

# Instructions for independent storage (self-archiving) of the Master's thesis in the Digital Repository of the School of Dental Medicine

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## **Other document types / Ostale vrste dokumenata**

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*Repository / Repozitorij:*

[University of Zagreb School of Dental Medicine  
Repository](#)





## Instructions for independent storage (self-archiving) of the Master's thesis in the Digital Repository of the School of Dental Medicine

At the end of their studies, students are obliged to save their final thesis independently in the Faculty of Dental Medicine's digital repository <https://repozitorij.sfzg.unizg.hr/>

The student archives his/her thesis after receiving a positive review (at the latest within 2 days and before the thesis defence).

Before submitting information about his/her thesis, the student confirms that he/she has archived the final version of the thesis.

The thesis is permanently stored, published and made freely accessible in the repository of the Faculty of Dental Medicine and the University of Zagreb according to the selected level of access.

**Important note: Students cannot select the option Work is not available. If this option is selected, the editors will not be able to publish the work and the student will not be able to receive confirmation of archiving and publication.**

**To be able to archive, the student must have an active electronic identity in the AAI@EduHr system. If the identity is not active, the student should contact the Informatization and Multimedia Activities Service (IT)**

The thesis will be published in the repository and made publicly **available within 5 working days** after the editor has checked the bibliographic data.

After the defence of the thesis, the student submits a printout of the bibliographic data of the thesis in the repository to the Office for Studies and Continuing Education as proof of storage and publication of the thesis (a link is visible on the printout, through which the thesis is available in the format urn:nbn:hr:127:123453). The instruction (Uputa)

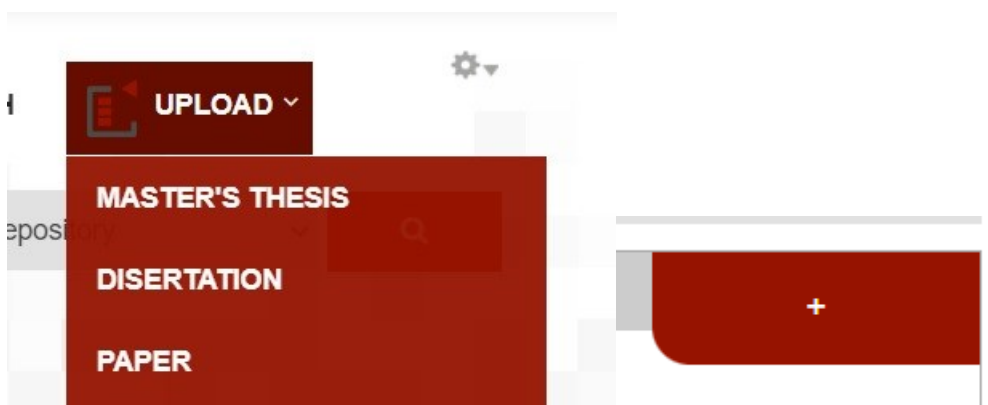
### Procedure for independent storage (self-archiving)

After you have logged into the repository with the AAI@EduHr electronic identity, you should place the mouse pointer on the *Upload option* in the top upper right corner of the user interface. A drop-down menu will appear in which you must select the *Master's thesis* digital object:

**Important note: It is not possible to partially save the entered data!**

**Mandatory fields are marked with a red asterisk (\*).**

**A new data entry field is opened by a red plus sign**



The repository is connected to the **ISVU system**, so after registration, data can be downloaded if the master's thesis title is offered.

If the master's thesis title is not offered in the **Retrieve data from ISVU option**, select None of the listed works, then click CONTINUE and enter the bibliographical data manually in all fields.

## Master's thesis

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Author information

### ID type

- Personal Identification Number (OIB)
- Academic Citizen Unique ID Number (JMBAG)
- AAI username (enter only the first part of the username before the @)

### Student - author ID

ID is used to retrieve data from ISVU

RETRIEVE DATA FROM ISVU

SKIP ISVU DATA RETRIEVAL

## Bibliographical data entry for the master thesis

**Important note: the field names are only in Croatian**



**Datum obrane\* (date of thesis defense):** select from the drop-down menu

**Autor\* (Author):** Identifiers (OIB, JMBAG) are not visible in the public interface!

**Naslov\* (Title):** only the first word is capitalized (and terms that require capitalization). The title should be written in the language in which the text of the paper is written.

*Eg. Prognostic value of computed tomography, sSNOT-22 questionnaire and VAS in the diagnostics of odontogenic and non-odontogenic chronic rhinosinusitis*

**Important: The title and subtitle can be changed or corrected even if they have already been entered automatically (click in the box) - they must match the final version of the work itself**

**Podnaslov (Subtitle):** can be added by clicking on the plus sign

**Naslov rada na drugim jezicima (Title in other languages):** select Croatian.

**Jezik teksta\* (Language of the text):** select the language in which the entire text of the work is written

**Sažetak\* (Summary):** copy the summary from the file

**Ključne riječi\* (Key words):** key words should be separated by **semicolon or comma**

**Sažetak na drugim jezicima (Summary in other languages):** copy the summary in Croatian

**Ključne riječi na drugim jezicima (Key words in other languages):** enter the key words in another language, separated by a semicolon or comma

**Znanstveno područje\* (Scientific field):** biomedicine and healthcare as a field of science and dental medicine as a specialty are already offered

**Ustanova koja je dodijelila akademski/stručni stupanj\* (The institution that awarded the academic/professional degree):** The University of Zagreb, Faculty of Dental Medicine has already been offered. The city of Zagreb has already been filled in.

**Studijski program\* (The study programme):** Dental medicine – integrirani preddiplomski i diplomski - ID 4578. The academic title is entered automatically.

**Voditelji-mentori\* (Mentors):** in the **Search field** enter the mentor's first and last name and click on the person in the drop-down menu, the rest of the data will be filled in automatically.

To add a co-mentor click the plus sign in the red field – a new tab will open.



VODITELJI / MENTORI

1

Pretraga

Upišite prezime ili ime kako biste dobili listu djelatnika

Ime voditelja / mentora \*

**Povjerenstvo za obranu (The defense committee - an optional field):** filled in the same way as the information about the mentor. If the members of the committee are not yet known, the fields do not need to be filled in.

**Projekt (Project - an optional field):** only if the work was created as a result of a project, the mentor should provide information about it.

**Napomena o radu (Remark - an optional field):** details about the work work that are not included in the previous fields can be provided. The note about the work will be displayed in the description of the work on the public interface and is visible to everyone.

**Napomena administratoru – (Note for the administrator - an optional filed):** You can enter information for repository administrators and editors that is not visible on the public interface, but can only be seen by administrators and editors of the repository.

At the bottom of the page, click **NEXT**

### Pohranjivanje dokumenta (Document archiving)

It is necessary to select a file - *choose file* – upload the file and click **Upload**

Recommended file name: **Ivan\_Ivić\_diplomski.pdf**

The document is stored exclusively in PDF format (**PDF/A**) – instructions for creating PDF/A format



POHRANI DOKUMENT

Preuzimanje datoteke s URL-a ili lokalne datoteke

Nakon unosa URL-a pritisnite "POHRANI"

Choose File No file chosen

POHRANI

If the file is already in PDF format, you can convert it to PDF/A format using one of the free online converters – search in a browser *convert pdf to pdf A* (eg. <https://www.pdftron.com/pdf-tools/pdfa-converter/>)

## Pravo pristupa (Access rights)

When archiving master's theses you must select one of the 4 listed options:

**a) Open access - full text and bibliographic data are available to the general public – RECOMMENDED**

b) **Embargo period** – applies to open access after 6/12/24 months (choose this option exceptionally if you plan to publish a journal article based on a master thesis)

c) **Access restricted to students and staff of the home institution** - (bibliographic data about the thesis is accessible to everyone, and the full thesis is accessible only to authorized persons i.e. staff or students of the home institution)

d) **Access restricted to authenticated users** (full text thesis is available to users who are part of the higher education and scientific system of the Republic of Croatia )

**Important: No public access – cannot be chosen - the editors cannot publish the thesis and the student cannot get a certificate of archiving.**

## Terms of use

*Creative Commons* licenses: **only select if option a) or b) was chosen as access right**

**CC licenses are only granted for documents that are in open access**

After selecting a license, you will find a link to an explanation of the selected license - we recommend:



**1) CC BY-NC 4.0 (Attribution – NonCommercial)**

**2) CC BY-NC-ND 4.0 (Attribution – NonCommercial – No derivs)**

**File origin** - Is the material originally digital or was it subsequently digitalized? – **born digital**

The author has to confirm that the final version of the document has been stored.

FILE ORIGIN

Is the material originally digital or was it digitalized afterwards?

born digital

Author has confirmed that this is the final version of the document.

**Click NEXT**

If any of the mandatory fields is not filled in, the next page will not open, but a red note will appear at the top of the open page indicating what is missing.

At the bottom of the page, click:

**Spremi i pošalji uredniku (save and send to editor)** – bibliographic record has been saved and sent to the editor for review and publication. No further editing is possible.

**Important:** if you only click on SAVE - the record can still be edited, but as long as you do not click Send to editor the work is not be visible to the editor and cannot be published in the repository.

Moji objekti

PID	NASLOV	VRSTA	DATUM POHRANE	STATUS
karaka2:7343	Naslov priloga	Prilog	20.02.2018.	Nedovršen

Uredi

Obriši

Pošalji uredniku



**Archived work is inactive and only becomes visible on the public interface when the repository editor publishes it (within 5 working days at the latest).**

After archiving, you will find all your saved objects (contributions and attachments) under the link **Moji objekti (My objects)**. You can review your objects, but you can no longer make any changes yourself.

For changes and additions, please contact the Central Dental Library at [biblio@sfzg.hr](mailto:biblio@sfzg.hr)

### Certificate of storage and publication of the thesis in the Digital Repository of the School of Dental Medicine

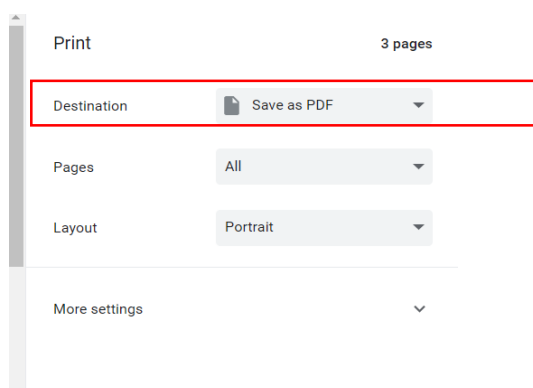
When the thesis becomes visible on the interface, the student can obtain a certificate from the Digital Repository, which must be submitted to the Office for Studies and Continuing Education.

Search the Digital Repository by the title or author's last name; open the page with the bibliographic data about the thesis, **press the Ctrl and p keys simultaneously**.

This will open the print function.

Select the option **Save as PDF option instead of the printer offered**.

The certificate can only be obtained from the repository if the thesis has been published i.e., visible in the repository (**it cannot be written on the certificate that Object has been successfully saved, but not published**). **The printout shows a link where the thesis is available in the format <urn:nbn:hr:127:123456>**







Preuzmi izvorni PDF  
**Repozitorij stomatološkog fakulteta u Zagrebu**

2022. urn:nbn:hr:127:172591

[knjiznica@stom.fk.hr](mailto:knjiznica@stom.fk.hr)  
Sveučilište u Zagrebu  
Stomatološki fakultet  
Zavod za oralnu kirurgiju

Za citiranje koristite ovu mrežnu adresu: <https://urn.nsk.hr/urn:nbn:hr:127:172591>

Naslov [redacted]  
Naslov (engleski) [redacted]  
Autor [redacted]  
Mentor [redacted]  
Član povjerenstva [redacted]  
Član povjerenstva [redacted]  
Član povjerenstva [redacted]  
Ustanova koja je dodijelila akademski / stručni stupanj: Sveučilište u Zagrebu Stomatološki fakultet (Zavod za oralnu kirurgiju) Zagreb  
Datum i država odbrane: 2022-07-11, Hrvatska

Znanstveno / umjetničko područje: BIOMEDICINA I ZDRAVSTVO  
Dentalna medicina  
Oralna kirurgija

Sažetak: Hemostaza je fiziološki proces zaustavljanja krvarenja. Čine ju četiri glavne faze: faza vaskularne kontrakcije, faza stvaranja trombotičnog čepa, faza zgrušavanja i faza fibrinolize. Na taj uravnoteženi proces hemostaze mogu utjecati određene bolesti i lijekovi. Antitrombotični lijekovi koriste se u terapiji i prevenciji velikog broja cerebrovaskularnih i kardiovaskularnih bolesti. Antitrombotičke lijekove dijelimo na antiokagularne i antitrombotične lijekove. Antiokagularni lijekovi... Više

Sažetak (engleski): Hemostasis is a physiological process of stopping bleeding. It consists of 4 main phases: the vascular constriction phase, the platelet plug formation phase, the coagulation phase and the fibrinolysis phase. This balanced process of hemostasis can be affected by certain diseases and drugs. Antithrombotic drugs are used in the treatment and prevention of a large number of cerebrovascular and cardiovascular diseases. Antithrombotic drugs are divided into two groups: anticoagulant and... Više

Ključne riječi: oralnokitirurški postupci | hemostaza | farmaceutski pripravci | krvarenje

Ključne riječi (engleski): Oral Surgical Procedures | Hemostasis | Pharmaceutical Preparations | Hemorrhage

Jezik: hrvatski

URN:NBN: urn:nbn:hr:127:172591

Studijski program: Naziv: Dentalna medicina  
Vrsta studija: sveučilišni  
Stupanj studija: integrirani preddiplomski i diplomski  
Akademski / stručni naziv: doktorsko-doktorica dentalne medicine (dr med dent.)

Vrsta resursa: Tekst

Način izrade datoteke: izvorno digitalna

Prava pristupa: Pristup korisnicima matične ustanove

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Datum i vrijeme pohrane: 2023-02-06 08:06:20