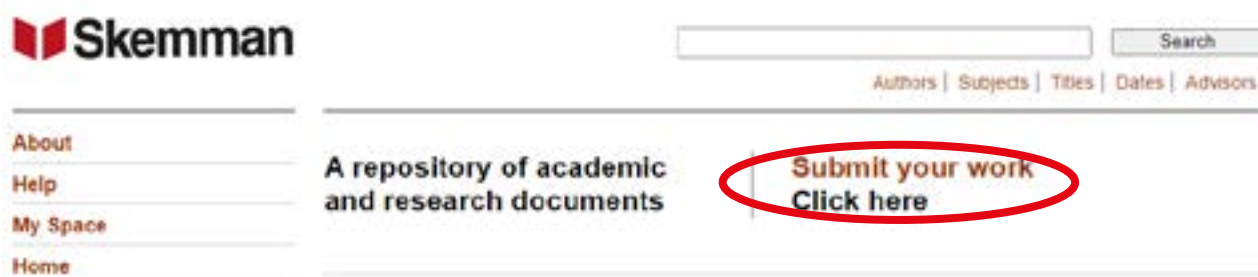


Submission guidelines for IUA students

If you encounter problems submitting your thesis contact skemman@lhi.is

1 Your thesis should be in PDF form when submitted to Skemman. Attachment can also be in other format such as mp3 audio or mp4 visual files

2 Click on “Submit your work Click here” to begin the submission process



3 Click on the Iceland University of the Arts logo

Login

Click the icon that corresponds to the institution you are a member of. You will be taken to a login screen where you can enter your username and password.



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Háskólinn
á Akureyri
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HÁSKÓLINN Á BIFRÖST
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HÓLASKÓLI
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4

Your login is the same as for Myschool


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Enter your credentials

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5

Under “Collection” choose your department and then click on “[Begin submission](#)”

My Space

New Submission

+ Help

Select collection to create submission in

| | |
|-------------------|-----------------------------------------------|
| Collection | - Select collection to create submission in - |
| Type | - Select collection to create submission in - |

- Iceland University of the Arts - Hönnunar- og arkitektúrdeild / Department of Design and Architecture
 - Ritgerðir til BA-gráðu / BA theses (BA)
 - Ritgerðir til MA-gráðu / MA theses (MA)
 - Verkefni til BA-gráðu - greiningar / BA projects - analyses (BA)
 - Verkefni til MA-gráðu - greiningar / MA projects - analyses (MA)
 - Verkefni til MA-gráðu - verk / MA projects - works (MA)
- Iceland University of the Arts - Listkennsludeild / Department of Arts Education
 - Lokaritgerðir / Theses (MA, M Art Ed)
- Iceland University of the Arts - Myndlistardeild / Department of Fine art
 - Lokaritgerðir / Theses (BA)
 - Lokaritgerðir / Theses (MA)
- Iceland University of the Arts - Sviðslistadeild / Department of Performing Arts
 - Lokaverkefni (BA) / Final projects (BA)
 - Lokaverkefni (MFA) / Final projects (MFA)
- Iceland University of the Arts - Tónlistardeild / Department of Music
 - Lokaritgerðir / Theses (BA, B.Mus.)
 - Lokaskýrslur - NAIP / Final reports - NAIP (M.Mus.)
 - Lokaverkefni / Final projects (BA, B.Mus.)
 - Lokaverkefni / Final projects (MA, M.Mus., M.Mus.Ed.)

My Submitted Items

Displaying all of your in-progress items

| Title | Type |
|-------|------|
|-------|------|

6

Describe your thesis/essay - Fill in as appropriate and then click on [Next](#)

Step 1 of 3: Describe the Thesis

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Author | Individual author name - at least one author is required <input type="text" value="gosi"/> Need more authors? Click here: <input type="button" value="Add Author"/> | Year of birth <input type="text"/> |
| Titles | Title - a title must be specified <input type="text"/> To add a translation of the title, click here: <input type="button" value="Add Title"/> | Language <input type="text" value="English"/> |
| Degree | Thesis' degree - the degree must be specified <input type="text" value="- Choose a degree -"/> | |
| Language | Primary language <input type="text" value="English"/> | |
| Abstract | - this is required <input type="text"/> Language of this text: <input type="text" value="English"/> <small>Do not include confidential information in the abstract. Abstracts are made public on acceptance of item and are not subject to any access delay requests.</small> To add a translation of the abstract, click here: <input type="button" value="Add Abstract"/> | |
| Related Link | Related hyperlinks <input type="text"/> To add an additional hyperlink, click here: <input type="button" value="Add Link"/> | |
| Submitted | Year <input type="text"/> Month <input type="text"/> | |
| Advisor | Individual advisor name <input type="text"/> Need more advisors? Click here: <input type="button" value="Add Advisor"/> | |
| Comments | Enter any other description or comments in this box. <input type="text"/> Language of this text: <input type="text" value="English"/> | |
| Sponsor | Enter the names of any sponsors and/or funding codes in the box below. <input type="text"/> Language of this text: <input type="text" value="English"/> | |
| <input type="button" value="Cancel"/> <input type="button" value="Go to My Space (saves)"/> <input type="button" value="Save"/> <input type="button" value="Next"/> | | |

7

Go to "Upload Files" and click on "Choose file" to upload your thesis

Step 2 of 3: Upload Files

[+ About File Formats](#)

Upload File

1. Select File
 No file chosen

2. Click Upload

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Choose as appropriate for the three options:
Your work in a single document / 2. in PDF / 3. Access: Open

Step 2 of 3: Upload Files

Current Files

| Filename: Lokaverkefni.pdf | | | | |
|----------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------|
| Description | Size | File Format | Visibility | Remove |
| Complete Text <input type="button" value="v"/> Custom Description <input type="text"/> | 1 MB | PDF <input type="button" value="v"/> Enter custom type <input type="text"/> | Open <input type="button" value="v"/> Locked until <input type="text"/> | <input type="button" value="Remove"/> |

[+ Help](#)

Note on attachment

Optional notes about the attached files

Language of this text:

Upload More Files

[- Hide](#)

Visual files should be in mp4 format. Videos should be in MPEG-4 AV format (H.264) and audio files in AAC format.

Please note that it may be difficult to upload large files to Skemman. It is advised to keep the file size below 0,5 GB. Audio files should be in mp3 format (MPEG-2 Audio Layer III).

Upload File

1. Select File
 No file chosen

2. Click Upload

9

Review your information and click on “[Submit for approval](#)” if everything is correct.

Step 3 of 3: Confirm Details

Metadata

The data entered in step 1 is summarized below. Please check that it is all correct. If you need to change anything then [click here](#).

Höfundur gosi 2000
Titlar Title
Námsstig Bakkalár
Tungumál Enska
Útdráttur Abstract

Artifacts

The files added in step 2 are summarized in the table below. If you want to add or remove more files or just want to change their details, [click here](#).

| Artifacts | Filename | Artifacts | Format | Description | Visibility |
|-----------|----------------------------------|-----------|--------|---------------|------------|
| | Lokaverkefni.pdf | 1.72 MB | PDF | Complete Text | Open |

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This window will appear:



Click on OK you will get "Success"

The thesis should now be seen in **My Submitted Items** while waiting for confirmation

Your theses will appear on Skemman.is after the graduation ceremony.