HOW TO UPLOAD ARTICLE INTO UNIMAS INSTITUTIONAL REPOSITORY

2020

STEP 1

- **Log on to www.library.unimas.my**
- **Click on UNIMAS IR link**

STEP 2

- **Click 'Login' to log in to the Institutional Repository (IR) platform**

STEP 3

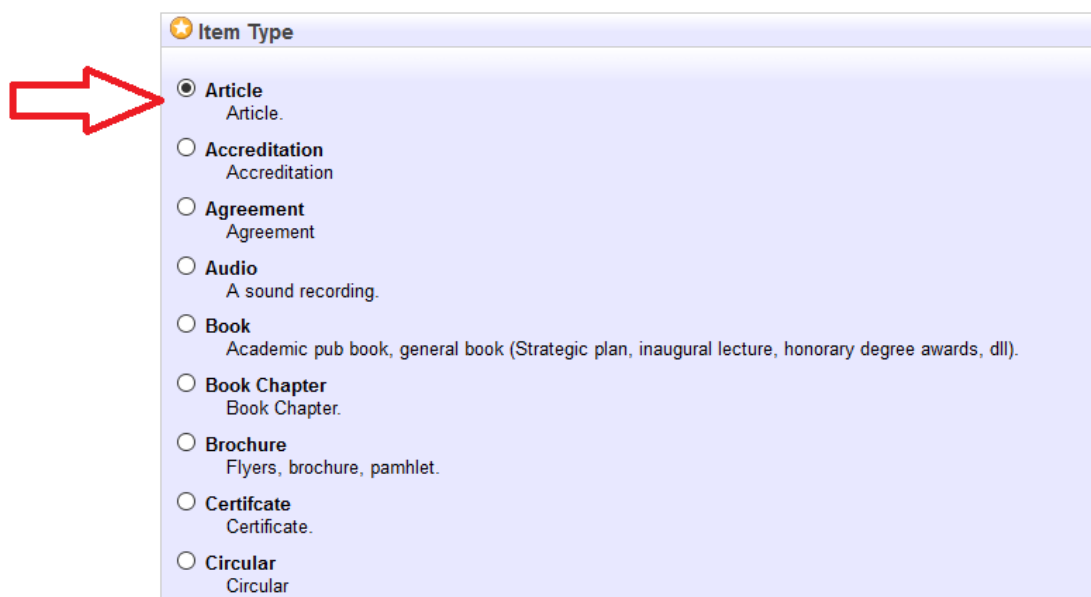- **Enter your ID & Password in the box provided using single ID**

STEP 4

● **Click on 'New Item' button to upload the thesis**

STEP 5

● **For 'Item Type' select Article and click next button**

STEP 6

- **Choose file to upload document and click Next Button**

STEP 7

- **Enter the information related to the material into the metadata element fields then press 'Next' Button to proceed**

Publication Details

Refereed:
- ⦿ Yes, this version has been refereed.
- ○ No, this version has not been refereed.

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- ⦿ Published
- ○ In Press
- ○ Submitted
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STEP 8

- **Select the appropriate subjects related. Subject selected may be more than one and click 'Next' to proceed**

STEP 9

- **Finally, click on 'Deposit Item Now' to deposit item into UNIMAS IR**