

## Term Project Upload Guide for Non-Thesis Master's Program

You can 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).

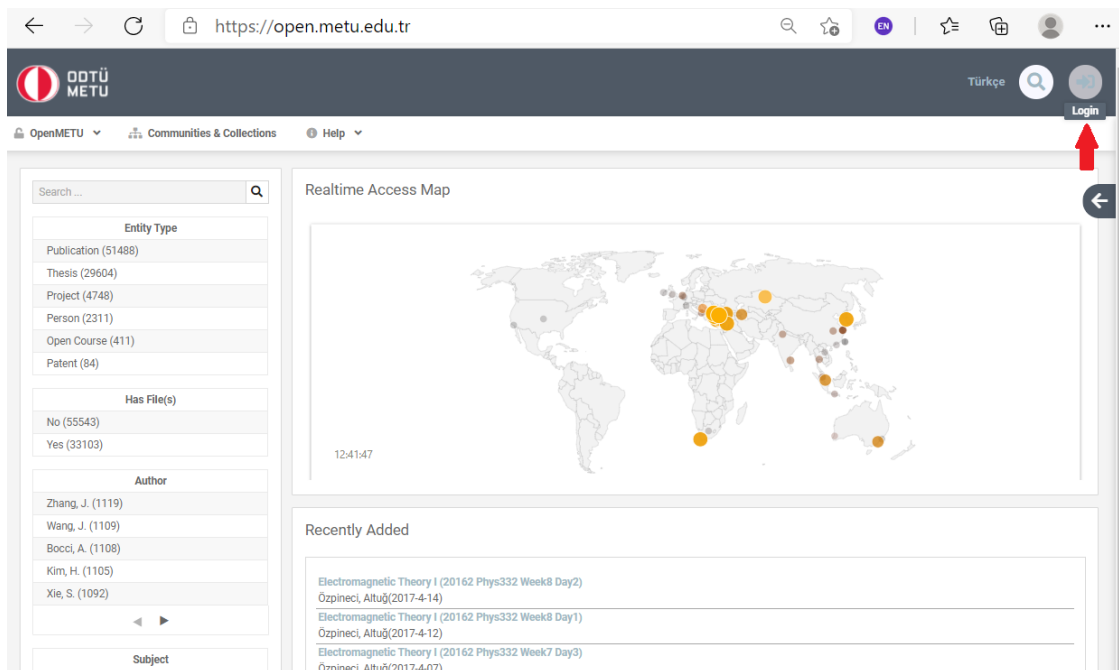


Figure 1

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

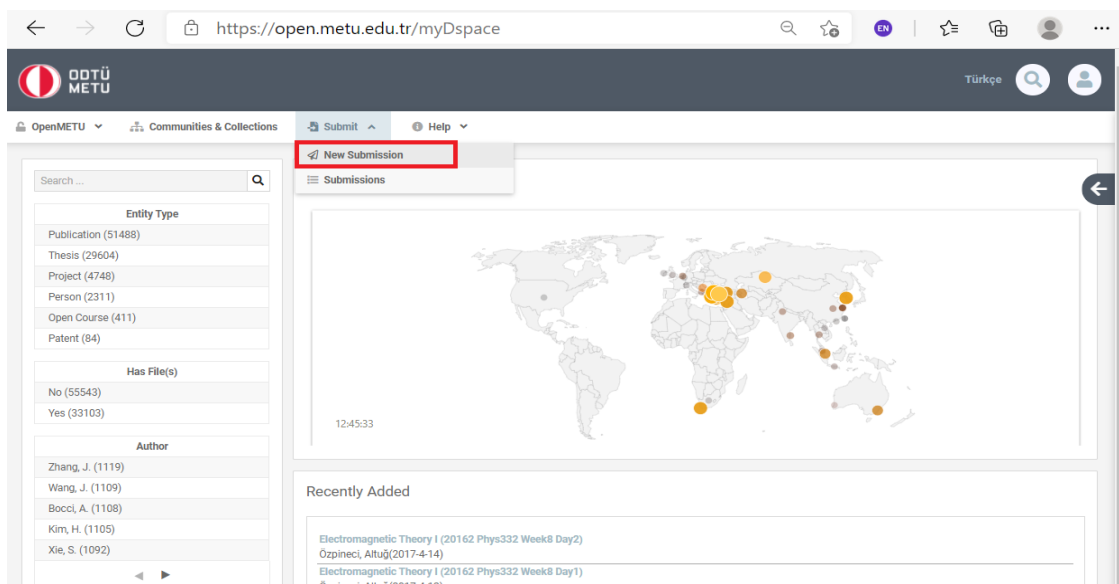


Figure 2

3. Click the “Term Project” and select the collection suitable for the to-be-uploaded work, and proceed to the next step (Figure 3).

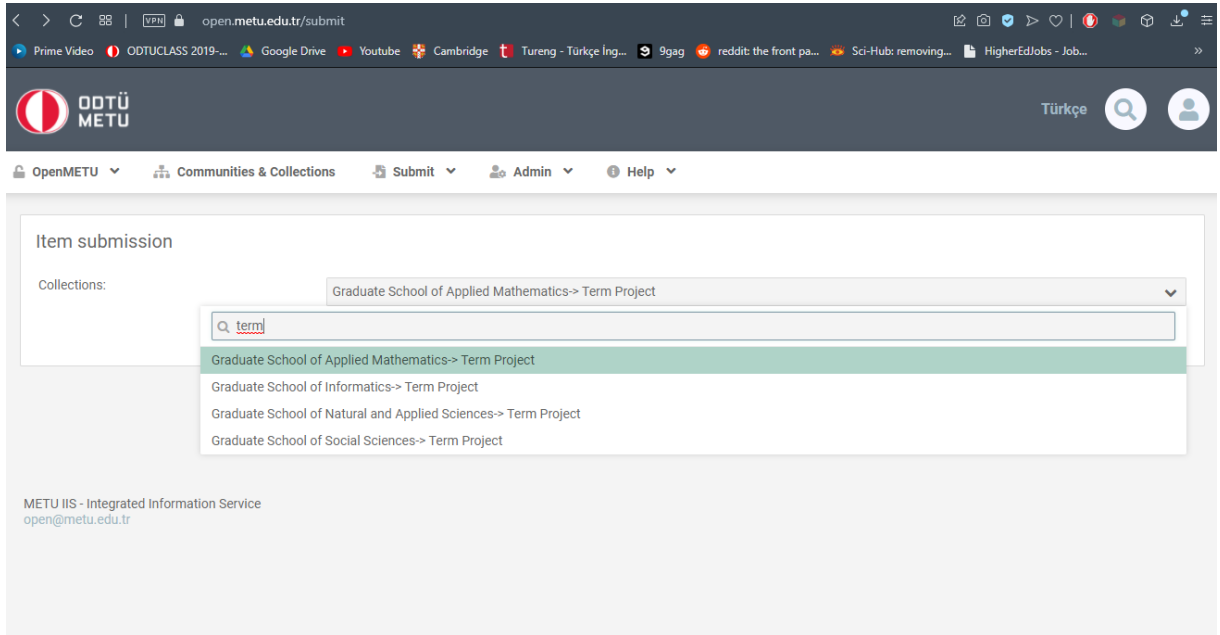


Figure 3

4. Enter your first name and last name to the Authors field, the acceptance date of your project to the Publication Date field and the title of your project to the Title field. Enter your unique identifier code to the ORCID field. You can utilize ORCID Guide to obtain an ORCID number (<https://lib.metu.edu.tr/tr/tez-teslim-kilavuzu#ORC-ID>) (Figure 4).

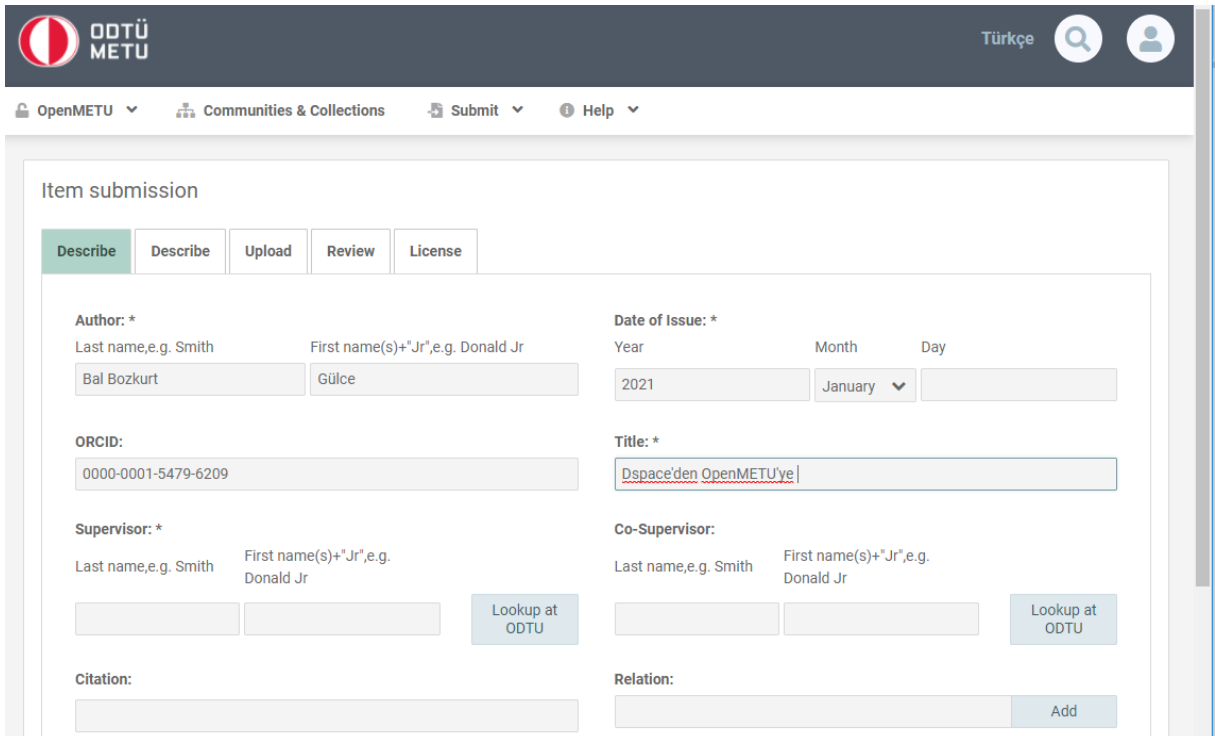
The screenshot shows the OpenMETU submission form. At the top, there is a navigation bar with the OpenMETU logo, a search icon, and a user profile icon. Below the navigation bar, there are several menu items: OpenMETU, Communities & Collections, Submit, and Help. The main content area is titled "Item submission". Underneath, there are five tabs: Describe (selected), Describe, Upload, Review, and License. The form is divided into several sections. The "Author: \*" section has two input fields for "Last name,e.g. Smith" (containing "Bal Bozkurt") and "First name(s)+\"Jr\",e.g. Donald Jr" (containing "Gülce"). The "Date of Issue: \*" section has three input fields for "Year" (containing "2021"), "Month" (containing "January"), and "Day". The "ORCID:" section has an input field containing "0000-0001-5479-6209". The "Title: \*" section has an input field containing "Dspace'den OpenMETU'ye". The "Supervisor: \*" section has two input fields for "Last name,e.g. Smith" and "First name(s)+\"Jr\",e.g. Donald Jr", and a "Lookup at ODTU" button. The "Co-Supervisor:" section has two input fields for "Last name,e.g. Smith" and "First name(s)+\"Jr\",e.g. Donald Jr", and a "Lookup at ODTU" button. The "Citation:" section has an input field. The "Relation:" section has an input field and an "Add" button.

Figure 4

5. To add your project advisor, use “Lookup at METU” button to find your advisor from the list. You can add your project co-advisor with the same method, if there is one (Figure 5).

The screenshot shows the OpenMETU Item submission interface. The main form is titled 'Item submission' and includes tabs for 'Describe', 'Upload', 'Review', and 'License'. The 'Author' section is partially filled with 'Bal Bozkurt' as the last name and 'Gülce' as the first name. The 'Date of Issue' is set to 2021, January. A 'Person Lookup' dialog box is open, displaying a table of potential advisors. The table has four columns: First Name, Last Name, E-mail, and ORCID. The first row is highlighted in green. Below the table is a pagination control showing page 1 of 10. A red arrow points to the 'Add This Person' button at the bottom of the dialog box.

First Name	Last Name	E-mail	ORCID
Abdullah	Gülcü	agulcu@metu.edu.tr	0000-0002-2127-8795
Abdullah	Ulaş	aulas@metu.edu.tr	
Abdullah	Doğan	abdogan@metu.edu.tr	0000-0003-3709-2642
Abdullah	Öztürk	abdullah@metu.edu.tr	0000-0002-1525-1561
Abdullah Aydın	Alatan	alatan@metu.edu.tr	0000-0001-5556-7301
Abdullah Cem	Önem	onem@metu.edu.tr	0000-0001-8653-9469
Abdullah Cendel	Karaman	cendel@metu.edu.tr	0000-0003-0075-9095
Abdurrahim	Muratoğlu	moglu@metu.edu.tr	0000-0002-6296-2454
Abdurrahman	Ateş	atesa@metu.edu.tr	0000-0002-4437-0180
Abiddin Berhan	Melek	berhan@metu.edu.tr	0000-0003-4018-9664

Figure 5

- The fields other than these are not required to fill in, however the more the data you provide, the more visible your work will be (Figure 6).
- Select the type and language of your work and proceed to the next step (Figure 6).

The screenshot shows the 'Item submission' form in the OpenMETU system. The form is divided into several sections with input fields and buttons. The 'Describe' tab is selected. The fields are as follows:

- Author:** Last name, e.g. Smith (input: Bal Bozkurt), First name(s)+Jr, e.g. Donald Jr (input: Gulce)
- Date of Issue:** Year (input: 2021), Month (dropdown: January), Day (input: )
- ORCID:** (input: 0000-0001-5479-6209)
- Title:** (input: Dspace'den OpenMETU'ye)
- Supervisor:** Last name, e.g. Smith (input: ), First name(s)+Jr, e.g. Donald Jr (input: ), with a 'Lookup at ODTU' button.
- Co-Supervisor:** Last name, e.g. Smith (input: ), First name(s)+Jr, e.g. Donald Jr (input: ), with a 'Lookup at ODTU' button.
- Citation:** (input: )
- Relation:** (input: ), with an 'Add' button.
- URI:** (input: ), with an 'Add' button.
- DOI:** (input: )
- Department:** (dropdown: Department of Scientific Computing)
- Language:** (dropdown: N/A, English(United States), English, Spanish, German, French). The 'English' option is highlighted.

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

Figure 6

8. Add the keywords with the first letters capitalized (Figure 7).
9. 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 açı erişim platformu olarak geliştirdiği açık kaynak kodlu Dspace yazılımı ODTÜ kullanıcıları ihtiyaçlarına uyarlanabilmesi için veri arayüzü katmanlanılmış, arayüz katmanı java ile yeniden geliştirilmiştir. Yeni geliştirilen arayüz katmanı Dspace'in veri katmanı ile haberleşecek şekilde tasarlanmıştır.

Add

Back Next

Figure 7

10. Select and upload the file(s) related to your study and proceed to the next step (Figure 8)

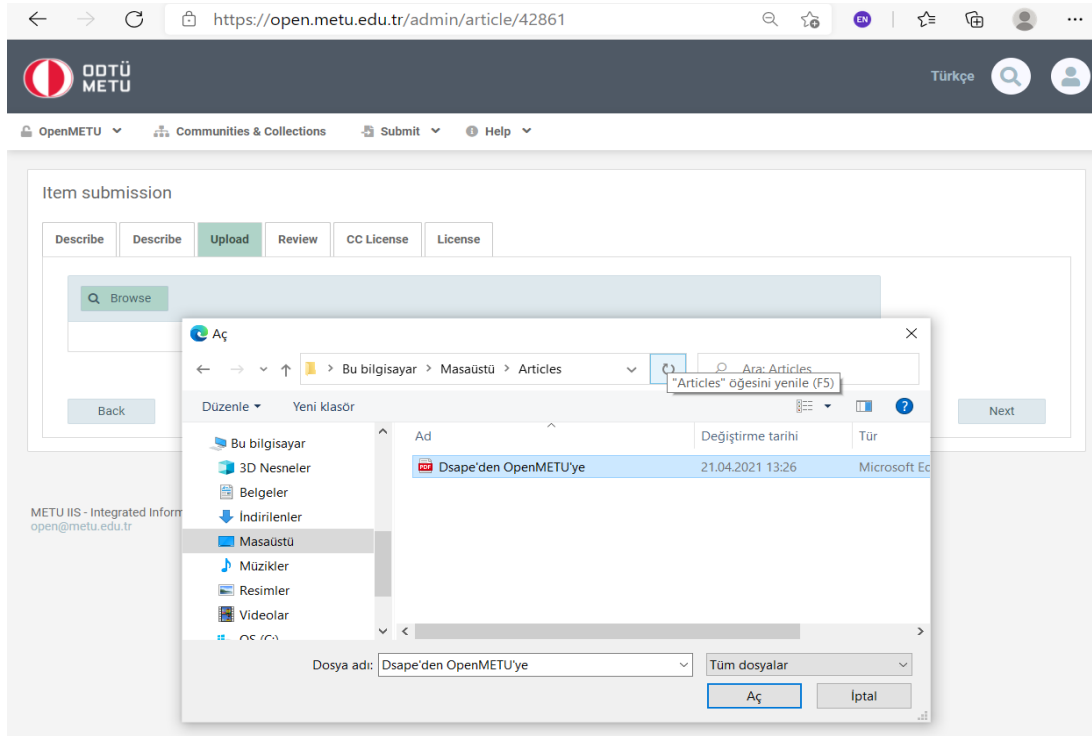


Figure 8

11. After you upload your work, there will be a screen where you can determine accessibility settings of your project. Unless otherwise required, set as open access and proceed to the next step (Figure 9).

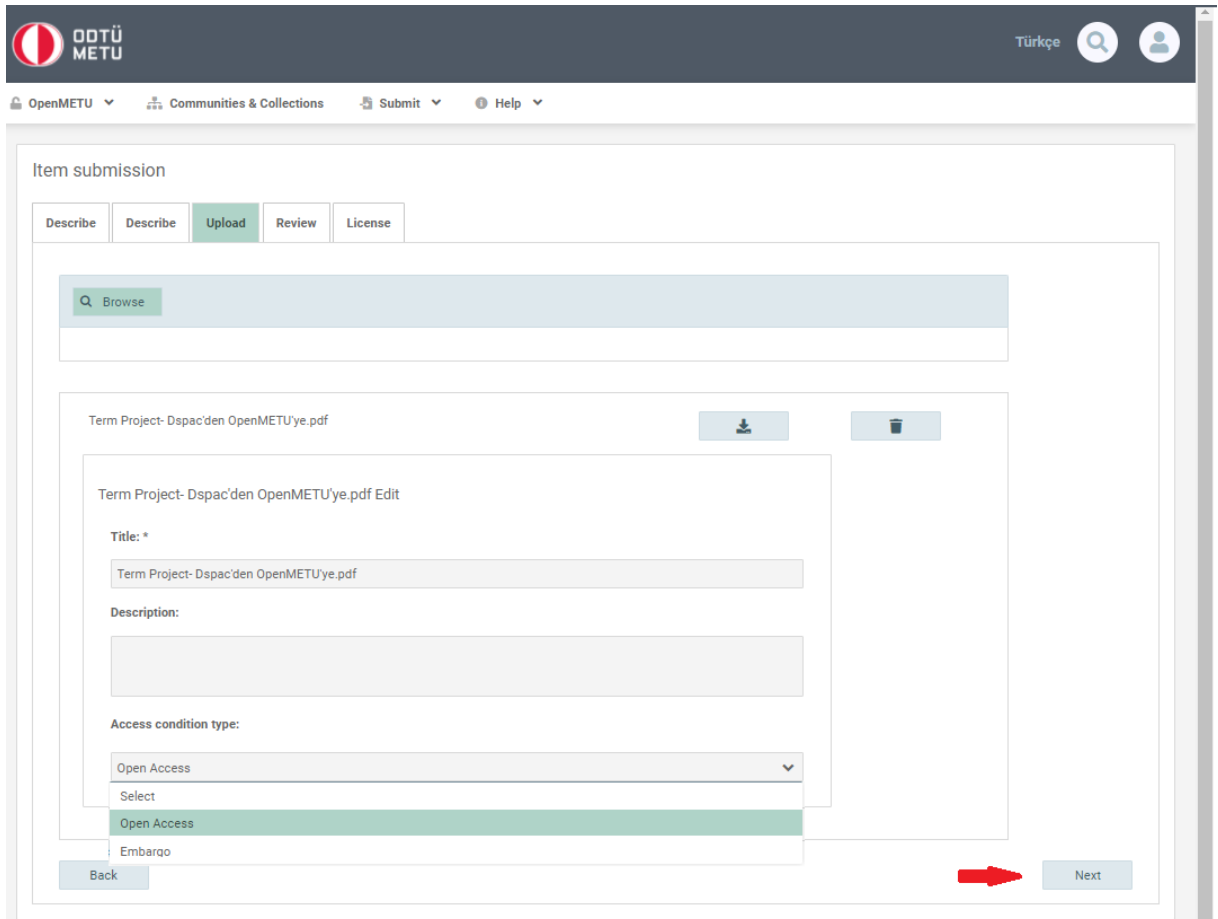


Figure 9

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 10).

Item submission

Describe Describe Upload **Review** CC License License

Describe Item

Authors: [Mavis, Eylem Elif, Bal Bozkurt, Gülice]

Title: Dspace'den OpenMETU'ye

Date of Issue: 2021-

Type: [Journal Article]

Language: Turkish

Correct one of these

Describe Item

Subject Keywords: [Dspace, Açık Erişim]

Version: Article Pre-Print

Correct one of these

Upload File(s)

- Dspace'den OpenMETU'ye.pdf

Correct one of these

Back Next

Figure 10

13. Choose the licence type related with the use of your work and proceed to the next step (Figure 11).

Item submission

Describe Describe Upload Review **CC License** License

License Your Work

License Type:

- Creative Commons
- Public Domain
- CC0
- Creative Commons**
- No Creative Commons License

Next

METU IIS - Integrated Information Service  
open@metu.edu.tr

Figure 11

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

Item submission

Describe Describe Upload Review CC License License

Distribution License

There is one last step: In order for OpenMETU to reproduce, translate and distribute your submission worldwide, you must agree to the following terms. Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'. NON-EXCLUSIVE DISTRIBUTION LICENSE By signing and submitting this license, you (the author(s) or copyright owner) grants to Middle East Technical University (METU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video. You agree that METU may, without changing the content, translate the submission to any medium or format for the purpose of preservation. You also agree that METU may keep more than one copy of this submission for purposes of security, back-up and preservation. You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright. If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant METU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission. IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN METU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT. METU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission. If you have questions regarding this license please contact the system administrators.

Distribution License :

I Grant the License

Back Complete

Figure 12

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 13, Figure 14).

https://open.metu.edu.tr/submit/success

ODTÜ METU Türkçe

OpenMETU Communities & Collections Submit Help

**i** Your submission has been successfully saved. For more detailed information, you can check out the [Submissions](#) page.

Figure 13



← → ↻ 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 14

Thank you.