LUPstudent papers

Student Manual

Manual - Student

When registering your student paper you need a pfd version of your paper and basic information such as title, supervisor, etc.

Log onto: http//lup.lub.lu.se using your StiL username and password. (If you are a student at Lund University but do not have your StiL-id, please contact support@student.lu.se) If you are not registered at the University, contact your supervisor. If you have never logged into LUP student papers before, click on *First Time User* to register/create an account.

Once you are logged on, you can register a new paper. If you are registered on more than one course, choose the course on which you would like to register your paper from the drop-down menu in the right corner. After marking your choice, click *Show*.

If you receive a message saying "No courses available or no teachers have been assigned yet to any of your courses" when trying to register your paper, contact your LUP administrator.

Registration of Papers

To register a new paper, choose course and click *Add New Student Paper*. (The web browser must allow Pop Up windows).

Fill in the following information in the form displayed:

(Note: Information added to pages *Work*, *Publication Info, Context*, *Files & Access*, *Additional Info* and *Message* will be automatically saved when switching between templates.)

Mandatory fields are marked by a red asterisk.

WORK

Course*	Entry field is already filled in depending on what course you have chosen in the pop-up menu in the right corner.
Author*	Enter given name and surname, click *Select Author* and choose your name from the list. If you want to add more than four authors, click on the green box with a white plus sign after *Author* and new input fields will be added.
Title	Enter the title of the paper.
Alternative Title	Enter alternative title.
Abstract	Enter abstract or short summary. If you want to enter the abstract in more than one language, use the green box with a white plus sign and a new abstract field

will be added. Do not forget to specify language from the menu *Language of Abstract*.

Subject* Choose the subject that represents the content of your work from the pop-up menu. Use the green box with plus sign to add more subjects to describe content.

Keywords Add keywords that describe your work. Keywords should be separated by semi colons (;).

Language* Specify the language in which your paper is written; choose from the drop-down menu.

Student Paper Type* Specify the academic level of your paper.

Current student paper types and their equivalents in the old system:

Swedish	English	Xerxes
Icke-examinerande uppsatser	**Non-examining Thesis**	
Studentarbete första termin (A-uppsats enligt tidigare studieordning)	1:st term paper (according to old degree order)	A
Studentarbete andra termin (B-uppsats enligt tidigare studieordning)	2:nd term paper (according to old degree order)	B
Övriga arbeten, projektarbeten etc.	Miscellaneous , Projetcs etc.	
Grund	**Basic**	
Examensarbete för högskoleexamen	University Diploma	
Examensarbete för kandidatexamen	Bachelor Degree	C
Examensarbete för Yrkesexamen (Grundnivå)	Professional qualifications (- Four Years)	Y (Grund)
Avancerad	**Advanced**	
Examensarbete för magisterexamen (Ett år)	Master's Degree (One Year)	D
Examensarbete för masterexamen (Två år)	Master's Degree (Two Years)	
Examensarbete för Yrkesexamen (Avancerad nivå)	Professional qualifications (Four Years -)	Y (Avancerad)

PUBLICATION INFO

Publishing Year*   Specify the year your work is made public.

Publication/Series   If your paper is part of a serial publication (report series etc.), specify name of series.

Publication Identifier   Specify identifier, ISSN for report series/paper series.

CONTEXT

Supervisor*   Specify the supervisor for your paper, click *Confirm Supervisor* and choose from the list to verify supervisor.

Funder   In this field you may specify funders that may have contributed to the realisation of your paper.

FILES & ACCESS

Upload Main Doc.   Archive or publish your essay using the *Upload New* button to the right of the entry field.

     File   To upload your essay from e.g. usb or desktop click on *Bläddra*. If your essay is already published on the Internet you may upload from the online version.

     Access Level   You can choose between three different access levels. *Open Access* means your paper will be available and accessible for anyone; information about your work will be indexed by search engines and visible in external databases. (E.g. Uppsök and Uppsatser.se)

     LU/LTH requires potential readers to possess StiL- or LUCAT username and log on to access full text.

     Only Author/Reviewer/Administrator - only you and personnel responsible for the LUP database can access your paper.

     You have the option of making your paper available after examination; fill in the date in the entry field *Switch Automatically to Open Access on This Day*.

     Copyright   Author/authors guarantee that uploaded work does not infringe copyright or intellectual property rights of other persons and that the work does not include material or content of defamatory or libellous nature. You must accept the copyright disclaimer to continue the registration.

Alt. Location (URL)   Add URL if your paper has already been published online elsewhere.

Related Material   Related Material allows connections to be made between your paper and other records or documents within or outside the LUP database.

ADDITIONAL INFO   Use this field if there is any other relevant information you would like to account for. Information entered in this field will be visible in the user interface.

MESSAGE   If there is anything you want to tell teachers, administrators or other students on your course about your paper, use this field. Information entered in this field will not be visible in the user interface.

Additional information about different metadata fields is available under *Help* to the left of each entry field.

When the entry fields are filled in you can choose either:

1. Click *Submit record to Teacher*. Your registration will be submitted to your teacher or other personnel responsible for approval. When your registration is visible in the database you will receive a notification by email.
2. *View Record* to access an overview of information entered.
3. *Save & Close* to close down form with included changes if you wish to return to the form later on to continue the registration.
4. *Delete Record* to delete your registration.

When you click on *Submit Record to Teacher* your registration is sent forward in the workflow. First to the database function Teacher that will forward your paper to the Reviewer once it has passed examination. The Reviewer makes the registration public. How long it will take for your paper to be public depends on the current workload of the persons acting as Teacher and Reviewers at your department. If you think it takes too long, contact your LUP administrator.

Access other papers registered on your course

After clicking *Submit Record to Teacher,* your paper changes status from *Private* to *In Progress*. This implies you are not the only one able to access your paper. *In Progress* means your teacher, as well as your classmates, can access your paper **if your teachers have activated the teacher-function**. This function makes it easier to distribute papers before seminars. Your classmates can not change or edit anything in your registration.

If you should be able to access your classmates' papers but cannot, contact your teacher.

Your registered papers.

Your classmates' registered papers.