

Dear Students,

You have successfully passed your PhD defense and you need to finalise your administrative procedure to obtain your diploma.

As the author of your thesis, you own the rights concerning the publication. You are thus free to make your thesis publicly available on Internet or not. However the University of Luxembourg encourages you to store your thesis in Open Access on ORBi^{lu} (the Institutional Repository of the University) for these reasons :

- First of All , ORBi^{lu} is very easy to use, well known within the University and well indexed by several search engines.
- Your work will be promoted internationally, as Open Access theses are harvested by Google and other major search engines. If you are more visible, you could be more read and more cited. A good start for your career ! Materials in printed form only have less exposure than an Open Access thesis.

Your thesis has a permanent URL (ex <http://hdl.handle.net/10993/15230>); you can cite your work online and on print with this Permanent URL. It will always be available even if the University website changes or if its servers are renamed or replaced.

- You retain the copyright as the author. The University only requests a non-exclusive licence to keep a copy on its server and to display it on the website. You can also store it elsewhere if you want.

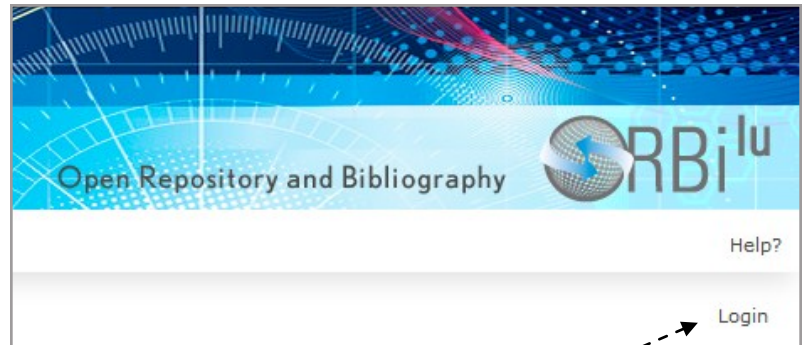
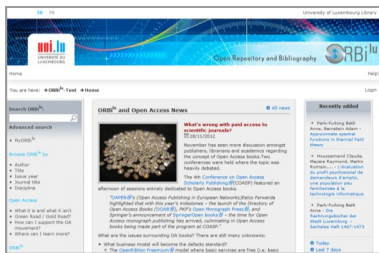
Making your work available online does not prevent to have a contract with a traditional publisher. Few of them consider that an online thesis is a prior publication as they often request to transform the thesis' content or to further develop the thematic to make it into a book. A very cited thesis could suggest that there is a "market" for this work as an academic book.

- A thesis in digital format facilitates long-term preservation. ORBi^{lu} is on the secured virtual server of the University. Multiple copies are done and kept in different locations. A paper copy may eventually deteriorate (beyond repair) and be subjected to natural damages.
- A thesis available online in Open Access can serve in some measure to guard against plagiarism as anti-plagiarism software products use online repositories as one source to detect fraudulent works. The ORBi^{lu} publication date can help you to prove the anteriority of your work against a plagiarism.

1. MyORBi^{lu}

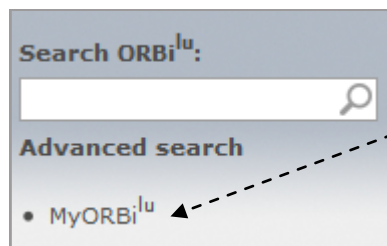
Your personal space, MyORBi^{lu}, provides access to functionality only available to Uni.lu staff members.

In an internet browser (Chrome, Firefox, Safari, etc.), navigate to



2. Display Login

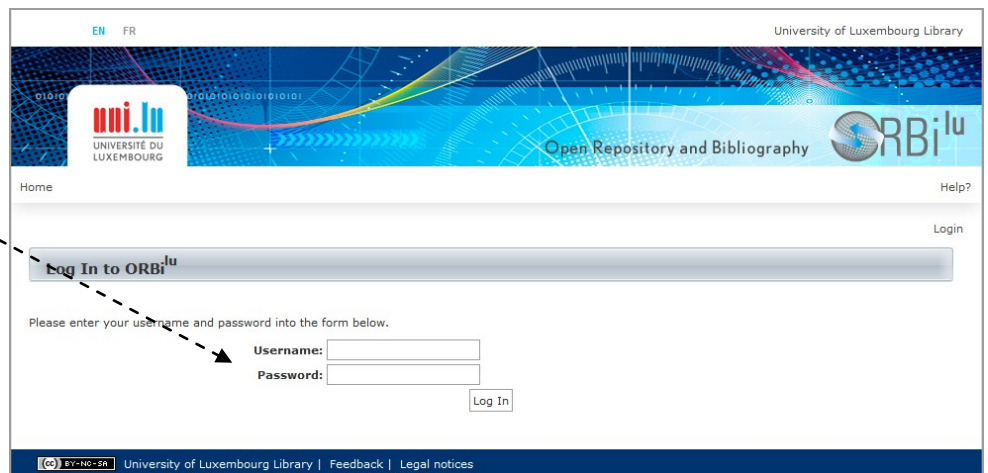
Click on “Login” in the header or MyORBi^{lu} in the menu on the left.



3. Login

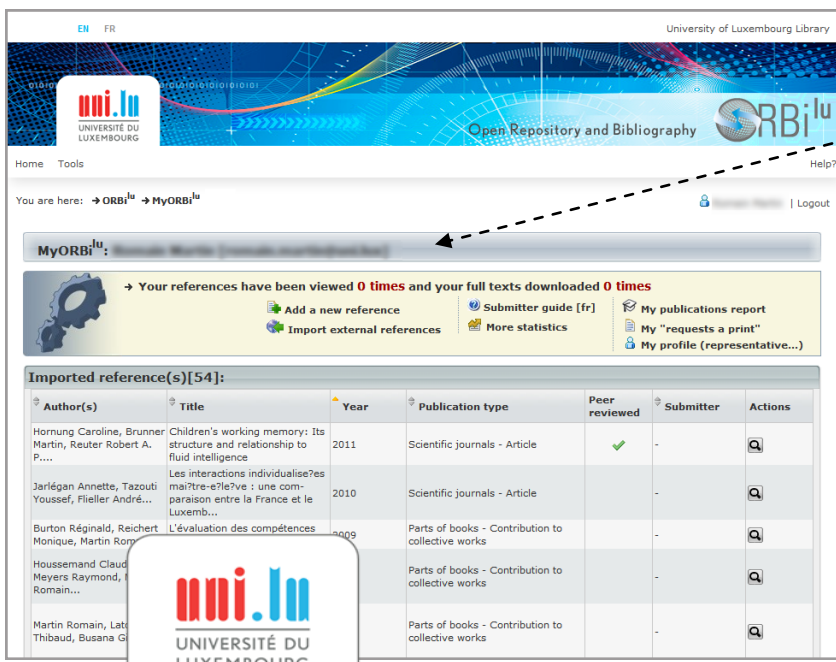
Enter your STUDENT userid (ex:059456200A@uni.lux) and password and click on “Login”.

PS: Unfortunately when your work contract is over, your staff account is deactivated.



4. MyORBi^{lu} Displays

Your MyORBi^{lu} personal space is displayed.



5. Logout

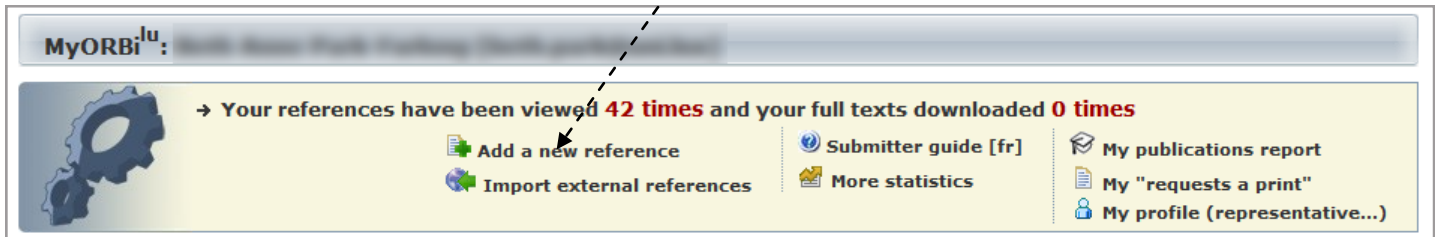
To disconnect, click on “Logout” in the header.



Adding a Publication (1)

1. Add a New Reference

Once logged in, in MyORBi^{lu}, click on “Add a new reference”.

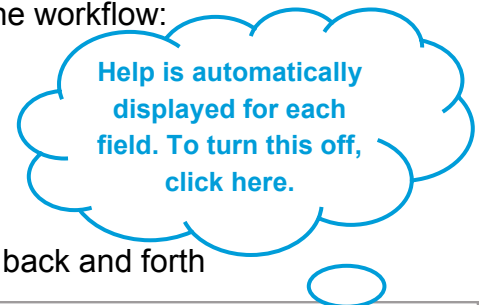


2. Submission Workflow

You are presented with the first screen of the submission workflow.

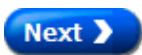
The buttons at the top of the screen indicate where you are in the workflow:

- **Pink** - current workflow step;
- **Grey** - workflow step not yet started;
- **White** - workflow step already started.



You can click on the **Pink** and **White** workflow buttons to move back and forth through the workflow.

To move to a step which is not yet started, use



3. Preliminary Information

This section requires you to select the type of document, language and discipline of your work.

Choose “Dissertations and Theses -> Doctoral Thesis”.

You can choose several disciplines to best describe the subject matter of your work.

The and buttons can be used to add or delete items from fields which allow multiple entries. For example: disciplines, authors, keywords, DOI, etc.

Adding a Publication (2)

4. Authors

Once the preliminary information is complete, the next section to complete is the list of authors. You will find your name in the “Students” Tab.

Type at least 3 letters into the last name field and a list of matching names will display.

You can then select the appropriate one from the list.

To link your PhD Thesis to your Research Unit, once you have selected your name from the list, click on the “Modify affiliation” button.

Author* : 1, Der [dropdown menu]
- Cinzia Derosa - 010087125A@uni.lux - cinzia.derosa.001@student.uni.lu - [University of Luxembourg > Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE) > >]
- Romain Derhan - 012151933A@uni.lux - romain.derhan.001@student.uni.lu - [University of Luxembourg > Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE) > >]
UL Staff | Students | Former UL Staff
Title* :
Institution :
Language : English

As a student you are linked by default only to your Faculty (with the checkbox).

Therefore, to add the affiliation to your Research Unit, simply type the name of your research unit in the “Institution” field. You can then select it from the list.

Affiliation of Mechthild Herzog
Always check that the author's affiliation is correct for the time of publication.
 [-] University of Luxembourg > Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE) > >
Other Affiliations:
Complete the fields as far as possible. Some may remain blank (eg no grade for a staff member, no service for a student, etc.).
If the name of the institution is not in the list, add it manually (ideally the full name and abbreviation).
Example: Swedish University of Agricultural Sciences - SLU
Institution : inside [dropdown menu]
Department :
Service :
Grade :
Save Cancel

Adding a Publication (3)

5. Bibliographic Information

The bibliographic information to be completed are highlighted in yellow.

Bibliographic information				
	Last name	First name	E-mail	Function
Author* : 1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author, co-author <input type="button" value="v"/>
Affiliation :	<input type="text"/>			
Title* :	<input type="text"/>			
Translated title :	<input type="text"/>			English <input type="button" value="v"/> <input type="button" value="x"/> <input type="button" value="+"/>
Date of defense/Project year* :	Year: <input type="text"/>	Month: <input type="text"/>	Day: <input type="text"/>	
Number of pages :	<input type="text"/>			
Institution* :	Name: <input type="text"/>	City: <input type="text"/>	Country: <input type="text"/>	<input type="button" value="x"/> <input type="button" value="+"/>
Name of the degree* :	<input type="text"/>			
	Last name	First name	E-mail	Function
Supervisor(s), Jury Members : 1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Supervisor <input type="button" value="v"/> <input type="button" value="x"/> <input type="button" value="+"/>

The Name of the degree is only available in French. Type “Doc” to view the entire list.

The University of Luxembourg also requires that the name of your supervisor(s) be mentioned.

6. Additional Information

The Additional Information screen provides you with fields to fully describe your publication such as keywords, abstract, funder, etc. You must add an abstract and keywords to make your work more visible and to allow better indexing by Internet search engines.

1.Reference	2.Additional info	3.Full text	4.Validation
2. Additional information Context-sensitive help 			
Please enter requested information relative to your document			
Additional information			
Keywords : <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/> <input type="button" value="+"/> English <input type="button" value="v"/>			
Abstract : <input type="text"/> English <input type="button" value="v"/> <input type="button" value="x"/> <input type="button" value="+"/>			
Public comments : <input type="text"/>			
Funders : <input type="text"/> <input type="button" value="x"/> <input type="button" value="+"/>			
Research units : <input type="text"/> <input type="button" value="x"/> <input type="button" value="+"/>			
Research project name : <input type="text"/>			
Linked to Framework Program : <input type="checkbox"/> FP7			
Target audience : <input type="checkbox"/> Researchers <input type="checkbox"/> Professionals <input type="checkbox"/> Students <input type="checkbox"/> General public <input type="checkbox"/> Other			
DOI : <input type="text"/> <input type="button" value="x"/> <input type="button" value="+"/>			
Complementary URL : <input type="text"/> <input type="button" value="x"/> <input type="button" value="+"/>			
Notices required by the publisher for OA : <input type="text"/>			
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save and leave"/>			

7. Uploading Documents

The next step in the workflow is to upload the full-text document of your publication. You can also upload additional materials.

To upload a file, click on the appropriate button.

8. Uploading the Full-Text Document

When uploading a full-text document, you must choose the following options:

- Version:
 - ⇒ Author postprint (Your Work)
- Access Type:
 - ⇒ Open Access (free for all, suggested choice !)
 - ⇒ Open Access with Embargo (after a delay)
 - ⇒ Restricted Access (UL staff access)

To avoid incompatibility issues, don't use symbols, accents and spaces in the file name.

As your PhD thesis is your personal work, the uploading of a full-text file is not mandatory.

But we encourage you to submit your full-text in Open Access in order to give your work more visibility on the web and thus improve your chances to be read, cited... and known.



If you DON'T WANT to make your text AVAILABLE on the Internet or if you signed a CONFIDENTIALITY clause, DO NOT UPLOAD A FILE !

Restricted Access or Open Access with Embargo are not safe enough as all UL Staff can open it!

Only external users and students are blocked.

Requests for a copy won't be transferred or fulfilled as you will no longer be at the University of Luxembourg.

Adding a Publication (5)

9. Validation

Once all the above steps have been completed, you will be asked to validate the information.

Missing info will be displayed in red. If any changes are required, click on the “Modify” button in any of the sub-sections.

Click on the Confirm or the “I grant the license” button (see below) when you are finished.

10. Accept the diffusion license

If you have uploaded a document available via Open Access, with or without embargo, then you must accept the diffusion license. This license gives a non-exclusive right to the UL to distribute your publication via the ORBi^{lu} system.

Document 1 : text intégral.pdf - Author postprint

For Open Access documents (with or without embargo), an automatic e-mail is sent to all co-authors with a cited e-mail address inviting them to sign an Open Access diffusion license.
Without any reaction within 30 days, it is supposed that the author consents to the online diffusion.

Diffusion license

VOIR VERSION FRANCAISE [CI-DESSOUS](#)

LICENCE AGREEMENT

BETWEEN:

1. The University of Luxembourg, 162a avenue de la Falencerie, L-1511 Luxembourg, represented by Professor Rolf Tarrach, President, hereafter named "the University"

AND

2. _____

(Awaiting signature)

_____ (Awaiting signature)

hereafter named "the author" referred to collectively as "the parties".

Warning, granting the license means for you the end of the deposit process. If co-authors have also to sign the license, an e-mail request will be sent to them. Please check carefully all of the data.

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[Previous](#)

To accept the license and make your work available on ORBi^{lu}, click on “I grant the license”. If you do not wish to continue, click on either “Previous” or “I do not grant the license”.

Your reference will remain in MyORBi^{lu} unfinished under “Submissions in progress” and will not be visible to the public.

11. Your Publication is now visible!

You will receive an e-mail confirming that your publication is now visible in ORBi^{lu}.

Note your permalink (ex: <http://hdl.handle.net/10993/14233>) and send it to the Office of Doctoral Studies to validate the submission of your PhD thesis.

(VOIR VERSION FRANCAISE [CI-DESSOUS](#))

Dear Sir/Madam,

The submission entitled "L'évaluation du profil psychosocial de demandeurs d'emploi, une population peu familiarisée à la technologie informatique" (2009), of which you are a co-author, is now accessible in ORBi^{lu} (orbi.uni.lu) the digital repository set up by the University of Luxembourg.

The following file(s) is (are) concerned:

The submission is permanently accessible with this link:
<http://hdl.handle.net/10993/181>

To increase the visibility of your work, we encourage you to mention it each time you cite this reference.

Yours faithfully,

For the University of Luxembourg,
The ORBi^{lu} Team: orbi@uni.lu
orbi.uni.lu
ORBi^{lu}: Be seen. Be read. Be cited.

Madame, Monsieur,

La référence intitulée "L'évaluation du profil psychosocial de demandeurs d'emploi, une population peu familiarisée à la technologie informatique" (2009), dont vous êtes auteur ou co-auteur, est à présent accessible dans le répertoire numérique ORBi^{lu} (orbi.uni.lu) mis en place par l'Université du Luxembourg.

