

## Submission of Senior Theses in Digital Repository

All graduating students are requested to submit their senior or master theses into [AUCA Digital Repository](https://dspace.auca.kg/) ([dspace.auca.kg/](https://dspace.auca.kg/)). This will help preserve the intellectual content created by students and make it accessible for future use.

Students theses are accessible to AUCA community only.

Once your thesis is approved for defense and is ready to be printed, you need to deposit an electronic version into the system.

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### How to submit your work:

1. Go to [dspace.auca.kg/](https://dspace.auca.kg/)

Use **LOG IN** button and type your AUCA network username and password.



The screenshot shows the AUCA Digital Repository website. The URL in the browser address bar is <https://dspace.auca.kg/>, with the domain name circled in red. The page header includes the American University of Central Asia logo and the text "DIGITAL REPOSITORY". Below the header is a dark blue navigation bar with "BROWSE" and "CONTACT US" on the left, a search box labeled "Search DSpace" in the center, and a "LOG IN" button on the right. The "LOG IN" button is circled in red, and a red arrow points to it from below. Below the navigation bar, the text "AUCA Digital Repository" is displayed. The main content area features a grey box with the heading "Welcome to the AUCA Digital Repository" and a paragraph of text: "The AUCA Digital Repository is an online platform for the collection and archiving of scholarly and other creative content by AUCA community members. The content includes: journal articles and academic papers, course materials, audiovisual materials, book chapters and conference materials, senior and..."

2. Go to **My DSpace**

American University of Central Asia | DIGITAL REPOSITORY

BROWSE CONTACT US Search DSpace LOGGED IN AS USERNAME\_1 @AUCA.KG

DSpace at American University of Central Asia

**Welcome to the AUCA Digital Repository**  
The AUCA Digital Repository is an online platform for the collection and archiving of scholarly a...

My DSpace  
Receive email updates  
Edit Profile  
Administer  
Logout

3. Click on **Start a New Submission**

DSpace at American University of Central Asia

My DSpace: Your Name

Start a New Submission View Accepted Submissions

4. From the drop-down menu select **Student Theses & Research – Senior Theses 2020 - Your department**  
If you a master’s student select **Student Theses & Research – Master’s Theses 2020 - Your department**

## Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next".

You must select a collection for this item.

Collection	
	Student Theses & Research > Senior Theses 2020 > Applied Geology
	Student Theses & Research > Senior Theses 2020 > Anthropology
	<b>Student Theses &amp; Research &gt; Senior Theses 2020 &gt; Applied Geology</b>
	Student Theses & Research > Senior Theses 2020 > Applied Mathematics and Informatics

Go to DSpace Home

## 5. Fill in required fields (author's name, title, date, publisher)

### Submit: Describe this Item

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the names of the authors of this item.

**Authors**

<input type="text" value="Last name, e.g. Smith"/>	<input type="text" value="First name(s) + 'Jr', e.g. Donald Jr"/>	<input type="button" value="+ Add More"/>
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Enter the main title of the item.

**Title \***

If the item has any alternative titles, please enter them here.

**Other Titles**

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

**Date of Issue \***

Month: <input type="text" value="(No Month)"/>	Day: <input type="text"/>	Year: <input type="text"/>
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Enter the name of the publisher of the previously issued instance of this item.

**Publisher**

Enter the standard citation for the previously issued instance of this item.

**Citation**

## 6. Select type and language

Enter the series and number assigned to this item by your community.

**Series/Report No.**

<input type="text" value="Series Name"/>	<input type="text" value="Report or Paper No."/>	<input type="button" value="+ Add More"/>
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If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

**Identifiers**

<input type="text" value="ISSN"/>	<input type="text"/>	<input type="button" value="+ Add More"/>
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Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

**Type**

- Software
- Technical Report
- Thesis
- Video
- Working Paper
- Other

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

**Language**

## 7. Add 5-6 keywords and abstract of your thesis

### Submit: Describe this Item

Please fill further information about this submission below.

Enter appropriate subject keywords or phrases.

**Subject Keywords**

<input type="text" value="your keyword"/>	<input type="text" value="your keyword"/>	<input type="button" value="+ Add More"/>
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Enter the abstract of the item.

**Abstract**

Enter the names of any sponsors and/or funding codes in the box.

**Sponsors**

Enter any other description or comments in this box.

**Description**

## 8. Upload your document in PDF format.

### Submit: Upload a File ?

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.



< Previous      Cancel/Save      **Next >**

## 9. Verify your submission

### Submit: File Uploaded Successfully ?

Your file was successfully uploaded.

The table below shows the files which have uploaded for this item.

Primary bitstream	File	Size	Description	File Format
	Your file.pdf	11834 bytes	None	PDF (known)

[Add Another File](#)

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

[Show checksums](#)

< Previous      Cancel/Save      **Next >**

## 10. Verify your submission

Authors	Your name	<a href="#">Correct one of these</a>
Title	Title of your thesis	
Other Titles	None	
Date of Issue	2020	
Publisher	Your department	
Citation	None	
Series/Report No.	None	
Identifiers	None	
Type	Thesis	
Language	English (United States)	

Subject Keywords	keyword keyword keyword keyword keyword	<a href="#">Correct one of these</a>
Abstract	Text of your abstract.	
Sponsors	None	
Description	None	

Uploaded Files:	<a href="#">Test_Doc.docx - Microsoft Word XML (Known)</a>	<a href="#">Add or Remove a File</a>
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< Previous      Cancel/Save      **Next >**

## 11. Accept the license.

### DSpace Distribution License

**There is one last step:** In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

**Not granting the license will not delete your submission.** Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

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## 12. Submit your work.

Describe Describe Upload Verify License Complete

### Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to My DSpace](#)

[Communities and Collections](#)

[Submit another item to the same collection](#)

## 13. After submission, the administrator will revise it and it will be available online. Once your thesis is accepted you will receive an email notification.