

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

## Login

[www.elaba.lt](http://www.elaba.lt)

The screenshot shows the eLABa website interface. At the top, there is a navigation menu with items: About eLABa, News, Repository, Search, Consortium, Help, and Contacts. Below the menu, a news article titled "eLABa Software Upgrade Works - the installation of eLABa version 1.32" is displayed. To the right of the article, a "Popular links" section contains several links: "Search for documents", "Submit to repository", "Generate reports", and "Virtual libraries". The "Submit to repository" link is highlighted with a blue rectangular box. A blue arrow originates from the URL "www.elaba.lt" and points directly to this highlighted link.

This screenshot shows the login page in Lithuanian. The header includes the eLABa logo and the text "Lietuvos akademinė elektroninė biblioteka". Below the header, there is a form with an "Institution" dropdown menu. The dropdown is currently set to "Vilnius Gediminas Technical University" and is highlighted with a blue rectangular box. A blue arrow points from the "Submit to repository" link in the previous screenshot to this dropdown menu. A "Next" button is located below the form.

This screenshot shows the "Access to the VGTU Information Systems" login page. It features two input fields: "USER ID" and "PASSWORD". Both fields are highlighted with a blue rectangular box. A blue arrow points from the "Vilnius Gediminas Technical University" dropdown in the previous screenshot to the "USER ID" field. Below the input fields, there are links for "FORGOT PASSWORD?" and "REGISTRATION FOR NEW USERS", and a "LOGIN" button at the bottom right.

## New document registration

This screenshot shows the "My documents" page in the eLABa system. The page title is "Lithuanian Academic Electronic Library Repository". On the left side, there is a sidebar with "Documents" and "Last actions" sections. In the main content area, there is a "New document" button highlighted with a blue rectangular box. A blue arrow points from the "New document" link in the previous screenshot to this button. Below the button, there is a search bar with a "Search" button and a "Clear" button.

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

Document type

Document type \*

Publication type \* Not selected

By expanding the menu, choose the publication type of the lowest hierarchical level.

Click "Select".

Select classifier

Title

Code

Valid  Yes  No

|                                      |     |  |  |                                  |
|--------------------------------------|-----|--|--|----------------------------------|
| Book                                 | K   |  |  | <input type="button" value="o"/> |
| Art/other publication                | K4  |  |  | <input type="button" value="o"/> |
| Scientific publication               | K1  |  |  | <input type="button" value="o"/> |
| Scientific study                     | K1b |  |  | <input type="button" value="o"/> |
| Monograph                            | K1a |  |  | <input type="button" value="o"/> |
| Synthesizing scientific article      | K1c |  |  | <input type="button" value="o"/> |
| Publication for studies and teaching | K2  |  |  | <input type="button" value="o"/> |
| Compiled scientific paper            | K5  |  |  | <input type="button" value="o"/> |
| Annalist science publication         | v2  |  |  | <input type="button" value="o"/> |

Document type

Document type \*

Publication type \* Monograph

Select the publication's language.

Enter the publication's DOI number.

List up to three Scientific fields and indicate their percentage weight.

Specify both institutional classifiers: *VILNIUS TECH research priorities and topics* and *Lithuanian Intelligent specialization*. (only one value each)

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

Document type \*

Publication type \* Article

Institution of metadata creator Vilnius Gediminas Technical University

Department of metadata creator \* Library > Scientific Information Department

Date of creation of the metadata 2023-01-12 10:56

Date of completion

Creator of metadata

Document language

DOI

Scientific fields of document

\*Enter at least one field of science / art

| Code  | Title  | Weight (%)                       | Type                 | Actions                          |
|---|--|----------------------------------|----------------------|----------------------------------|
| T 004   | Natural, technological, medical and health, agricultural sciences > Technological sciences > Environmental engineering | <input type="text" value="100"/> | Scientific direction | <input type="button" value="o"/> |
| <input type="button" value="+ Add field of science / art"/> |  |                                  |                      |                                  |

Fields of institutions

| Institution                                      | Fields of science / art | Actions |
|--|-------------------------|---------|
| Empty  |                         |         |
| <input type="button" value="+ Add institution"/> |                         |         |

Studies fields

| Code   | Title | Type | Actions |
|--|-------|------|---------|
| Empty  |       |      |         |
| <input type="button" value="+ Add studies field"/> |       |      |         |

Institutional classifications

| Title                                | Code | Value | Note | Actions |
|--------------------------------------|------|-------|------|---------|
| Empty                                |      |       |      |         |
| <input type="button" value="+ Add"/> |      |       |      |         |

Institutional classifiers

| Classifier                                  | Select                           |
|---|----------------------------------|
| VILNIUS TECH research priorities and topics | <input type="button" value="o"/> |
| Lithuanian intelligent specialization       | <input type="button" value="o"/> |

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

Add the publication's title (in lowercase letters), abstract, and keywords (in lowercase and separated by semicolons).

If the publication was written by several authors, add the author(s) specified in the publication. VILNIUS TECH authors' affiliations should be specified to the smallest departmental level.

If you cooperated with a business while preparing the publication, the company's data can be added here.

The screenshot shows the 'Step 2' registration form. At the top, there are navigation tabs for Step 1, Step 2 (active), Step 3, Step 4, and Step 5. The main section is titled 'Title, summary, keywords' and includes a table with columns: Title, Language, Summary, Keywords, and Actions. Below the table is an 'Add' button. A modal window is open, showing a form for adding a new entry with fields for Language (set to English), Title, Summary, and Keywords, and 'Confirm' and 'Close' buttons. Below the modal is the 'Authors' section, which has a table with columns: Author, Institutions, Author role, Contribution part, and Actions. One author is listed: 'Autorius1 Vilniustech' affiliated with 'Vilnius Gediminas Technical University: Library > Scientific Information Department', with an author role of 'Author' and a contribution part of '1,000'. An 'Add authors' button is below the table. The 'Business collaboration' section has a table with columns: Company name, Country, Comment, and Actions, and an 'Add business collaboration' button. At the bottom, there are 'Back' and 'Continue' buttons.

If you are registering a book, please indicate the number of pages, exact publication date, publisher, publication year, place, ISBN and eISBN.

The screenshot shows the 'Step 3' registration form. At the top, there are navigation tabs for Step 1, Step 2, Step 3 (active), Step 4, and Step 5. The form is divided into two sections: 'Physical data' and 'Control data'. The 'Physical data' section has a 'Scope' field with the value '100 p.'. The 'Control data' section has several fields: 'Exact publish date' (2023-01-01), 'Place of publication' (Vilnius), 'Publisher' (Vilniaus Gedimino technikos universitetas), 'Year of publication' (2023), 'ISBN' (1234567891234), and 'eISBN' (4321987654321). There is also an 'Internationally recognized' checkbox which is unchecked. At the bottom, there are 'Back' and 'Continue' buttons.

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

Step 1 Step 2 **Step 3** Step 4 Step 5

In the publication

Publication search

Exact publish date \* 2023-01-01 (if exact date is unknown, please select last month or quarter day)

Title \* Žurnalo antraštė

Number title

Publisher Vilniaus Gedimino technikos universitetas

Internationally recognized

Year 2023

Volume vol. 1

Number iss. 1

Article number art. no. 1234

ISSN 1234-5678

Check Sherpa Romeo

eISSN 1234-5678

Check Sherpa Romeo

ISBN

eISBN

Page from \* 10 Page to \* 20

Generate automatically

Pages from-to p. 10-20

The number of pages in the account 11

If you are registering an article, provide the data about the source (e.g. journal) in which the article was published: exact publication date, source title, publisher, publication year and place, article number, ISSN and eISSN.

If the publication was published with financial support, indicate the sponsoring institution, the project, and the grant number.

Funding resources

|                  | Title | Actions  |
|------------------|-------|--|
| Sponsors         | Empty | <input type="button" value="+ Add sponsor"/>         |
| Funding projects | Empty | <input type="button" value="+ Add funding project"/> |
| Grants           | Empty | <input type="button" value="+ Add grant"/>           |

← Back

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

If the contract with the publisher allows, the publication can be uploaded here in PDF format.

You can also specify an embargo, upload a cover and other documents related to the publication.

If there is, enter the link to the publication.

Step 1 Step 2 Step 3 **Step 4** Step 5

Attached files

Skipped main file reason \* Other

Skipped main file reason (other)

Main file

Access status Not selected

Cover

| Title | Access | Comment | Actions |
|-------|--------|---------|---------|
| Empty |        |         |         |

Attachments

URL addresses

| Link  | Actions |
|-------|---------|
| Empty |         |

If the publication has a *Creative Commons* license, specify the license type.

Documents uploaded to non-public files are not publicly accessible, but may be available to institutions or experts performing the evaluations of scientific performance.

Step 1 Step 2 Step 3 Step 4 **Step 5**

License agreements with the author

License type  Not needed  Electronic  Written

Other license details

CC license code Not selected  All

Publisher license code / no.

Publisher license file

Non-public files

| Name  | Comment | Actions |
|-------|---------|---------|
| Empty |         |         |

# PUBLICATION REGISTRATION IN THE ELABA SYSTEM

When uploading a non-public file for the first time, you **must agree** to the non-public file rules in the window that appears. The agreement may also be provided later on, through **My Profile** section under **Status and Roles**.

| Role     | Institution / department               |
|----------|--|
| Autorius | Vilnius Gediminas Technical University |

User agrees with eLABa non-public files user agreement  No  Agree

Non-public files user agreement (current edition)  LT  EN

Update the metadata of user's eLABa documents

Save

You can write a **note** to the librarian.

After submitting all the data, **send** the document to the librarian for approval,

or select another preferred action and click **Save**.

If afterwards you receive a notice by e-mail about a publication with a status **Author correcting**, open the publication's entry in eLABa system, read the **comments** field, fill it with missing data and send it to the librarian for approval.

Status: Author entering

Notes for the document

Actions

Possible actions

Save data without changing the status of the document

Send to library staff member to approve

Delete

Save

Documents

My documents

Last actions

Previewed document records

Edited document records

Performed searches

Generated reports

Others

My profile

Reports

The author can see his/her publications and their status in the list provided in **My Documents** section.