



**Koninklijke  
Academie van  
Beeldende  
Kunsten**  
**Royal  
Academy of Art**

Hogeschool der Kunsten  
Den Haag  
University of the Arts  
The Hague

## KABK Research Catalogue Portal

### Instructions to upload Thesis / Research Document

Date: 17/05/2024

#### For questions:

Sandipan Nath, [s.nath@kabk.nl](mailto:s.nath@kabk.nl)

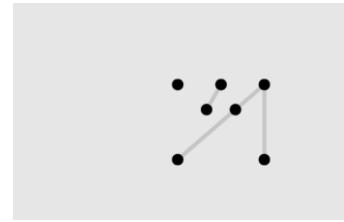
#### In three easy steps:

1. Activate your profile
2. Upload PDF
3. Submit your thesis to the KABK portal

#### Activate your Profile

- Step 1: go to [www.researchcatalogue.net](http://www.researchcatalogue.net) and press 'login'.

The screenshot shows the homepage of the Research Catalogue. At the top, there is a search bar and navigation links for 'About', 'Help', 'advanced search', 'LOGIN', and 'REGISTER'. Below the header, there are three main sections: 'RECENT ACTIVITIES', 'RECENT PUBLICATIONS', and 'SAR ANNOUNCEMENTS'. The 'RECENT ACTIVITIES' section features a thumbnail of a person playing a Wagner tuba. The 'RECENT PUBLICATIONS' section features a thumbnail of a person playing a brass instrument. The 'SAR ANNOUNCEMENTS' section features a thumbnail of a person playing a brass instrument. The bottom of the page contains a footer with links to 'L-Universiteit Leiden', 'Department of Performing Arts', and 'Department of Dance Studies'.



- **Step 2:** Type your **KABK email** and click '**I have forgotten my password**'. You will receive a password reset email (please check your spam). Now you can log in after reading and accepting the terms of use.

The screenshot shows the 'RESEARCH CATALOGUE' login page. The URL is 'researchcatalogue.net/portal/login'. The page title is 'RESEARCH CATALOGUE' with the subtitle 'AN INTERNATIONAL DATABASE FOR ARTISTIC RESEARCH'. The top navigation bar includes 'Home', 'Institutional Portals', 'Journals', 'Projects', 'Researchers', 'LOGIN', and 'REGISTER'. Below this is a 'SEARCH' bar with 'advanced search' options. A 'LOGGED IN AS' section shows a user icon and 'Logout'. The main content area is titled 'AUTHENTICATION REQUIRED' with the sub-instruction 'Please sign in to access the page! If you don't have an account, you can register [here](#)'. It features 'EMAIL\*' and 'PASSWORD\*' fields, a 'LOGIN' button, and a 'Forgot your password?' link which is highlighted with a red box. The footer contains links for 'Organisation', 'Legal', 'Help', 'Development', and 'Contact', along with a note about the server being operated by KABK IT department and the Eindhoven University of Technology logo.

## Upload PDF

- **Step 1:** Click on '**CREATE EXPOSITION**'.

The screenshot shows the 'RESEARCH CATALOGUE' profile page for 'SANDIPAN NATH'. The URL is 'researchcatalogue.net/profile'. The top navigation bar includes 'Home', 'Institutional Portals', 'Journals', 'Projects', 'Researchers', and a user icon. The main content area is titled 'MY PROFILE' with a 'EDIT PROFILE' button. It shows a placeholder profile picture and links for 'change picture', 'update profile', 'add CV details', and 'view public profile'. Below this is a 'RESEARCH' section with an 'ADD GROUPING' button and a 'CREATE EXPOSITION' button which is highlighted with a red box. The 'CREATE EXPOSITION' button has a 'MEDIA REPOSITORY' link and a 'more information' link. The 'RESEARCH EXPOSITIONS' section shows a single entry: 'TEST\_01 (last edited: 2023)' by 'author: Sandipan.Nath'. The entry is described as 'This exposition is in progress and its share status is: private (only visible to you and your collaborators). test test test!'. The footer contains a 'SEARCH' bar with 'advanced search' options.



# Koninklijke Academie van Beeldende Kunsten

## Royal Academy of Art

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- **Step 2:** Choose 'text based' and click 'submit'.

- **Step 3:** chose 'standard PDF template' and click 'submit'.

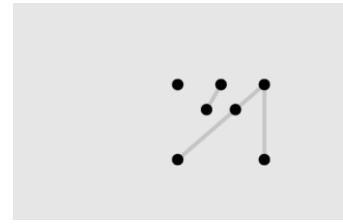
- Step 4: Fill in the details at '**ADD RESEARCH**'.

**Media Thumbnail:** upload an image / screenshot of the cover of your thesis/research document

**Title:** Main title and subtitle of your thesis / research document.

**Abstract:** First add the following lines:

- [SCHOOL] Thesis / Research Document of the Royal Academy of Art, The Hague, 2023.
- [DEPARTMENT, e.g.:] BA Fine Arts.
- Summary (ca 200-300 words).



The screenshot shows the 'ADD RESEARCH' form in the Research Catalogue. The 'RESEARCH' tab is selected. The form fields include:

- MEDIA THUMBNAIL:** (input field)
- TITLE\***: (input field)
- DATE\***: (input field, showing 17/05/2024)
- ABSTRACT\***: (text area)
- COPYRIGHT\***: (input field)
- LICENSE\***: (dropdown menu, showing CC BY-NC-ND)
- LANGUAGE**: (dropdown menu)
- AUTHOR PSEUDONYM**: (input field)
- AFFILIATION**: (input field)
- EXTERNAL LINK**: (input field)
- KEYWORDS**: (input field, with placeholder 'separate multiple values with comma')

At the bottom are 'SUBMIT' and 'CANCEL' buttons.

**Copyright:** Your name.

**License:** Choose your license (default – ‘all rights reserved’).

**Author pseudonym:** If applicable.

**Affiliation:** Royal Academy of Art, The Hague.

**Keywords:** Approximately 5 keywords + 1 keyword as your (standardized) department name.

#### **Important guidelines for keyword usage:**

Make sure you check with your coordinator for the **standardized department name** beforehand.

Primary: choose keywords that are already used in the RC and pop up when being typed.

Secondary: create your own keywords.

- **Step 5:** Upload your PDF by selecting ‘Upload Media’.

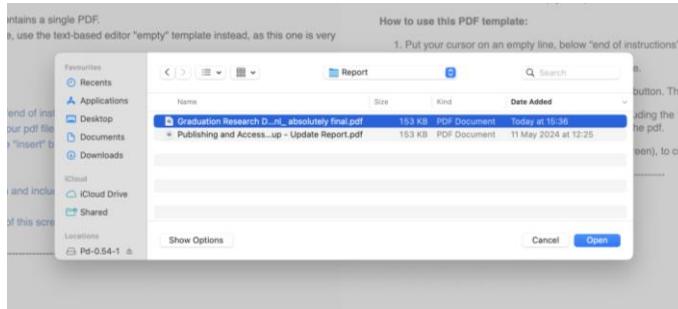
The screenshot shows the 'Test PDF' editor interface. The toolbar includes buttons for Upload Media, Import Doc, and Export Doc. The rich text editor has a placeholder 'start of instructions'. The sidebar contains the following text:

----- start of instructions -----  
 This is for making an exposition that only contains a single PDF. If you want to make a proper blog-like article, use the text-based editor "empty" template instead, as this one is very wide.  
 How to use this PDF template:  
 1. Put your cursor on an empty line, below "end of instructions".  
 2. Click the "Upload Media" button, select your pdf file.  
 3. When the uploading is complete, click the "insert" button. This will insert a !{ media } tag.  
 4. You can now remove everything between and including the "start of instructions". The only text that is needed is the !{ media } tag, representing the pdf.  
 5. Click preview (the eye symbol at the top of this screen), to confirm everything is correct.  
 ----- end of instructions -----

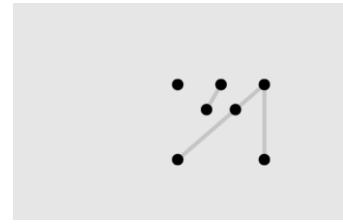
At the bottom, it says 'Word count: 133' and 'Saved'.



- **Step 6:** Choose your PDF and Open.



- **Step 7:** Delete the instructions (see the selection in purple).

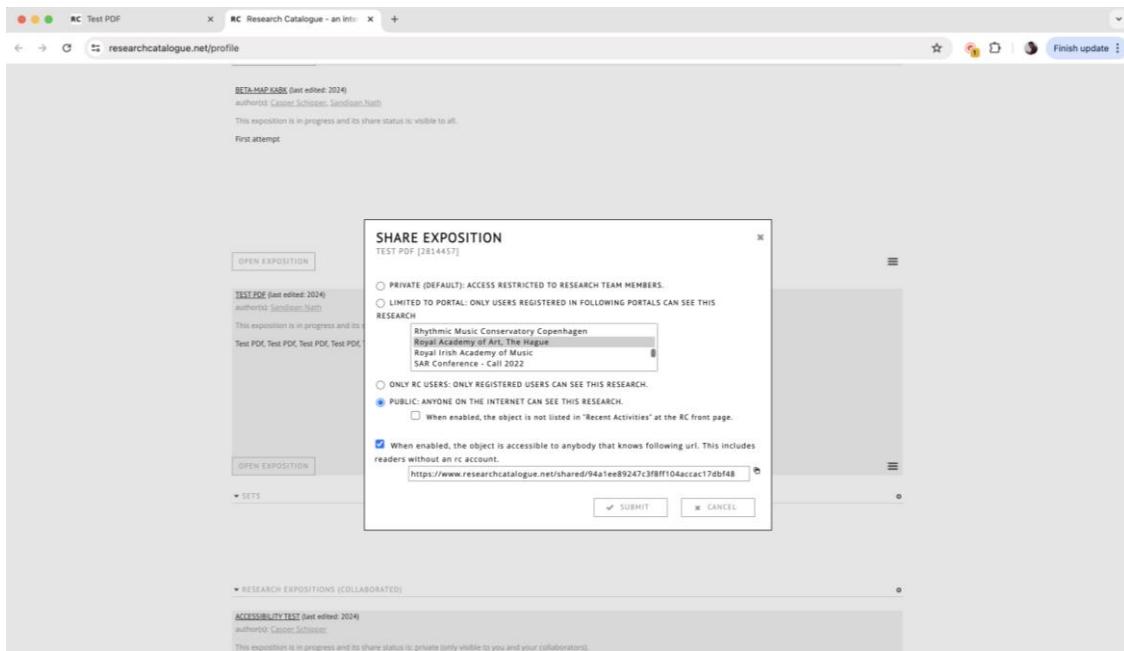


## Submit your thesis to the KABK portal

- Step 1: Go to your profile, find your exposition, click the menu ( $\equiv$ ) and select 'share'.



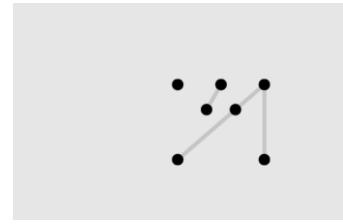
- Step 2: choose one of 3 options; 'limited to portal' or 'only RC users' or 'public' and press 'submit'.



### IMPORTANT:

The visibility and reach of your document will directly correspond to the sharing permission you select.

Share status	Who can see it?
Private	only visible to the author / collaborator(s) on that specific exposition
Only RC Users	visible to users with an RC-account
Limited to Portal	visible only to members of a KABK-portal within RC
Public	visible to anyone on the internet



- Step 3: Click the menu (≡) and select ‘submit for review’.

The screenshot shows a web browser with multiple tabs open, all titled 'Test PDF' or 'Research Catalogue - an int...'. The main content area displays a list of research expositions. The first item is 'BETA-MAP KARL' (last edited: 2024), authored by Casper Schlosser, Sandipan Nath. It is marked as 'in progress' and 'visible to all'. The second item is 'TEST PDF' (last edited: 2024), authored by Sandipan Nath, marked as 'in progress' and 'private'. The third item is 'SETS', which is collapsed. The fourth item is 'RESEARCH EXPOSITIONS (COLLABORATED)', which is also collapsed. A context menu is open on the right side of the page, showing options like 'change layout', 'edit workspace', 'add collaborator', 'share', 'self-publish', 'add to my workspace', 'add to my portfolio', 'connect to', 'manage versions', 'export', and 'delete'. The 'add to my portfolio' option is highlighted with a red box.

**BETA-MAP KARL** (last edited: 2024)  
author(s): Casper Schlosser, Sandipan Nath

This exposition is in progress and its share status is: visible to all.

First attempt

**OPEN EXPOSITION**

**TEST PDF** (last edited: 2024)  
author(s): Sandipan Nath

This exposition is in progress and its share status is: private (only visible to you and your collaborators).

Test PDF, Test PDF, Test PDF, Test PDF, Test PDF

**OPEN EXPOSITION**

**SETS**

**RESEARCH EXPOSITIONS (COLLABORATED)**

**ACCESSIBILITY TEST** (last edited: 2024)  
author(s): Casper Schlosser

This exposition is in progress and its share status is: private (only visible to you and your collaborators).

- change layout
- edit workspace
- add collaborator
- share
- self-publish
- add to my workspace
- add to my portfolio**
- connect to
- manage versions
- export
- delete

- Step 4: Select **Royal Academy of Art, The Hague** from the drop-down menu.

The screenshot shows a web browser window with the following content:

- Header:** RC Test PDF (tab), RC Research Catalogue - an inter... (tab), researchcatalogue.net/profile (current tab).
- Left Sidebar:** OPEN EXPOSITION, SETS.
- Top Bar:** OPEN EXPOSITION, TEST PDF (last edited: 2024), AUTHORSHIP: [Gallerie, Schools](#).
- Text:** This exposition is in progress and its share status is: visible in the portal Royal Academy of Art, The Hague.
- Links:** Test PDF, Test PDF, Test PDF, Test PDF, Test PDF.
- Modal Dialog:** SUBMIT FOR REVIEW (TEST PDF [2814457]).
  - Text:** You are about to submit your exposition for review in a portal, please be aware that:
    - You cannot edit your exposition while it is in review.
    - Journals may have special policies, please consult their website before submitting.
    - After review, the exposition may be published (made public), archived (non-public) or returned to you to edit further.
    - You should contact the portal if you have questions about your exposition in review.
  - Portal Selection:** PORTAL: Royal Academy of Art, The Hague.
  - Buttons:** SUBMIT, CANCEL.
- Bottom Sidebar:** RESEARCH EXPOSITIONS (COLLABORATED), ACCESSIBILITY TEST (last edited: 2024), AUTHORSHIP: [Gallerie, Schools](#).
- Text:** This exposition is in progress and its share status is: private (only visible to you and your collaborators).
- Text:** This is just a test.

Congratulations! You have successfully uploaded and submitted your Thesis / Research Document to the Research Catalogue Portal. Once reviewed and accepted, you will receive a message and it will be included in the KABK Digital Thesis Archive.



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**Accessibility and permission:**

Published RC 'expositions' are given a Digital Object Identifier (DOI). It is important to note that, once published, your exposition will be frozen permanently from further changes. The idea behind this is that the content of published expositions can be safely referenced by others without risk of linking to something that has changed or disappeared.

It is, however, possible to opt out of publishing. As the author, you can choose not to showcase your work to a wider public. In that case, get in touch with the portal manager ([s.nath@kabk.nl](mailto:s.nath@kabk.nl)) after putting in the submit request. Your document will be maintained in the KABK Thesis Archive with limited visibility.