



# SUBMISSION POLICY WITHIN THE REPOSITORY POLICY OF NAKHCHIVAN STATE UNIVERSITY

THE POLICY HAS BEEN APPROVED BY THE DECISION OF  
THE SCIENTIFIC COUNCIL OF NAKHCHIVAN STATE  
UNIVERSITY AT THE MEETING HELD ON  
SEPTEMBER 18, 2024 (PROTOCOL NO: 01)



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## Submission Policy within the Repository Policy of Nakhchivan State University

### 1. Purpose

The submission policy outlines the requirements and guidelines for contributors submitting content to the NSU institutional repository. It ensures that all submissions adhere to the repository's objectives, maintain quality, and comply with relevant legal and ethical standards.

### 2. Scope

This policy applies to all individuals submitting materials to the NSU repository, including faculty, staff, students, and external collaborators where applicable.

### 3. Eligible Materials for Submission

The repository accepts the following types of content:

- Peer-reviewed journal articles, book chapters, and monographs.
- Theses and dissertations approved by NSU.
- Research data sets and supplementary materials.
- Conference papers, presentations, and posters.
- Educational materials such as lecture notes, course syllabi, and multimedia content.
- University publications, reports, and working papers.

### 4. Submission Guidelines

- Format Requirements:
  - Submissions must be in an accessible digital format (e.g., PDF, DOCX, JPEG, or other supported formats).
- Metadata:
  - Submitters must provide accurate metadata, including the title, author(s), abstract, keywords, and publication date.
- Language:
  - Submissions may be in Azerbaijani, English, or other languages relevant to the content's intended audience.
- Originality:
  - Only original work or content with proper authorization for submission may be deposited.



## 5. Submission Process

1. Registration:
2. Submitters must register with the repository system using their NSU credentials or authorized accounts.
3. Upload:
4. Submit the digital file along with required metadata via the repository's online submission portal.
5. Review:
6. The repository team will review submissions for compliance with policy, quality standards, and metadata accuracy.
7. Approval:
8. Approved submissions will be made publicly accessible or restricted as per the access rights.

## 6. Rights and Responsibilities of Submitters

- Submitters must ensure they have the necessary rights to upload the content.
- By submitting, contributors grant NSU the right to store, manage, and distribute the content in the repository.
- Submitters must comply with copyright, intellectual property, and data protection laws.

## 7. Access and Restrictions

- Submitters can specify access levels (open, restricted, or embargoed) for their content.
- Embargo periods can be requested for proprietary or sensitive materials, after which the content will be made publicly accessible.

## 8. Quality Assurance

- The repository team reserves the right to reject submissions that do not meet the quality standards or are outside the repository's scope.
- Revisions may be requested for incomplete or inaccurate metadata.

## 9. Withdrawal of Submissions

Content may be withdrawn from the repository under the following circumstances:



## 10. Support and Training

- Training sessions and user guides are available for submitters to understand the submission process and repository policies.
- The repository team provides technical support for submission-related issues.

## 11. Policy Updates

This policy will be reviewed periodically to accommodate technological advancements, legal changes, and feedback from the NSU academic community.