



ISTA Research Explorer

Create a new thesis entry

(Last update: May 2026)

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Preface

This is a manual how to create a new thesis record in our institutional repository. If you would like a more detailed information about the institutional repository, please check out our guidelines “Create a new entry” and “Search and Find”.

1. Double check the Style Guide

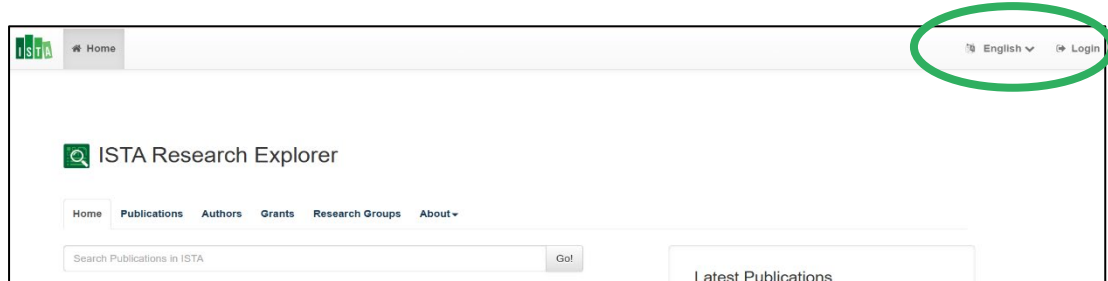
Before initiating the upload of your files in REx, double check that your files fulfill the points listed in the Style Guide:

<https://seafile.ist.ac.at/f/76c985fa7e404b18b5db/>

Please be aware this is an important step, allocate the time for it.

2. Login

Go to <https://research-explorer.ista.ac.at/> and click Login (on the upper right side).

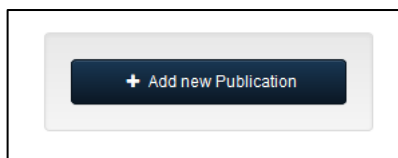


Enter your ISTA user and Intranet password. You are now in “My Dashboard”.

*Please note that if you are no longer at ISTA or your contract at ISTA has ended, you may not be able to log in anymore. In this case, please contact the library so we can create the record for you: repository.manager@ist.ac.at

3. Add a new item

Go to “My Dashboard” and click on “Add new Publication”.



Now you have to choose “Thesis” within Option 2:

Add New Publication

Option 1:
Enter a publication ID to import

DOI

Option 2:
Select a type and fill out the form

<ul style="list-style-type: none"> Book Book (Editor) Book Chapter Book Review Conference Abstract 	<ul style="list-style-type: none"> Thesis Encyclopedic Article Journal Article Special Issue Newspaper Article 	<ul style="list-style-type: none"> Technical Report Working Paper Other Publication Research Data Research Data Reference
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3.1 General Information

Kindly enter the following fields (at least the fields 1, 2, 3, 6 and 8) in the thesis template:

Thesis

Save
Cancel
Save Draft

Details

1 Publication Type

2 Title *

3 Author *

4 Department

DOI

ISSN / ISBN

5 Series Title

6 Publisher

7 Publishing Year *

Publishing Month

Publishing Day

8 Grant

Status / Language

9 Supervisor

Place of Publication

Series Title / Volume

Number of Pages

Thesis

e.g. Handbook of eBook Publishing

First Name e.g. John Last Name e.g. Appleseed extern + -

Library + -

e.g. 10.4119/xyz/2695161

-- Select -- e.g. select (e)ISBN or (e)ISSN(L) and enter it here + -

e.g. Handbuch der eBook-Veröffentlichung + -

e.g. Elsevier

e.g. 2015 Published while not employed at ISTA

e.g. 01 Corresponding author has ISTA affiliation

e.g. 21

Start typing, or use (arrow down) to choose a Grant from the list + -

Status -- Select -- Language English + -

First Name e.g. John Last Name e.g. Appleseed extern + -

e.g. Berlin

Series Title, e.g. Lecture Notes in Computer Science Volume, e.g. 3

e.g. 345

1 - **Title:** enter the title of your thesis

2 - **Author:** your name should be added automatically, if not please enter your name and confirm your ISTA affiliation by clicking on


3 - **Department:** please enter your research group here (it should be added automatically - if not, add it by either writing the name of the group or selecting via the “+” and the dropdown list).

4 - **Series Title:** enter “ISTA Thesis” or “ISTA Master’s Thesis” here

5 - **Publisher:** “Institute of Science and Technology Austria”

6 - **Publishing date:** please enter the year and in the fields below the month and day of the date written on your Copyright page within the thesis

7 - **Grant:** if your work was funded by a grant, add the grant number and confirm it. If you had several grants add additional lines by clicking “+”

8 – **Supervisor:** please enter your thesis supervisor by adding the name and confirm the affiliation by clicking 

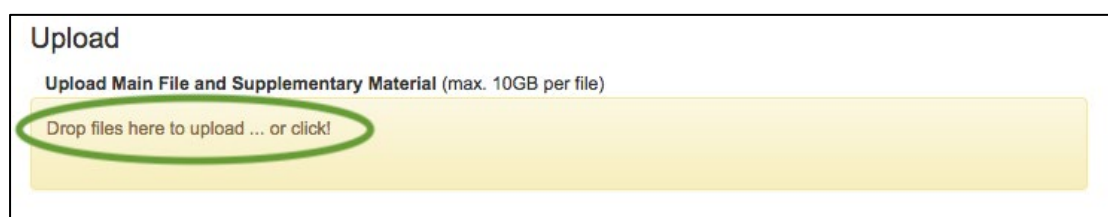
9 - **Number of Pages:** add the number of pages of your thesis (last numbered page within your thesis)

3.2 Upload your thesis

Upload two versions of your thesis:

- the original source files (.docx Word file, OR .zip compressed LaTeX files) and
- the main file, a PDF/A compliant version (see the user guide on how to create a PDF/A file).

In the section “Upload,” drag and drop your files (or go to your file browser with “click”).



If you have supplementary material, you can decide to upload it directly to your thesis within this entry, or you can add a separate item, receive a DOI for the data/material, and then link it to your thesis. By creating a second item, you enhance the visibility of your work. It is also possible to publish your data with another license as your thesis if you choose two separate items. Of course, this is only useful if others can easily reuse the material. However, the decision is up to you!

If the upload is successful, you will get the following screen. The source file is for archiving purpose only, so please click on the pen symbol and edit the next template. Choose Relation type “Source File”, “Closed Access” and then confirm with “Save.”



Edit Uploaded File

File

Current file:
2025_Wang_Yiqun_Thesis.docx

Relation (Uploaded document is...)
Source File

Access Level

Open Access (File is freely available, effective immediately)
 Local Access (ISTA only)
 Closed Access (Author/Reviewer only)
 Request a Copy (Closed Access except upon request)

Enter the e-mail address, requests should be sent to (default: record creator)

Switch to Open Access on:

Open Access (File is freely available, effective immediately)

YYYY-MM-DD

Additional Information

Title

Description

Save Cancel

If you choose to publish your thesis immediately, for the main file click on the pen symbol, choose “Open Access” and confirm with “Save.” However, if you would like to delay publishing your thesis, choose “Closed Access” and “Switch to Open Access on” with the end date of the embargo:

The screenshot shows the 'Edit Uploaded File' form with the following elements:

- File:** Current file: 2025_Wang_Yiqun_Thesis.pdf
- Relation ("Uploaded document is..."):** Main File
- Access Level:**
 - Open Access (File is freely available, effective immediately)
 - Local Access (ISTA only)
 - Closed Access (Author/Reviewer only)
 - Request a Copy (Closed Access - receipt upon request)
- Request Email:** Enter the e-mail address, requests should be sent to (default: record creator)
- Switch to Open Access on:** (This checkbox and the label are circled in green in the image)
- Open Access (File is freely available, effective immediately):** Open Access (File is freely available, effective immediately)
- Embargo Date:** 2026-09-03
- Additional Information:**
 - Title: [Empty text box]
 - Description: [Empty text box]
- Buttons:** Save (green) and Cancel (orange)

The embargo is normally a maximum of 12 months. If the embargo is more than 6 months, the Dean’s approval in Athena is required. Again, confirm your settings by clicking “Save”.

Next, you have to enter the Dewey Decimal Classification (DDC) with the drop-down menu. If you want to enter several DDCs you can add further lines by clicking “+”.

Please read and confirm the ISTA Deposit Policy and select a Creative Commons (CC) license if you have published under one. It is recommended to use it for a clear and visible statement on how you allow your thesis to be re-used. The CC license should already be added on the copyright page of your thesis and has to be identical with the repository entry. You can publish under a CC license and have an embargo date set

(after the end of the embargo the thesis will automatically get Open Access with the chosen license).

Copyright and Licenses

DDC

URN

Copyright Disclaimer

In case you are the author:

- I acknowledge that I have
- I represent that I have the
- (co-authors, publishers or o
- I declare that I am authoris
- holder, I declare that I have
- I warrant that the uploads c
- I represent that in case Pu
- I grant IST Austria a world
- accordance with the Terms.

In case you act on behalf of an author:

- I represent that I have been authorized in writing or e-mail by the Depositor to archive a collection of files (Presentation or Data) and associated bibliographic metadata in IST REX on behalf of the Depositor upon these IST REX Terms of Use.
- Please be aware that such PoA must be provided as evidence via e-mail to repository.manager@ist.ac.at within 3 working days as of deposit (please insert the reference number of deposit in the title of your e-mail).

I accept

Questions about policy / license? Contact our support: Phone 1013, E-Mail: repository.manager@ist.ac.at

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In terms of scientific transparency, it is strongly encouraged to upload underlying data or source code as well. Therefore, create a separate research data entry (see also the separate ISTA REX documentation on “How to create a research data entry”) and link the items (see chapter 3.4).

If your thesis is “All Rights Reserved,” this is the default setting in REX, so you do not have to select a license in the drop-down list.

3.3 Additional Information

Choose the type of degree awarded from the drop-down list. Copy and paste your abstract. **Please note:** if you have an embargo on your thesis, the abstract is omitted at this stage. After the embargo ends, library staff will add the abstract to the thesis record.

Additional Information

Degree Awarded ▼

Article Processing Charge

Open Access Version

Abstract

Keywords

PhD
MS

None ▼

Language English ▼ + -

Abstract Text

Keywords (multiple entries separated by semicolon, e.g. Keyword1 ; Keyword2 ; Keyword3)

If you have mentioned any Scientific Service Units (SSUs) from ISTA – add them in the field “Acknowledged SSUs”. Add another line by clicking “+”.

Thematic Area ▼

Comments

Acknowledged SSUs + -

Acknowledgement

External Identifier + -

--- Select Thematic Area ---

Enter some comments for reviewer / admin

Start typing, or use (arrow down) to choose an SSU from the list.

Thanks to...

-- Select -- Select an Identifier and enter it here (simple numbers only, no p...

3.4 Linking publications

If you refer to already published articles in your thesis, you ought to link them to your thesis. Please get in touch with the library if your publication is not yet available within ISTA REx.

The screenshot shows the 'Links' section of a form. The 'Link to ISTA record' field is circled in green. Below it are fields for 'Fulltext URL' (with an 'Open Access' checkbox), 'Link and relation to external material' (with a dropdown menu currently set to 'Confirmation Letter'), and a text area for 'Description and other details about linked source'.

Otherwise, just type the name of the publication in the field “Link to ISTA record” and choose the correct one from the dropdown list:

This screenshot shows the 'Link to ISTA record' field with a dropdown menu open. The dropdown list contains several publication titles, such as 'Henzinger, Thomas A (1996): 8th International Conference on Computer Aided Verification [conference_editor]' and 'Yu, Hongjie (2022): A coarse geometric expansion of a variant of Arthur's truncated traces and some applications [journal_article]'. The 'Link and relation to external material' dropdown is still set to 'Confirmation Letter'.

Now confirm which kind of relation the item has with your thesis – “Part of this Dissertation” or a “Research Data”, for example.

The screenshot shows a web form for creating a new thesis entry. At the top, there is a search bar with the placeholder text 'Start typing to search your publications.' Below this, a dropdown menu is open, displaying a list of relationship types. The 'Part of this Dissertation' option is highlighted in blue and circled in green. Other options in the list include 'Research Data', 'Used in publication', 'Popular Science', 'Research Paper', 'Software', 'Used for analysis in', 'Earlier Version', 'Later Version', 'Shorter Version', 'Extended Version', 'Publication containing ISTA record', 'Part of ISTA record', and 'Dissertation containing ISTA record'. To the right of the dropdown, the title of the entry is visible: 'A sharp bound on eigenvalues of Schrödinger operators on the halfline with complex-valued potentials'. Below the title, there are fields for 'Fulltext URL', 'Link and relation to external material', and an 'Open Access' checkbox.

You can add several items in this way if required.

Now the entry is finished. Confirm your input by clicking “Save”. All empty fields will not be shown in the database. If you are not sure about some details, click on “Save Draft”. The item will be saved in your dashboard and you can come back to it later. As soon as you submit your thesis by clicking “Save,” you will get a popup information that the entry is in review by the library. After the review is finished (within 5 working days), and all other thesis-related forms and documents are in order, the item is made public in the repository.

4. Check your entry

Please check your created record – you know your scientific work best!

If you have any questions don’t hesitate to contact the library team: repository.manager@ist.ac.at!

Please let us know if you need any support:

ISTA Library Team
repository.manager@ist.ac.at

