SISSA Digital Library
Research Products Archive

INDEX

Archive Access – Login to U-GOV

Please login to **SISSA DIGITAL LIBRARY** public website with your SISSA username and password

Manage your submissions I

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.

Manage your submissions III

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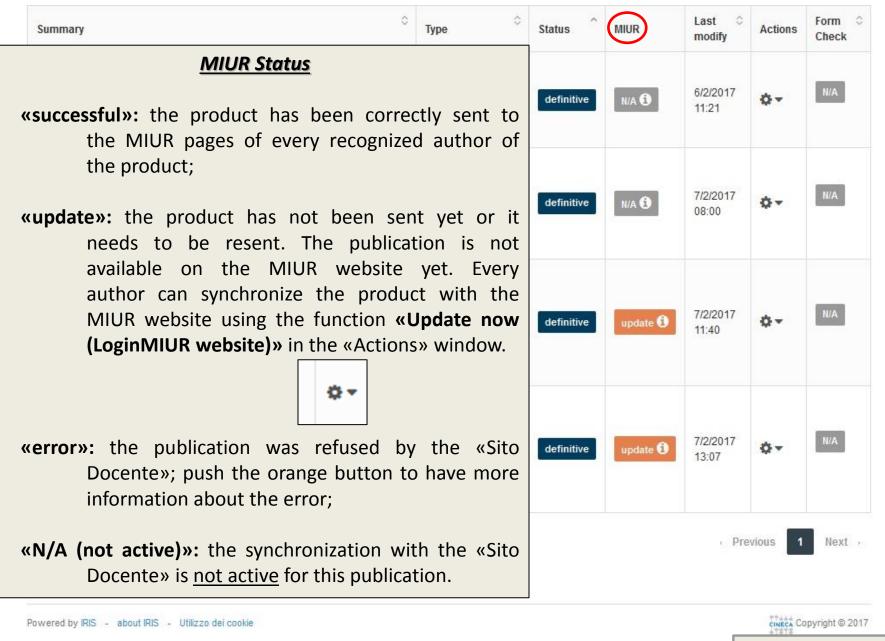
«**reopened**»: one of the authors used the «re-open» option to intervene in the record after its closure (or validation) but he has not finalized his modifications.

«MIUR» tag - Data transmission status to the MIUR website

Summary	Type	Status	MIUR	Last modify	Actions	Form Check
		definitive	N/A ⓘ	6/2/2017 11:21	☼▾	N/A
		definitive	N/A ⓘ	7/2/2017 08:00	☼▾	N/A
		definitive	update ⓘ	7/2/2017 11:40	☼▾	N/A
		definitive	update ⓘ	7/2/2017 13:07	☼▾	N/A

‹ Previous **1** Next ›

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 <u>not active</u> for this publication.

Continue…

Personalization of the «Products Desktop»

Other functions of the «Products desktop»:

- **«Show/hide columns»:** you can add or hide columns in your view. <u>Advice</u>: 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)

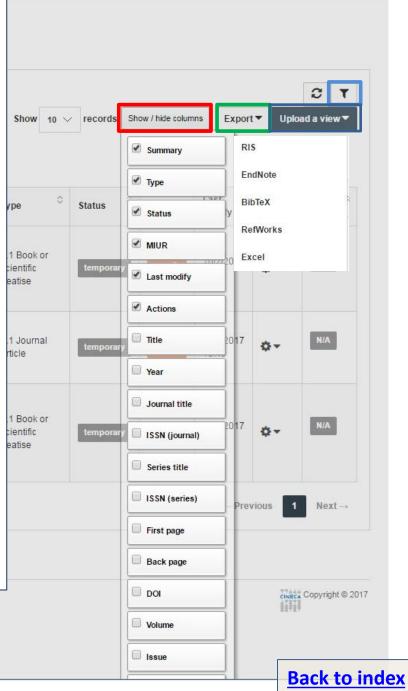- **«upload a view»:** after you filtered your data and/or you changed your view, you can save the current configuration. <u>Advice</u>: you can save more than one configuration using different names.

- **«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».

Show 10 records | Show / hide columns | Export ▾ | Upload a view ▾

Show / hide columns:
- ☑ Summary
- ☑ Type
- ☑ Status
- ☑ MIUR
- ☑ Last modify
- ☑ Actions
- ☐ Title
- ☐ Year
- ☐ Journal title
- ☐ ISSN (journal)
- ☐ Series title
- ☐ ISSN (series)
- ☐ First page
- ☐ Back page
- ☐ DOI
- ☐ Volume
- ☐ Issue

Export:
- RIS
- EndNote
- BibTeX
- RefWorks
- Excel

Powered by IRIS - about IRIS - Utilizzo dei cookie

CINECA Copyright © 2017

Previous **1** Next →

Back to index

Filter icon

Advice: You can see only the **products in «temporary status»** using the filter icon on the right of the page.

«Products actions» options I

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.

w 10 ▼ records   Show / hide columns   Export ▼   Upload a view ▼

	Status	MIUR	Last modify	Actions	Form Check
s in	definitive	N/A ⓘ	6/2/2017 11:21	☼▼	N/A
	definitive	N/A ⓘ	7/2/2017 08:00	☼▼	N/A
le	definitive	update ⓘ	7/2/2017 11:40	☼▼	N/A
le	definitive				N/A

Delete

Update now (LoginMIUR website)

Display

Update

See public version

Change owner

See history

Contact owner

1   Next ›

Continue…

«Products actions» options II

Show `10 ▾` records | Show / hide columns | Export ▾ | Upload a view ▾

Summary	Type	Status	MIUR	Last modify	Actions	Form Check
2016-11-30. Il corso di formazione sui vaccini della regione Veneto per i cittadini: un caso di studio di comunicazione istituzionale in ambito vaccinale Owner: Katia Genovali ID: hdl:20.500.20.500.11767/18811	3 Master thesis in scienc... communication "Franco Prattico"	definitive	N/A ⓘ	6/2/2017 11:21	⚙▾	N/A

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.**

See public version	📊	Delete	Update	Re-open	Edit item dissemination properties	Edit files dissemination properties
Change owner	See history	Check Scheda				

Please use this identifier to cite or link to this item: `http://hdl.handle.net/20.500.20.500.11767/18811`

Short form | Full form

Title:	Il corso di formazione sui vaccini della regione Veneto per i cittadini: un caso di studio di comunicazione istituzionale in ambito vaccinale
Internal authors:	Genovali, Katia
Issue Date:	30-Nov-2016

General info

Owner:

Genovali, Katia

Status:

validated
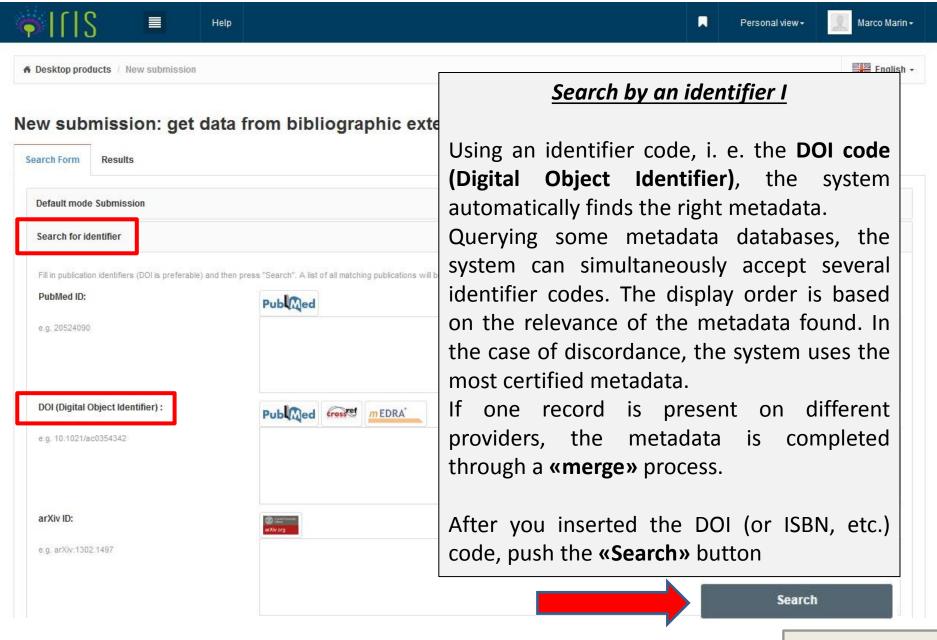
How to submit a new product I

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**

New submission: get data from bibliographic exte

Search Form   Results

Default mode Submission

Search for identifier

Fill in publication identifiers (DOI is preferable) and then press "Search". A list of all matching publications will b

PubMed ID:

e.g. 20524090

DOI (Digital Object Identifier) :

e.g. 10.1021/ac0354342

arXiv ID:

e.g. arXiv:1302.1497

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

Search

Continue...

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.

Continue…

Check and complete the form (1 – Describe)

Check and complete the description form of your product and upload your PDF file.

Advise: The fields marked with the green asterisk are required.

Continue…

Check and complete the form (2 – Describe) I

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

Number of pages

768

ISBN code

9788883037016

🗑 Remove Entry

➕ Add More

International Standard Music Number

ISMN code

Digital Object Identifier code

DOI code

URL

«URL» (Uniform Resource Locator): here you can add a link to a copy of your product saved in some archives like arXiv, Pubmed…

Publisher name

Università degli Studi di Trieste

Publisher place

Publisher country

(SELECT...)

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

Indicate the abstract language by choosing from the dropdown list.

Abstract

🗑 Remove Entry

French ▾

données du corpus Robespierre, élaboré dans le cadre d'un chantier de recherches sur le lexique de la Révolution française au sein du Département de Sciences Humaines de l'Université de Trieste. Le corpus numérisé de textes révolutionnaires compte plus de 7.000.000 de mots (tokens). Le Dictionnaire propose des concordances et des évidences lexicométriques de plusieurs mots clés du lexique de Robespierre. Le matériel linguistique est précédé par une Introduction générale et par une Introduction méthodologique. Des chapitres thématiques abordent plusieurs aspects importants de la pensée politique de Robespierre et des questions liées à l'attribution et contextualisation des textes robespierristes.

➕ Add More

Not specified ▾

Continue…

Check and complete the form (2 – Describe) II

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 (eg. @, -,%, &,!,?, Etc.).

Keywords	Not specified ▾

«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

Relevance	(SELECT...)

Scopus code	

Web of Science code	

Select the Funding program from the dropdown menu

Funding program	(SELECT...) ⌄

Enter the ID Funding Project

Project identifier	

When it is possible, **please complete the information with:**
«Funding program»
«Project identifier»
«Project name»

< Previous   Close   Next >

Continue…

Check and complete the form (3 – Describe) I

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

Submit: Describe this Item ❷

Current collection

3.1 Book or scientific treatise ▾

Please fill further information about this submission below.

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or pas~~~~
reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatic~~~~
the authors.

✸ Internal authors   ⬀ Automatic multiple recognition

> Click the **«Automatic multiple recognition»** button. It opens a pop-up window with the authors' names of your publication.

The system retrieved the following authors among the institutional staff. Please check the results, removing homonyms and adding manually eventual missing authors.

Internal authors

| Marco | ✔ | 🗑 Remove Entry |
| ❶ Registry detail | ⊟ | |

| | ➕ Add More |

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or paste the names of the authors in the original format. Subsequently, the field "Author / s" will be automatically filled by the system, reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✸ Author/s

Cesare;   Marco;   Elisabetta

✸ SISSA Areas

Continue…

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.
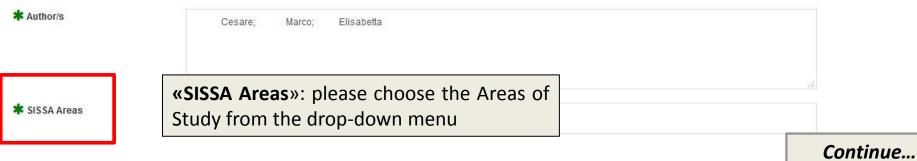
| ✔ 1 - Describe | ✔ 2 - Describe | ✎ 3 - Describe | 4 - Upload | 5 - Verify | 6 - License | 7 - Complete |

Internal staff identification   ✕

Submit: D

Current collection

Copy and paste in the following textarea all the authors of the publication as they appear in the title-page of the publication or in the bibliographical reference. Keep all the special characters, superscript or subscript numbers for affiliation reference. The main citation formats (Vancouver, MLA, ISBD, APA, etc.) and publisher formatting are recognized including the single line affiliation list beside each name.

Please fill further in

The use of the feature
reformatted as require
authors.

Rossi, Mario; Obama, Barack; Smith, John;

ed by the system,
the total number of the

❋ Internal authors

Close   **Process**

g authors.

Internal authors

| Marin, Marco | ✔ | |
| ❶ Registry detail | ⊟ | 🗑 Remove Entry |

Check and complete the form (3 – Describe) III

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

Submit: Describe this Item ❓

Current collection

3.1 Book or scientific treatise

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»

Please fill further information about this submission below.

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✱ **Internal authors**

⬈ Automatic multiple recognition

The system retrieved the following authors among the institutional staff. Please check the results, removing homonyms and adding manually eventual missing authors.

Internal authors

Marco	✔	🗑 Remove Entry
❶ Registry detail	⊟	

	➕ Add More

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or paste the names of the authors in the original format. Subsequently, the field "Author / s" will be automatically filled by the system, reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✱ **Author/s**

Cesare;   Marco;   Elisabetta

✱ **SISSA Areas**

«SISSA Areas»: please choose the Areas of Study from the drop-down menu

Continue…

Upload your files (4 – Upload) I

- 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*

Click here to proceed

SHERPA/R●MEO

Publisher copyright policies & self-archiving

Search

◉ **Journal titles or ISSNs** ○ **Publisher names**

Journal of Neuroscience

◉ **Exact title** ○ **starts with** ○ **contains** ○ **ISSN**

Advanced Search | Search | Reset

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.
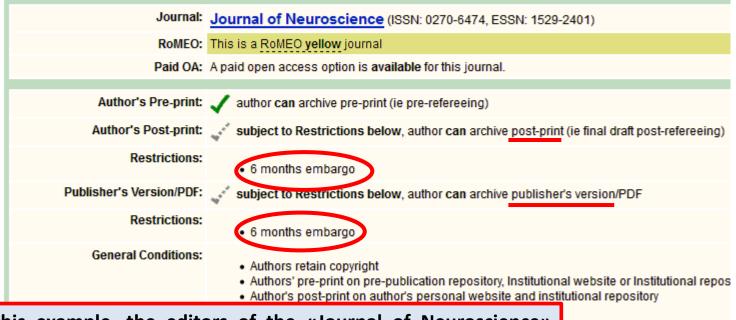
Search by Journal titles

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.**

Continue…

Sherpa/Romeo II

SHERPA/R●MEO

H

Search - Publisher copyright policies & self-archiving

One journal found when searched for: **journal of neuroscience**

Journal:	**Journal of Neuroscience** (ISSN: 0270-6474, ESSN: 1529-2401)
RoMEO:	This is a RoMEO **yellow** journal
Paid OA:	A paid open access option is **available** for this journal.

Author's Pre-print:	✔ author **can** archive pre-print (ie pre-refereeing)
Author's Post-print:	✎ **subject to Restrictions below**, author **can** archive post-print (ie final draft post-refereeing)
Restrictions:	• 6 months embargo
Publisher's Version/PDF:	✎ **subject to Restrictions below**, author **can** archive publisher's version/PDF
Restrictions:	• 6 months embargo
General Conditions:	• Authors retain copyright • Authors' pre-print on pre-publication repository, Institutional website or Institutional repos • Author's post-print on author's personal website and institutional repository

posit the accepted manuscript

heir work deposited in PubMed
on License after a 6 months en

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.

Continue…

The author should hold the right to demand a post-print version of his work from his publisher.

Post-print

ELSEVIER

Article Sharing

Authors who publish in Elsevier journals can share their research by posting a free draft copy of their article to a repository or website. Researchers who have subscribed access to articles published by Elsevier can share too. There are some simple guidelines to follow, which vary depending on the article version you wish to share.

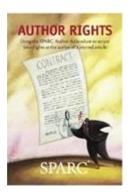Preprint   Accepted manuscript   Published article   Help and support

Continue…

SISSA

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/»

Continue…

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/»**

Continue…

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:

Icon	Acronym	Right	Description
	BY	*Attribution*	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.
	NC	*Non-Commercial*	Licensees may copy, distribute, display, and perform the work and make derivative works and remixes based on it only for non-commercial purposes.
	ND	*No Derivative Works*	Licensees may copy, distribute, display and perform only verbatim copies of the work, not derivative works and remixes based on it.
	SA	*Share Alike*	Licensees may distribute derivative works only under a license identical ("not more restrictive") 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.)

Continue…

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:

Icons	Acronyms	Description
	CC BY	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.
	CC BY-SA	This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to "copyleft" free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.
	CC BY-ND	This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.
	CC BY-NC	This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.
	CC BY-NC-SA	This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.
	CC BY-NC-ND	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.

Open Access – Creative commons licenses

Upload your files (4 – Upload) II

✔ 1 - Describe	✔ 2 - Describe	✔ 3 - Describe	☑ 4 - Upload

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 ne

Please also note that the DSpace system is able to preserve the content of certain types of files better than other

Document File:

📁 Select a file...

Select a type for this file

Type 1

(select...)

Choose access option

Access policy 2

Select

Seleziona la licenza di distribuzione del file tra quelle disponibili nel menù a tendina. Utilizza il menù a tendina anche dopo la sele

Tipologia di licenza

Select

Send file to LoginMIUR website, if you are loading a PDF you need to choose Yes or No.

LoginMIUR website transfer: 3

N/A

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

SHERPA/RoMEO

Search - Publisher copyright policies & self-arch

One journal found when searched for: **nature reviews cancer**

Journal:	**Nature Reviews Cancer** (ISSN: 1474-175X, ESS
RoMEO:	This is a RoMEO **yellow** journal
Author's Pre-print:	✔ author **can** archive pre-print (ie pre-refereeing)
Author's Post-print:	✔ subject to Restrictions below, author **can** archive
Restrictions:	• 6 months embargo
Publisher's Version/PDF:	✘ author **cannot** archive publisher's version/PDF
General Conditions:	• Authors retain copyright • Author's pre-print on arXiv or bioRXiv • Author's post-print on author's personal website • Published source must be acknowledged • Must link to publisher version with DOI • Publisher's version/PDF cannot be used
Mandated OA:	(Awaiting information)
Copyright:	Pre-publication policy - License to Publish - Manuscript
Updated:	09-Dec-2014 - Suggest an update for this record
Link to this page:	http://www.sherpa.ac.uk/romeo/issn/1474-175X/
Published by:	Nature Publishing Group - Yellow Policies in RoMEO

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

Upload your files (4 – Upload) III

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

Submit: Uploaded Files ❷

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

Primary bitstream	File	File Format	Access Settings
○	limitiprestiti28-11-2016.pdf Logical Name: *None* Send to LoginMIUR website: No Notes: No Note Collection: Post-print Licenza Not specified 🗑 Remove ✏ Change	Adobe PDF (known) 210889 bytes 📄 Change	Embargo until 28/02/2017 🔒 Cr...

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, so that you can check the contents.
- The system can calculate a checksum you can verify. Click here for more information. Show checksums

| < Previous | Close | Next > |

Now you can **«Add another PDF file»** of a version of your work **granted by your editor** (open access version; pre-print)

What version?

Open Access Roads

Green Road – Self-archiving in open access institutional and disciplinary repositories respecting the *agreements with publishers* **see SHERPA/RoMEO**
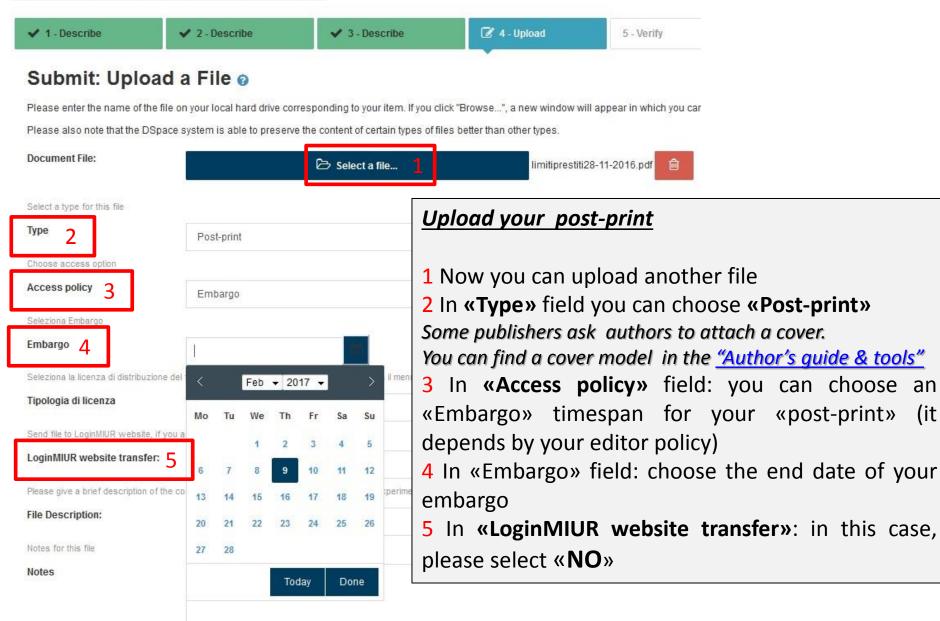
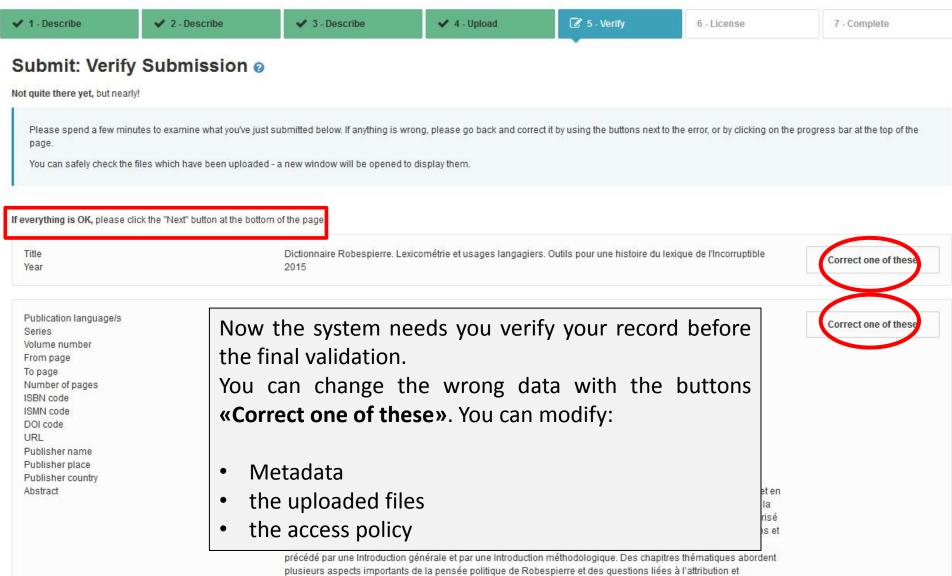**The different editorial policies can permit to archive the:**

- **«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)***
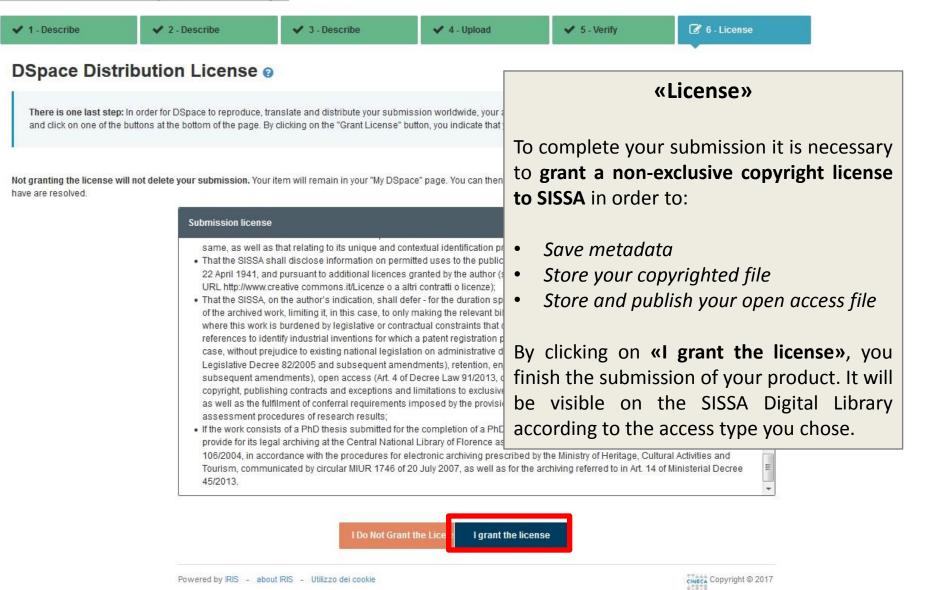
Continue…

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

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

Document File: 📂 Select a file... **1**   limitiprestiti28-11-2016.pdf 🗑

Select a type for this file

Type **2**   Post-print

Choose access option

Access policy **3**   Embargo

Seleziona Embargo

Embargo **4**

Seleziona la licenza di distribuzione del

Tipologia di licenza

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Mo	Tu	We	Th	Fr	Sa	Su

Send file to LoginMIUR website, if you a

| | | 1 | 2 | 3 | 4 | 5 |

LoginMIUR website transfer: 5

| 6 | 7 | 8 | **9** | 10 | 11 | 12 |

Please give a brief description of the co

File Description:

| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |

Notes for this file

| 27 | 28 |

Notes

Today   Done

Upload your post-print

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**»

Continue...

✔ 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.

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

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

Title	Dictionnaire Robespierre. Lexicométrie et usages langagiers. Outils pour une histoire du lexique de l'Incorruptible	Correct one of these
Year	2015	

Publication language/s
Series
Volume number
From page
To page
Number of pages
ISBN code
ISMN code
DOI code
URL
Publisher name
Publisher place
Publisher country
Abstract

Correct one of these

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

précédé par une Introduction générale et par une Introduction méthodologique. Des chapitres thématiques abordent plusieurs aspects importants de la pensée politique de Robespierre et des questions liées à l'attribution et contextualisation des textes robespierristes.

Continue…

✔ 1 - Describe	✔ 2 - Describe	✔ 3 - Describe	✔ 4 - Upload	✔ 5 - Verify	✏ 6 - License

DSpace Distribution License ❔

There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, your a
and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that

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have are resolved.

Submission license

same, as well as that relating to its unique and contextual identification pr
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- That the SISSA, on the author's indication, shall defer - for the duration sp
  of the archived work, limiting it, in this case, to only making the relevant bil
  where this work is burdened by legislative or contractual constraints that c
  references to identify industrial inventions for which a patent registration p
  case, without prejudice to existing national legislation on administrative d
  Legislative Decree 82/2005 and subsequent amendments), retention, en
  subsequent amendments), open access (Art. 4 of Decree Law 91/2013, c
  copyright, publishing contracts and exceptions and limitations to exclusive
  as well as the fulfilment of conferral requirements imposed by the provisi
  assessment procedures of research results;
- If the work consists of a PhD thesis submitted for the completion of a PhD
  provide for its legal archiving at the Central National Library of Florence as
  106/2004, in accordance with the procedures for electronic archiving prescribed by the Ministry of Heritage, Cultural Activities and
  Tourism, communicated by circular MIUR 1746 of 20 July 2007, as well as for the archiving referred to in Art. 14 of Ministerial Decree
  45/2013.

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- _Store your copyrighted file_
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Manual submission I

IfIS 2

New item   Help

1 Personal view ▾   Marco ▾

Marco Marin

🏠 Desktop products / My DSpace

🇬🇧 English ▾

Portale pubblico

Desktop products

Product **3**

My DSpace **4**

Ricerca avanzata

Reports and Analysis

My submissions   Items to be validated   Identification to be approved

Search   🔍

Show 10 ▾ records   Show / hide columns   Export ▾   Upload a view ▾

Summary	Type	Status	MIUR	Last modify	Actions	Form Check
There are no data in the table						

‹ Previous   Next ›

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If you have any problem with the automatic submission, proceed with <u>manual submission</u>

1. Choose «<u>Personal view</u>»

2. Click on this icon to open the left menu

3. Now click on «<u>Product</u>»

4. Then click on «<u>My Dspace</u>»

Continue…

Manual submission II

*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»*

Manual submission III (1 – Describe)

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

Submit: Describe this Item ❓

Current collection   1.1 Journal article ▾

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the title with a capital letter only for the initial and inside only to any proper names present. Avoid writing the entire title in capitals

✱ Title

Indicate the year of publication in press or select if the item has been accepted by the review, but not yet published.

✱ Year   (SELECT...) ⌄

Close   Next >

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.

Continue…

Please fill further information about this submission below.

Select the language of the publication

Publication language/s

✱ Journal   No journal selected   🔍 ANCE

Web of Science code

Volume number

Issue

From page

To page

Number of pages

Digital Object Identifier code

DOI code

Scopus code

URL

➕ Add More

Referee   (SELECT...) ⌄

Indicate the abstract language by choosing from the dropdown list.

Abstract   ➕ Add More

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)

Continue...

Search for the review that published your product

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.*

Continue…

Manual submission IV (2 – Describe)

Please fill further information about this submission below.

Select the language of the publication

Publication language/s

✱ Journal   No journal selected   🔍 ANCE

Web of Science code

Volume number

Issue

From page

To page

Number of pages

Digital Object Identifier code

DOI code

Scopus code

URL ←

Referee   (SELECT...) ⌄

Indicate the abstract language by choosing from the dropdown list.

Abstract   ➕ Add More

Complete all the fields with the right metadata:
Volume number
Issue
Pages (from … to)
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.

➕ Add More

Continue…

Manual submission V (2 – Describe) II

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 (eg. @, -,%, &,!,?, Etc.).

Keywords   Not specified ▾

«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

Relevance   (SELECT...)

Scopus code

Web of Science code

Select the Funding program from the dropdown menu

Funding program   (SELECT...) ⌄

Enter the ID Funding Project

Project identifier

When it is possible, **please complete the information with:**
«Funding program»
«Project identifier»
«Project name»

< Previous   Close   Next >

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Continue…

Check and complete the form (3 – Describe) I

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

Submit: Describe this Item ⊙

Current collection　3.1 Book or scientific treatise ▾

Please fill further information about this submission below.

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or paste the names of the authors in the original format. Subsequently, the field "Author / s" will be automatically filled by the system, reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✳ Internal authors

⬚ Automatic multiple recognition ⟵

> 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»**.

The system retrieved the following authors among the instituti

Internal authors

Marco	✔	🗑 Remove Entry
ⓘ Registry detail	⊟	

	＋ Add More

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or paste the names of the authors in the original format. Subsequently, the field "Author / s" will be automatically filled by the system, reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✳ Author/s

Cesare;　　Marco;　　Elisabetta

✳ SISSA Areas

Continue...

Add the authors' names

Example of formatting rule:

Family Name1, Name1; Family Name2, Name2; Obama, Barack;

Check and complete the form (3 – Describe) III

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

Submit: Describe this Item ❓

Current collection

3.1 Book or scientific treatise

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»

Please fill further information about this submission below.

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✱ Internal authors

☑ Automatic multiple recognition

The system retrieved the following authors among the institutional staff. Please check the results, removing homonyms and adding manually eventual missing authors.

Internal authors

Marco ✔

🗑 Remove Entry

ℹ Registry detail ⊟

➕ Add More

The use of the feature "Make automatic multiple recognition." is recommended. It will see a box where you can type or paste the names of the authors in the original format. Subsequently, the field "Author / s" will be automatically filled by the system, reformatted as required by platform (Surname, Name; Surname2, Name2; ....). The number of the authors will be automatically calculated. It is recommended not to insert a (;) after the last author to ensure the correct calculation of the total number of the authors.

✱ Author/s

Cesare;   Marco;   Elisabetta

✱ SISSA Areas

«SISSA Areas»: please choose the Areas of Study from the drop-down menu

Continue…

Upload your files (4 – Upload) I

1 - Describe	2 - Describe
3 - Describe	4 - Upload

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

Please also note that the DSpace system is able to preserve the content of certain types of files better than other

Document File: Select a file...

Select a type for this file

Type (select...)

Choose access option

Access policy Select

Seleziona la licenza di distribuzione del file tra quelle disponibili nel menù a tendina. Utilizza il menù a tendina anche dopo la sele

Tipologia di licenza Select

Send file to LoginMIUR website, if you are loading a PDF you need to choose Yes or No.

LoginMIUR website transfer: N/A

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

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Search - Publisher copyright policies & self-archi

One journal found when searched for: **nature reviews cancer**

Journal:	Nature Reviews Cancer (ISSN: 1474-175X, ESS
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To know how to upload your file, go to the page «**Upload your file (4 – Upload) I**»

Back to index

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