



## **Guidelines for Theses Deposit**

### **Introduction**

The submission form is composed of five (5) sets of elements:

1. Personal Information of Postgraduate Student
2. Data of the Thesis
3. Data of Committee Members
4. Statement of Thesis Deposit
5. Other Information

Each element set contains data entry fields, aimed at a complete description of the thesis and the creation of quality metadata for the Digital Library "Pandemos". The existence of quality metadata improves search and indexing work of search engines (e.g. Google, Yahoo) and indexes of scientific literature (e.g. Google Scholar, Microsoft Academic Search).

### **General information**

The purpose of electronic submission is to facilitate postgraduate students in the process of deposition of their postgraduate thesis at the Library of Panteion University and the acceleration of documentation and publishing in the Digital Library "Pandemos".

Following the guidelines provided, you may complete the submission form and deposit your thesis without having any contact with the library staff.

Upon completion of the electronic submission of your thesis, you will receive by e-mail a Certificate of Deposit in the Library, which you have to present to the Secretary of your Department in order to submit your request for graduation.

## Data Import Wizard

### Caution:

*The fields that appear with an asterisk (\*) are required.*

*Fill in all fields with lowercase except the first letter of proper names and titles.*

### 1. Personal Information of Postgraduate Student

Fill in the fields as they appear in the printed version of the thesis.

#### Fields:

*First name:* Enter your name

*Last name:* Enter your last name

*Father's name:* Enter the first name of your father

*Register Number:* Enter the number of your registration at the department as a postgraduate student

*Email:* Enter an email address (Note: the email address is required to communicate with the library and it should be active)

### 2. Data of the Thesis

Fill in the fields as they appear in the printed version of the thesis.

Caution: If the printed version of your thesis does not include elements such as abstract, keywords or title in English, please complete them in this Submission Form.

#### Fields:

*Title:* Enter the title of the thesis as indicated on the printed and approved by the Committee version. The first letter of the title and the first letters of proper names appear in uppercase.

*Title in English:* Enter the title of the thesis in English, following the instructions of the thesis title in Greek (Note: In case that the original title is in a different language from Greek, please fill in this field with the title in Greek)

*Year of approval:* Select from the calendar icon that appears at the side, the year of approval of the thesis.

*Department:* Select your Department.

*Title of postgraduate studies programme:* Select the title of your Master, as shown in the list field.

*Abstract:* Enter the summary of your thesis.

*Abstract in English:* Enter the summary of your thesis in English.

*Keywords:* Enter keywords that convey the subject of your postgraduate thesis, with a maximum of five (5). You should not repeat words that are contained in the title of the thesis.

*Keywords in English:* Enter keywords that convey the subject of the thesis in English.

### 3. Data of Committee Members

Fill in the fields as they appear in the printed version of the thesis.

Fields:

Advisor

*First name:* Enter the name of the advisor

*Last name:* Enter the last name of the advisor

*Email:* Enter the email address of the advisor

1st Member

*First name:* Enter the name of the first member of the Committee

*Last name:* Enter the last name of the first member of the Committee

2nd Member

*First name:* Enter the name of the second member of the Committee

*Last name:* Enter the last name of the second member of the Committee

### 4. Statement of Thesis Deposit

In this group of fields the Statement of Thesis Deposit and the introduction of digital files are contained. The Acceptance Statement and the upload of digital files of the thesis are required.

Fields:

*Statement of Thesis Deposit:* Accept Statement by checking the box beside the word "Accept".

*Upload digital files:* Select the digital files by clicking the "Search" button. You must submit one (1) digital file in pdf and one (1) digital file in word format. The file names must be in Latin characters.

## 5. Other Information

In this area you have the opportunity to declare any information that will help with the best documentation of your thesis in the Digital Library "Pandemos" and you can contact the library staff.

*Comments:* Enter any information you consider important (Caution: Optional)

*Contact Email:* [etdpandemos@panteion.gr](mailto:etdpandemos@panteion.gr)

End of the form

By clicking the "Submit" concludes the electronic submission of your postgraduate thesis.

## **Instructions after the electronic deposit**

Upon completion of the electronic deposit of your thesis, you will receive by email a message of successful deposit and after the library staff checks your deposition, you will receive by email the Certificate of Deposit in the Library. The Certificate of Deposit in the Library is essential for applying for graduation in your Department.