

## VILNIUS ACADEMY OF ARTS INSTRUCTION ON SUBMITTING MA FINAL THESES IN eLABa (LITHUANIAN ACADEMIC ELECTRONIC LIBRARY) SYSTEM

In the website [www.elaba.lt](http://www.elaba.lt) select in the menu **Submit to repository** and enter login data.

System login data:

User name – student’s code in VDA information system;

Password – 4 last digits of the personal ID number.

If you don't know login data, please apply to the library worker [etd.elaba@vda.lt](mailto:etd.elaba@vda.lt)

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### Version 1.22.1 of eLABa is installed

2018-04-27 | By Aurelija Striogienė | 187 Views

On April 26th, 2018 a new eLABa ETD / PDB version 1.22.1 was introduced into the production environment. Realized changes: User interface in English; Created interface of import of records from Scopus to eLABa.

View

**Popular links**

- Search for documents
- Submit to repository**
- Generate reports
- Virtual libraries

Having logged in, please check „My Profile“ and update (if necessary) your email address.

**Documents**

- My documents

**Others**

- My profile**
- Reports

**Personal data**

First name: Jurij

Last name: Pozlevič

Lithuanian citizen: Yes

Birthdate: 1977-07-09

Phone number: (8 5) 279 05 82

E-mail \*: Jurij.Pozlevic@vda.lt

Language: Lithuanian

**Save**

Press **New Document**

1

**Documents**

- Document management
- Supervisor documents
- My documents

**New document**

Search

Title

2

Common data

DB \* ETD

Type \* ETD

Institution of metadata creator PDB

3

DB \* ETD

Type \* Bachelor work

Institution of metadata creator Bachelor work

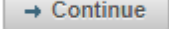
Department of metadata creator \* Doctoral dissertation

Date of creation of the metadata Summary of doctoral dissertation

Creator of metadata Overview of the scientific work submitted for the habilitation procedure

Document language Summary of habilitation work

Scientific fields Master thesis

Submission takes place step by step. After each step press  (Continue)

### STEP 1

General metadata: in this block a part of metadata is filled in automatically. A student selects **ETD\*** database and the required type – **Master thesis**. If the system does not show or wrongly shows the department of metadata creator, press **Select** and change it.

Scientific fields and areas: after pressing „Add scientific field or area“ it is necessary to indicate the topics and problem-related scientific field(s) and area(s) of the thesis submitted. VDA students select **Humanitarian Sciences → Art History and Criticism 03H** (UNESCO Culture Management and Cultural Policy students select **Social Sciences → Management 03S**).

Study areas, field groups and fields: after pressing „Add study field“ it is necessary to indicate the topics and problem-related study field(s) of the thesis submitted. VDA students select **Arts → Art Studies → (Fine Art W100, Design W200, Architecture K100)**.

### STEP 2

Title, annotation, keywords: in this block it is necessary to indicate titles, annotations and 3-5 keywords of the thesis submitted, separating them by semicolons. All metadata have to be indicated in Lithuanian and English languages (metadata may be indicated in three languages at most, e.g. if the original language of the thesis is German, it has to be entered in German, Lithuanian and English languages).

Metadata is added by pressing „Add“. In the opening window enter metadata and save it by pressing „Confirm“.

Step 1 Step 2 Step 3 Step 4 Step 5

Title, summary, keywords

*\*The title, annotation and keywords must be in Lithuanian and English (lowercase)*

Title	Language	Annotation	Keywords
Empty			

**+ Add**

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Title, annotation, keywords

Language \* Lithuanian

Title \*

Annotation \*

Keywords \*

Confirm Close

Example:

Title, summary, keywords

*\*The title, annotation and keywords must be in Lithuanian and English (lowercase)*

Title	Language	Annotation	Keywords
Kūno transformacijos problematika ir jos vaizdavimas šiuolaikiniame mene	Lithuanian	Pasirinkta kūno transformacijo...	kūnas; transformacija; sportas; šiuolaikinis menas
The issue of body transformation and it's representation in contemporary art	English	Body transformation theme is w...	body; transdence; sports; modern arts

Authors: author's metadata is uploaded automatically – your name, surname, institution are indicated. The present metadata can be reviewed or edited upon selection.

### STEP 3

Physical data: the scope of the thesis submitted is indicated in pages, e.g. 80.

Issuing data: in this block the thesis's place of issue and date of issue (optional) are indicated.

Defence of thesis: in this block indicate **Thesis defended**, otherwise it will not be submitted to the library and the process of submission stops.

Other persons in charge: it is necessary to indicate thesis's academic advisor(s). Other persons in charge are entered by pressing „Add a person in charge“, upon finding them and selecting them

from the persons registered in eLABa system. It is necessary to indicate the description of the person in charge: in the field **Description** select the apt value and press „Confirm“.

#### STEP 4

In this step it is necessary to upload the file of the main part of ETD document in **pdf format**. Upload of the cover is not necessary. Annexes (various annexes or ETD document-related important files) are also optional.

Access conditions: indicate upon what conditions the ETD document file will be accessible in the eLABa search engine. You can select:

**Freely accessible online** – freely accessible in the eLABa search engine.

**Accessible only in the institution(s)'s intranet** – accessible only for the members of the community of your institution (upon whose name you have logged in the eLABa system).

**Inaccessible** – eLABa search engine will provide only your metadata about your ETD document, whereas the files will not be accessible.


**Valid until** – upon selecting „Accessible only in the institution(s)'s intranet“ and „Inaccessible“ it is necessary to indicate the date until which the indicated access conditions are valid. It is possible to indicate the maximum 4period of **36 months, i.e. 3 years** of prohibition. After the end of the indicated period all ETD document files will automatically become freely accessible on the Internet.

#### STEP 5

In the block of Licence agreements with the author you must conclude an agreement regarding upload of the ETD document submitted, its protection and access in the eLABa system. Before selecting and confirming licence agreement you may get acquainted with the agreement text by pressing a link „Download terms and conditions of the licence agreement“.

VDA students select and conclude an **electronic licence agreement**. Otherwise the thesis might not be submitted.

Actions: select **Submit thesis to the librarian**. If you don't see such an option, check if in STEP 3 you indicated that the thesis has been defended.

If filling in is completed, press  (Save).

**Please note:**

- Students must upload their MA final theses onto the system 5 calendar days before the defence.
- In case of all other questions of submitting final theses please apply to:

VDA art reading room, No. 337

Database administrator email: [etd.elaba@vda.lt](mailto:etd.elaba@vda.lt)

Tel. No. 8 52 2105483

Monday - Friday

09.00 – 12.00

\*ETD - bachelor and master theses, doctoral dissertations and their summaries