

Instructions on completing the form for storing FQW in TSU e-library (repository)

The following steps should be taken to upload FQW text in TSU e-library (repository):

1. Open the form for storing final qualifying works (FQW) available at <http://vital.lib.tsu.ru/cgi-bin/submit.cgi>.
2. Upload the FQW file in .pdf format (the size should not exceed 100 Mb) that includes scanned title sheet and a report about checking FQW text for the volume and accuracy of citations. To do that click “Choose a file” button, choose it and click “Upload”.
3. Complete the form to draw up the bibliographic description of FQW:
 - the title;
 - year (when FQW was written);
 - FQW form (choose from the list);
 - author’s full name;
 - training program code;
 - thesis supervisor’s full name;
 - thesis adviser’s / co-supervisor’s full name (if available);
 - faculty (institute, autonomous principal educational program) – choose from the list.
4. Check the entered data for errors by clicking the “Preview” button
5. If necessary, click the “Edit” button
6. Activate the option “Submit” to transfer data to repository
7. Save the text of notification with a unique ID of the uploaded file (Pic. 1)

Your file is uploaded

Publication ID – **valet-20170329-115923**

Your application for storing the resource in TSU e-library (repository) will be considered.
In case there are some changes concerning your application, you will be informed by e-mail.
Make a copy of this message.

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Pic.1 Notification about uploading FQW in the repository