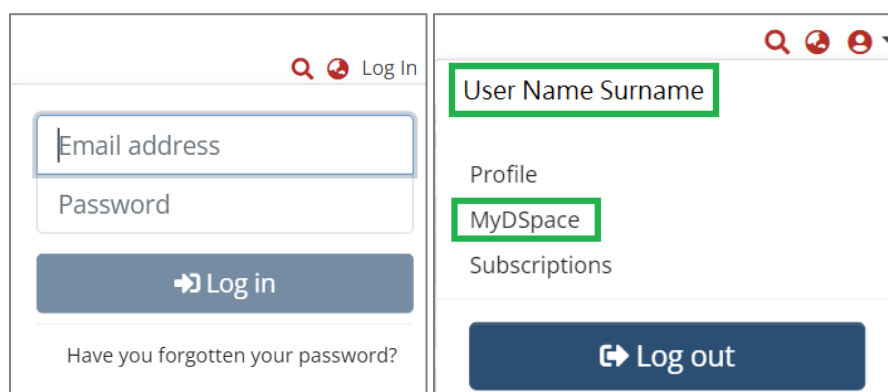


## INSTRUCTION FOR REGISTERING A PUBLICATION IN VMU CRIS

In accordance with the Rector's Order No. 480 of 10<sup>th</sup> November 2021 *On the Approval of the Procedures for the Creation and Use of the Publication Database of Vytautas Magnus University*, members of the University community are obliged to register publications in the Publication Database (PDB) and to make the documents of the publications available to the public access, without infringing the rights of the holders of copyright and other proprietary rights. Publication [registrars](#).

### 1. LOGIN


Open VMU CRIS ([www.vdu.lt/cris](http://www.vdu.lt/cris)). Click *Log in* and enter your VMU email address and password. Once logged in, click *My DSpace*.



The screenshot shows two side-by-side panels. The left panel is the login form, featuring a search icon, a 'Log In' button, input fields for 'Email address' and 'Password', a 'Log in' button with a right arrow, and a link for 'Have you forgotten your password?'. The right panel shows the user profile area with a search icon, a user icon, and a dropdown menu. The dropdown menu is open, showing 'User Name Surname', 'Profile', 'MyDSpace' (highlighted with a green box), and 'Subscriptions'. Below the menu is a 'Log out' button with a left arrow.

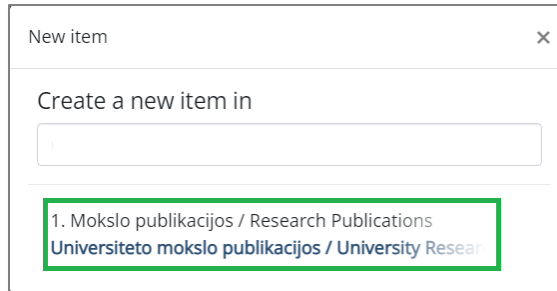
### 2. REGISTRATION OF PUBLICATIONS

To open the publication registration form, click on the drop-down menu (+) and select *Publication*:

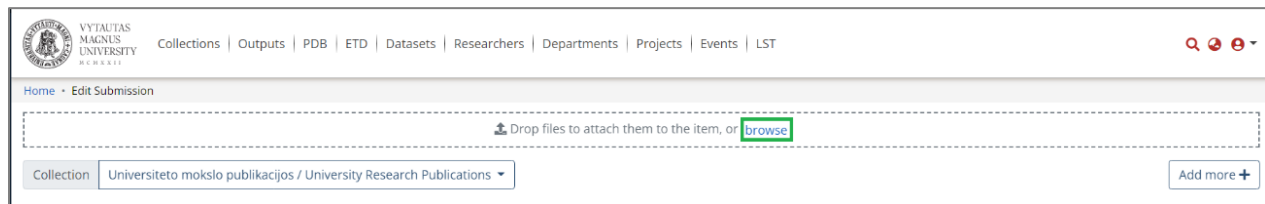


The screenshot shows a registration form with a dashed box around the top section. A dropdown menu is open, showing a plus sign and a downward arrow. Below the menu, the text 'ETD' is visible, and the word 'Publication' is highlighted with a green box.

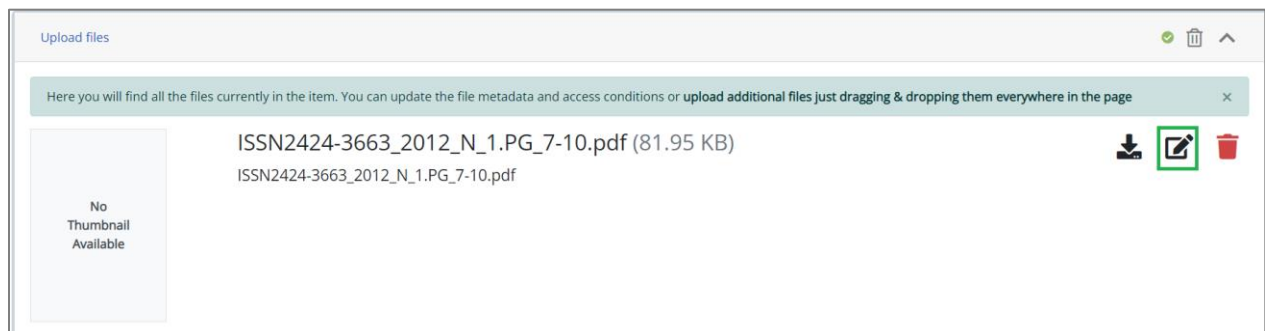
Select the collection to which you will register the publication, i.e., *1. Mokslo publikacijos / Research Publications*.



Browse for the publication document (file) on your computer and submit it or drag and drop it in a specified location.



When a file is uploaded, you will be notified, and you will see the uploaded file in the *Upload Files* section. Describe the file and specify the conditions for accessing it by clicking on the highlighted icon:



Once the icon is clicked, fill in a few fields.

The *File name* is automatically inserted. It is recommended that the file name does not contain any specific characters, spaces, diacritics.

*Access condition type*. It is possible to choose any of these types: *open access* (publicly available on the Internet), *embargo* (archived documents will be accessible only by the author of the document and by the responsible staff authorised to manage the data of the document), *intranet access* (available on the University's network). Maximum period of embargo or intranet access is 5 years. If you want a longer period for these options, please make a note in the *File description* field, e.g., "Extend period until 2030-12-31".

The publication document can be intended for preservation only (for the registration of the publication and for the institutions evaluating the output of the scientific (artistic) activity). In that case enter the text "for preservation only" in the *File description* field.

ISSN2424-3663\_2012\_N\_1.PG\_7-10.pdf (81.95 KB)

Failo vardas / File name \*

Failo tipas / File type

Failo ID / File ID  
 Naudojama sąsajai su lenteles lauku, kur šis failas yra naudojamas kaip logotipas.

Failo aprašymas / File description

Access condition type

Grant from \*

Grant until \*

When you have finished filling in the information about the publication files, don't forget to click the green saving icon.



If you do not have a publication file, you can provide a link to the publication or its DOI (if available).

Publication basic information

Nuoroda / Reference  
  [+ Add more](#)

Identifikatoriai / Identificators

Add or update information about authors. Click on the *Add more* and a special form for submitting author information will appear:

Autoriai / Authors

[+ Add more](#)

If the author works at VMU, the system will provide suggestions as soon as you start writing the first letters of the surname. Once you have found and selected the author you need, the author's PID and other affiliation information will be automatically populated in the fields.

**Autorius**

Autorius *	PID	Indėlis
<input type="text" value="Kirš"/>	<input type="text" value="PID"/>	<input type="text" value="Indėlis"/>
<b>Kirstukas, Mindaugas</b> PID : F61C76E04C649923F04... Prieskyra : Žemės ūkio akade...	<input type="text" value="Kodas"/>	<input type="text" value="Šalis"/> <input type="text" value="Įmonė"/>
<b>Kiršienė, Julija</b> PID : DBDAE3B166A6A17468... Prieskyra : Privatinės teisės k...	<input type="text" value="Kodas"/>	<input type="text" value="Šalis"/> <input type="text" value="Įmonė"/>
<b>Kirstukas, Juozas</b>	<input type="text" value="Kodas"/>	<input type="text" value="Šalis"/> <input type="text" value="Įmonė"/>
<input type="text" value="Prieskyra"/>	<input type="text" value="Kodas"/>	<input type="text" value="Šalis"/> <input type="text" value="Įmonė"/>

Enter the authors' contribution (if not equally divided) in the *Contribution [Indėlis]* field, (e.g., first author's contribution is 0.7, second author's contribution is 0.3). The total contribution of all authors must be equal to 1. Click *Add* at the end of the form.

**Autorius**

Autorius *	PID	Indėlis
<input type="text" value="Manton, Michael-Geoffrey"/>	<input type="text" value="C72F699C63A1D311EDBFEE09AF1A7"/>	<input type="text" value="0.7"/>
<input type="text" value="Miško mokslų katedra"/>	<input type="text" value="Kodas"/>	<input type="text" value="Šalis"/> <input type="text" value="Įmonė"/>

Enter the title of the publication, the language of the title, the year of publication, the year of the report if different from the year of publication.

**Antraštė / Title \***

**Leidimo metai / Year of publication \***

**Ataskaitos data / Report date**

Įveskite ataskaitos metus / Enter report date

Specify the branch of science by clicking on the *Add more* button:

**Mokslo/meno kryptis / Branch of science \***

Write the branch title in the search box:

The screenshot shows a form titled "Mokslo kryptis". It has two main sections: "Mokslo kryptis" and "Indėlis". The "Mokslo kryptis" section contains a search box with "Chemistry" typed in, and a dropdown menu below it with "Chemija / Chemistry (N003)" selected. The "Indėlis" section contains a text input field with "Indėlis" and a note "Value between 0 - 1 (optional)". At the bottom right, there are "Close" and "Add" buttons.

Or choose it from the drop-down menu and click *Add*:

This screenshot shows the same form as above, but the dropdown menu is expanded. It lists several science branches: "Matematika / Mathematics (N001)", "Fizika / Physics (N002)", "Chemija / Chemistry (N003)", "Biochemija / Biochemistry (N004)", "Geologija / Geology (N005)", and "Fizinė geografija / Physical geography...". The "Chemija / Chemistry (N003)" option is highlighted with a green box. The "Add" button is visible at the bottom right.

If there is more than one science branch, list them in order of priority and write the proportions of top 3 science branches, e.g.:

Priority	Science branch	Proportion
1.	S 001 Law	0.7
2.	S 004 Economy	0.2
3.	S 003 Management	0.1
4.	S 005 Sociology	

The screenshot shows a summary bar titled "Mokslo/meno kryptis / Branch of science \*". It contains four buttons representing selected branches: "Teisė / Law (S001)", "Ekonomika / Econo...", "Vadyba / Managem...", and "Sociologija / Sociolo...". There is also a "+ Add more" link on the right.

The total sum of the science branches' proportions should be 1:

Mokslo kryptis

Mokslo kryptis

Teisė / Law (S001)

Indėlis

0.7

Value between 0 - 1 (optional).

Close Add

Mokslo kryptis

Mokslo kryptis

Ekonomika / Economics (S004)

Indėlis

0.2

Value between 0 - 1 (optional).

Close Add

Mokslo kryptis

Mokslo kryptis

Vadyba / Management (S003)

Indėlis

0.1

Value between 0 - 1 (optional).

Close Add

Choose the type of publication from drop-down menu:

Publikacijos rūšis / Publication type \*

Straipsnis kitoje duomenų bazėje / Article in other database (S4)

search

Monografija / Monograph (K1a)

Mokslo studija / Study (K1b)

Teorinis sintezės mokslo darbas / Theoretical synthetic science work (K1c)

Vadovėlis / Textbook (K2a)

Kitas vadovėlis / Other textbook (K2a1)

Mokomoji knyga / Educational book (K2b)

Write keywords if they are not included in the publication:

Reikšminiai žodžiai / Keywords

Biodiversity
Species diversity
Alien trees

Įrašykite reikšminius žodžius, jeigu jų nėra prie publikacijos / Write keywords if they are not included

[+ Add more](#)

Choose the country and language of the publication from the drop-down menu:

Šalis / Country \*

Search

- Lietuva / Lithuania (LT)
- Afganistanas / Afghanistan (AF)
- Airija / Ireland (IE)
- Alandai / Åland Islands (AX)
- Albanija / Albania (AL)
- Alžyras / Algeria (DZ)

Kalba / Language \*

Search

- Anglų / English (en)
- Lietuvių / Lithuanian (lt)
- Abchazų / Abkhazian (ab)
- Afarų / Afar (aa)
- Afrikanų / Afrikaans (af)
- Aimarų / Aymara (ay)

Enter the referring databases if you know any:

Referuojančios duomenų bazės / Referred databases

Scopus

Įrašykite referuojančias duomenų bazes / Enter referred databases.

+ Add more

If the publication is project-based or has data files that are described in VMU CRIS system, link them by entering the beginning of the title and choosing from drop-down menu. If there is no link to a project or data in the VMU CRIS system, please enter the project name, code and a description for data. Enter the source of funding for the publication:

Projektai / Projects

Activating Students in Online Classes

Įrašykite projekto, kurio pagrindu parengta publikacija, pavadinimą / Enter the name of the project on which the publication is based.

+ Add more

Duomenys / Data

The GenTree leaf collection: inter- and intraspecific variation of leaf traits in seven forest tree species across Europe

Susiekite publikaciją su duomenimis, esančiais VDU CRIS arba pateikite duomenų, panaudotų publikacijoje, aprašą arba nuorodą / Link the publication to the related data.

+ Add more

Finansavimas / Funding

European Social Fund

Įrašykite publikaciją finansavusios institucijos/asmens pavadinimą / Funding of the publication.

## CONFIRMATION.

When submitting a publication for registration, the author must confirm (tick) that the information provided about the publication is agreed with the co-authors:

Deposit license

Informaciją apie publikaciją ir publikacijos dokumentą archyvimui teikiantis **autorius atsakingas už pateiktos informacijos suderinimą su bendraautoriais:**

1. Mokslo kryptių pateikimą svarbumo tvarka bei pirmosioms 3 mokslo kryptims nurodytus svorius, pavyzdžiui (0.7) – S001 Teisė, (0.2) – S004 Ekonomika, (0.1) – S003 Vadyba;
2. Paskirstomą autorių indėlį, pavyzdžiui, Pavardė1, vardas1 (0.6), Pavardė2, Vardas2 (0.4). Jei nėra nurodytas indėlis, jis paskirstomas vienodai;
3. Dėl priegios prie publikacijos dokumento sąlygų – a) laisva prieiga b) priegios embargo iki yyyy-mm-dd c) prieiga institucijos intranete iki yyyy-mm-dd d) neprieinamas (tik saugojimui).

Tos pačios publikacijos duomenys turi būti vienodi visose sistemose, registruojančiose publikacijas – tiek Lietuvos akademinėje bibliotekoje (eLABa), tiek CRIS, tiek kitose akademinų institucijų sistemose. Kilus klausimams prašome kreiptis į publikacijos registratorių.

I confirm the text above

The last step is to click the *Deposit* button. Information about registration will be sent to the author's email.

