

# How to submit your work to Skemman - <http://skemman.is/>

## Choose English

 Íslenska |  English

## Click on

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

or

**My Space**

## Click on Reykjavik University logo

### Login

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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



HÁSKÓLINN Í REYKJAVÍK  
REYKJAVÍK UNIVERSITY



Landbúnaðarháskóli  
Íslands



LANDSBÓKASAFN ÍSLANDS  
HÁSKÓLABÓKASAFN




LISTAHÁSKÓLI ÍSLANDS  
· ICELAND ACADEMY OF THE ARTS ·

## Type in your RU username and password

Enter your credentials

**E-Mail**

**Password**




## When in Skemman you have to choose English again

 Íslenska |  English

Sláðu inn notendanafn og lykilorð

**Tölvupóstfang**

**Lykilorð**



Then you choose the appropriate collection (in Icelandic only)

## My Space

### New Submission

+ Help

Select collection to create submission in

|                   |  |
|-------------------|--|
| <b>Collection</b> | Choose the collection to create your submission in   |
| <b>Type</b>       | <ul style="list-style-type: none"><li>- Select a collection -</li><li>- Select a collection -</li><li><b>Kennslufræði- og lýðheilsudeild</b></li><li>BSc verkefni</li><li>Meistaraprófsritgerðir</li><li><b>Lagadeild</b></li><li>BA verkefni</li><li>Meistaraprófsritgerðir</li><li><b>Tækni- og verkfræðideild</b></li><li>BSc verkefni</li><li>Lokaverkefni í iðnfræði</li><li>MSc verkefni</li><li>Reykjavik University Technical Report Science and Engineering. RUTR-SSE</li><li><b>Tímarit og greinar</b></li><li>Fræðigreinar</li><li>Tímarit Háskólans í Reykjavík</li><li><b>Tölvunarfræðideild</b></li><li>Doktorsritgerðir</li><li>Lokaverkefni, BSc m/rannsóknaráherslu</li><li>Lokaverkefni, BSc og kerfisfræði</li><li>Meistaraprófsritgerðir</li><li>Reykjavik University Technical Report Computer Science. RUTR-CS</li><li><b>Viðskiptadeild</b></li><li>BSc verkefni</li><li>Meistaraprófsritgerðir</li></ul> |

... and choose „Article“ or „Report“

|             |   |   |
|-------------|---|---|
| <b>Type</b> | <ul style="list-style-type: none"><li>Thesis</li><li><b>Article</b></li><li>Book</li><li>Magazine</li><li>Report</li><li>Thesis</li></ul> | <input type="button" value="Begin Submission"/> |
|-------------|---|---|

and click the „Begin Submission“ button

Register your work and upload your PDF-file/-s in three (3) steps

## Follow the instructions step by step

Success

A new article belonging to collection 'Fræðigreinar' has been prepared for you.



## Reykjavík University - Create article

Creating a new thesis in collection *Fræðigreinar*

### Step 1 of 3: Describe the article

|                    |   |
|--------------------|---|
| <b>Author</b>      | Individual author name - <b>at least one author is required</b><br><input type="text"/><br>Need more authors? Click here: <input type="button" value="Add Author"/>   |
| <b>Title</b>       | Title - <b>a title must be specified</b> <span style="float: right;">Language<br/>English ▼</span><br><input type="text"/> <input type="button" value="Add Title"/><br>To add a translation of the title, click here: <input type="button" value="Add Title"/>  |
| <b>Language</b>    | Primary language<br>English ▼   |
| <b>Abstract</b>    | Enter the abstract of the item - <b>this is required.</b><br><div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div><br>Language of this text: English ▼ Characters remaining: 1/5000.<br>To add a translation of the abstract, click here: <input type="button" value="Add Abstract"/> |
| <b>Appeared in</b> | Reference to the magazine or book that the item appeared in<br><input type="text"/>   |
| <b>ISSN</b>        | ISSN number of the magazine<br><input type="text"/>   |

|   |   |
|---|---|
| <b>ISBN</b>   | ISBN number of the book<br><input type="text"/>   |
| <b>Related Link</b>   | Related hyperlinks<br><input type="text"/><br>To add an additional hyperlink, click here: <input type="button" value="Add Link"/>   |
| <b>Published</b>  | Month <input type="text"/> Year <input type="text"/>  |
| <b>Description</b>  | Enter any other description or comments in this box.<br><input type="text"/><br>Language of this text: <input type="text" value="English"/> Characters remaining: 0/1000.                   |
| <b>Sponsor</b>  | Enter the names of any sponsors and/or funding codes in the box below.<br><input type="text"/><br>Language of this text: <input type="text" value="English"/> Characters remaining: 0/1000. |
| <input type="button" value="Cancel"/> <input type="button" value="Go to My Space (saves)"/> <input type="button" value="Save"/> <input type="button" value="Next"/> |   |

**Attention:**

- **Is the title in more than one language? – if yes „Add Title“ and choose language**
- **In what language is the article / report written?**
- **Is abstract both in English and Icelandic? – if yes „Add Abstract“ and choose language**
- **Remember the publishing month and year**

**Click „Next“ to upload a file**

... uploading a file:

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

+ Help

notes about the attached files

Choose from the „Description“ menu according to the file you are uploading

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

After you have submitted your work this message appears

**Success**

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 also get a confirmation 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: Meistaraprófsritgerðir

Best regards,

Staff of Skemman

**Please confirm you have submitted your thesis to Skemman. Anna Kristín Stefánsdóttir, [annast@ru.is](mailto:annast@ru.is) or Þóra Gylfadóttir, [thorag@ru.is](mailto:thorag@ru.is) will approve and authorize your registration. Your work will now become visible in Skemman and search engines such as Google Scholar.**