IBA Institute of
Business Administration
Karachi
Leadership and Ideas for Tomorrow

Manuscript submission guidelines for the Institutional Digital Archiving Platform
- *iRepository*

MS Computer Science
- Research Project/Thesis

MS Data Science
- Research Project/Thesis

Library, Institute of Business Administration
https://ir.iba.edu.pk
irepository@iba.edu.pk

About iRepository

iRepository is a digital initiative of IBA library to archive, preserve, and showcase institutional scholarship and research, especially research undertaken to fulfill degree requirements. All formats of manuscripts, presentations, reports, data, multimedia etc. not published elsewhere can be published and preserved in the repository.
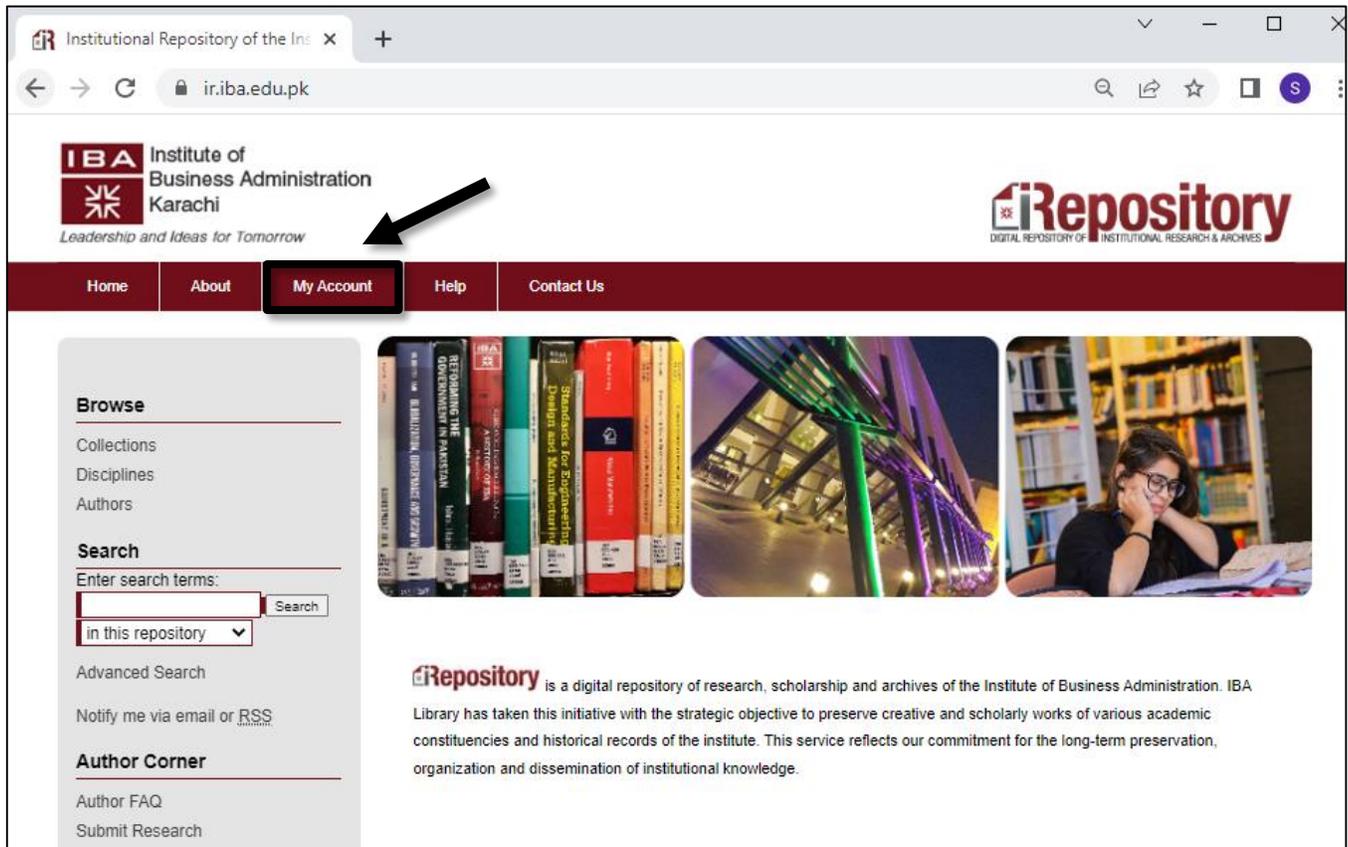
Showcasing work in *iRepository* gives coverage to your accomplishments — with its leading SEO, *iRepository* gives you and your work visibility and exposure for your research and scholarship — and monthly readership reports show just how your work is having an impact around the world.
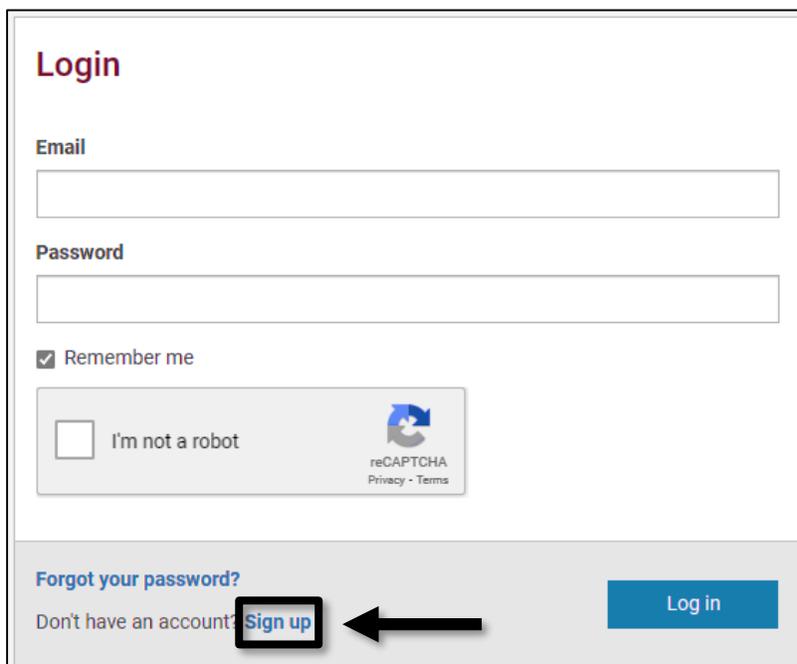
Creating iRepository Account

If the author does not yet have an account, one will need to be created by clicking on *Create new account* using their institutional email.

- Go to https://ir.iba.edu.pk/, click *My Account* link that appears in the navigation bar.

- Click the *Sign-Up* link on the login screen.

Login

Email

Password

☑ Remember me

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

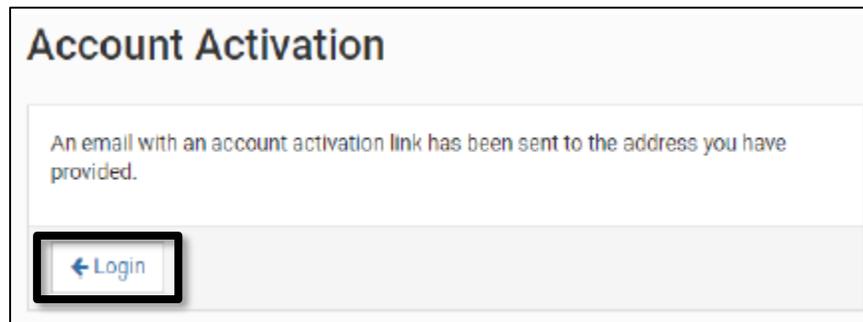Forgot your password?

Don't have an account? **Sign up** ⬅

Log in

- Enter the requested information, including your institutional email address, first and last name, and password. Click *Create Account*.
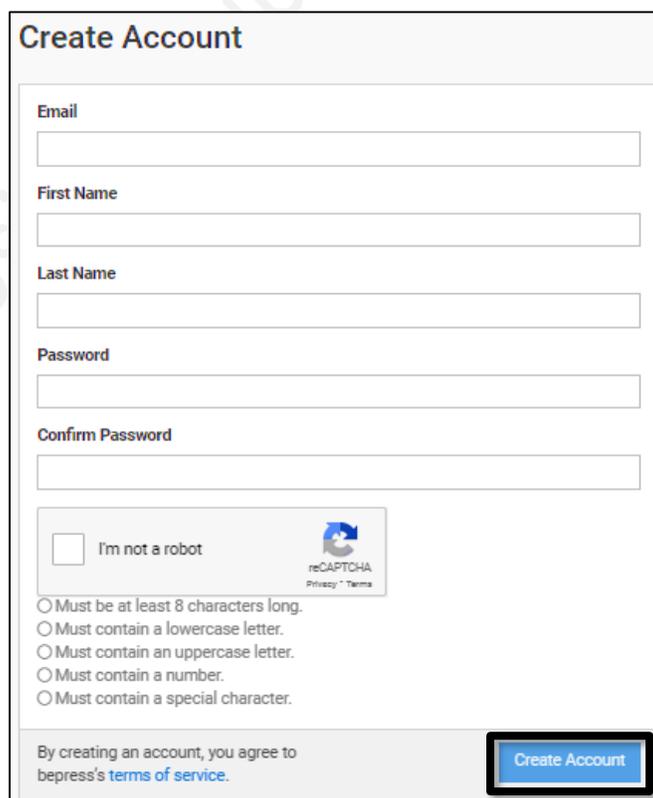
Create Account

Email

First Name

Last Name

Password

Confirm Password

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

○ Must be at least 8 characters long.
○ Must contain a lowercase letter.
○ Must contain an uppercase letter.
○ Must contain a number.
○ Must contain a special character.

By creating an account, you agree to bepress's terms of service.

Create Account ⬅

- Click the confirmation link in the new account email**.

Account Activation

An email with an account activation link has been sent to the address you have provided.

← Login

**If you don't receive an email, check your spam folder, or contact irepository@iba.edu.pk for assistance with completing your account setup.
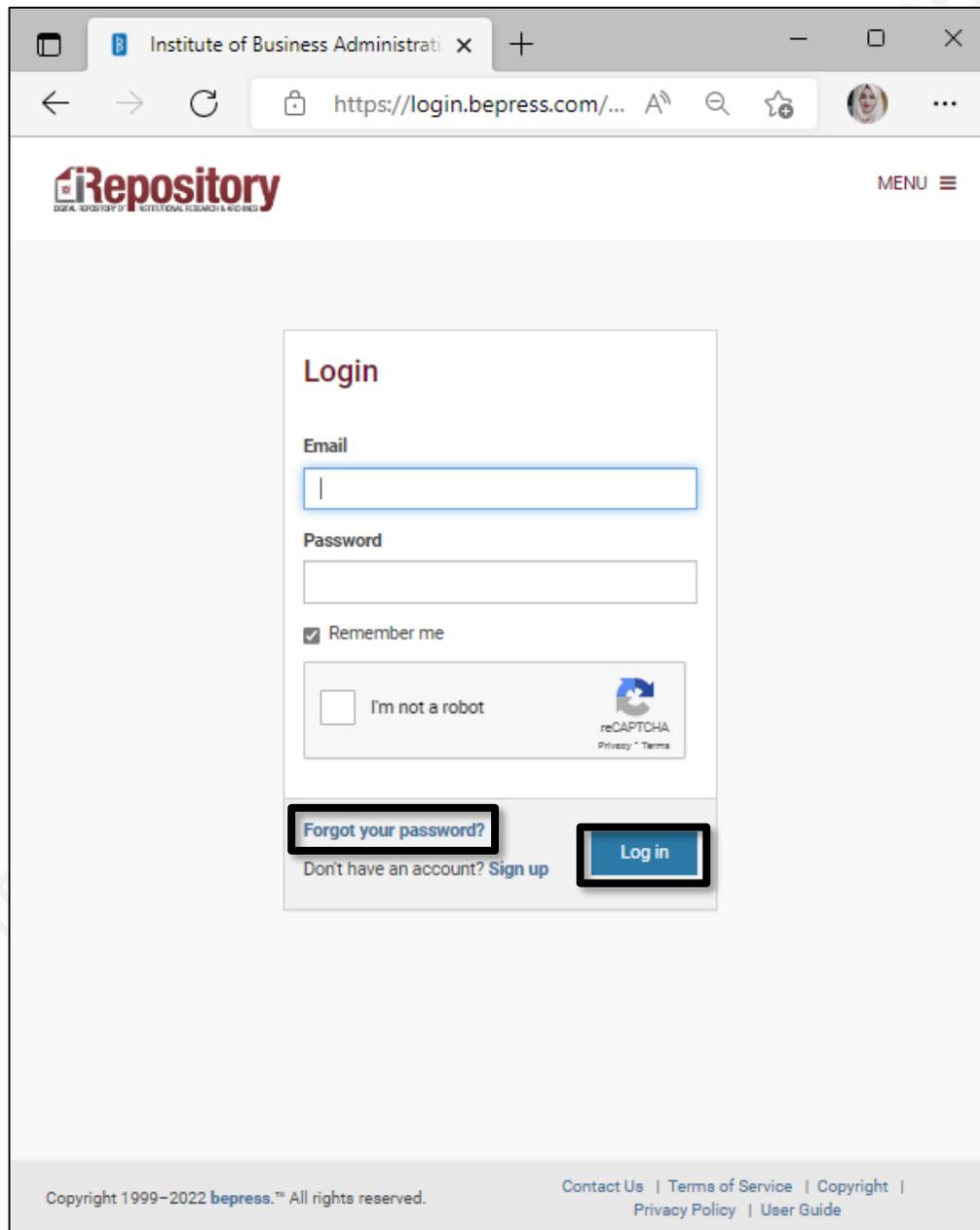
Logging into iRepository account

- Click the **My Account** link in the site's navigation bar or the **Submit Article** link, you will be prompted to log in before going to the intended page.
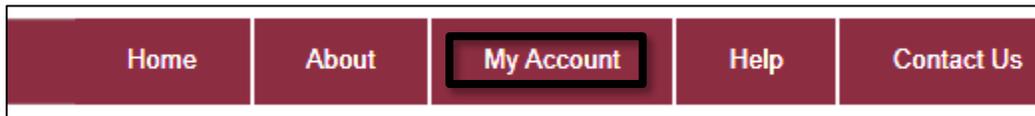
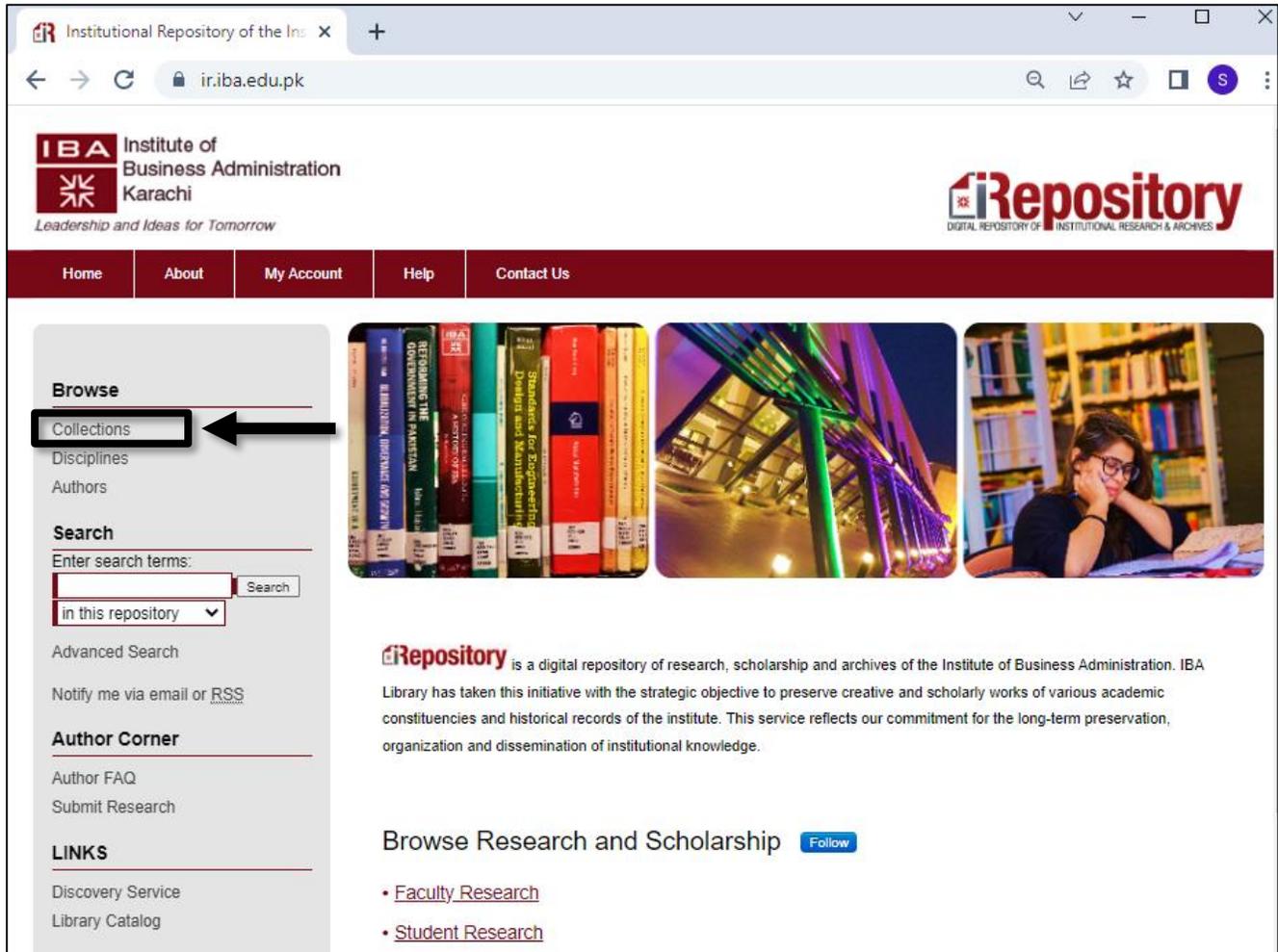- On the login screen, enter your **registered email address** and **password**, and click **Login**.

- If you don't recall your password, click **Forget Your Password?** to access the Reset Password screen. Enter your registered email address and click **Reset** to have a password reset email sent to you. Click the link in the email and follow the prompts to choose a new password.
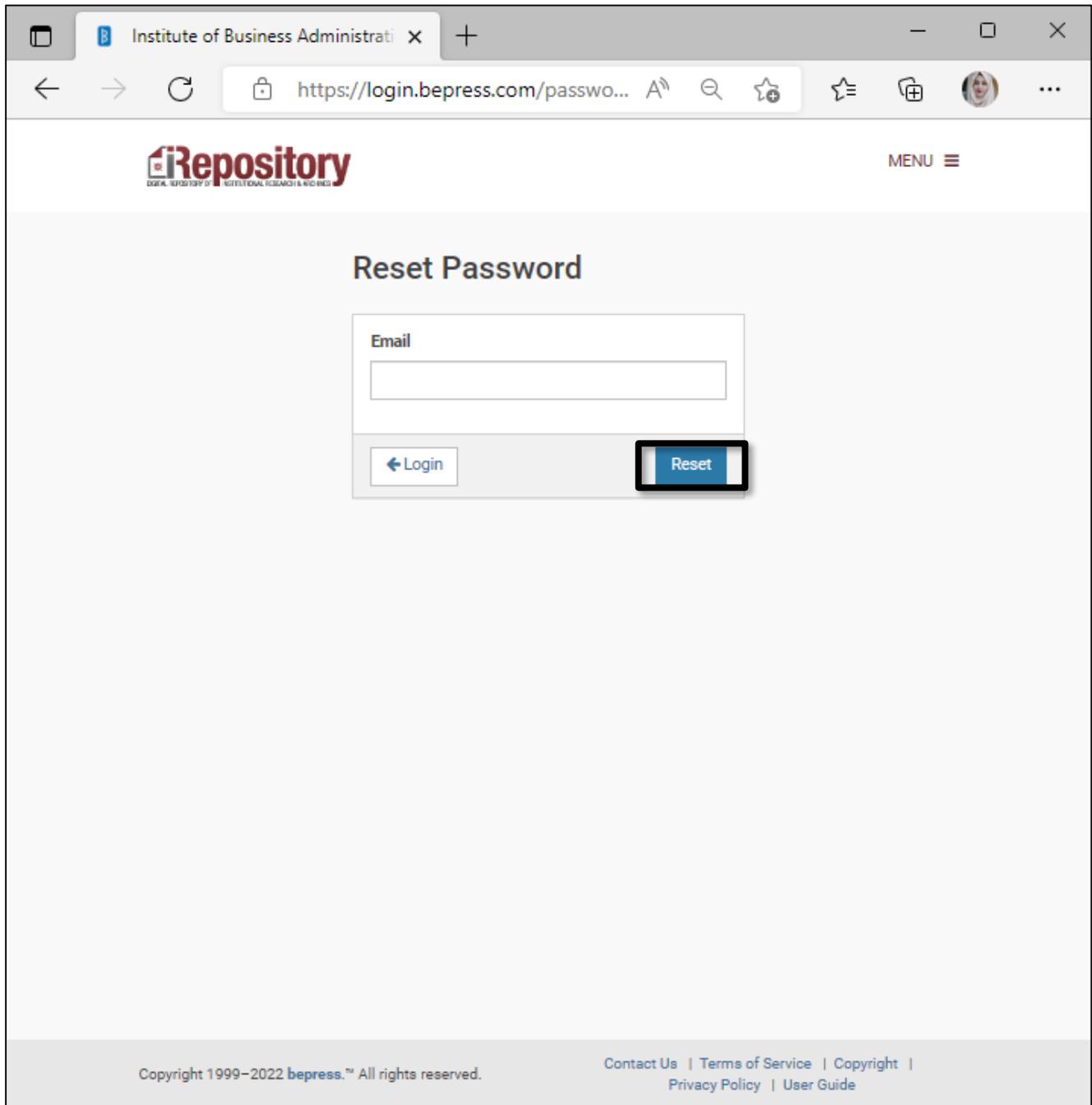
Submitting Research to iRepository

The student-authors can submit their content using the online submission form and, pending administrator approval, the content is posted to the publication.

- Visit https://ir.iba.edu.pk/ and *Collections* in side-bar navigation

- Choose the series that corresponds with your degree for your research submission

- Once you have landed on the series home page after clicking on your degree, click **Submit Research** from the Side-bar navigation

- The *Submission Agreement* needs to be thoroughly read and the author must check the box next to Please check this if you agree to the above terms to continue with the submission process.

MSCS Research Projects

Submission Agreement

Follow the instructions below to submit to *MSCS Research Projects*. You will be notified shortly regarding the suitability of your submission for the series/journal.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Upload your electronic file, if any, and associated files

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your file, or hyperlink to your file, if any

Submission Agreement for *MSCS Research Projects*

Note: this text is offered as a suggested model, not as legal advice.

By checking the box below, I grant *MSCS Research Projects* on behalf of Institute of Business Administration the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the iRepository.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☐ **Please check this if you agree to the above terms.**

Continue

- Authors will need to complete the submission form and attach their document. It is mandatory for authors to provide an email address with their submission.

MSCS Research Projects

REQUIRED **Title**

Enter the title of your MS Thesis/MS Project:

REQUIRED **Student Name**

The student's name must be same as the full name used in institutional record. The first letter in all fields should be in capital letters and the rest in small.

Search For An Author Using: Last Name, First Name, or Institution

1

REQUIRED **Student Number**

Enter your institutional ERP/Student ID

REQUIRED **Degree**

Select your degree from the drop-down menu:
Master of Science in Computer Science ∨

REQUIRED **Department**
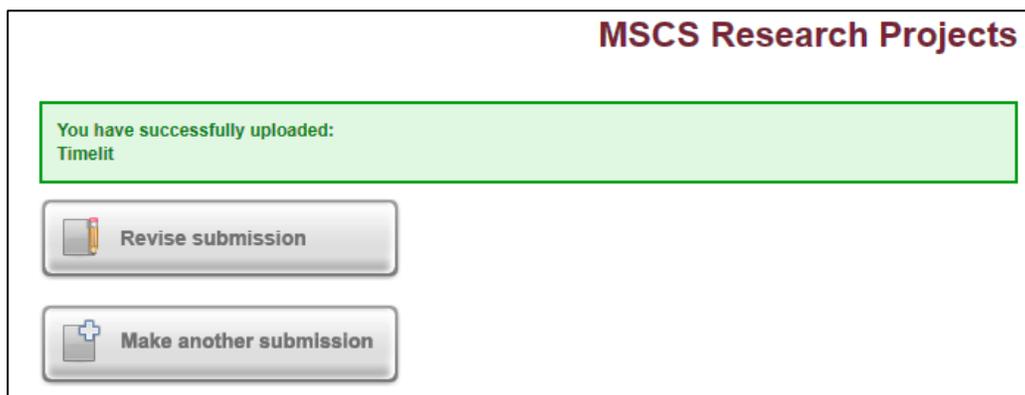
Select your department from the drop-down menu:
Department of Computer Science ∨

REQUIRED **School**

Choose your School:
School of Mathematics and Computer Science (SMCS) ∨

- After clicking the Submit button, authors will see a confirmation screen with submission metadata, the option to **View their account**, **Revise**, or **Make another submission**.

If you would like to incorporate multimedia files with your submission, submitters can upload their files and custom metadata using the same process as they do full-text files.

If a manuscript is uploaded as the primary file, then the *Supplemental Content* option can be used for multimedia files.

Manage your submissions

Authors can submit revisions, withdraw submissions, and add supplemental content from their **My Account** page until a submission is either:

- Published
- Rejected
- Withdrawn

To access the **My Account** page, go to the homepage of the repository, and click on the **My Account** link. The author's submitted articles will appear along with their status.

Click the title of a particular submission to see its details page. Authors can access the PDF of their work from the details page.

Authors may also **revise**, **withdraw**, or **manage additional files** for their work on this page, plus view the **revision history**.

Once an item is published publicly, the submission link on the author's My Account page goes to the public article page on the repository instead of the details page. Any further changes to a published work require an administrator or editor.