



HOW TO UPLOAD ARTICLE INTO UNIMAS INSTITUTIONAL REPOSITORY

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STEP 1

- Log on to www.library.unimas.my
- Click on UNIMAS IR link



STEP 2

- Click 'Login' to log in to the Institutional Repository (IR) platform



STEP 3

- Enter your ID & Password in the box provided using single ID



The screenshot shows the login page of the UNIMAS Institutional Repository. At the top, there is a navigation bar with links for Home, About, Browse, and Statistics. Below this is a 'Login' section with a heading 'Login' and a prompt: 'Please enter your username and password. If you have forgotten your password, you may [reset it](#).' There are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned to the right of the password field. Below the input fields, a note states: 'Note: you must have cookies enabled.' At the bottom of the page, a small footer text reads: 'UNIMAS Institutional Repository is powered by [DSpace 2](#) which is developed by the [School of Electronic and Computer Science](#) at the University of Southampton. [View software credits](#).'

STEP 4

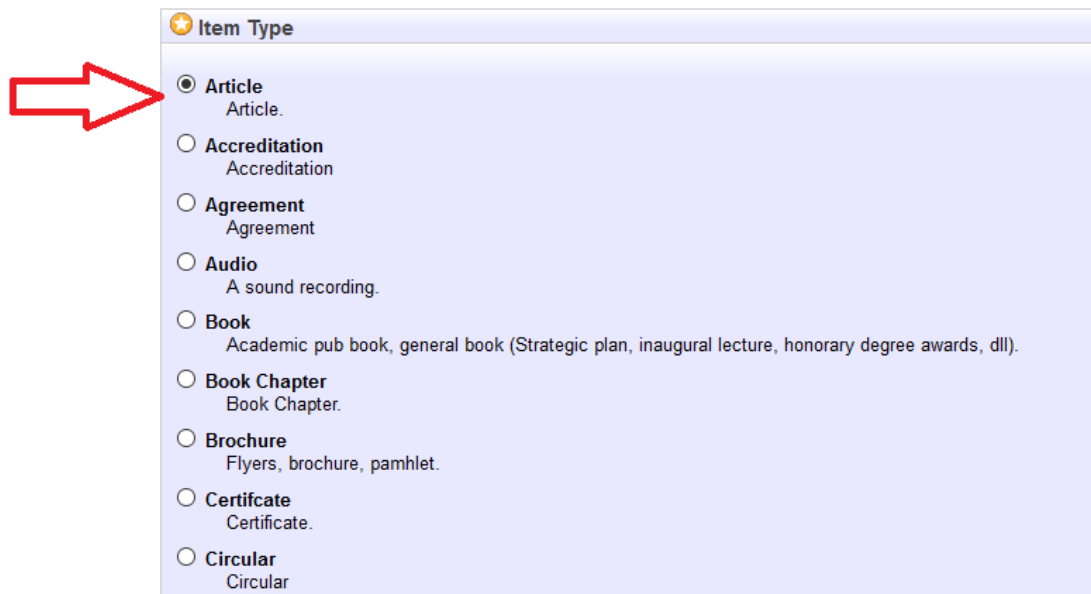
- Click on 'New Item' button to upload the thesis



The screenshot shows the 'Manage deposits' page of the UNIMAS Institutional Repository. The page has a navigation bar with links for Home, About, Browse, and Statistics. Below the navigation bar, there is a 'Help' button and a 'Manage deposits' section. In this section, there are two buttons: 'New Item' and 'New Collection'. A red arrow points to the 'New Item' button. Below these buttons, there is an 'Import from' dropdown menu set to 'BibTeX' and an 'Import' button. At the bottom of the page, there is a pagination bar showing 'Displaying results 1 to 10 of 188. Show 10, 25 or 500 results per page. [Show All](#)' and a list of page numbers: '1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Next'. There are also several checkboxes: 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'.

STEP 5

- For 'Item Type' select Article and click next button



Item Type

- Article**
Article.
- Accreditation**
Accreditation
- Agreement**
Agreement
- Audio**
A sound recording.
- Book**
Academic pub book, general book (Strategic plan, inaugural lecture, honorary degree awards, dll).
- Book Chapter**
Book Chapter.
- Brochure**
Flyers, brochure, pamphlet.
- Certificate**
Certificate.
- Circular**
Circular

STEP 6

- Choose file to upload document and click Next Button



Project/Thesis Declaration

I declare this Project/Thesis is classified as (please choose):

- CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)*
- OPEN ACCESS
- RESTRICTED (Contains restricted information as specified by the organisation where research was done)*
- NOT APPLICABLE (for different types of document)

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive.

File From URL YouTube Google Docs

Browse... No file selected.

< Previous Save and Return Cancel Next >

STEP 7

- Enter the information related to the material into the metadata element fields then press 'Next' Button to proceed

The screenshot shows a metadata entry form with the following sections:

- Title:** A text input field.
- Abstract:** A large text area for entering an abstract.
- Creators:** A table with columns for Family Name, Given Name / Initials, and Email. It includes a 'More input rows' button.
- Corporate Creators:** A table with a single column for the creator name. It includes a 'More input rows' button.
- Divisions:** A list of institutional divisions, including:
 - Academic Faculties, Institutes and Centres: Centre for Academic Information Services
 - Academic Faculties, Institutes and Centres: Centre for Applied Learning & Multimedia
 - Academic Faculties, Institutes and Centres: Centre for Graduate Studies
 - Academic Faculties, Institutes and Centres: Centre for ICT Services
 - Academic Faculties, Institutes and Centres: Centre for Language Studies
 - Academic Faculties, Institutes and Centres: Centre for Pre-University Studies
 - Academic Faculties, Institutes and Centres: Centre for Technology Transfer and Consultancy
 - Academic Faculties, Institutes and Centres: Corporate Planning and Communications Division (Chancellory)
 - Academic Faculties, Institutes and Centres: Faculty of Applied and Creative Arts
 - Academic Faculties, Institutes and Centres: Faculty of Cognitive Science and Human Development

Navigation buttons at the top include: < Previous, Save and Return, Cancel, Next >


The screenshot shows the 'Publication Details' form with the following fields:

- Refereed:** Radio buttons for 'Yes, this version has been refereed.' (selected) and 'No, this version has not been refereed.'
- Status:** Radio buttons for 'Published' (selected), 'In Press', 'Submitted', and 'Unpublished'.
- Journal or Publication Title:** Text input field.
- ISSN:** Text input field.
- Publisher:** Text input field.
- Official URL:** Text input field.
- Volume:** Text input field.
- Number:** Text input field.
- Page Range:** Text input field with 'to' separator.
- Date:** Year: [text], Month: Unspecified (dropdown), Day: [text].
- Date Type:** Radio buttons for 'UNSPECIFIED', 'Publication' (selected), 'Submission', and 'Completion'.


Related URLs: UNSPECIFIED ▾

Funders ?
 1. ▾

Projects ?
 1. ▾

 **Contact Email Address** ?

+ References

 **Uncontrolled Keywords** ?

+ Additional Information

+ Comments and Suggestions

STEP 8

- Select the appropriate subjects related. Subject selected may be more than one and click 'Next' to proceed

Subjects ?

Search for subject:

- A General Works
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D History General and Old World
- E History America
- F History United States, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music and Books on Music
- N Fine Arts
- P Language and Literature
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography, Library Science, Information Resources

STEP 9

- Finally, click on 'Deposit Item Now' to deposit item into UNIMAS IR



For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant UNIMAS Institutional Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that UNIMAS Institutional Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at UNIMAS Institutional Repository is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

