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Archive Access – Login to U-GOV

Please login to **SISSA DIGITAL LIBRARY** public website with your SISSA username and password
1. Choose «Personal view»

2. Click on this icon to open the left menu

3. Now click on «Product»

4. Then click on «My Dspace»
Manage your submissions II

My submissions: here you can see the products assigned to you as author/co-author and those that you uploaded as person in charge of the product;

Items to be validated: 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 having double items in the database;

Identification to be approved: Here you can see the products of which you are the person in charge and that wait for your validation (or your refusal) after a self-identification by other authors.
**Products status:**

«**temporary**»: the author/person in charge of the product began the submission but he did not finish it;

«**in validation**»: the author/person in charge of the product finished the submission but a librarian has not verified and validate the record yet (anyway the metadata and the PDF file have been sent to the MIUR website);

«**definitive**»: a librarian has validated the metadata and has verified if the pdf file can be disseminated according to the publishers’ policy.
If you want to modify your record, you need to ask the administrator (a librarian) to move back the record to the «**temporary**» status.

«**reopened**»: one of the authors used the «re-open» option to intervene in the record after its closure (or validation) but he has not finalized his modifications.
**MIUR Status**

- **successful**: the product has been correctly sent to the MIUR pages of every recognized author of the product;

- **update**: the product has not been sent yet or it needs to be resent. The publication is not available on the MIUR website yet. Every author can synchronize the product with the MIUR website using the function «**Update now (LoginMIUR website)**» in the «Actions» window.

- **error**: the publication was refused by the «Sito Docente»; push the orange button to have more information about the error;

- **N/A (not active)**: the synchronization with the «Sito Docente» is not active for this publication.
**Personalization of the «Products Desktop»**

Other functions of the «Products desktop»:

- **«Show/hide columns»**: you can add or hide columns in your view. **Advice**: in this page you can also change the order of the columns with the drag&drop function;

- **«Export»**: after you filtered your data, you can export it to some file types (BibTex, Excel, etc.; check the drop-down menu)

- **«upload a view»**: after you filtered your data and/or you changed your view, you can save the current configuration. **Advice**: you can save more than one configuration using different names.

- **«filter»**: you can filter the list of your products by typology and/or product status;

- **«refresh»**: press this button to force the refresh of the page;

- You can go back to the default view with the option «basic view».
Advice: You can see only the **products in «temporary status»** using the filter icon on the right of the page.
With this button you can **act on the selected product** in different ways depending by its status.

Some examples are:

- «Delete» the record;
- «Update now (LoginMIUR website)»: resend the record to the MIUR website (for the definitive products only);
- «Display»: see the product record;
- «Update»: modify the record;
- «See the public version» of the product;
- «Self-identification» of the product;
- «Validate the self-identifications» (only the person in charge of the record can do it);
- «Change owner»: change the person in charge of the record.
1. If you click on the title of the record, you can open the detailed window of the record.
2. Here you have the same actions options you had in the action column of the previous window.
To submit a new product:

- **1** Make sure you are in «Personal view»;
- **2-4** Make sure you are in «Product» → «My DSpace» (Desktop products)
- **5** Now click on New item
How to submit a new product II

Search by an identifier I

Using an identifier code, i.e. the DOI code (Digital Object Identifier), the system automatically finds the right metadata. Querying some metadata databases, the system can simultaneously accept several identifier codes. The display order is based on the relevance of the metadata found. In the case of discordance, the system uses the most certified metadata.

If one record is present on different providers, the metadata is completed through a «merge» process.

After you inserted the DOI (or ISBN, etc.) code, push the «Search» button.
After you find your product by an identifier, you have to import it from the results page:

- 1 Select «Import» check box on the product you are interested in
- 2 «Select publication type» (article, book, thesis, etc.)
- 3 Press «Import selected records» button

If you can not find your product with an identifier code, you need to proceed with a manual submission.
Check and complete the description form of your product and upload your PDF file.

**Advise:** The fields marked with the **green asterisk** are required.
Check and complete the form (2 – Describe)

- **Abstract**: Here you can add an abstract. **Advice**: pay attention to the editors’ copyrights. Please select the abstract **language**.

- **URL**: (Uniform Resource Locator): here you can add a link to a copy of your product saved in some archives like arXiv, Pubmed...
When it is possible, please complete the information with:
«Funding program»
«Project identifier»
«Project name»
Click the «Automatic multiple recognition» button. It opens a pop-up window with the authors’ names of your publication.
Check and complete the form (3 – Describe) II

By clicking on the «process» button, the system will fill in the field «internal authors» of the previous page.
Advice: please check the list of internal authors. You may find some errors. In the case, you can manually modify the record by using the buttons:
«Remove Entry»
«+Add More»

«SISSA Areas»: please choose the Areas of Study from the drop-down menu
• Please select your pdf file and then complete the form. Advise: It is necessary that you check the policy of your editors (copyrights) BEFORE the uploading. See the guide Sherpa/Romeo

• Only few editors allow the archiving of editorial PDF (check the list)
Remember: It is possible to upload the publishers PDF only if your work is published in a full open access review/edition or under a Creative Commons license CC BY-SA or CC BY-NC-SA.

• Advise: Try not to grant all your rights to the editors. Try to keep for you the right to publish your POST-PRINT (=final draft post-refereeing WITHOUT the publishers layout). See the instruction
**SHERPA/ROMEO** is a database to find the editors copyright policies.

**Advice:** It is a very useful tool to check the copyright policies. But beware that if you signed the contract with your editor, the rights you grant to the editor may differ from the ones at SHERPA/ROMEO. The full rights you grant are the ones in the contract.
In this example, the editors of the «Journal of Neuroscience» allow free archiving of the preprint but they impose a 6 months embargo on the post-print (=final post-refereeing draft WITHOUT the publishers layout). For this reason, the author will have the permission to publish his work in a free archive only 6 months after the commercial publication.
Property rights (Diritti Patrimoniali)
(right to publish, to copy, to distribute, etc.)
Granting the editors the exclusive property rights of the publications through the «Copyright Transfer Agreement», the authors also lose the possibility to re-use their works for other academic and/or scientific purposes. For example, you are not allowed to upload your works to the open institutional repository.
The author should hold the right to demand a post-print version of his work from his publisher.
The author can use some means of negotiations to retain some rights to re-use his material, i.e.:

• *The «Addendum» to the contract with his editors* (it is a modification of the contract in order to retain some rights over the documents).

The website *Science Commons* suggests four «Addenda» models:

«http://sciencecommons.org/projects/publishing/scae/»

The «Addendum Engine» automatically creates «Addenda» models in pdf file format:

«http://scholars.sciencecommons.org/»
The author can also choose the «licenses to publish» to retain some rights for re-use. In this way an important tool is the Creative Commons licenses.

- They are standardized, modular and «user-friendly» ways to grant copyright permissions to the creative work. They grant the publisher a «non-exclusive» "license to reproduce and communicate the scholarly work and certain other rights needed for publishing". They leave the author almost all the rights and especially the right to archive his article in an Open Access repository.

- «https://creativecommons.org/choose/»
The Creative Commons licenses are based on four different options. Any option is characterized by an icon to simplify its identification. Every CC license can mix the different options:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Acronym</th>
<th>Right</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="icon" alt="Attribution" /></td>
<td>BY</td>
<td>Attribution</td>
<td>Licensees may copy, distribute, display and perform the work and make derivative works and remixes based on it only if they give the author or licensor the credits (attribution) in the manner specified by these.</td>
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<tr>
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<td>Licensees may copy, distribute, display, and perform the work and make derivative works and remixes based on it only for non-commercial purposes.</td>
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<td>Licensees may distribute derivative works only under a license identical (&quot;not more restrictive&quot;) to the license that governs the original work. (See also copyleft.) Without share-alike, derivative works might be sublicensed with compatible but more restrictive license clauses, e.g. CC BY to CC BY-NC.)</td>
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Creative Commons licenses (combinations)
The four clauses limit the possibility to re-use the creative work in different ways. Mixing and matching them produces the Creative Commons licenses in use:

<table>
<thead>
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<th>Icons</th>
<th>Acronyms</th>
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<td>This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.</td>
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<td>This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can’t change them in any way or use them commercially.</td>
</tr>
</tbody>
</table>
I consulted SHERPA/RoMEO website and I read that my editors do not grant an open access license to publish the editorial version: what I have to do?

1. In «type» string, you select «Editorial version (PDF)»
2. In «Access policy», you select: «Archive admin only» (in this way your work will not be visible – closed access)»
3. «LoginMIUR website transfer»: choose YES or NO depending on your needs
Now you can «Add another PDF file» of a version of your work granted by your editor (open access version; pre-print)

What version?
Green Road – Self-archiving in open access institutional and disciplinary repositories respecting the agreements with publishers  

**Open Access Roads**

The different editorial policies can permit to archive the:

- **Preprint** – «not peer-reviewed version» (the author holds all his rights)
  
  SISSA authors can archive their preprints in SISSA Preprints archive sending the file to preprint@sissa.it.

- **Post-print** – «peer-reviewed version» of the work without publisher layout  
  
  (advice: you must verify the editorial policy: many editors grant the archiving of «post-print» after an «embargo». The access to your work will be open only 6 or 12 months after the original publication date)

- Elsevier impose different «Embargo» timespans depending by the relevance of the review (see)
Upload your files (4 – Upload) II

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click “Browse…”, a new window will appear in which you can browse your local hard drive. You may also note that the DSpace system is able to preserve the content of certain types of files better than other types.

Document File:  

1. Now you can upload another file
2. In «Type» field you can choose «Post-print» Some publishers ask authors to attach a cover. You can find a cover model in the “Author’s guide & tools”
3. In «Access policy» field: you can choose an «Embargo» timespan for your «post-print» (it depends by your editor policy)
4. In «Embargo» field: choose the end date of your embargo
5. In «LoginMIUR website transfer»: in this case, please select «NO»
Now the system needs you verify your record before the final validation. You can change the wrong data with the buttons «Correct one of these». You can modify:

- Metadata
- the uploaded files
- the access policy
Grant the license (6 – License)

DSpace Distribution License

There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, you need to grant a non-exclusive copyright license to SISSA in order to:

• Save metadata
• Store your copyrighted file
• Store and publish your open access file

By clicking on «I grant the license», you finish the submission of your product. It will be visible on the SISSA Digital Library according to the access type you chose.

To complete your submission it is necessary to grant a non-exclusive copyright license to SISSA in order to:

• Save metadata
• Store your copyrighted file
• Store and publish your open access file

By clicking on «I grant the license», you finish the submission of your product. It will be visible on the SISSA Digital Library according to the access type you chose.

I Do Not Grant the License

I grant the license
If you have any problem with the automatic submission, proceed with manual submission

1. Choose «Personal view»
2. Click on this icon to open the left menu
3. Now click on «Product»
4. Then click on «My Dspace»
To submit your product manually, you need to select first: 1. the right collection of your product, then you need to click on 2. «Manual submission»
Following the very same steps of the automatic submission procedure, you have to complete all the fields by yourself; then upload your files.

**Remember:** The fields marked with the green asterisk are required.
You have to click on the «ANCE» button to add the journal title to your product form. In the new window, you need to type the first letters of its title in the field to find the journal you are interested in. You can also search for your journal by its ISSN (International Standard Serial Number).
1. Type the «journal title»; 2. click the «Search» button; 3. «Select» the right review.
4. If you do not find the journal, you can «Enter manually» the journal title and metadata. In this way an application will be sent to MIUR website to add the journal metadata in the ANCE database. **Advice**: To complete your product submission you have to wait that the MIUR website have confirmed the addition of the journal to the ANCE database.
**Manual submission IV (2 – Describe)**

Complete all the fields with the right metadata:
- Volume number
- Issue
- From page
- To page
- Number of pages
- DOI code: Document Object Identifier

In the «URL» field (Uniform Resource Locator) you can add a link to your product from disciplinary archives like arXiv, Pubmed, etc.
When it is possible, please complete the information with:
«Funding program»
«Project identifier»
«Project name»

«Keywords»: they are useful when a user searches the database.
You can add different keywords for different languages (choose the right language).
You must separate keywords with a semicolon “;” and a space.
Click the «Automatic multiple recognition» button. It opens a pop-up window where you can add the authors’ names of your product (you and the other co-authors). It is important you use the same format of the «Author/s» field just below. The system will automatically recognize the «Internal Authors».
Add the authors’ names

Example of formatting rule:

Family Name1, Name1; Family Name2, Name2; Obama, Barack;
Advice: please check the list of internal author. It can be possible you find some errors. In the case, you can manually modify the record by using the buttons: «Remove Entry» «+Add More»

«SISSA Areas»: please choose the Areas of Study from the drop-down menu.
To know how to upload your file, go to the page «Upload your file (4 – Upload) I»
Anti-duplication

When you begin to add a new item, the IRIS portal checks the existing records to verify if your product is already present in the database. In the case of a possible duplicate entry, a pop-up window appears. For every duplicate, you have to choose the «Action» you want to apply to, by clicking the icon:

You have some options:

- **If you notice that your submission is duplicated: Stop your entry!** (how to delete the duplicate)

- **create duplicate**: you can keep the duplicate if you need it for extraordinary reasons

- **Is not a duplicate**: you can mark it as a false positive. In this way, your entry will be considered as very different submission from the other one.
Delete your duplicate

To delete a duplicate, go back to: 1) Personal view; 2) Left Menu; 3) Product; 4) My Dspace (Desktop products)
Select the 5) Actions button → 6) Delete. On the next page click on Remove the Item.
Self-identification of the authors

In the case that you have not been recognized as co-author of a product, you have to recognize it in order to prevent the creation of duplicate entries. You can proceed in three different ways:

1) When you receive an alert during your submission, you can click on «self-identification» to confirm that you are a co-author of the product;

2) In the details form of the product you will find the «self-identification» button (Go to the «My Dspace – Products Desktop», then click on the «Title» of the product you are interested in);

3) In the «Items to be validated» list.

After your self-identification, your name will be added to the internal authors field. Anyway, you will remain a «not confirmed» co-author of this product until the person in charge of the product will intervene.

Indeed, the person in charge of the product will receive a notification in «identification to be approved» list. He can approve or deny your self-identification (he denies it only when there is any error and you are not a co-author of the product).

When your self-identification will be approved, the MIUR website will finally consider this product as your production.
Contacts

sdl@sissa.it