



IRIS - SISSA Digital Library

Institutional Research Product Repository

Guide for submitting scientific papers

For help and information write to:
sdl@sisssa.it


To replace a file already present
please send the new version of the
file to: library@sisssa.it



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WELCOME TO IRIS - SISSA DIGITAL LIBRARY


First step: login in with your SISSA credentials


 Iris


Home Browse  EN  **Login**


SISSA DIGITAL LIBRARY Institutional Research Information System (Statistiche: [prodotti](#), [OA](#))
Per informazioni contatta sdl@sisa.it

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NEWS - Utenti non riconosciuti in IRIS 

Guide 

Accesso Aperto 

SISSA Open Science

Nell'archivio [SISSA Open Science](#) sono conservati i manoscritti non referati e/o non pubblicati degli autori SISSA. Inviando il proprio documento in formato pdf a library@sisa.it, è possibile richiedere la sua archiviazione nel portale.

Products Desktop 1/4

The screenshot shows the IRIS Products Desktop interface. The top navigation bar includes the IRIS logo, a 'New publication' button, and links for 'Home', 'Browse', and a search bar. The left sidebar contains a user profile, 'VQR' section with 'Products' and 'Desktop products' (both highlighted with red boxes and numbered 1 and 2), 'Advanced Search', 'My public profile', and 'Reports and Analysis'. The main content area is titled 'Products Desktop' (highlighted with an orange box and an arrow) and contains an 'Information' section with a warning message, 'Guides for authors' and 'Thesis' tabs, and a list of publication statuses: 'drafts 1', 'publications in validation 0', 'validated publications 0', 'publications to recognize 0', and 'acknowledgments to be validated 0'. A table at the bottom shows 'publications in draft' with columns for 'Type', 'MIUR', 'Last modify', 'Date of publication', and 'Actions'. A red box at the bottom contains instructions: '1) click on «Products» to open the left menu; 2) then click on «Desktop products»'.

IRIS / **Products Desktop**

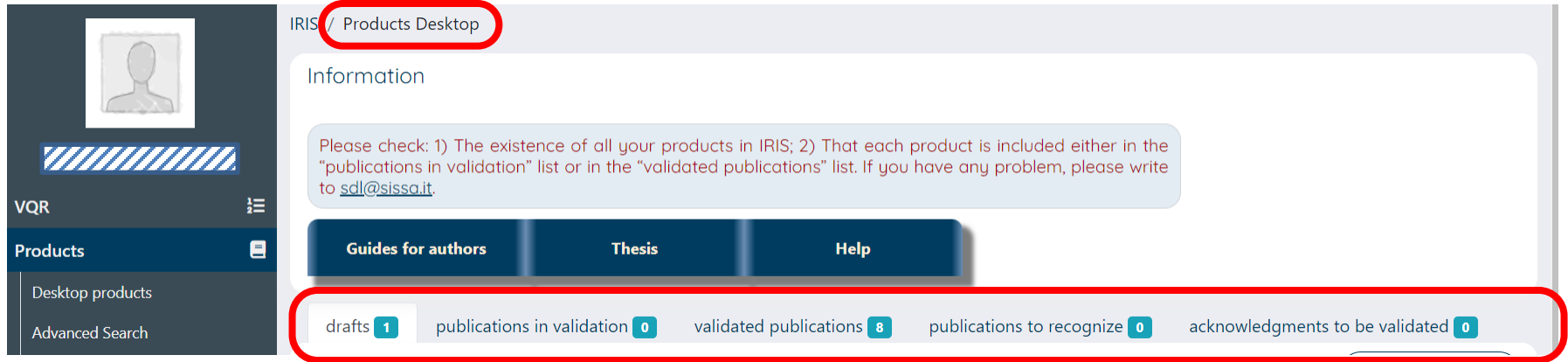
Information

Please check: 1) The existence of all your products in the "publications in validation" list or in the "validated publications" list or in the "publications to recognize" list or in the "acknowledgments to be validated" list or in the "publications in draft" list. Please contact sdl@sisso.it.

Warning! Articles, books, patents, reviews, etc. are called «**Products**» in IRIS Repository.

1) click on «**Products**» to open the left menu;
2) then click on «**Desktop products**».

Products Desktop 2/4



Products Desktop: push-button panel with buttons



- **«drafts»**: here you can see all your draft items; you can enter and modify them any moment.
- **«publications in validation»**: here you can see your final/published products, synchronized with LoginMIUR, which have to be validated by the administrative validator team.
- **«validated publications»**: here you can see your final items, validated by the administrative validator team; they are in a definitive state and will be re-sent to Login MIUR website after their validation.
- **«publications to recognize»**: here you can see the products that need your self-identification as SISSA affiliated co-author. You can recognize these products as yours in order to avoid double items in the database.
- **«acknowledgements to be validated»**: here you can see the products of which you are the submitter and that wait for your validation (or your refusal) after the self-identification implemented by other authors.

Products Desktop 3/4

The screenshot shows the IRIS Products Desktop interface. The top navigation bar includes the IRIS logo, a 'New publication' button, and links for Home, Browse, Search, and user settings. The left sidebar contains a user profile, a striped button, and menu items for VQR, Products, and Reports and Analysis. The main content area is titled 'IRIS / Products Desktop' and contains an 'Information' section with a message about checking product status. Below this are buttons for 'Guides for authors', 'Thesis', and 'Help'. A status bar shows counts for drafts (1), publications in validation (0), validated publications (8), publications to recognize (0), and acknowledgments to be validated (0). The 'publications in draft' section features a 'Visualizza' button with a dropdown set to '10 elementi', a 'Cerca' search input, an 'export metadata' button, and a 'colonne' button. At the bottom, a table header is visible with columns: Summary data, Type, MIUR, Last modify, Date of publication, and Actions.

Please have a look at the buttons at the top of the data table, which refer to the following options:

- «**Visualizza**» (View): max amount of records per page;
- «**Cerca**» (Search): to search a word/product;
- «**export metadata**»: to export data in Ris, Endnote, BibteX, excel, RefWorks formats;
- «**colonne**» (columns): to add/reduce columns in the table.

Products Desktop 4/4

Iris New publication Home Browse Search & nbsp; DSpace EN ? PERSONAL VIEW

IRIS / Products Desktop

Information

Please check: 1) The existence of all your products in IRIS; 2) That each product is included either in the "publications in validation" list or in the "validated publications" list. If you have any problem, please write to sdl@sisssa.it.

Guides for authors Thesis Help

drafts 1 publications in validation 0 validated publications 8 publications to recognize 0 acknowledgments to be validated 0

publications in draft export metadata

Visualizza 10 elementi Cerca: colonne

Summary data	Type	MIUR	Last modify	Date of publication	Actions
<div><div></div><div>Owner:</div><div>ID:</div></div>	1.1 Journal article		17/11/2022 01:28:04	1997	<div><div>view</div><div>Complete Insert</div><div>Remove</div></div>

<https://iris.sissa.it/mvdspace#>

Please also have a look at the button «Actions», which refer to the following options:

- «**View**»: if you wish to check your record;
- «**Complete Insert**»: to complete your draft;
- «**Remove**»: to delete your entry.

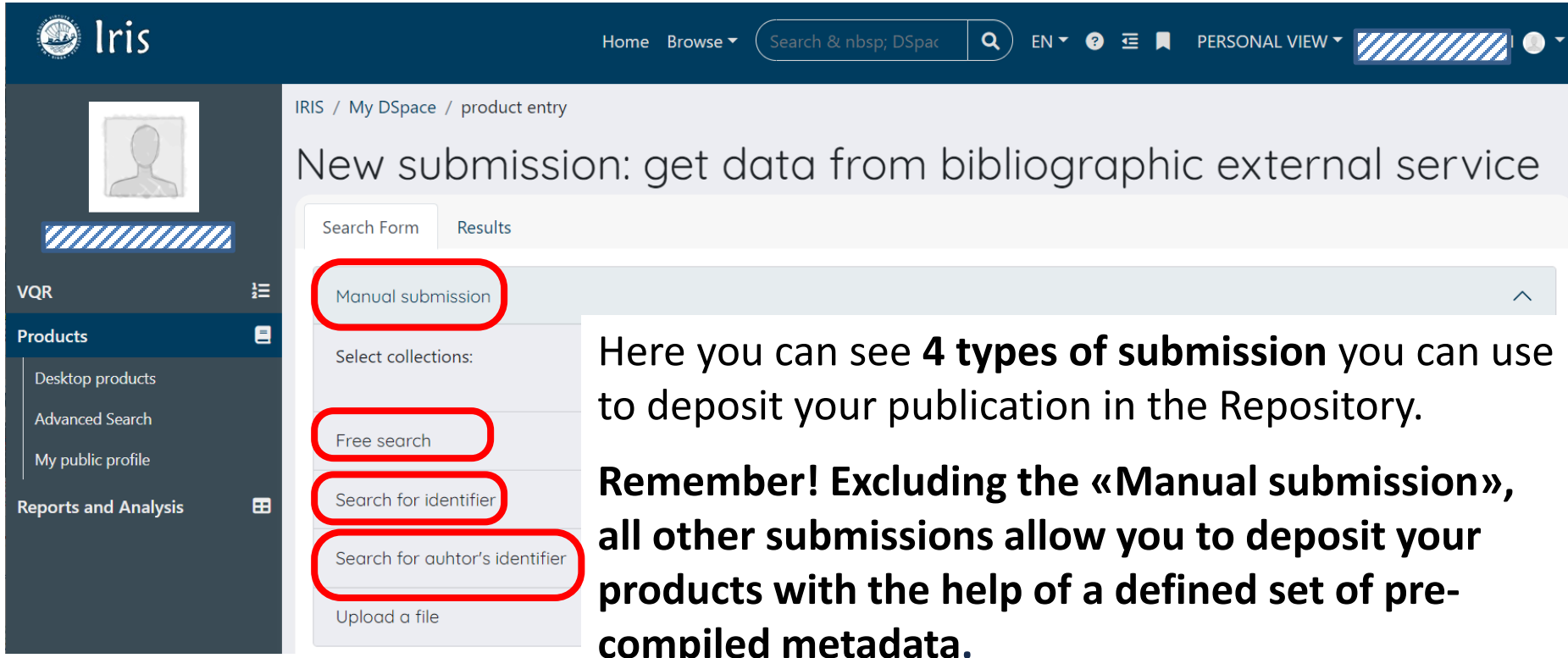
How to submit a new product 1/2

The screenshot shows the IRIS Products Desktop interface. The top navigation bar includes the IRIS logo, a 'New publication' button (annotated with a red box and '3)'), and a search bar. The left sidebar contains a 'VQR' section with 'Products' (annotated with a red box and '1)') and 'Desktop products' (annotated with a red box and '2)'). Below this are 'Advanced Search' and 'My public profile'. The main content area is titled 'IRIS / Products Desktop' and contains an 'Information' section with a message about product validation. Below the message are three buttons: 'Guides for authors', 'Thesis', and 'Help'. A status bar shows counts for drafts (1), publications in validation (0), validated publications (8), publications to recognize (0), and acknowledgments to be validated (0). The 'publications in draft' section includes a 'Visualizza' button with a dropdown set to '10 elementi', a search bar labeled 'Cerca:', and a 'colonne' button. An 'export metadata' button is also present.

Instructions:

- 1) -> 2) make sure you are in «Products» - > «Desktop products»;
- 3) then click on 

How to submit a new product 2/2



The screenshot shows the Iris DSpace interface. The top navigation bar includes the Iris logo, a search bar, and user options like 'Home', 'Browse', 'EN', and 'PERSONAL VIEW'. The left sidebar contains a user profile icon, a 'VQR' button, and a 'Products' menu with options like 'Desktop products', 'Advanced Search', and 'My public profile'. The main content area is titled 'New submission: get data from bibliographic external service' and features a 'Search Form' tab. Under this tab, four submission methods are listed: 'Manual submission', 'Free search', 'Search for identifier', and 'Search for author's identifier'. Each of these four options is circled in red. A text box on the right side of the screenshot explains that these are the four types of submission available for depositing publications.

IRIS / My DSpace / product entry

New submission: get data from bibliographic external service

Search Form Results

- Manual submission
- Select collections:
- Free search
- Search for identifier
- Search for author's identifier
- Upload a file

Here you can see **4 types of submission** you can use to deposit your publication in the Repository.

Remember! Excluding the «Manual submission», all other submissions allow you to deposit your products with the help of a defined set of pre-compiled metadata.

- «Manual submission»: you will find all **step-by-step** instructions from slide 14 to slide 32; Manual submission [1/18](#)
- «Free search»: see slide 10; [Free search](#)
- «Search for identifier» (*i.e. DOI*): see slides 11-12; [Search for identifier 1/2](#)
- «Search for author's identifier» (*i.e. Scopus ID*): see slide 13; [Search for author's identifier](#)

Free search

The screenshot shows the Iris repository search interface. The top navigation bar includes 'Home', 'Browse', 'Search & nbsp; DSpac', 'EN', and 'PERSONAL VIEW'. The left sidebar contains 'VQR', 'Products' (with sub-items 'Desktop products', 'Advanced Search', 'My public profile'), and 'Reports and Analysis'. The main search area has tabs for 'Search Form' and 'Results' (labeled 4). Under 'Search Form', there are options for 'Manual submission' and 'Free search' (labeled 1). Below 'Free search', there are input fields for 'Title:' (labeled 1) and 'Year:' (labeled 2). There is also a field for 'Authors/Publishers :'. A 'Search' button (labeled 3) is located at the bottom right of the search form.

By using the «**Free Search**» command it is possible to recover the publication data from external databases (such as **Scopus** by Elsevier and **WoS** by Clarivate Analytics). Insert:

- 1) the «**Title**»;
- 2) the «**Year**» of the item.

3) Select the «**Search**» button. After these operations the repository system makes a query in the databases. You can see **the results** of such search in 4) the **Results** tab. Go to [slide 12](#) to see how to import the data.

Search for identifier 1/2

The screenshot shows the Iris search interface. On the left is a dark sidebar with 'Advanced Search', 'Il mio profilo pubblico', and 'Reports and Analysis'. The main area has a 'Free search' section with a 'Search for identifier' button circled in red. Below it are input fields for SCOPUS ID, DOI (Digital Object Identifier) circled in red, PubMed ID, arXiv ID, and ISBN. To the right of these fields are logos for SCOPUS, PubMed, Crossref, mEDRA, Web of Science, and CiteSpace. An orange box with text and an arrow points to the first input field, which is labeled 'DOI code' and has a red box with '1)' next to it. The 'Search' button is at the bottom right, with a red box and '2)' above it.

Advanced Search
Il mio profilo pubblico
Reports and Analysis

Free search

Search for identifier

Fill in publication identifiers (DOI is preferred in order to proceed with the submission process)

SCOPUS ID:
e.g. 2-s2.0-0000000117

DOI (Digital Object Identifier):
e.g. 10.1021/ac0354342

PubMed ID:
e.g. 20524090

arXiv ID:
e.g. arXiv:1302.1497

ISBN:

SCOPUS™ PubMed Crossref mEDRA® Web of Science CiteSpace

DOI code 1)

2)

Search

Note: using an **identifier code** (*i. e. the DOI code*), the system **automatically finds the correct metadata**. The system can simultaneously accept multiple identifier codes.

- 1) Type the DOI (ISBN, etc. ...) code of your product;
- 2) select the «**Search**» button.

Search for identifier 2/2

IRIS / My DSpace / product entry

New submission: get data from bibliographic external service

Search Form **Results**

☒ **Importa** **3)** **4)** Select...

PubMed SCOPUS Crossref

Multistep microreactions with proteins using electrocapture technology
Astorga-Wells, Juan, Bergman, Tomas, Jörnvall, Hans
2004

See record details

Import selected records **5)** Exit

After you have found your product, you have to import it from the **Results** tab:

- 3)** Check the box «**Importa**» (Import) of the product you are interested in;
- 4)** «**Select ...**» one of the drop-down options: article, book, thesis, etc. ...;
- 5)** in the end, select the «**Import selected records**» button.

If you cannot find your product with an identifier code, you need to proceed with a **MANUAL SUBMISSION!**

Search for author's identifier

Advanced Search

My public profile

Reports and Analysis

Search for identifier

Search for auhtor's identifier

Fill in the form using the author identifiers and select "Search". The result is a list of publications that refer to the data entered. To continue entering, select and import the records.

SCOPUS AUTHOR ID:
eg 36145699000

SCOPUS

SCOPUS AUTHOR ID

ORCID ID:
eg 0000-0002-1825-0097

ID ORCID

1)

ORCID ID

2)

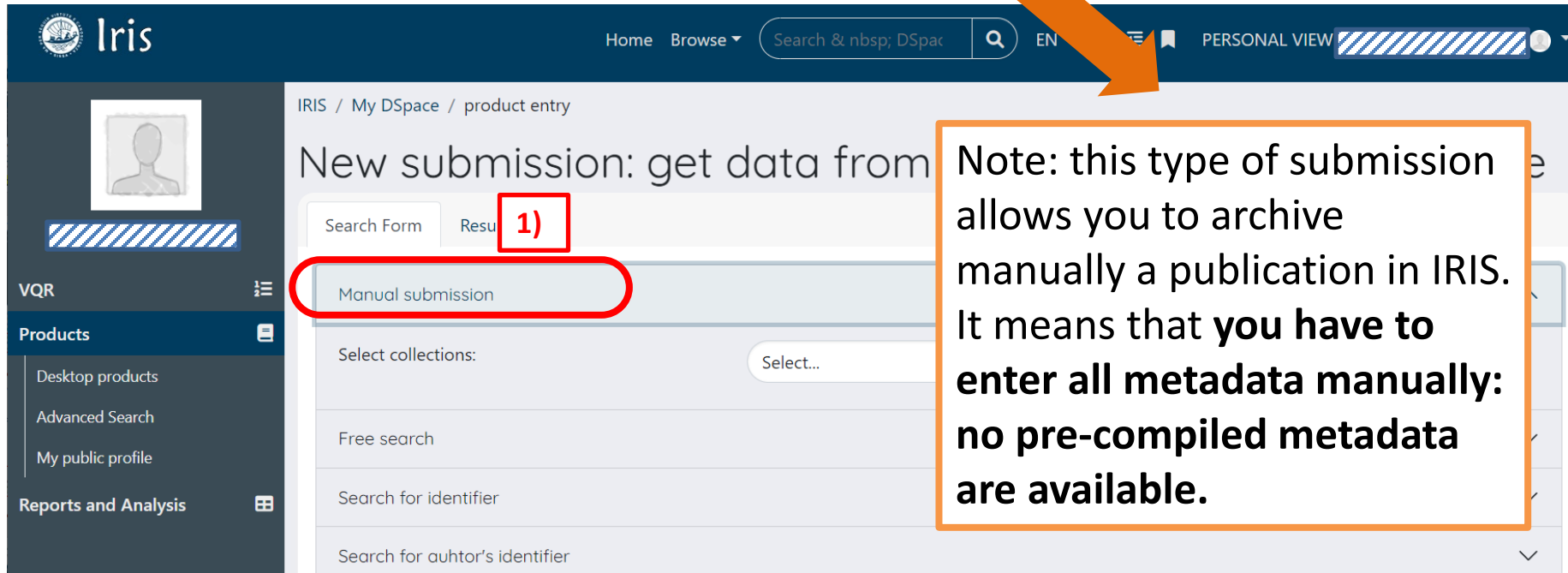
Search

Note: if you use this type of submission you can search an item by the **author's identifier**. There are **2 types of author's identifier**:

- **Scopus Author ID**
- or
- **ORCID ID**

1) First type the «**author's identifier**» in the chosen field;
2) then select the «**Search**» button. The system makes a query on the external databases and shows the results in Results tab. **Go back to [slide 12](#) to see how to import the data.**

Manual submission 1/18



The screenshot shows the IRIS DSpace interface. The top navigation bar includes 'Home', 'Browse', a search bar, and 'PERSONAL VIEW'. The left sidebar contains a user profile icon, 'VQR', 'Products' (with sub-items: Desktop products, Advanced Search, My public profile), and 'Reports and Analysis'. The main content area is titled 'New submission: get data from' and features a 'Search Form' tab. A red box labeled '1)' highlights the 'Manual submission' option in the search form. Below this, there are sections for 'Select collections:', 'Free search', 'Search for identifier', and 'Search for author's identifier'. An orange arrow points from the title 'Manual submission 1/18' to the 'Manual submission' option.

Note: this type of submission allows you to archive manually a publication in IRIS. It means that **you have to enter all metadata manually: no pre-compiled metadata are available.**

Select **1)** «Manual submission».

Manual submission 2/18

The screenshot shows the Iris submission page at <https://iris.sissa.it/submit>. The page has a dark blue header with the 'Iris' logo and a sidebar on the left with navigation links: 'VQR', 'Products' (with sub-links for Desktop products, Advanced Search, and My public profile), and 'Reports and Analysis'. The main content area is titled 'New submission: get d' and contains a 'Search Form' and 'Results' tab. Below the tabs is a 'Manual submission' section. A dropdown menu is open, showing 'Select collections:' with a list of options. A red box labeled '2)' points to the '1.1 Journal article' option. Another red box labeled '3)' points to the 'Manual submission' button. A third red box labeled '3)' points to the 'Manual submission' button in the sidebar. The dropdown menu also shows 'Collections 2 Book part' and 'Collections 3 Book'.

2) Firstly, enter «**Select collections**» field in order to choose the correct product collection (for example: *1.1 Journal article*);

3) secondly, click on the «**Manual submission**» button.

The screenshot shows the Iris submission interface. The top navigation bar includes the Iris logo, a search bar, and a user profile icon. The left sidebar contains links for VQR, Products, and Reports and Analysis. The main content area is titled "Submit: Describe this Item" and contains a form with the following fields:

- Current collection:** A dropdown menu with "1.1 Journal article" selected and a "Change" button.
- Title *:** A text input field with the value "Nearby young dwarf galaxies: Primordial gas and Ly α emission". It is circled in red and labeled with a red "4)".
- Year *:** A dropdown menu with "1997" selected. It is circled in red and labeled with a red "5)".
- Date of ahead of print:** A dropdown menu with "Year:" selected.

Below the form, there are instructions for the title and year fields. At the bottom right, there are two buttons: "Cancel/Save" and "Next >". A red arrow points from the "Next >" button to a dark blue box containing text.

Please check and enter the first details of your product:

4) «Title»;

5) «Year».

After filling in these items, select the «Next» button to enter Tab 2 - «Describe»

Manual submission 4/18

Tab 2 - «Describe»

The screenshot shows the IRIS submission interface. The top navigation bar includes the IRIS logo, a search bar, and user options like 'Home', 'Browse', 'EN', and 'PERSONAL VIEW'. The left sidebar contains a user profile icon and a menu with 'VQR', 'Products', 'Desktop products', 'Advanced Search', 'My public profile', and 'Reports and Analysis'. The main content area is titled 'IRIS / My DSpace / product entry' and features a progress bar with steps: 1 - Describe, 2 - Describe, 3 - Describe, 4 - Describe, 5 - Upload, 6 - Verify, 7 - License, and 8 - Complete. The '2 - Describe' step is active. Below the progress bar, the text 'Submit: Describe this Item' is followed by a help icon. A message states: 'Please fill further information about this submission below.' The form includes a 'Current collection' field with the value '1.1 Journal article' and a 'Change' button. Below this is a 'Publication language/s' field with a dropdown menu showing '6)' and a 'Publish' button. To the right of this field is a 'Journal *' field with a dropdown menu showing 'No journal selected' and an 'ANCE' button. Below the 'ANCE' button is a note: 'Press the ANCE button to search for the journal where your article was published. If the journal metadata are not stored in ANCE, please choose the "Enter manually" option.' The form also includes fields for 'Web of Science code', 'Volume number' (with the value '489'), and 'Issue' (with the value '2').

IRIS / My DSpace / product entry

1 - Describe 2 - Describe 3 - Describe 4 - Describe 5 - Upload 6 - Verify 7 - License 8 - Complete

Submit: Describe this Item ?

Please fill further information about this submission below.

Current collection 1.1 Journal article Change

Publication language/s 6) Publish

Journal * No journal selected ANCE 7)

Press the ANCE button to search for the journal where your article was published. If the journal metadata are not stored in ANCE, please choose the "Enter manually" option.

Web of Science code

Volume number 489

Issue 2

You have to fill in all the fields by yourself:

- 6)** remind to indicate the «**Publication language/s**»;
- 7)** go to the ANCE field to **choose the correct journal**.

The screenshot shows a search interface for the ANCE catalogue. At the top, a search bar is titled "Search journal in ANCE catalogue". Below it, there are four input fields: "Journal title:" (containing "Astrophysical Journal Letters"), "ISSN journal:" (containing "2041-8205"), "ANCE code:" (empty), and "Exact search:" (with an unchecked checkbox). Below the input fields, the search results for "THE ASTROPHYSICAL JOURNAL LETTERS" are displayed, showing the ISSN "2041-8205" and the EISSN "E196528" [1971 - .]. The publisher information "Chicago: University of Chicago Press" is also visible. On the right side of the interface, there are two buttons: "Search" and "Enter manually". Below the "Search" button is a button labeled "seleziona". An orange arrow points from the "seleziona" button to the "Enter manually" button. Red boxes with numbers 8, 9, and 10 highlight the "Journal title:" field, the "Search" button, and the "seleziona" button, respectively.

Follow these steps to search a journal in ANCE database:

- 8)** type the (first letters of the) «**Journal title**» or its **ISSN** number;
- 9)** click on the «**Search**» button;
- 10)** «**Seleziona**» (Select) the correct journal.

If you do not find the journal, you can «**Enter manually**» the journal title and its metadata. Doing so, you send a request to MIUR website to add the journal metadata to the ANCE database. In order to complete your product submission, please wait for the MIUR website to confirm the inclusion of the journal in the ANCE database.

11) Fulltext via DOI

12) URL

13) Abstract

You have to complete all the other fields with the correct metadata:

- Volume number;
- Issue;
- Pages: from ... to ...;
- Article Number;
- DOI code;

11) «Fulltext via DOI» (only if it is an OPEN ACCESS resource link).

12) «URL»: if available, here you can add a website link that leads to a free version of your product (i.e. *arXiv*, *ADS*, *bioRxiv*, *Pubmed* ...).

13) «Abstract» : here you can add the abstract.
Please select the abstract language.

14)

Keywords

Abstract

English

Indicate the abstract language by choosing from the dropdown list.

Not specified

Separate each keyword with a comma (,). Separate keys consisting of several words using spaces (eg. HISTORY OF ROME). Do not use characters other than letters.

14) «Keywords»: you can add different keywords for different languages. Choose the right language. You must separate keywords with a *semicolon followed by a space «; »*
i. e. *Quantum theory; Philosophical implications*

Other information

Relevance

Other Institutions

Select the institutions with which you collaborated

< Previous Cancel/Save Next >

After filling in these items, select the «Next» button to enter Tab 3 - «Describe»

Desktop products
Advanced Search
My public profile
Reports and Analysis

Home Browse Search DSpace EN ? PERSONAL VIEW

authors* **Rossi, Enrico** **15)** **16)** **Modify the authors string**

Note: authors' names must be separated by a **semicolon followed by a space «; »**
For example: *Rossi, M.; Rossi, A.*
Alternatively: *Rossi, Mario; Rossi, Alberto*

Search: ☐ Filter also the authors string Items for page: 10

☒ Show external authors ☒ Show authors to disambiguate

ion & Area	Attributes	Type
	<input type="checkbox"/> Corresponding	Not specified
2	<input type="checkbox"/> Corresponding	Not specified

Disclaim **b)** **a)**

15) Type the **authors' names** in the above-indicated box;

16) Then, click on the «**Modify the authors string**» button.

The system will process the typed string and show the authors as follows: **green** if recognized as SISSA's author; **gray** if external author.

You see in **orange** the names of the authors you have to disambiguate in case of homonymy.

By clicking on the author's name it is possible:

- to change the status of an internal author (if **green**); it will then appear dark grey;
- to choose the correct author's name (if **orange**).

If necessary, you can remove one author by clicking on the **dustbin a)**. You can also click on the «**Disclaim**» button on the right of the table to remove all authors **b)**.

Manual submission 9/18

Any «**SISSA internal author**» is linked to **SISSA System Registry**. As a consequence, it is possible to see all his/her details, such as «**Role**», «**SSD**», etc. ...

Warning! If you don't see yourself in **green**, please contact us at sdl@sisssa.it

Warning! To recognize yourself and all other SISSA members is a mandatory step during the submission procedure.

SISSA internal authors, in addition to the researchers and staff who have a legal relationship/contract with the School, are also those who, even though they no longer have a legal relationship with SISSA, are confirmed as such by the "Principal Investigator", when depositing the work in the IRIS-SISSA Digital Library, with reference to the research activity carried out by the author in the period in which he/she had a legal relationship/contract with the School.

Authors who have a current relationship with SISSA are described in IRIS as «in service»;

Authors who have no longer a working relationship with SISSA are described in IRIS as «not in service».

Home Browse Search IRIS EN PERSONAL VIEW

authors string

Show options

Type or paste in the box below the authors' names in one of the following formats: "surname, name;" or "surname, name," or "surname, n.;" or "surname, n.," or "surname name.". Then, click on the "Run the authors string" button. The system will process the typed string and show the authors as follows: green if recognized as SISSA's author; gray if external author; orange, if you have to disambiguate the recognition. By clicking on the author's name it is possible: to disregard an internal author (if green); to disambiguate the author's name (if orange). It will also automatically calculate the number of authors and it will show the table of the identified authors (internal and external) with the possibility of add more information.

17) SISSA Areas *

18) MIUR Areas

19) MIUR Academic disciplines

+ Add More

Select the MIUR Academic discipline from the dropdown menu

Please complete also the last section of the page:

17) in «**SISSA Areas**» select **your scientific Area** from the drop-down menu, i. e.: *Mathematics, Physics ...* **it is mandatory!**

18) in «**MIUR Areas**» select the **MIUR Area** from the drop-down menu, i. e.: *Area 01, Area 02 ...*;

19) in «**MIUR Academic disciplines**» select the **SSD** from the drop-down menu, i. e.: *FIS/01, FIS/02 ...*

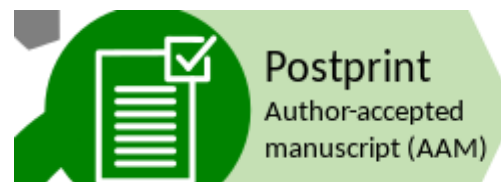
After filling in these items,
select the «Next» button to
enter Tab 4 - «Describe»

A FEW INFORMATION ABOUT PUBLISHING POLICIES

KEEP YOUR RIGHTS!

Some publishers prevent yourself from keeping some of the economic rights on your products. You sign the «Copyright Transfer Agreement» and very often give up the opportunity to re-use your papers for teaching or scientific purposes, such as the deposit of your products in an institutional repository.

We highly recommend you not to grant all your economic rights to the publishers, and to ask them the possibility of depositing at least a Post-print version of your paper in IRIS. The Post-print is the author's referred manuscript without the publisher's layout. When you are contracting with publishers, remember that you can ask for some legal tools to re-use your papers, like the **Creative Commons Licenses**: [Creative Commons Licenses](#). CC licenses let you easily change your copyright terms from the default of «all rights reserved» to «some rights reserved».



Can always be shared in a green OA repository after accepted by journal (sometimes after embargo)

EMBARGO

Any published journal article, especially Post-print versions, **may be subject to restrictions**, i. e. an «**Embargo**», which depends on publisher's policy. Embargo periods vary, but are typically 6 months or a year. After this timespan the paper becomes **visible** on public pages. **This restricted publishing may also be applied to Ph.D. theses**, which will be fully hidden until their publication.

Products

- Desktop products
- Advanced Search
- My public profile

Reports and Analysis

Report Additions

20)

Project identifier

Project

corda_h2020::b55a690d734651b05afccf557ee66681

☐ Manual project entry

Funder name

European Commission

Funding

Contract number

681447

Title

Advanced Reduced Order Methods with Applications in Computational Fluid Dynamic:

If your project is funded under the FRAMEWORK PROGRAMS FP7 and HORIZON2020 ([OpenAIRE - Open Access Infrastructure for Research Europe](#)), complete this field ONLY with the IDENTIFICATION NUMBER of your FUNDING PROJECT (i.e. 204878)

Remove Entry

+ Add More

Next >

This is the project research page (just for EC projects present in OpenAIRE):

20) Type in the «**Project identifier**» field the **Title of the project**: the system will automatically upload the corresponding project from OpenAIRE network;

You can add more EC projects.

After filling in this field, select the «Next» button to enter Tab 5 - «Upload»

21) In order to upload a file, select a file or use the drag and drop technique.

21) Select a file or drag it into this box...

DOAJ

Check magazine presence on DOAJ

Magazine found: **YES**

Present on DOAJ since: **12-05-2022**

SHERPA/RoMEO Publisher Policy Database

SHERPA/RoMEO Database

All SHERPA/RoMEO information is correct to the best of our knowledge but should not be relied upon for legal advice.

SHERPA cannot be held responsible for the re-use of RoMEO information for alternative interpretations which are derived from the information.

Check also the [ELSEVIER Journal Specific Copyright Periods 2017](#)

The [SHERPA/RoMEO Database](#) provide the following data for the journal that you have entered.

Before the uploading, to avoid any problem with publishers' policies, we warmly recommend you to check the publisher copyright policy on the [SHERPA/RoMEO](#) database, also shown at the right of the page, which provides useful information about the deposit restrictions of your product in IRIS.

If the publisher allows you to archive **your PDF**, fill in the fields as reported in the following example on the left:

Your file was successfully uploaded.

files uploaded

#	name of the file	Status
journal article 123.pdf	<div>22) description</div> <div>23) Type Publisher's version / PDF</div> <div>24) Teacher site transfer Yes</div> <div>25) Login settings open access</div> <div>License Non specificato</div> <div>Publisher and copyright Nessun publisher</div>	

- description;
- **22) «Type»: Publisher's version (PDF);**
- **23) «Teacher site transfer»: Yes** (choose NO only if don't need any evaluation by MIUR); **your product will be sent to loginMIUR website even before its validation.**
- **24) «Login settings»: open access;**
- **25) «License»: Non specificato** (Not specified). If you have a Creative Common License you can choose **«Creative commons »** from the drop-down menu.

WARNING! Only a few publishers allow you to archive the **Publisher's version**. So, if you are not sure, choose restricted access in **«Login settings»**, as you see in the example in the next slide.

Manual submission 14/18

Tab 5 - «Upload»

The screenshot shows the Iris submission interface. At the top, there's a navigation bar with the Iris logo, 'Home', 'Browse', a search bar, and user settings. A message box states 'Your file was successfully uploaded.' Below this, a table lists uploaded files. The first entry is 'journal article 123.pdf' with a status of 'restricted access', which is circled in red. An orange arrow points from this status to a warning box on the right. The right sidebar contains information about the journal 'Nature Reviews Cancer' and the publisher 'Nature Research'. It also includes status indicators for pre-prints and post-prints, and a warning box for the publisher's version.

Journal: Nature Reviews Cancer (ISSN: 1474-175X)

Publisher: [Nature Research](#)

✓ **Author's Pre-prints:** Author **can** archive pre-print (ie pre-refereeing)

⚠ **Author's Post-prints:** **Subject to Restrictions below**, author **can** archive post-print (ie final draft post-refereeing)

✗ **Publisher's Version:** Author **cannot** archive publisher's version/PDF

#	name of the file	Status
1	journal article 123.pdf	restricted access

If you select the “restricted access”, your work will be closed to public view, but it can be sent to LoginMIUR website and it is accessible to the Administrators.

Anyway, the possibility that an allowed version may be deposited still exist: if you intend to make use of this option, please see the next slide.

Manual submission 15/18

Tab 5 - «Upload»

Iris Home Browse Search & nb; DSpac EN ? PERSONAL VIEW

Submit: Uploaded Files ?

The table below shows the files which have uploaded for this item.

Primary bitstream	File	Operations
<input type="radio"/>	journal article 123.pdf Description: <i>None</i> License: Publisher and copyright:	Type: Teacher site transfer: No Login settings: select the file access policy Edit Remove

[Add Another File](#)

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window that you can check the contents.
- to show more information about the uploaded files(size, detected type, checksum), click [here](#)

< Previous Cancel/Save **Next >**

If the publisher does not allow you the open deposit of the «Publisher's version», you can: «Add another File» of the version, i. e. the Post-print version, accepted by the publisher.

In the end select the «Next» button

After having uploaded your Post-print, **often** you have to set up an embargo date:

a) in the «**Type**» field choose **Post- print**;

b) in the «**Login settings**» field choose **embargo date**;

c) in the «**insert embargo date**» field, in the end, **choose the embargo date**.

✓ **Author's Pre-prints:** Author **can** archive pre-print (ie pre-refereeing)

✖ **Author's Post-prints: Subject to Restrictions below,** author **can** archive post-print (ie final draft post-refereeing)

✖ **Publisher's Version:** Author **cannot** archive publisher's version/PDF

[View all policies available on SHERPA](#)
[JMeO](#)
re-print permissions of the author

description

type
Post-print, accepted

Teacher site transfer

Login settings
embargo date

b)

License
Non specificato

August 2022

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Login settings(DD-MM-YYYY)

insert embargo date

Non specificato

After filling in these items, select the «Next» button to enter Tab 6 - «Verify»

The screenshot shows the Iris DSpace interface. The top navigation bar includes the Iris logo, a search bar, and user information. The left sidebar contains links for VQR, Products, and Reports and Analysis. The main content area is titled 'Submit: Verify Submission' with a progress bar at the top showing steps 1 through 7, with '5 - Verify' and '6 - License' highlighted. A light blue message box states: 'Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.' Below this, a red-bordered box contains the text: 'If everything is OK, please click the "Next" button at the bottom of the page.' At the bottom right, a 'Correct this' button is circled in red. An orange arrow points from the text box to this button.

IRIS / My DSpace / product entry

1 - Describe 2 - Describe 3 - Describe 4 - Upload 5 - Verify 6 - License 7 - Complete

Submit: Verify Submission ?

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

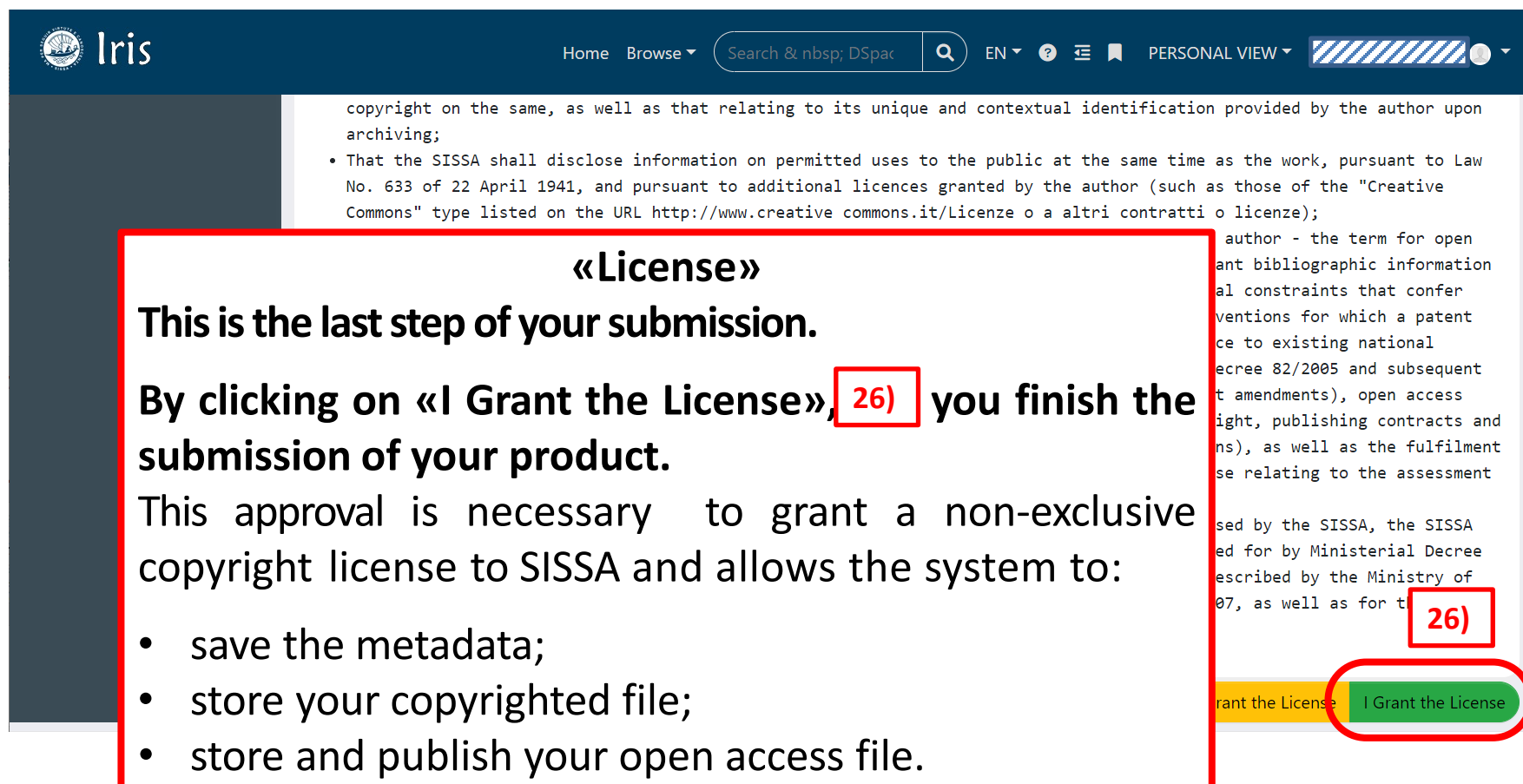
Correct this

Now the system suggests to you **to verify your product** before the final License.

You can change any field clicking on the buttons «**Correct this**». You can modify:

- the metadata;
- the uploaded files;
- the access policy.

After filling in these items, select the «Next» button to enter Tab 7 - «License»



copyright on the same, as well as that relating to its unique and contextual identification provided by the author upon archiving;

- That the SISSA shall disclose information on permitted uses to the public at the same time as the work, pursuant to Law No. 633 of 22 April 1941, and pursuant to additional licences granted by the author (such as those of the "Creative Commons" type listed on the URL <http://www.creativecommons.it/Licenze> o a altri contratti o licenze);

author - the term for open ant bibliographic information al constraints that confer ventions for which a patent ce to existing national ecree 82/2005 and subsequent t amendments), open access ight, publishing contracts and ns), as well as the fulfilment se relating to the assessment

sed by the SISSA, the SISSA ed for by Ministerial Decree escribed by the Ministry of 07, as well as for t

«License»

This is the last step of your submission.

By clicking on «I Grant the License», 26) you finish the submission of your product.

This approval is necessary to grant a non-exclusive copyright license to SISSA and allows the system to:

- save the metadata;
- store your copyrighted file;
- store and publish your open access file.

Grant the License I Grant the License

26)

Grant the License I Grant the License

After this operation your product will be immediately visible in LoginMIUR website.
In IRIS it will be visible after the validation, according to the access policy you chose.

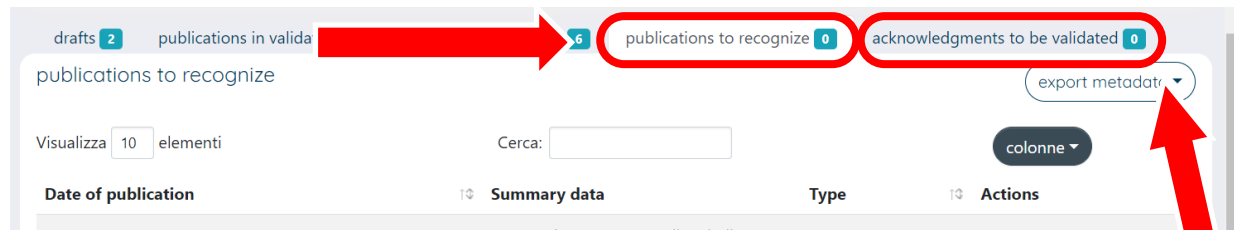
Self-identification of co-authors

INFORMATION FOR CO-AUTHORS:

If you have not been recognized as co-author of a product by the person in charge of the product (submitter), you have to recognize it in order to prevent the creation of duplicate entries.

When the submitter inserts an article you receive an **alert** that warns you to click on **self-identification**, in order to **confirm that you are a co-author of the product**.

Otherwise, you can confirm your self-identification going to the **«publications to recognize»** tab:

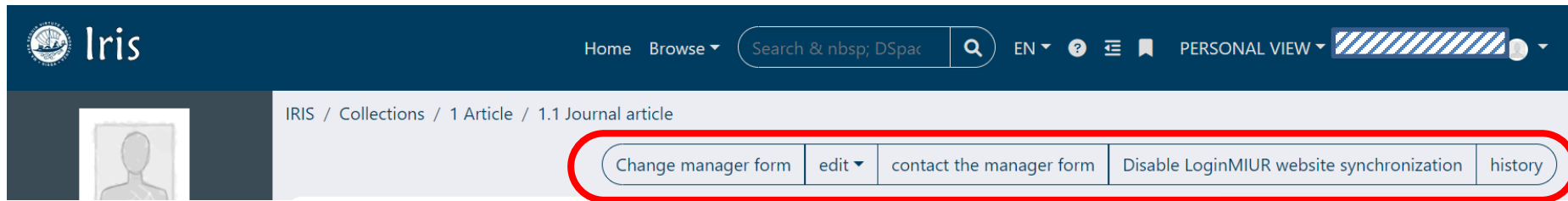


After your self-identification, your name will be added to the internal author field. Anyway, you will remain a not confirmed co-author of this product until the person in charge of the product intervenes. **When your self-identification is approved, the MIUR website will finally consider this article as yours.**

INFORMATION FOR SUBMITTERS:

The submitter will receive a notification in the **«acknowledgments to be validated»** list. He/she can approve or deny your self-identification (he/she denies it only when there is a mistake and you are not a co-author of the product).

Product sheet 1/2



Product sheet: it is the layout of any product you select.

At the top of the page you see the following push-button panel:

- «**Change manager form**»: this action allows you to change the person in charge of the product (submitter);
- «**edit**»: this action allows you to go back to Workplace or to Remove the submitted item;
- «**contact the manager form**»: by this action you can directly write an e-mail to the submitter;
- «**Disable loginMIUR website sincronization**»: by this action you can suspend the synchronization with LoginMIUR website for the selected item;
- «**history**»: by this action you can see all the operations effectuated on the item from the very beginning.

Product sheet 2/2

Please see some descriptions and command buttons:

The screenshot shows the Iris web interface. The top navigation bar includes the Iris logo, a search bar, and user settings. The left sidebar contains navigation links: VQR, Products, Advanced Search, My public profile, and Reports and Analysis. The main content area displays a product sheet for 'barbara text' (2018). The product information is highlighted with an orange box. Below it, three viewing options are shown: 'Short Card' (selected), 'Tab complete', and 'Full Sheet(DC)'. A red arrow points to these options. A note box on the right states: 'Note: the upper part of the sheet is fixed and shows: • publication title; • authors' names; • publication year.'

Below there are **3 viewing options**:

- «**Short Card**»: the most important metadata;
- «**Tab complete**»: all the metadata;
- «**Full Sheet (DC)**»: the metadata in Dublin core format.

You can shift from one to another, as you prefer.