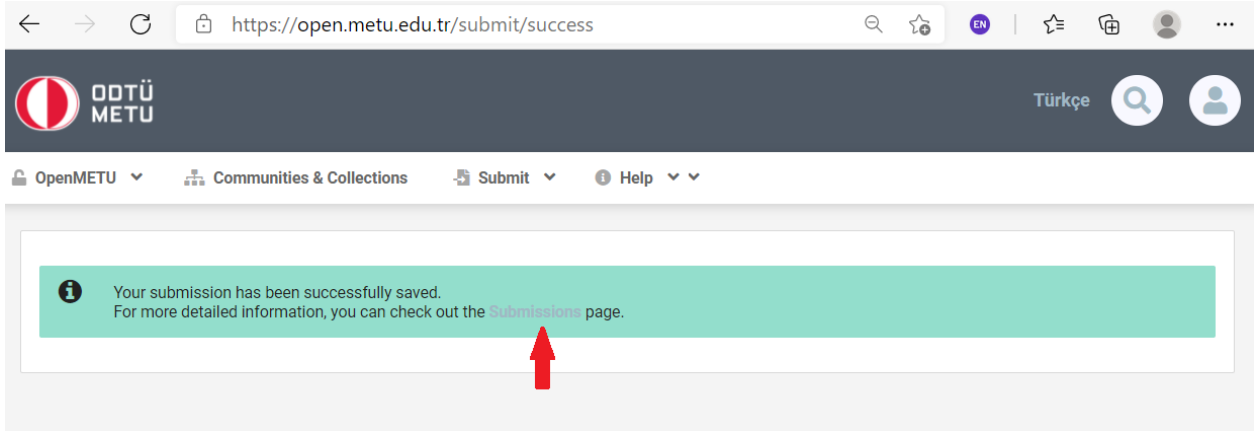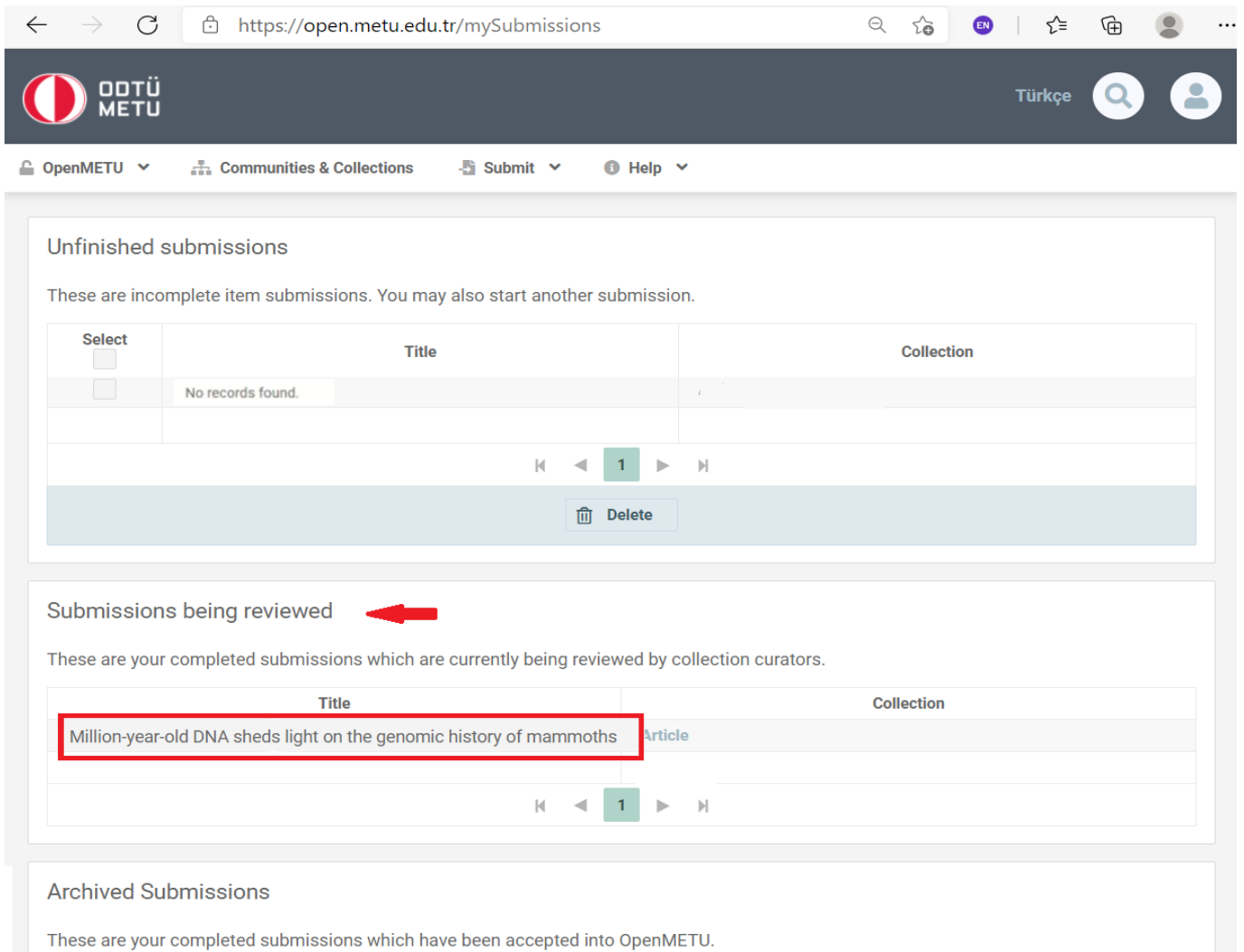

Figure 13

Figure 14