



**MBARARA UNIVERSITY OF
SCIENCE & TECHNOLOGY**

SUCCEED WE MUST

A GUIDE ON SELF ARCHIVING RESEARCH ARTICLES AND DISSERTATIONS INTO THE MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY INSTITUTIONAL REPOSITORY

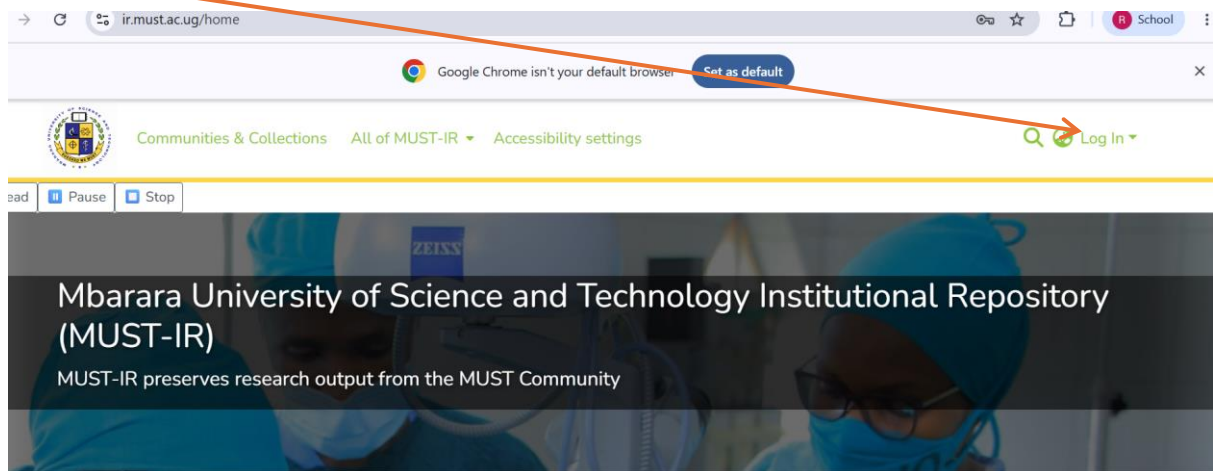
INTRODUCTION

The Mbarara University of Science and Technology (MUST) Institutional Repository (IR) policy 2023 mandates the library to collect and archive all research works on and about MUST. These research works include; open access journal articles, books, conference papers and graduate student dissertations. This guide provides a step-by-step guide on how a MUST graduating student or researcher can upload their dissertation/research work into the MUST IR. These research outputs should comply with the provisions of the MUST Institutional repository policy. For example, research works collected in the MUST IR should clearly indicate that the authors are affiliated to MUST, and the works are not published in predatory journals.

Here below is the process of self-archiving research works in the MUST IR.

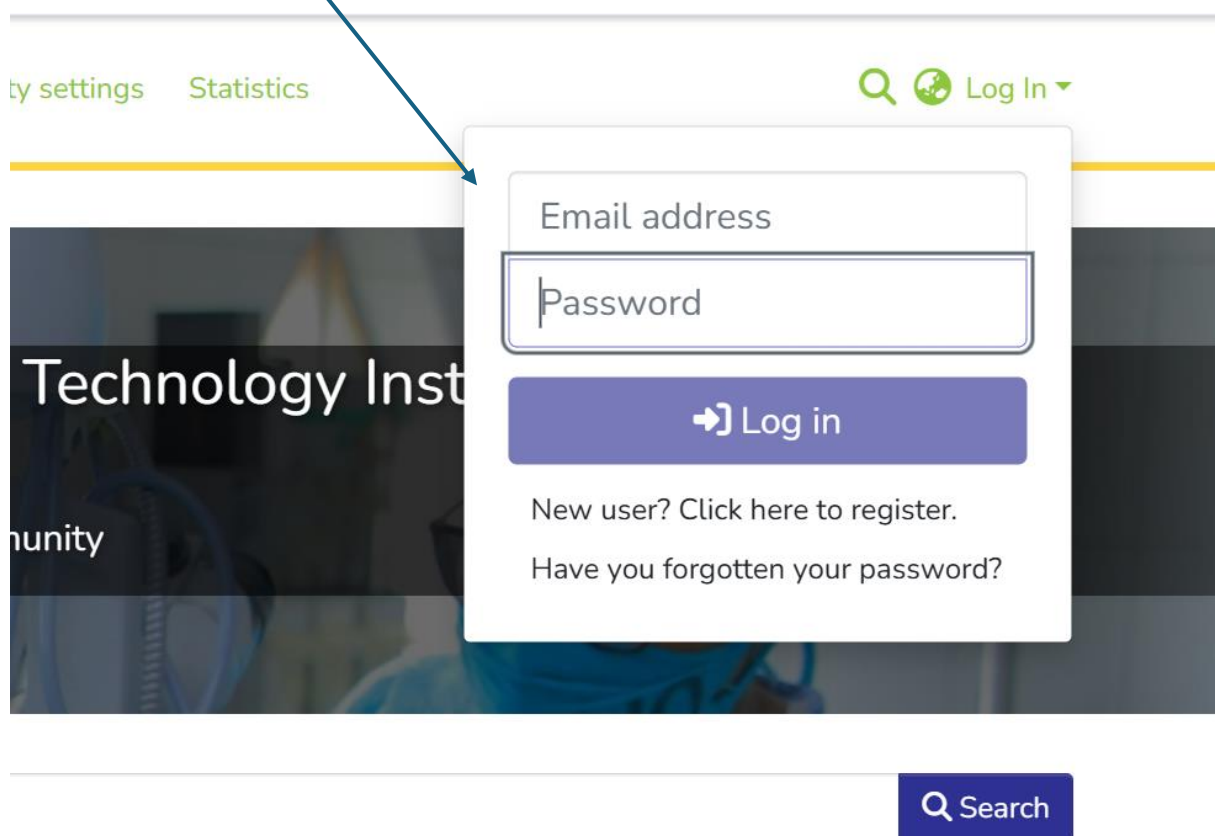
1. Log on to [ir.must.ac.ug]
2. The MUST IR home page will open as indicated below.

Click here to log in



3. A pop-up window will appear. In case you already have the login credential, you type them in and log in. In case you don't have, you click on new user. Another pop up will appear where you will be required to fill in your email. Please fill in your MUST institutional email and click on register. An email will be sent to you. Go to your institutional email, open it and follow the prompts to create and activate your account in the IR. In case you have forgotten your password, still click on forgot password, another pop-up window will appear where you will type in your email and a link will be sent to your email to reactivate your password. Follow the prompts and you will be required to create a new password and later you will be directed to log in with your username (MUST institutional email) and new password.

POP UP WINDOW



The screenshot shows a login pop-up window on a website. The pop-up is white with a thin grey border and is positioned over a blurred background of a website. The background website has a top navigation bar with links like 'ty settings' and 'Statistics' in green, and a 'Log In' button with a dropdown arrow. Below the navigation bar is a yellow horizontal line. The main content area of the website features a large image with the text 'Technology Inst' and 'hunity'. The login pop-up itself contains two input fields: 'Email address' and 'Password'. Below these fields is a purple button with a right-pointing arrow and the text 'Log in'. At the bottom of the pop-up, there are two lines of text: 'New user? Click here to register.' and 'Have you forgotten your password?'. A blue arrow points from the text 'POP UP WINDOW' to the top-left corner of the pop-up window.

ty settings Statistics

Log In

Technology Inst

hunity

Email address

Password

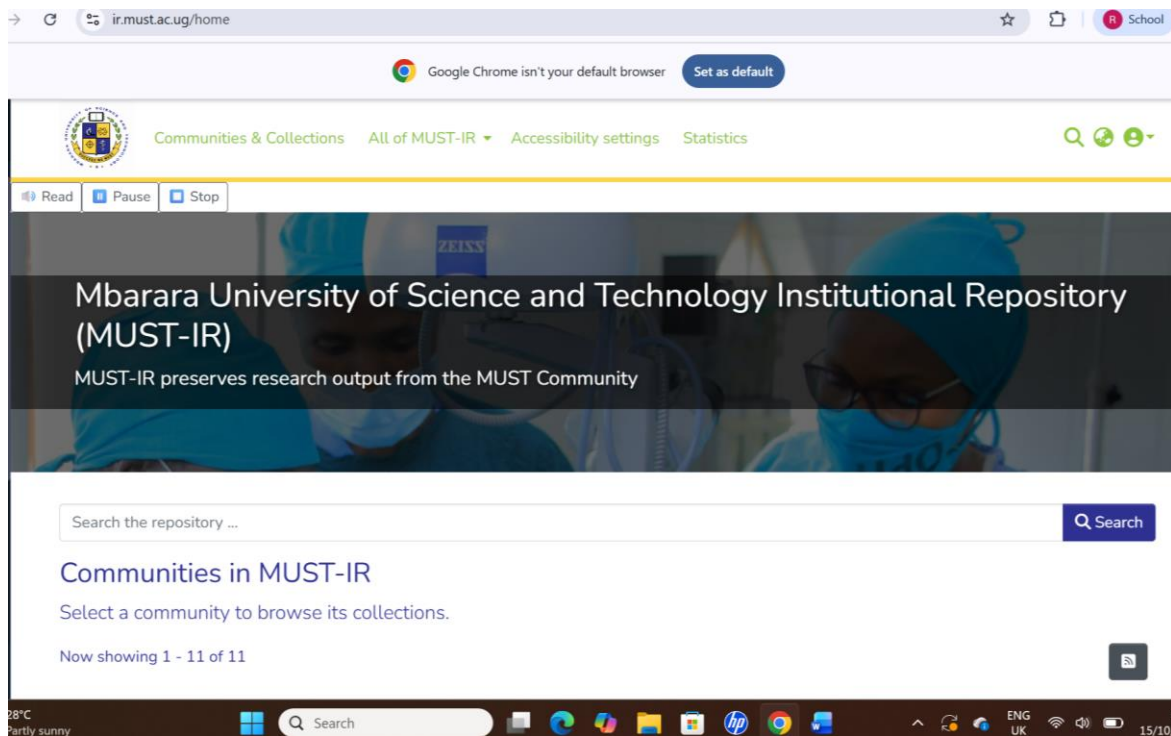
Log in

New user? Click here to register.

Have you forgotten your password?

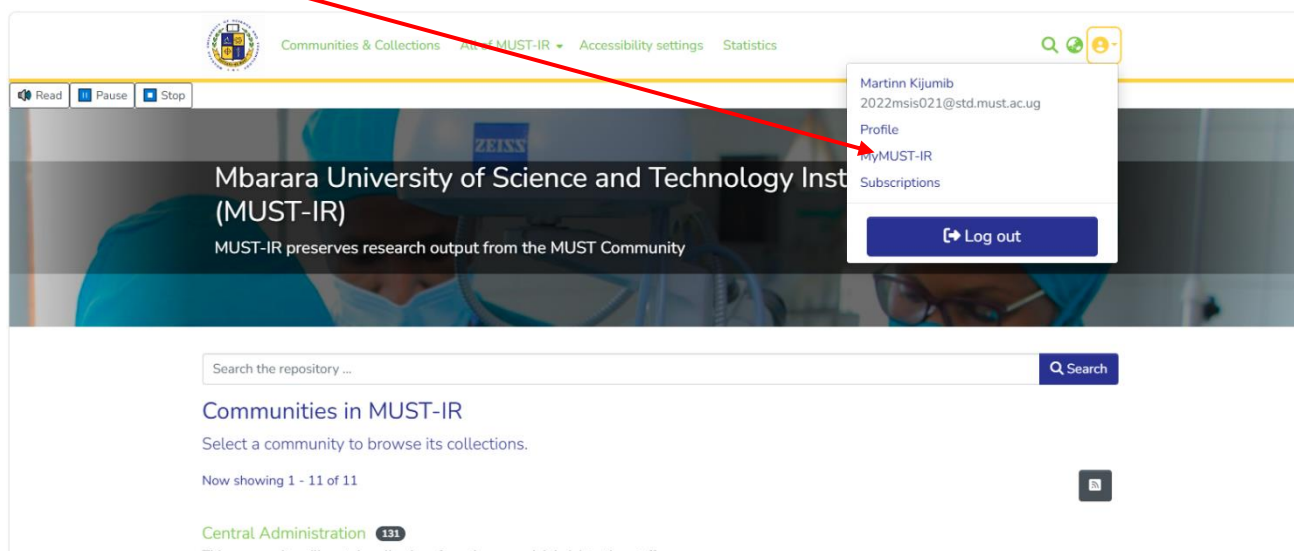
Search

4. After successfully logging in, the screen should look like this below



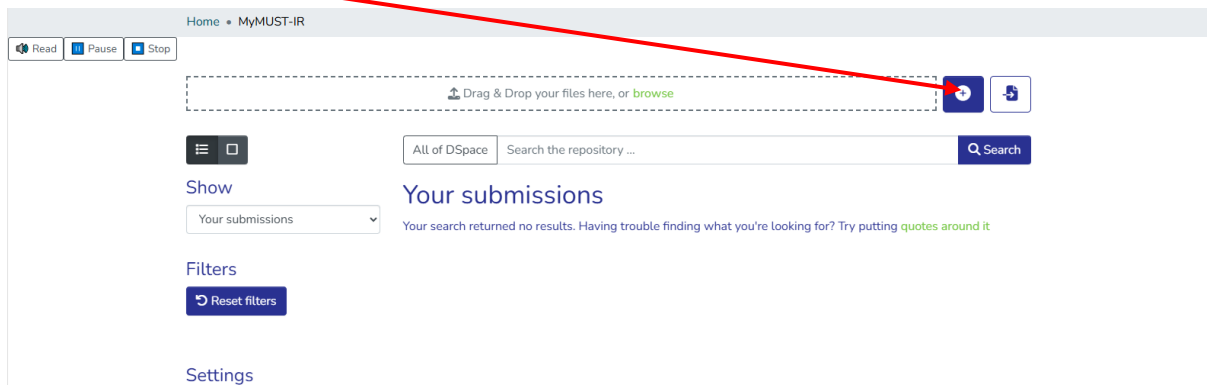
5. Click MyMUST-IR to go to your submission page where all the list of your publication upload by you will be displayed.

Click MyMUST-IR



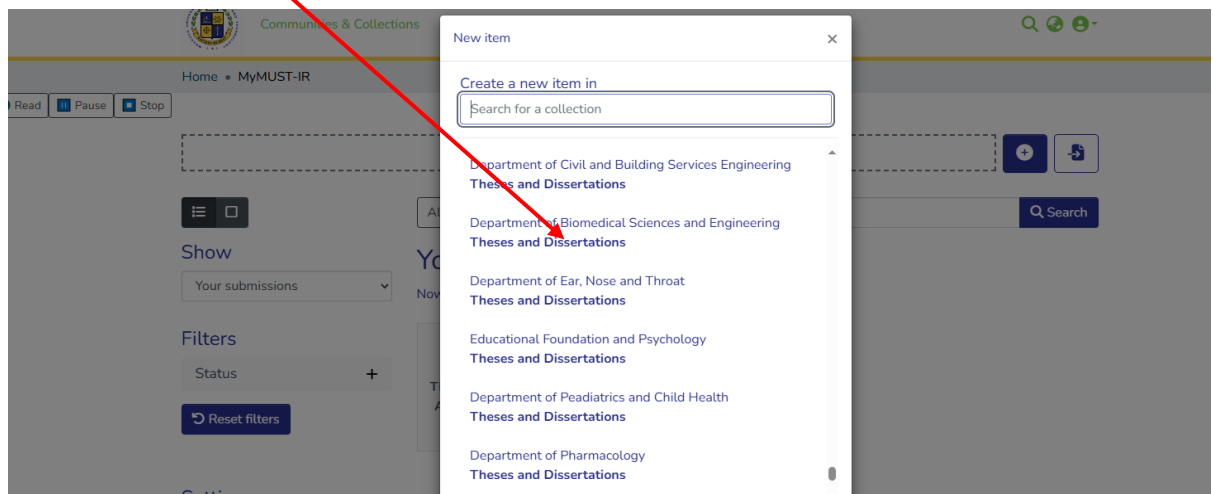
6. You will get an interface like this. Select the blue plus sign to start upload your dissertation.

Click here to upload

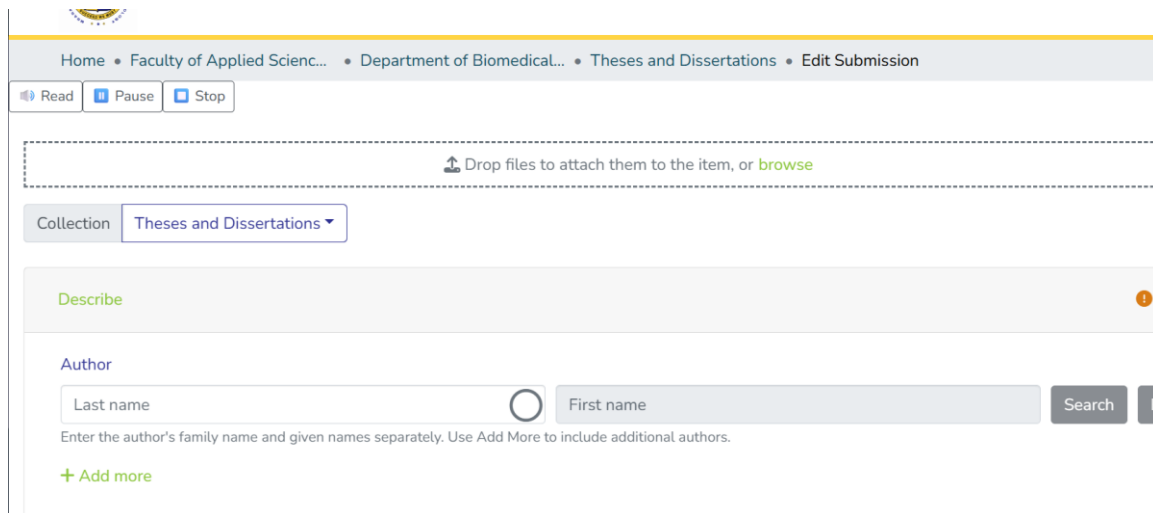


7. Place your cursor on New and Click on Item and a pop up window like this below shall appear. Select from the list the type of material you want to archive in the repository. For example, below Thesis and Dissertation under the Department of Biomedical Sciences and Engineering was selected.

search/scroll to look for the department and the category of you submission



8. Another window will open where you will be able to drag or upload your dissertation or any other type of publication depending on what you selected. There are also other fields you will have to fill like your name (Your Last name is your Surname and First name is your Christian or Islamic name), the title of the dissertation/research article, date of issue, citation, key words, abstract etc. Please make sure that you enter all these details as accurately as possible. If you are depositing a dissertation, the publisher is MUST.



The screenshot shows a web interface for depositing documents. At the top, a breadcrumb trail reads: Home • Faculty of Applied Scienc... • Department of Biomedical... • Theses and Dissertations • Edit Submission. Below this are three buttons: Read, Pause, and Stop. A dashed box contains the text: Drop files to attach them to the item, or browse. Below this is a 'Collection' dropdown menu set to 'Theses and Dissertations'. A 'Describe' tab is active, indicated by a green label and an orange information icon. Under the 'Author' section, there are two input fields: 'Last name' and 'First name', separated by a circular icon. To the right of these fields are 'Search' and 'E' buttons. Below the input fields, a note states: 'Enter the author's family name and given names separately. Use Add More to include additional authors.' Below this note is a green '+ Add more' link.

9. In case you are depositing a journal or research article, you will be required to fill in other details. For example, if there are multiple authors, you click on add more under authors.

Home • Faculty of Medicine • Department of Dermatolo... • Research articles • Edit Submission

Read Pause Stop

Drop files to attach them to the item, or [browse](#)

Collection Research articles ▾

Describe

Author

⋮	Kapere	○	Michael	Search
⋮	Mucunguzi	○	Susan	Search
⋮	Ochola	○	Stephen	Search

Enter the author's family name and given names separately. Use Add More to include additional authors.

+ Add more

Title *

Towards a modern knowledge society

10. Under item access conditions, check on discoverable and click on the drop-down menu and select open access. This means that you are authorising the library to publish your work openly to anyone who will be interested in accessing it.

Item access conditions

☒ Discoverable

When checked, this item will be discoverable in search/browse. When unchecked, the item will only be available via a direct link and will never appear in search/browse.

Access condition type

Select an access condition to apply on the item once it is deposited

Grant access from *

From

Select the date from which the related access condition is applied

Grant access until *

Until

Select the date until which the related access condition is applied

+ Add more

11. In case you wish to first restrict access to your dissertation for some time as you possibly publish some papers out of it then click on embargo on the drop-down menu and select the period you wish the library to embargo your dissertation. Please note that during the embargo period, only the abstract will be visible.
12. On very rare occasions you might have a dissertation which has very sensitive information or top secret and its access needs to be restricted. So, under such conditions, only the abstract will be visible. In case there is anyone who might wish to access the dissertation, they will first officially request, and a lease will be used to access it for specific period of time.

13. Under the Licence, select the creative commons license. By selecting this license, you may or may not authorise people to access your work, use it, share it, modify it, commercialise it on condition that they acknowledge you.

Collection Research articles ▼

Creative Commons

Allow commercial uses of your work? ?

☐ Yes

☐ No

Allow modifications of your work? ?

☐ Yes

☐ ShareAlike

☐ No

Jurisdiction of your license ?

United States ▼

14. Slightly under the section of identifiers, you can select the attachments to accompany the dissertation you are uploading in the IR. Graduating students are required to fill and sign this deposit form together with their supervisors. This is normally a requirement if the dissertation they are uploading is not officially signed by the supervisor. This form also authorises the library to publish the dissertation. The link to the deposit form is [https://docs.google.com/document/d/1Tjk3KHORlsaON_4bchMNM2lvfeNO5t9s2nyuPLMcB0/edit?tab=t.0].

But this deposit form is also attached at the end of this guide.

Identifiers

ISSN	Identifiers
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If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

[+ Add more](#)

Type *

Other	
Dataset	

Select the type of content of the item.

[+ Add more](#)

Language

English

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example,

15. Slightly below the Grant access from* is a tab where to click to upload the attachments like the deposit form and or research data associated with the research work.

[Upload files](#)  

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.** 

Primary File

16. In case you cannot complete the submission, you can click on save at the bottom of the page or save for later. However, if you have filled everything and are sure it is very accurate, click on deposit at the bottom right corner and submit your dissertation or research work. You will receive a notification on your email saying that you have successfully submitted an item to the MUST IR.
17. From that point, the library staff will review your submission, if everything is okay, your submission will be processed and published in the IR. In case there is any problem, still you receive an email from the library staff engaging you on the same.
18. Please feel free to email [library@must.ac.ug] for any further consultation or clarification.

19. SUCCEED WE MUST!