DIONE
Instructions for submitting a dissertation at the Institutional Repository of the University of Piraeus
ELiDOC Systems & Services

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Deposit of dissertation in the Institutional Repository

This guide presents in detail the process of submitting a Master or Doctoral dissertation to Dione Institutional Repository of the University of Piraeus.

Please ensure that you can connect in to the e-mail address supplied by the University of Piraeus before beginning the online submission.

Your academic e-mail account has this format: academic_id@unipi.gr. You may access it through webmail at http://webmail.unipi.gr following these Instructions (you must complete all the instructions).

Your academic email is the only way to communicate with the electronic application Dione, the Secretariat of your Department and the Library’s staff.

Please contact the Secretariat of your Department and seek the issuing of a Personal Note if you do not know your academic email account or your credentials.

ATTENTION: If you haven't activated your academic email, don't submit your dissertation!

In this case, you will not be notified in case of a problem during the submission process and you will not receive the proof email of the submission of your dissertation.

Please contact the Network Management Center of University of Piraeus through email at noc@unipi.gr if you are having trouble connecting to your academic email.

After connecting to Dione for the first time, go to Account > Profile and validate the contact email address that it was automatically put in the system.
1. Login to the system

1. Open a browser such as Mozilla Firefox, Chrome, Safari, and Opera and enter the address: [http://dione.lib.unipi.gr](http://dione.lib.unipi.gr).

2. When you enter the correct address, the first page of the application is displayed:

   ![First page of the application](image)

3. Select the language in which you want the page to run (Greek - English) and connect to the application (option "Login").

4. After clicking on the option "Login", the following screen appears in which you select the connection through the "CAS Authentication (Central Authentication Service, University of Piraeus)".

   ![Choose a Login Method](image)

You are automatically transferred to the website of the Central Certification Service of the University of Piraeus and you enter your academic credentials (username and password).
5. After the successful entry of the identification data, you are transferred to the home page of the Institutional Repository:

The following is the information displayed on this screen:

**Communities in Dione**

They refer to the general categories into which the material has been categorized based on its kind. A postgraduate thesis, for example, is part of the **Dissertations community**, but a journal article is part of the **Electronic publications community**.

**Current submissions**

The titles of the most recently registered entries in the application are displayed.
2. Submit a new item in the system

To submit your dissertation into the system, go to the **Communities & Collections** option from the sidebar.

This page displays the repository communities.

In order to be able to navigate to the contents of each community you must develop it by clicking the "+" symbol on the left. For example, if you select the Dissertations community, it will bring us the following page:
A list of the sub-communities contained in the community is displayed, depending on the type of dissertation now, while the third and last stage of the hierarchy is the Department, i.e., the collection, in which the records of the Repository are inserted.

The Dissertations community has **9 sub-communities**. If the dissertation you want to import has been prepared in the Department of Maritime Studies, then you click on Department of Maritime Studies. After activating your command, the following page appears:
After you click on **Submit a New Item to this collection** you see the first page of submitting a new item:
3. Fill in the submission form

Assume you want to submit in the Institutional Repository a master thesis of the Department of Maritime Studies.

1st Page - Describe Item

Once you have selected the correct Community, Sub-community and Collection, you are on the 1st Submission Page. The information that you will be asked to fill in on Page 1 is the following:

1) Author

You enter the name of the author of the dissertation. In the first field you enter the surname and in the second field the name of the student.

To add more authors select Add.

In case you want to remove a name, tick the square next to it and click Remove.
2) Title

Enter the title of the dissertation.

Title: *

Social and political dimensions of the Green Paper on Maritime Policy for the EU

Enter the title of the dissertation.

3) Alternative Title

Fill this field only if the title of the dissertation is given in another language.

Alternative Title:

Enter the alternative title of the dissertation.

4) Supervisor

Enter the name of the supervisor.

Supervisor:

Last name, e.g. Smith

Smith

First name(s) + "Jr", e.g. Donald Jr

Donald

Add

Enter the name(s) of the supervisor(s) of the dissertation.

To add more supervisors select Add.

Supervisor:

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

Smith, Donald

Add

Remove

In case you want to remove a name, tick the square next to it and click Remove.
5) Date of issue

Enter the year, the month and the day of submission of the dissertation. The year is considered mandatory information and must always be completed. The other two subfields are optional.

The month's pick is selected from a list.

6) Date of presentation

We enter the year, month and day of presentation of your dissertation to the examination committee. Please enter the year, month and day.
The month's pick is selected from a list.

![Month selection]

7) Language

Enter the main language of the text. Choose a selection from the list.

![Language selection]

8) Number of pages

Enter the total number of pages of the dissertation.

![Number of pages input]

After filling in the fields on the first screen, click “Next”.
The information on page 2 that has to be filled in is as follows:

9) **Postgraduate/Doctoral program title**

Select from the list the title of the postgraduate program.

The above list will show only the titles of the postgraduate programs in the department (collection) you selected at the beginning of the registration.

10) **Collaborating institution**

You fill in this field only in the case the Postgraduate Program you are attending is prepared in collaboration with another institution, apart from the University of Piraeus.
11) Keywords

Enter the right keywords. Keywords are terms that can be used in a search to locate a dissertation. You can enter as many keywords as you want with the help of Add.

![Keywords Interface](image)

12) Abstract in English

In this field you enter the summary of your dissertation.

![Abstract in English Interface](image)

13) Note

Fill in this field in case you have some information in your dissertation which cannot be included in any of the other fields.

![Note Interface](image)

After filling in the fields on the second screen, click “Next”.
3rd Page – Upload

On the 3rd Page of the submission form you upload the file of the dissertation.

The dissertation’s file should be in PDF format, with the file name following the format:

Surname_academic_id.pdf

e.g. Donald_3852.pdf

Click on the button and select the file you want to upload to the Institutional Repository. When the name of the file you selected appears next to the button, you give a brief description of the contents of the digital file, e.g. Master Thesis or Doctoral Thesis.

When the file is uploaded, its name will appear at the bottom of this page.

Files Uploaded

<table>
<thead>
<tr>
<th>Primary</th>
<th>File</th>
<th>Size</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Donald_3852.pdf</td>
<td>49074 bytes</td>
<td>Master Thesis</td>
<td>application/pdf (Supported)</td>
</tr>
</tbody>
</table>

File checksum: MD5:93d0ab62abd1a08dd62f42cc4d911e55

Remove selected files
**Note:** You have the ability to upload additional files, if necessary, by selecting the next file with Browse and clicking again "Upload file & add another".

We also have the ability to remove the file by clicking the box next to the file name and then clicking to “Remove selected files”.

When you complete the upload of the file, select “Next” to complete the submission.

**4th Page - Review Submission**

This page displays all of the recording data that you have entered into the application thus far, as well as the option to manage and correct any field.
Each square corresponds to each page you filled in before.

For example, if you want to correct something in the Abstract field, select “Correct one of these”.

Clicking on this button displays Page 2 of the system, in which you enter the abstract. After making the necessary correction, click “Next” to move on to the pages again.

**5th Page - CC License**

On this page, you provide the necessary personal licensing regarding the options you provide to readers of your dissertation. The selection is made through a list. The license you choose is Creative Commons.

Information about Creative Commons licenses can be found [here](#).
After selecting the license, you have to answer two questions regarding the exploitation of the dissertation for commercial purposes and the license to modify it.

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.

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

**6th page - Distribution License**

In 6th page you provide permission to the Library of the University of Piraeus to publish your dissertation in digital form in the Institutional Repository. You also agree that the dissertation you submit is intellectual property of yours. To give this permission, tick the box next to “I Grant the License” and press the “Complete submission” button.
After the submission is completed, the following page appears informing you that the submission has been completed.

**Submission complete**

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

Go to the Submissions page

Submit another item

At this point, the process of submitting your dissertation is completed but has not yet been published as it is pending:

1. From the Secretariat of your Department
2. From Library’s staff
4. Review of dissertation

I. Dione automatically sends an email to the Secretariat of your Department at the review's initial stage. After doing the appropriate checks, the Secretariat's personnel will either pass your dissertation to the review's second stage or reject it.

If your dissertation is rejected, you will receive an email to your academic email account (the one connected with the username and password you used to log in to the Institutional Repository) indicating what needs to be corrected before moving on to the next phase.

From: lib-repository@webmail.unipi.gr

Subject: Dione, University of Piraeus: Your submission has been rejected


To the collection: Department of Maritime Studies

Your submission has been rejected by the Secretariat of the Department of Maritime Studies with the following explanation: The title of the dissertation is incorrect.

Your submission has not been deleted. You can access it and resubmit it from your "My Account" page: http://dione.lib.unipi.gr/xmlui/myspace

Dione - University of Piraeus Library

If you click the above hyperlink listed in the email and enter your academic credentials, you will be taken to the page "Submissions & Workflow tasks".
Your dissertation is displayed as «unfinished». If you click on the title, you will be taken to the following page. Here, you select the "Resume" button and after correcting the mistakes pointed out to you by the staff of the secretariat, you complete the submission of the work, which passes to the 2nd stage of review, by the Library’s staff.

II. The Library's staff is in charge of the second stage of review.

If your dissertation is rejected, you will receive an email to your academic email account with a list of the problems that need to be corrected in order to finish your dissertation registration successfully.
If you click the above hyperlink and enter your academic credentials, you will be taken to the page "Submissions & Workflow tasks", where as in the first stage of review, you must make the changes indicated to you and resubmit your dissertation. The Library will be automatically updated again to review your dissertation.
5. Completion of the submission

If the Library’s staff find no issues during the inspection, your dissertation is published in the Institutional Repository.

Simultaneously, you receive an email in your academic email account that not only certifies the completion of the submission procedure, but also provides you with a direct online access to it.

From: lib-repository@webmail.unipi.gr

Subject: Dione: Your submission has been approved and added to the Institutional Repository


In the collection: Department of Maritime Studies

Your submission was approved by the Secretariat of your Department and the Library of the University of Piraeus and has been published in the Dione Institutional Repository, with the following unique and fixed ID:

https://dione.lib.unipi.gr/xmlui/handle/unipi/xxx

Please, use this identifier when referring to your dissertation.

To complete the submission process, please print this email and submit it to your Department Secretariat.

The contents of the repository are accessible to the public for educational and research purposes.

Dione - University of Piraeus Library

To complete the process, you will need to print the email, you received, and submit it to your Department Secretariat or to forward it online.