

**Frequently asked questions for submitting a dissertation at the Institutional
Repository Dione of University of Piraeus**

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1) Are the fields filled in capital letters or lowercase letters?

Except for the first letter of each field or sentence, acronyms, and names or addresses, all fields are filled out in lower case letters.

2) What should I put in the parallel title field?

If there is a parallel title field, it is filled in with the title of the dissertation in another language.

3) What is the difference between the issue date of and the Presentation date?

The issue date relates to the year and month in which you finished your dissertation, i.e. the date you write on the cover of the dissertation. The year, month, and day when you presented your dissertation to the Examination Committee are referred to as the presentation date.

4) What is the total number of pages I have to fill in?

The total number of pages relates to the pages of the pdf file rather than the dissertation's page numbering.

5) The keywords can be entered all at once in the same field or separately?

The keywords must be entered one at a time by clicking the "Add" option. The first letter of each field should be in capital letters.

6) Is it necessary for the dissertation I submit to be in pdf format only?

Yes, only pdf-formatted files should be provided.

7) What license do I choose for my dissertation?

The license you choose is [Creative Commons](#). You'll be asked two questions about commercial use of the dissertation and authorization to change it.

To provide the strictest and most limited usage policy, the Library suggests that you select "No" to both questions.

The first question indicates that you allow third parties to copy, distribute, and transmit your work without your permission for commercial purposes.

The second question implies that you only allow unaltered copies of your work to be reproduced, distributed, and transmitted, not derivative works based on it.

8) Why I have not received the certificate submitting to my academic email?

By completing the submission and publishing procedure on Dione, a certificate is instantly provided to your academic email address, which you must forward to the Secretariat Department. If you have not received it, you will need to make some modifications on your email, which are detailed in the "Submission Guide" in Dione. **Attention: The accurate activation of the email is done according to the instructions available on Dione's homepage in the "Submission Guide" (page 2 - Webmail Instructions).**

9) Where do I see the status of my dissertation?

After logging in to your profile in Dione, on the right navigation bar go to "Submissions" option. If your dissertation is editable, it signifies that for some reason it has been rejected and you should go to your academic email for the reason for rejection. If your dissertation status is "*Awaiting for reviewer's attention* " signifies that your dissertation is in the Secretariat Department. If your dissertation status is "*Awaiting for editor's attention*" signifies that your dissertation is in the Library Department.