SISSA Digital Library

Archiving PhD Theses
The Institutional repository «SISSA DIGITAL LIBRARY» is accessible with your SISSA credentials
1 – If you are not in your «Products Desktop» (1a), choose «Product» and «My Dspace» (1c) from the menu icon (1b).

2 – Click on the «New item» and you will begin the submission of your PhD Thesis.
1. In «Select collections»: choose PhD thesis from the drop-down menu
2. Click on «Manual submission»
Step 1 - Describe

The archiving process consists of seven steps: (fill the related boxes and then click «Next»)

Fields marked with a green asterisk (*) are compulsory.

In the first step you have to report:

• The «Defense date»
• The «Title»
From the drop-down menu you have to choose:

«Language»
«Academic Year»
«PhD course»
«SISSA Areas»
«MIUR Areas» (If you do not know it, ask to your Supervisor»)

«MIUR Academic disciplines» (Ask to your Supervisor»)
«Publisher name» is SISSA
«Publisher country» (Italy)
Step 2 - Describe

**Abstract**: select the language and type or paste your abstract

**Keywords**: select the language. You must separate keywords with a semicolon and a space “; ”. Otherwise, you can type one keyword in the blank and click on «+Add more» button after each entry.
Step 3 - Describe

In «Step3» sheet, complete the fields related to you (the «author») and to your Supervisor/s

If some of your supervisors are not SISSA’s professors/researchers, also report the External supervisors’ name (i.e. Surname1, Name1; Surname2, Name2; etc.)
1) «Select a file»: select a PDF file from your computer and upload it

2) «Type»: select «Thesis» from the drop-down menu

3) «Access Policy»: you can select:
   a) «Open Access»: if you want your thesis immediately available on the web;
   b) «Embargo»: if your thesis or a part of it is subjected to exclusive rights (patents, publication copyright...), you can set up an embargo term (about it see the next page)

4) «Policy type»: select:
   normally, an unspecified license «Non specificato»
   You could choose also (ask to your Supervisor) a «Creative Commons license» (Attribution-NonCommercial-NoDerivatives) which does not allow neither a commercial use nor any modifications to your work
   Do NOT select «Pubblico Dominio» (it is the most permissive license, you loose the authorship of your work)
1) «Access policy»: select «Embargo»

2) In the «Embargo» field: you can select the end-date of the embargo (starting from this date your work will be the free-available to anyone)

3) «LoginMIUR website transfer»: select NO
This step allows you to verify the data you filled in. If you find any errors, you can modify them from here.
SDL requires your agreement to the non-exclusive licence to SISSA to archive your work, in compliance with the Senate deliberation.
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