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).
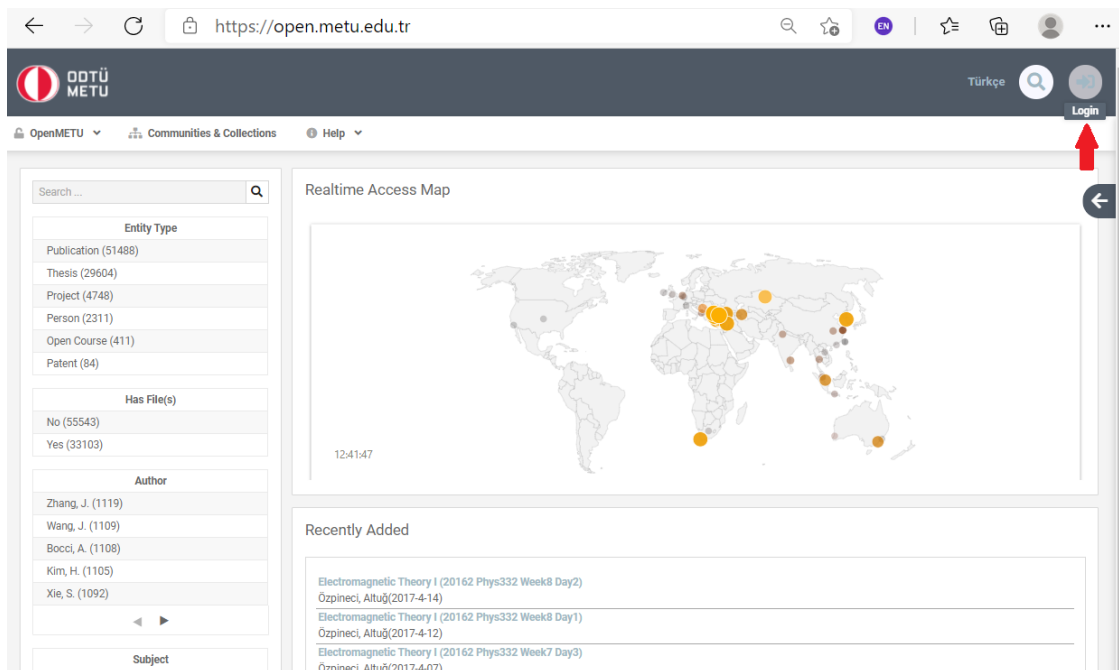

Figure 1

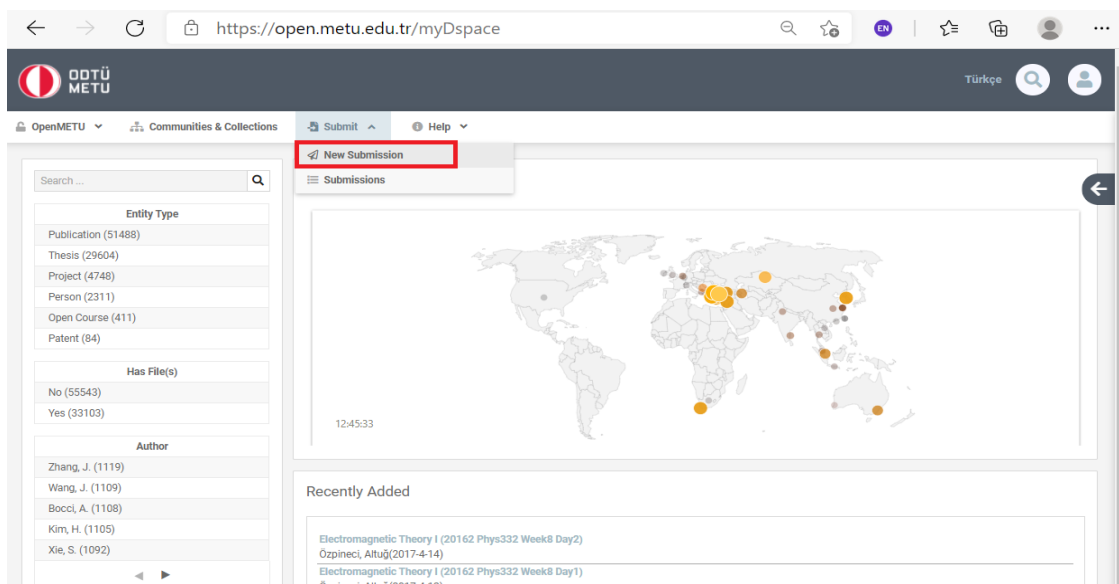2. Choose the "New Submission" under the Submit menu (Figure 2).

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).
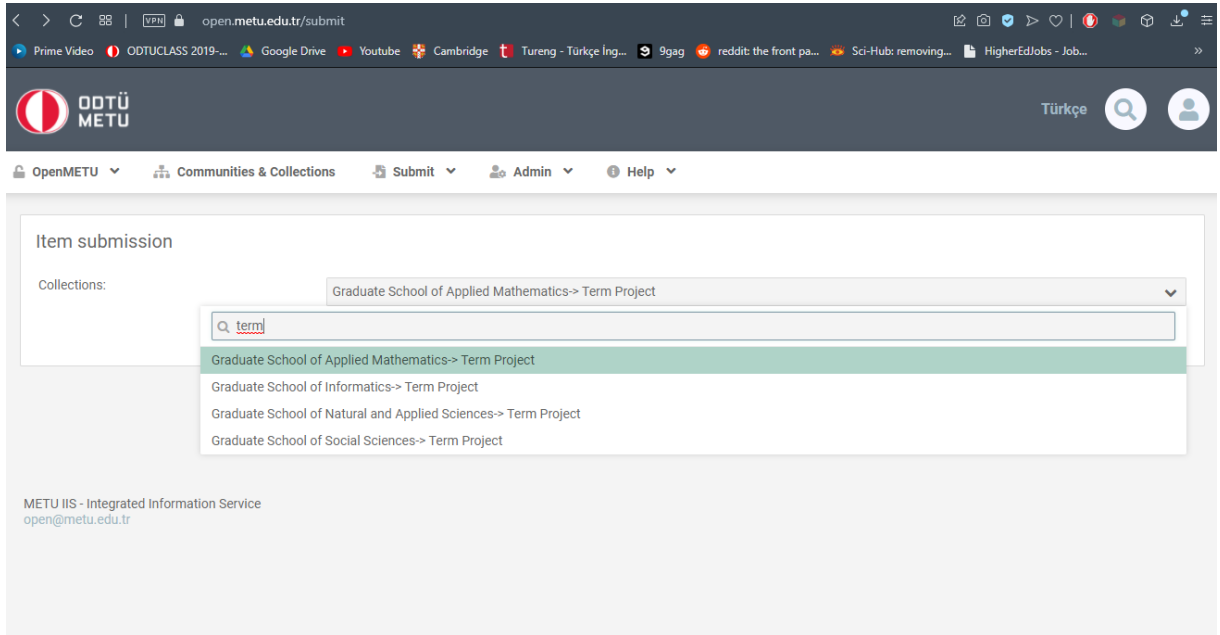

Figure 3

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 fi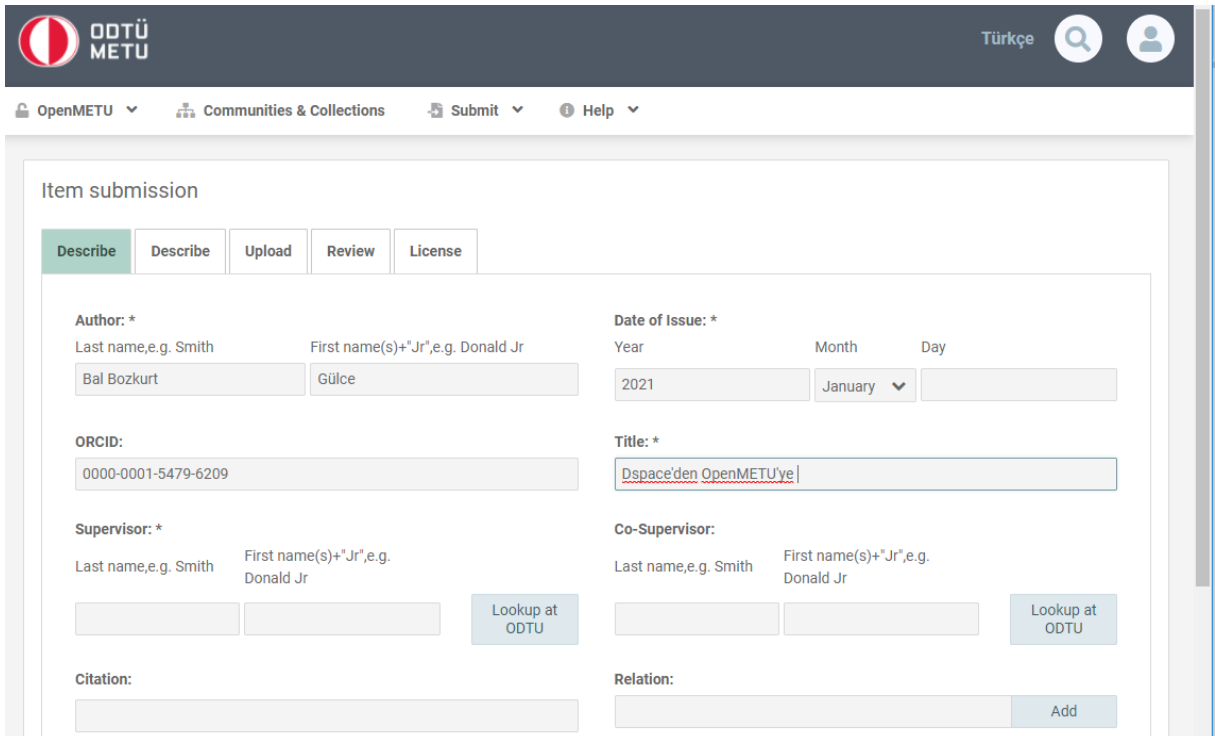eld. You can utilize ORCID Guide to obtain an ORCID number (https://lib.metu.edu.tr/tr/tez-teslim-kilavuzu#ORC-ID) (Figure 4).

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).

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 work will be (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 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).

Figure 7

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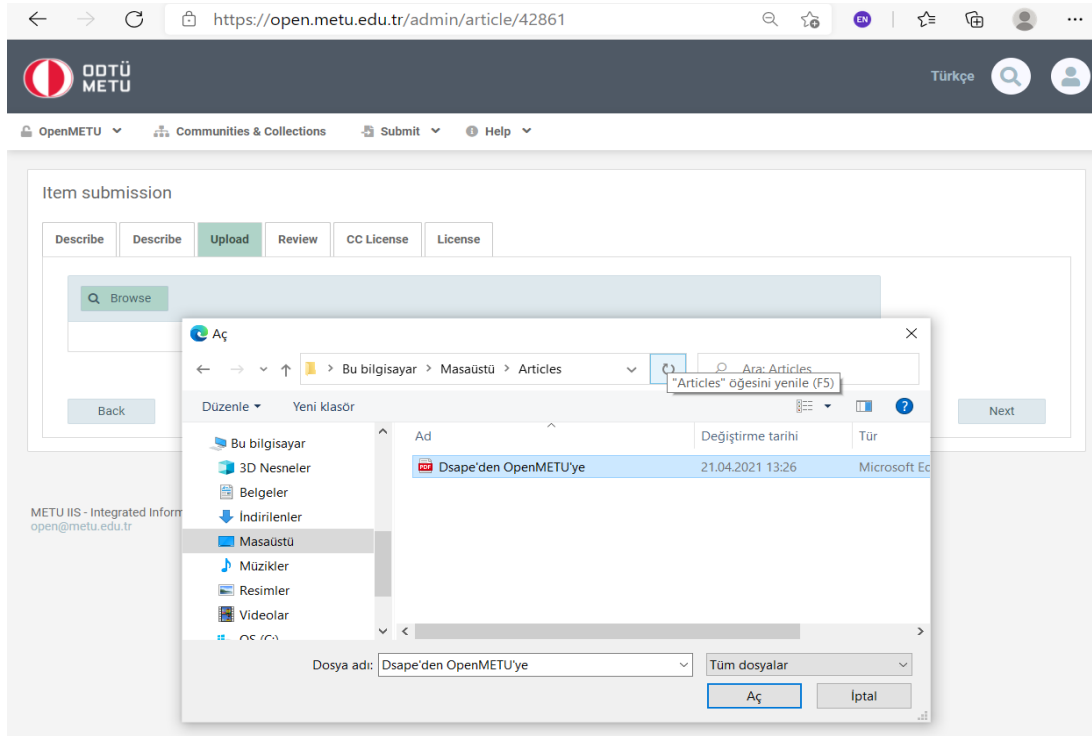

Figure 8

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).
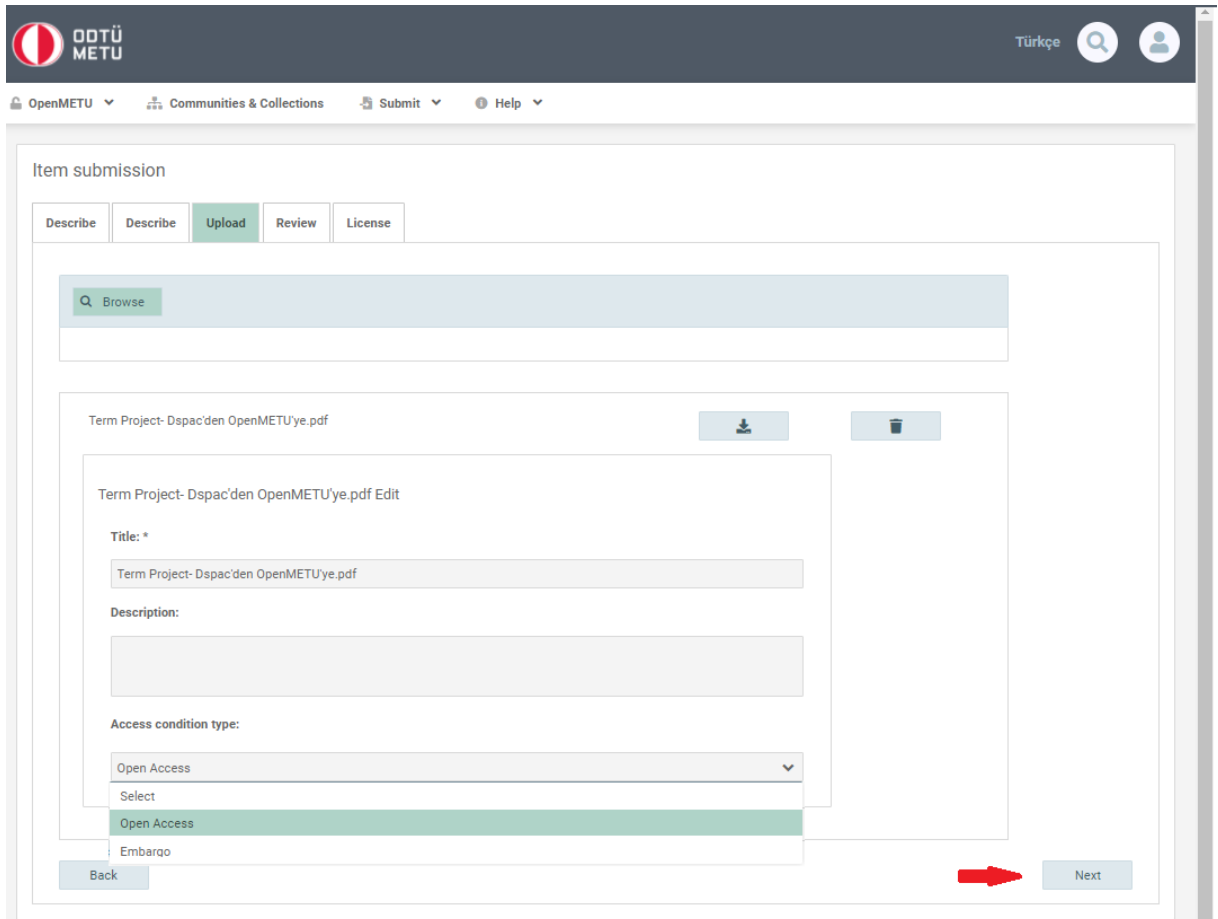

Figure 9

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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).

Figure 10

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

Figure 11

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

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).

Figure 13

Figure 14

Thank you.