***For Submission Process, follow the steps below;***

1. Enter to the EMU I-REP page <http://i-rep.emu.edu.tr> and log-in to your account by selecting **My DSpace** option. (You will be asked for your e-mail and log-in password).

2. Select; **Start a New Submission** option on the left side.

3. Select the proper collection for your item, from the collection box, then click "**Next**".

|  |  |
| --- | --- |
| **Collection** |  |

4. Enter descriptive information about the item which you are submitting, into the fields provided.

Please check the boxes next to the statements that apply to this submission

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **The item has more than one title, e.g. a translated title** | |
| |  |  | | --- | --- | |  | **The item has been published or publicly distributed before** | |
| |  |  | | --- | --- | |  | **The item consists of *more than one* file** | |

\* *Select the second section (choice) and also other suitable sections (First and/or Third one)*

IMPORTANT: Please use Turkish Characters for Turkish words while filling the fields below such as; Author Name, Title, Publisher, Citation, Subject Keywords*.*

Please fill in the requested information about this submission below.

|  |  |  |  |
| --- | --- | --- | --- |
| Enter the names of the authors of this item below. | | | |
|  | *Last name e.g.* ***Smith*** | *First name(s) + "Jr" e.g.* ***Donald Jr*** |  |
| **Authors**  \* *Mandatory Field* |  |  | \* *Use “Add More” button if there is more than 1 author.* |
|  |  | |  |
| Enter the main title of the item. | | | |
| **Title**  \* *Mandatory Field* |  | | \* *Title of the work* |
|  |  | |  |
| Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable. | | | |
| **Date of Issue** | *Month:Day:Year:* | | *\* Enter the year of the item. (Mandatory Field)* |
|  |  | |  |
| Enter the name of the publisher of the previously issued instance of this item. | | | |
| **Publisher** | *\* Enter the publisher name if possible.* | |  |
|  |  | |  |
| Enter the standard citation for the previously issued instance of this item. | | | |
| **Citation** | *\* Enter the citation information of your paper (bibliographic reference) if it is possible. This field is very important and useful specially for journal articles. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV).* | |  |
|  |  | |  |
| Enter the series and number assigned to this item by your community. | | | |
|  | *Series Name* | *Report or Paper No.* |  |
| **Series/Report No.** |  |  |  |
|  |  | |  |
| If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below. | | | |
| **Identifiers** |  | | \* *Use “Add More” button to open more fields..* |
|  | *\* Enter both print ISSN and online ISSN of the journal of the article if possible. Also please add the ISBN number if its a book or book chapter.* | |  |
| 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** | *\* Select the type of your item from the list.* | |  |
|  |  | |  |
| Select the language of the main content of the item. If the language does not appear in the list below, 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** | *\* Select the language of the item from the list.* | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |  | |  | | | | |  | | | |
| Enter appropriate subject keywords or phrases below. | | | | | | | | | | | | | | | | | | | |
| **Subject Keywords** | |  | | |  | | | | | | | *\* Use “Add More” button if you want to add more keywords or phrases.* | | | | | | | |  |
|  | | *\* Please enter subject heading(s) or keyword(s) into the boxes to describe the topic of your item.* | | | | | | | | | |  | | | | | | | |  |
| Enter the abstract of the item below. | | | | | | | | | | | | | | | | | | | |  |
| **Abstract** | |  | | | | | | | | | | *\* It will be helpful if your item has an abstract and you add the abstract here.* | | | | | | | |  |
|  | |  | | | | | | | | | |  | | | | | | | |  |
| Enter the names of any sponsors and/or funding codes in the box below. | | | | | | | | | | | | | | | | | | | |  |
| **Sponsors** | |  | | | | | | | | | | *\* It will be helpful if your item has sponsor(s) and you add this information here.* | | | | | | | |  |
|  | |  | | | | | | | | | |  | | | | | | | |  |
| Enter any other description or comments in this box. | | | | | | | | | | | | | | | | | | | |  |
| **Description** | |  | | | | | | | | | | *\* You may add here, more descriptive information, your message or comments related with your item.* | | | | | | | |  |
|  | |  | | | | | | | | | |  | | | | | | | |  |
|  | | | | | |  | | | | |  | | | |  | | | |
| 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. | | | | | | | | | | | | | | | | |
| **Document File** | | Browse... | | | | | | | | | | | | | |  |
|  | | | |  | | | |  | |  | | |  | | |
|  | | | |  | | | |  | |  | | |  | | |

*Browse and find the file of your item at your computer, add and continue with Next..*

Top of Form

# Submit: File Uploaded Successfully

**Your file was successfully uploaded.**

|  |  |  |
| --- | --- | --- |
| File | Size | File Format |
| X.pdf | 257,114 bytes | Adobe PDF |





|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Bottom of Form

**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.

|  |
| --- |
| NON-EXCLUSIVE DISTRIBUTION LICENSE: |

|  |
| --- |
| NON-EXCLUSIVE DISTRIBUTION LICENSE:  By signing and submitting this license, you (the author (s) or copyright owner) grants to Eastern Mediterranean University the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.  You agree that Eastern Mediterranean University may, without changing the content, translate the submission to any medium or format for the purpose of preservation.  You also agree that Eastern Mediterranean University may keep more than one copy of this submission for purposes of security, back-up and preservation.  You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone’s copyright.  If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Eastern Mediterranean University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.  IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN EASTERN MEDITERRANEAN UNIVERSITY, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.  Eastern Mediterranean University will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission. |



*\* Please, click on: “I Grant the License” button and finish the submission. After that step, you will see this message on the screen:*

# Submit: Submission Complete!