

# How to submit your thesis to **SKEMMAN**

<http://skemman.is/>

> Choose English

 Íslenska |  English

> Click on

**Submit your work**  
**Click here**

> Click on Reykjavik University 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.



UNIVERSITY OF  
ICELAND



Háskólinn  
á Akureyri  
University  
of Akureyri



HÁSKÓLINN Á BIFRÖST  
BIFRÖST UNIVERSITY



HÓLASKÓLI  
HÁSKÓLINN Á HÓLUM



HÁSKÓLINN Í REYKJAVÍK  
REYKJAVÍK UNIVERSITY



Landbúnaðarháskóli  
Íslands



LANDSBÓKASAFN ÍSLANDS  
HÁSKÓLABÓKASAFN



LISTAHÁSKÓLI ÍSLANDS  
Iceland Academy of the Arts

> Type in your RU username and password

- Even though there are more than one authors only one submission is needed. Other authors are added in the author field (see below in step 1).


## Login - Reykjavík University

+ Help

Enter your credentials

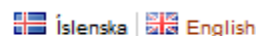
E-Mail

Password

 HÁSKÓLINN Í REYKJAVÍK  
REYKJAVÍK UNIVERSITY

**Login**

When logged into Skemman you have to choose English again



> Select a collection, your school and degree, from drop-down menu (list is in Icelandic only)

## My Space

### New Submission

+ Help

Select collection to create submission in

Collection

Type

My Submitted Item

Displaying all of your in-pr...

Title	Type	Submission
Entry does not yet have a title		
MSc Sálfræðideild / Psychology Department Reykjavík University		
Entry does not yet have a title		
BA Lagadeild / Law Department > Samfélagssvið / School of Social Sciences > Reykjavík University	Thesis	Submission (1)

> ... choose "Thesis"

Type

**Begin Submission**

>... then click "Begin Submission"

Register your thesis and upload your PDF-file/-s in three (3) steps.  
Follow the instructions step by step.

### Step 1 of 3: Describe the Thesis

<b>Author</b>	Individual author name - <i>at least one author is required</i> <input type="text"/>	Year of birth <input type="text"/>
	Need more authors? Click here: <a href="#">Add Author</a>	
<b>Titles</b>	Title - <i>a title must be specified</i> <input type="text"/>	Language English ▾
	To add a translation of the title, click here: <a href="#">Add Title</a>	
<b>Degree</b>	Thesis' degree - <i>the degree must be specified</i> - Choose a degree - ▾ - Choose a degree - Undergraduate diploma Bachelor's Graduate diploma Master's Doctoral	
<b>Language</b>		

> Choose language

<b>Language</b>	Primary language English ▾
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<b>Submitted</b>	Year <input type="text"/> Month <input type="text"/>
<b>Advisor</b>	Individual advisor name <input type="text"/> Need more advisors? Click here: <a href="#">Add Advisor</a>
<b>Comments</b>	Enter any other description or comments in this box. <input type="text"/> Language of this text: <input type="text" value="English"/>
<b>Sponsor</b>	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"/>

The 'Next' button is currently disabled because one or more items of information are missing. Once they have been set the 'Next' button will be enabled.

## Attention:

- Is the title in more than one language? If yes “Add Title” and choose language
- Are there more than one author? If yes “Add Author”
- Is the degree right?
- In what language is the thesis written?
- Is an abstract both in English and Icelandic? If yes “Add Abstract” and choose language
- Remember to choose (submission) month and year
- More than one advisor? If yes “Add Advisor”

## Reykjavik University - Create Thesis

Creating a new thesis in collection *BSc verkefni*

### Step 2 of 3: Upload Files

**Upload File**

1. Select File

No file chosen

2. Click Upload

- > Choose File
  
- > Upload your entire thesis (including title page) in PDF format:
  
- > Choose the relevant **description** of the file you are uploading

<b>Description</b> - Select a description - - Select a description - Appendix Bibliography <b>Complete Text</b> Front Page Other Report Supplementary Documents Table of Contents Text Body Title Page	<b>Size</b> 1.76MB	<b>File Format</b> PDF Enter custom type <input type="text"/>	<b>Visibility</b> Open Locked until <input type="text"/>	<b>Remove</b> <input type="button" value="Remove"/>
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+ Help

notes about the attached files

Choose the File Format (PDF)

In visibility choose Open or Locked until (day/month/year) in accordance with your form:

#### **Request for closed access**

Note that the relevant department must approve and sign the *Request for closed access* form. Students scan and upload the signed request in Skemman as a separate file (PDF). The Description should be **Other** and the visibility **Open**.

If there is an inconsistency between the date chosen in **Visibility** in Skemman and the date on your *Request for closed access form*, the date in Skemman will change in accordance with the date on the request.

When finished uploading your file(-s) click **Next**.

> If all is correct click “**Submit for Review**”

### 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](#).

**Author** Kristína Benedikz 1966  
**Titles** Depression and Sports  
**Language** Icelandic  
**Abstract** ddfaf

#### 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
	LovdataPro og Karnov glærupunktur.docx	13.39 kB	Microsoft Word XML		Open

> Finally, accept the terms of Skemman before you **submit your thesis for approval**

Öll gögn í Skemmuni eru vernduð af ákvæðum höfundalaga og með öllum réttindum áskildum, nema annað sé tekið fram. Þeir sem setja gögn til hýsingar í Skemmu velja sjálfir hvort einungis er heimilt að lesa þau af skjá, eða hvort heimilt er að prenta þau eða afrita.

Notkun sem brýtur í bága við lög eða samninga getur haft bóta- og refsiaðbyrgð í för með sér. Aðildarskólar Skemmunnar munu ekki veita aðgang að lokuðum verkefnum nema að fengnu skriflegu leyfi höfundar.

accept the terms and conditions above (tick to accept).

After you have submitted your thesis this message will appear.

**Success** The thesis 'gfdga' has now been submitted for review.  
 You should soon receive e-mailed confirmation of your submission. Once the review has taken place, you will be sent another e-mail giving details of the outcome of the review.



You will receive a confirmation via email.

**Áslaug Eiríksdóttir**

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**From:** skemman-noreply@landsbokasafn.is  
**Sent:** 29. mars 2011 13:47  
**To:** Áslaug Eiríksdóttir  
**Subject:** Skemman: Submission received

Áslaug,

Thank you for your recent submission to skemman.is. This email is confirmation that the submission has been received and is awaiting review by an administration staff member. Once reviewed, you will receive another e-mail detailing whether your submission was accepted or rejected.

You submitted:  
To collection:

Best regards,

Staff of Skemman