

Instructions about paper deposit in the Repository

Before submitting the full-text paper, check the following information:

Ascertain that the submission of your paper to the Repository is allowed. If you have signed a contract with a publisher, check that the submission of the paper to the Repository does not violate it. In the "**Frequently Asked Questions**" section you may be informed about the control of such cases. If you have not signed any contract and your paper is "free", you may submit it immediately.

Subsequently:

1. Check that your file has the most appropriate format. Usually PDF files are preferred because are safer (see the following instructions for converting files into PDF format).
2. Make sure that the file contains the full text in its final form.
3. Define the *item type*, i.e. the category to which the submitted item belongs.
4. Gather the full bibliographic data of the item you intend to submit, i.e.:
 - i. The name of one or more writers
 - ii. The electronic mail (e-mail) of the writers, optionally, so that direct contact is possible if deemed necessary
 - iii. The full title of the item (the registration of an item without title is not possible)
 - iv. The full data of the publication (the bibliographic data are differentiated by the type of the publication, such as e.g. article, monograph, etc.)
 - v. The summary, if available, in Greek or English
 - vi. Information determining Copyright
 - vii. Connection with the online publication of the item through the publisher.

More information about the above data and how to fill in these data is available on the [Help](#) file.

File conversion to PDF (Portable Document Format)

For converting your files into PDF format, follow the process below:

- ④ Use the Acrobat Distiller commercial application (<http://www.adobe.com/products/acrdis/>). The Macintosh users have already installed on their

operating system a software for the conversion of DOC files to PDF. The Windows users must install it by paying the corresponding amount.

- ④ Occasionally, you can convert your files into PDF format in the installations of the National Documentation Center, where there is freely available scanner. For more information, contact [Support Team](#).
- ④ Use the PDFCreator program which is available for most computers: through the Word program, you select the commands File > Print > choose PDFCreator. The open software is available on the webpage <http://sourceforge.net/projects/pdfcreator/>
- ④ Use the free open code software for converting DOC, XLS, XML files into PDF. For open code software, visit the webpage: <http://www.openoffice.org/> or <http://www.pdf995.com/download.html>.

Work updating

The updating of your publication is important. Each time you really revise your paper, or you add data, or you create a new version, you must submit it anew, by creating a connection with the original item through the Relation field > Related works.