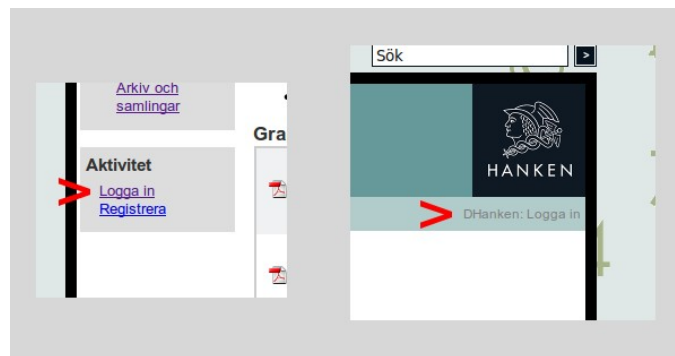


Instructions for Submitting Theses to the DHanken Publication Archive

- DHanken is part of the University of Helsinki's publication archive Helda. Go to <https://helda.helsinki.fi/handle/10138/23717>
 - Or use the link on the library's website, <http://www.hanken.fi/library/>
- Log in with your Hanken id (matriculation number) and password. If the page is in Swedish, use the language link at the top. The login link is available under the Hanken logo and in the left bar.



- Go to *Under review / Master's theses submitted for review*
- Click "Submit a new item to this collection"

Remember while entering metadata

- Last name and first name are entered separately
- Enter the main title in its original language
- It's important to indicate the correct rights to be granted. Choose among: completely public, only Hanken's intranet, or only on a computer in the Library for archiving.

Uploading the thesis in PDF-format

Computers with PDF-“printers” installed are the easiest way to convert to PDF, although you can use other tools as well. In the former case, you choose *File > Print* and print to the virtual printer.

The pdf file should be in standard Adobe format for the plagiarism control in Urkund and Turnitin. Do not protect it with a password. You can check the compatibility by copying a part of your own pdf – if it works, Urkund or Turnitin will be able to extract text.

Remember that theses should have an abstract after the title page.

Finally, make sure the correct file was uploaded and that DHanken has recognized the file format.

Check your metadata!

When you've finished the submission process, you can log out.