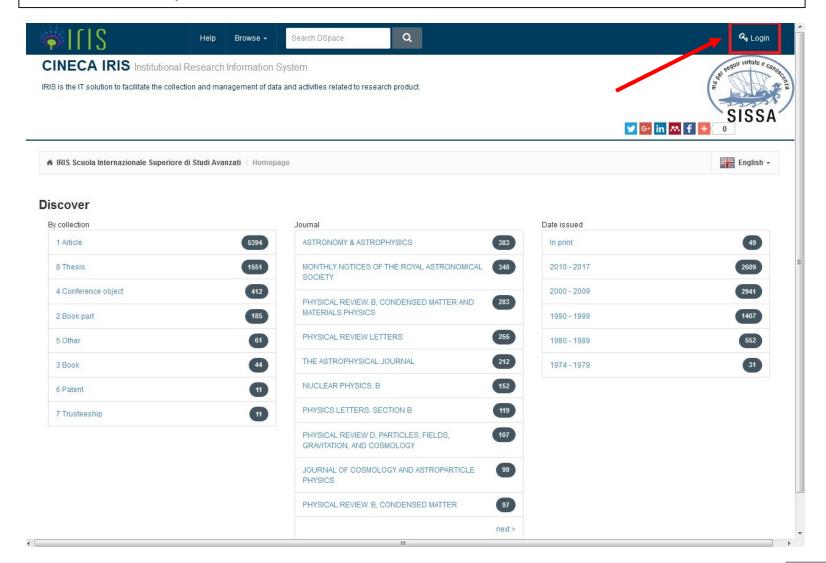


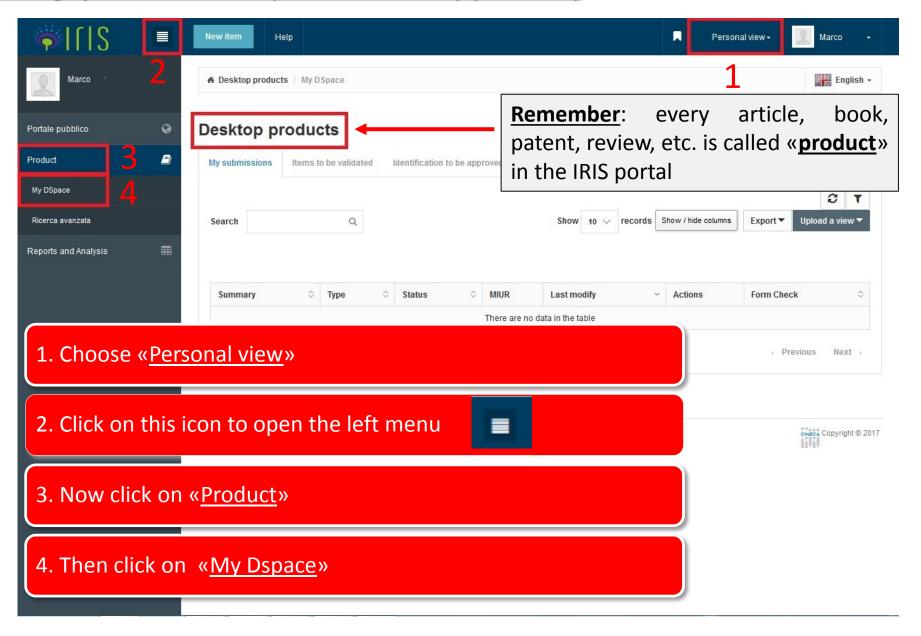
- er seguir virtute e canos **Archive Access & Desktop products**
 - How to submit a new product via «Identifier» research
 - **IMPORTANT:** Anti-duplication
 - Check and complete the form
 - Upload your files & complete your submission
 - Manual submission
 - Self-identification of authors
 - Contacts

Archive Access - Login to U-GOV

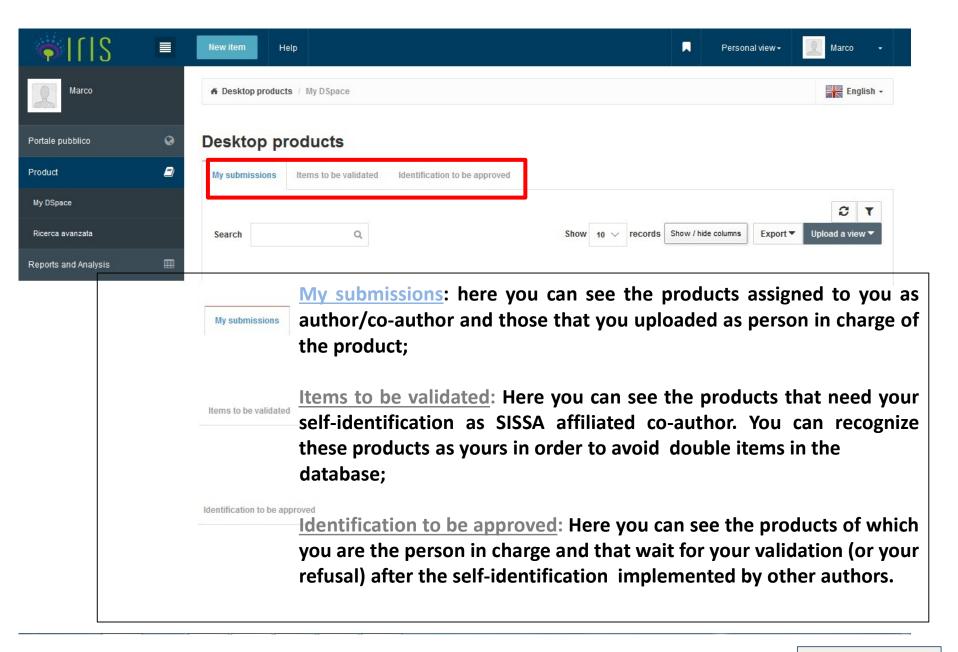
Please login to **SISSA DIGITAL LIBRARY** public website with your SISSA username and password



Manage your submissions I (Access to «Desktop products»)

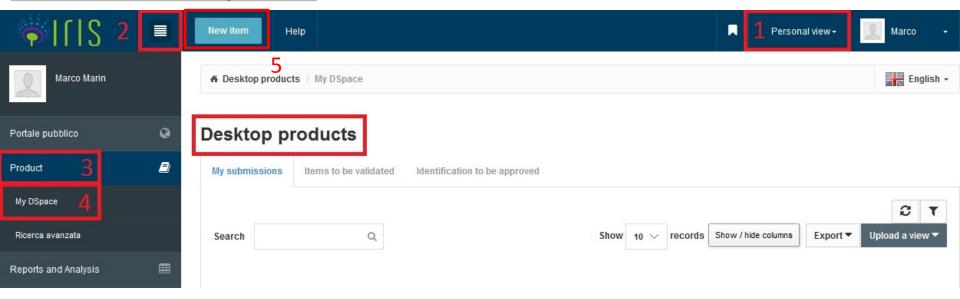


Manage your submissions II



Back to index

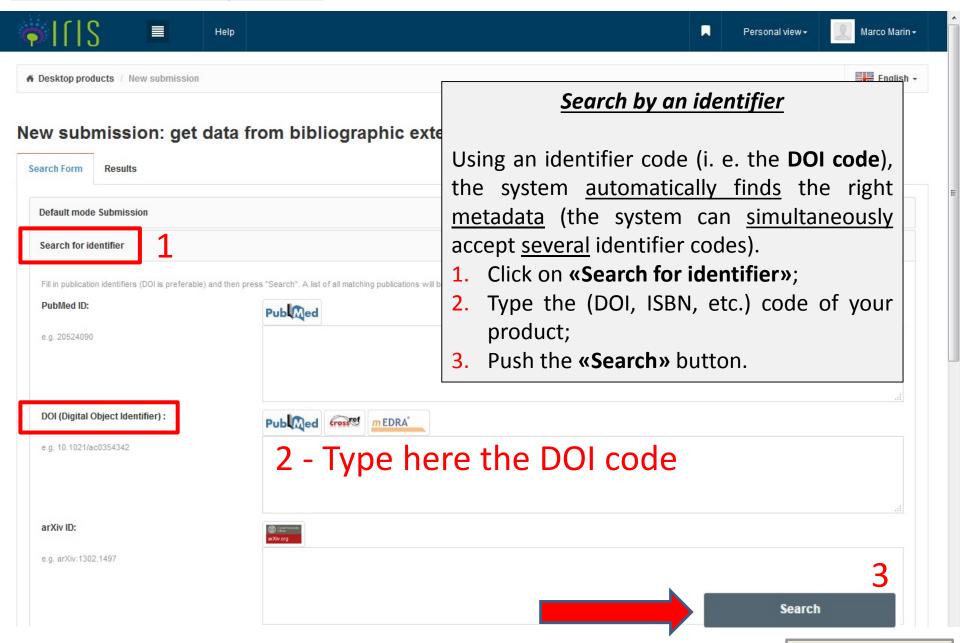
How to submit a new product I



To submit a new product:

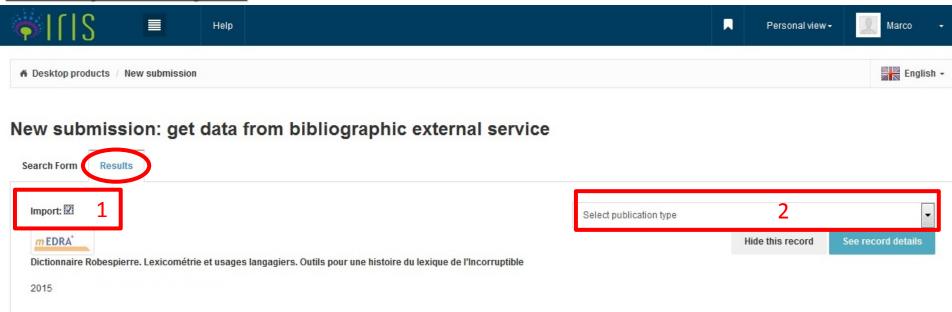
- 1 Make sure you are in «Personal view»;
- 2→4 Make sure you are in «Product» → «My DSpace» («Desktop products»)
- 5 Now click on New item

<u>How to submit a new product II</u>



Search by an identifier II

Import selected records



After you have found your product, you have to import it from the «Results» page:

- 1 Select «Import» check box **v** 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 <u>manual</u> submission.

IMPORTANT: Anti-duplication

When you begin to submit a new item, the IRIS portal checks the existing records to verify if your product is already present in the database.

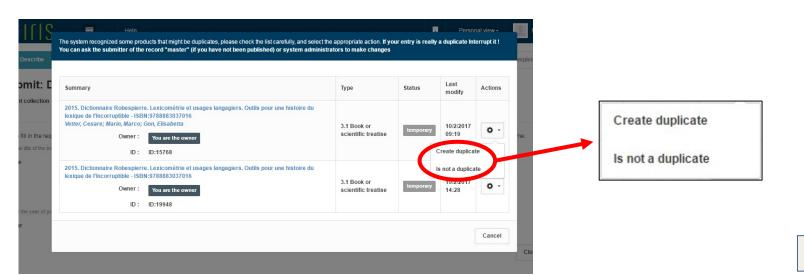
In the case of a possible duplicate entry, <u>a pop-up window appears</u>. Clicking the icon you you have to choose the **«Action»** you want to apply to every duplicate:

You have three options:





- Create duplicate: you can keep the duplicate if you need it for extraordinary reasons
- It is not a duplicate: you can mark it as a false positive. In this way, your new item will be considered different from the one already stored in the database.



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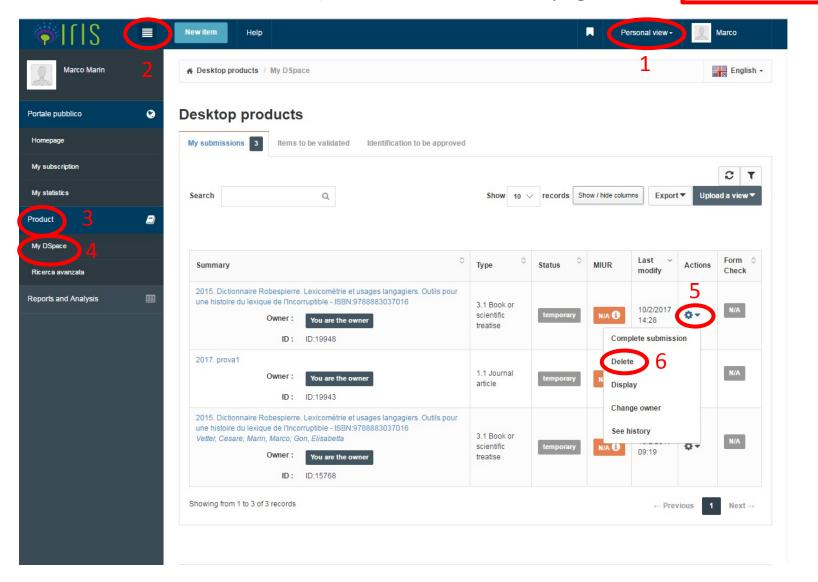
Delete your duplicate

To delete a duplicate, go back to: 1) «Personal view»; 2) «Left Menu»;

3) «Product»; 4) «My Dspace» («Desktop products»);

5) Select the «Actions» button \rightarrow 6) «Delete». On the next page click on

Remove the Item



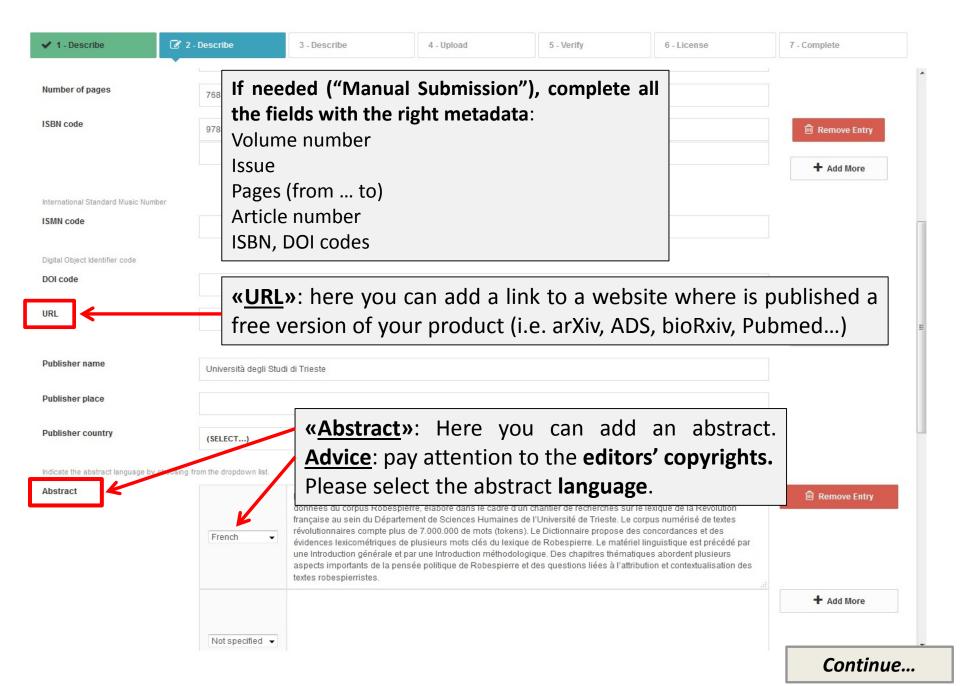
Check and complete the form (1 - Describe)



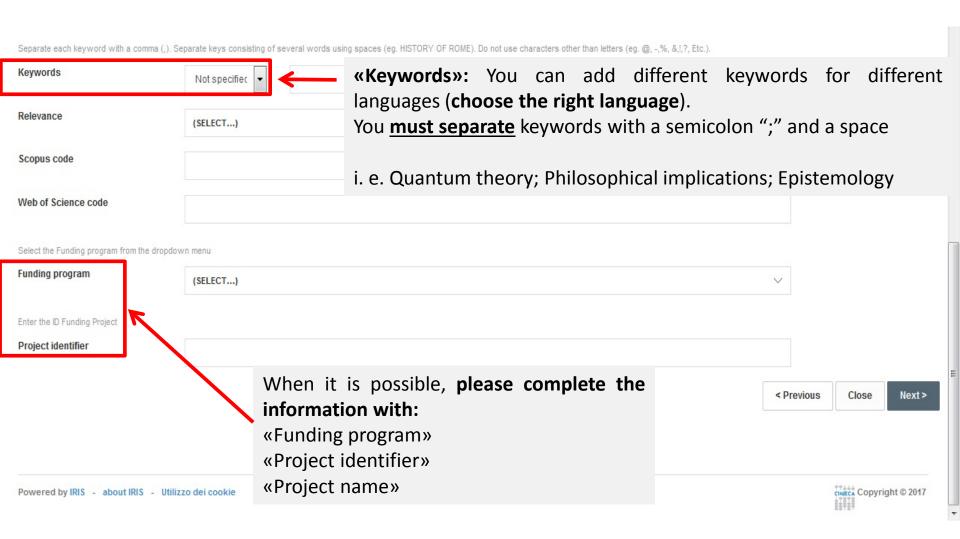
Check and complete the description form of your product and upload your PDF file.

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

<u>Check and complete the form (2 – Describe) I</u>



Check and complete the form (2 - Describe) II



The Academic Senate of the School, in the session of March 19,2019, resolved to consider as SISSA internal authors, in addition to the researchers and staff who have a legal relationship / contract with the School, 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 had a legal relationship / contract with the School.

Please fill further information about this submission below.

Type or paste in the box below the authors' names in one of the following formats: "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.

* authors

Authors' names are separated by semicolon «;» and a space Rossi, M.; Rossi, A.

Run the authors string

Si prega di compilare maggiori informazioni sull'inserimento seguente.

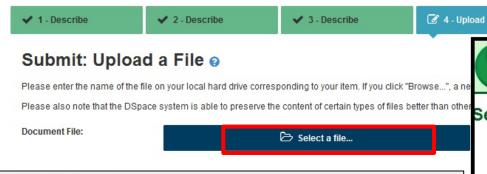
Digitare o incollare nell'apposito box sottostante i nomi degli autori nel formato originale. Successivamente cliccare sul bottone "Elabora stringa autori", il sistema elaborerà la stringa digitata e presenterà gli autori: in verde se riconosciuti come interni all'ateneo, in grigio se esterni e in arancionese è necessario disambiguare il riconoscimento. Cliccando sul singolo autore è possibile: disconoscere un autore interno (se di colore verde), disambiguare più autori (se di colore arancione). Verrà inoltre calcolato automaticamente il numero degli autori e verrà presentata sotto a questo box una tabella degli autori identificati (interni ed esterni) con la possibilità di integrare ulteriori informazioni.

* Personale

Calandra, M.	Rossi, M.	Bianchi, R.	Modifica la stringa autor	
Cerca:		filtr stringa	a anche sulla Item per 10 vautori pagina:	
☐ Mostra t	tutti gli autori	☑ Mostra autori interni	☐ Mostra autori esterni	
✓ Mostra autori da disambiguare				
			Green: the author is recognized as a SISSA author. If not	
Posizione	Autore	Afferenza	you can click on the name in order to disclaim him	
1	Calandra, M.	Calandra, Maria Pia Tipo di ruolo: Personale tecnico amm.vo Matricola: 000107 Email: calapia@sissa.it	Orange: the author for whom disambiguation is necessary (just click on the author's name and choose the right option).	
2	Rossi, M.		Grey: external author.	
		Precedente	1 Successivo	

Check and complete the form (3 - Describe) III 3 - Describe ✓ 1 - Describe ✓ 2 - Describe 4 - Upload 5 - Verify 6 - License 7 - Complete Advice: please check the list of internal authors. Submit: Describe this Item o You may find some errors. In the case, you can manually modify Current collection 3.1 Book or scientific treatise the record by using the buttons: «Remove Entry» Please fill further information about this submission below. «+Add More» 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 1 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**»: please choose the Areas of * SISSA Areas Study from the drop-down menu Continue...

Upload your files (4 - Upload) I



Please select your pdf file and then upload it.

Advise: Before the uploading, it is necessary that you check the publisher copyrigh policy on the SHERPA/ROMEO database

 Only few publishers allow to archive the editorial PDF (<u>check the list</u>)

ELSEVIER Journal Specific Embargo Periods

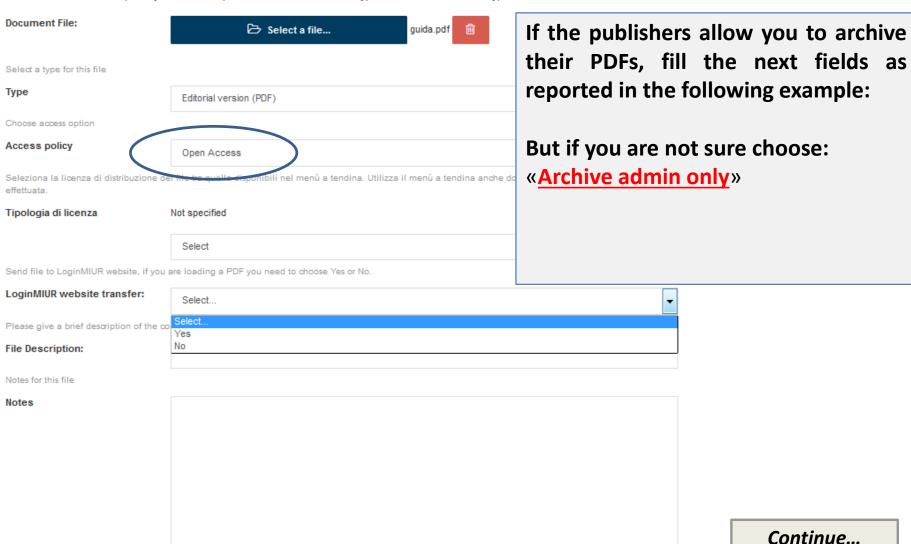




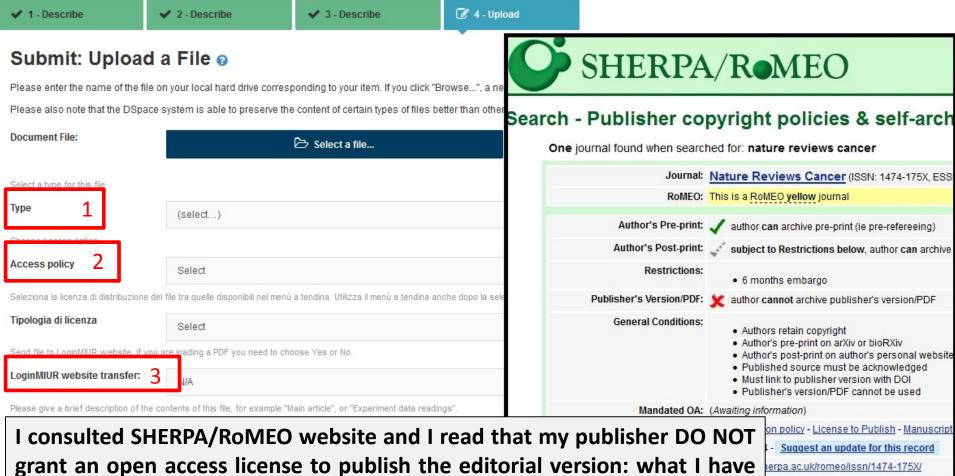
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Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

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to do?

- In **«type»** string, you select «Editorial version (PDF)»
- In **«Access policy»**, you select: **«Archive admin only»** (in this way your work will not be visible – but in **closed access**)»
- «LoginMIUR website transfer»: choose YES or NO depending on your needs (for your evaluation by MIUR)

Continue...

shing Group - Yellow Policies in RoMEO

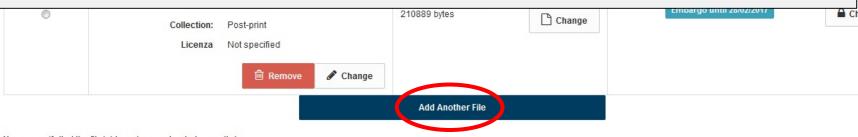
Upload your files (4 - Upload) III

If the publisher does not allow you the open access to the «Editorial version», you can **«Add another PDF file»** of the version **granted by your publisher** (post-print)
The **"POST-PRINT"** is the Author's referred manuscript without the publisher's layout

<u>Advise</u>: Try **not to grant** all your **rights** to the **publisher**. Try to keep for you the right to publish your POST-PRINT.

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(You can find the model in the dropdown menu "Author's guide & tools" on the homepage of the SISSA Digital Library)



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- The system can calculate a checksum you can verify. Click here for more information.
 Show checksums

< Previous Close	Next >
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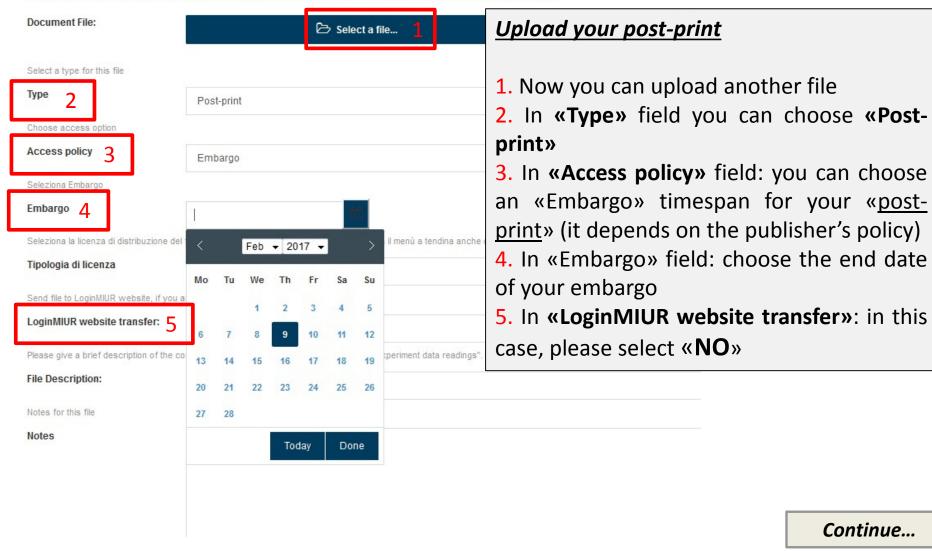
Upload your files (4 – Upload) IV



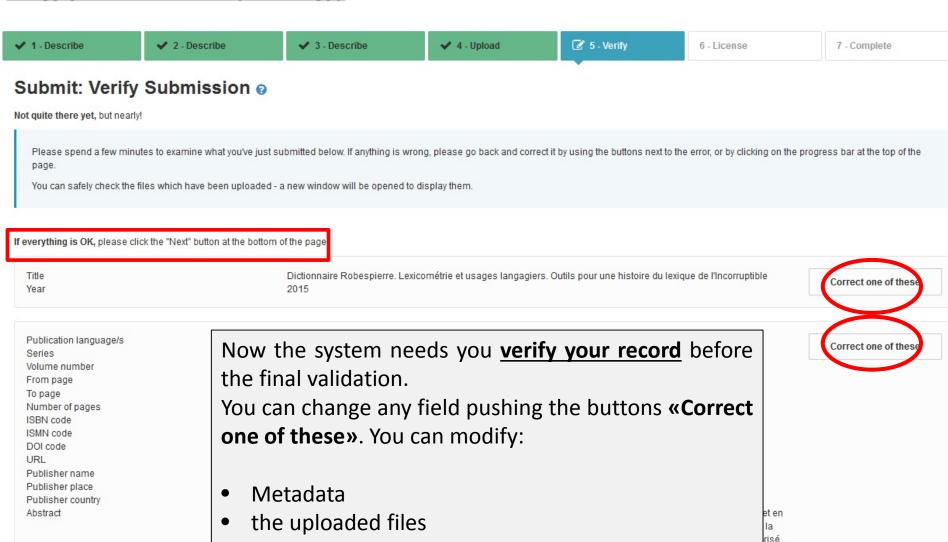
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Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.



Verify your submission (5 - Verify)



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...

es et

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 as well as the fulfilment of conferral requirements imposed by the provision
 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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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

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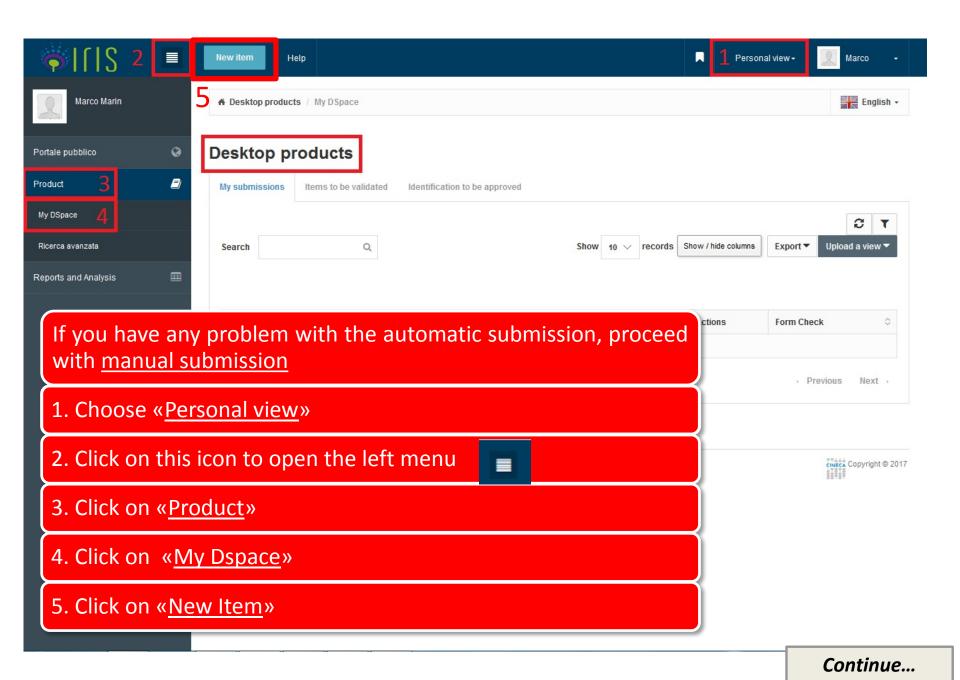
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Manual submission I

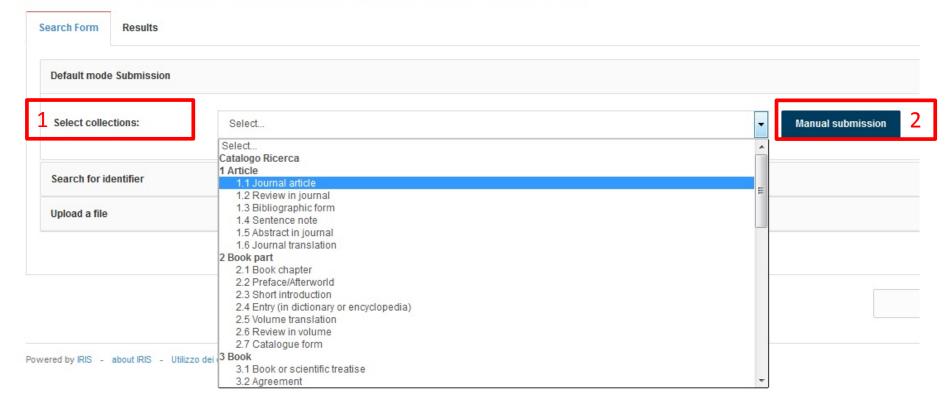


Manual submission II

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»**

★ Desktop products / New submission

New submission: get data from bibliographic external service

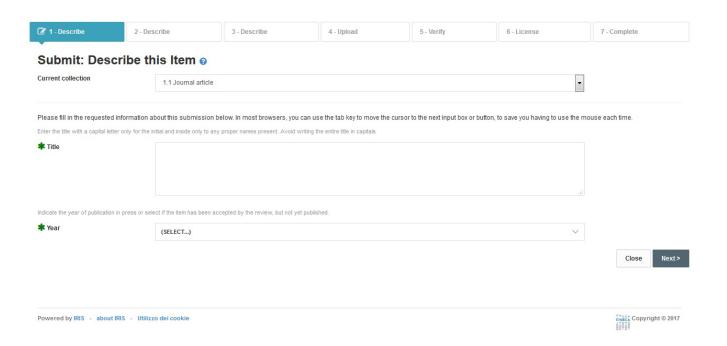


Manual submission III (1 - Describe)

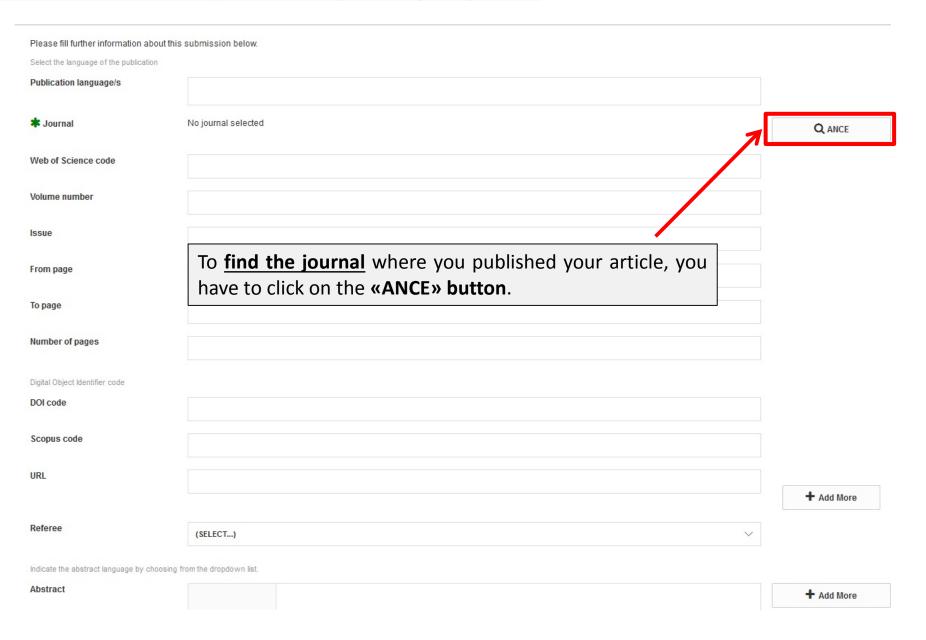
Following the <u>same steps</u> of the automatic submission procedure, you have to complete all the fields by yourself; then upload your files.

The **only difference** is **searching for the journal** where you published (see next slide).

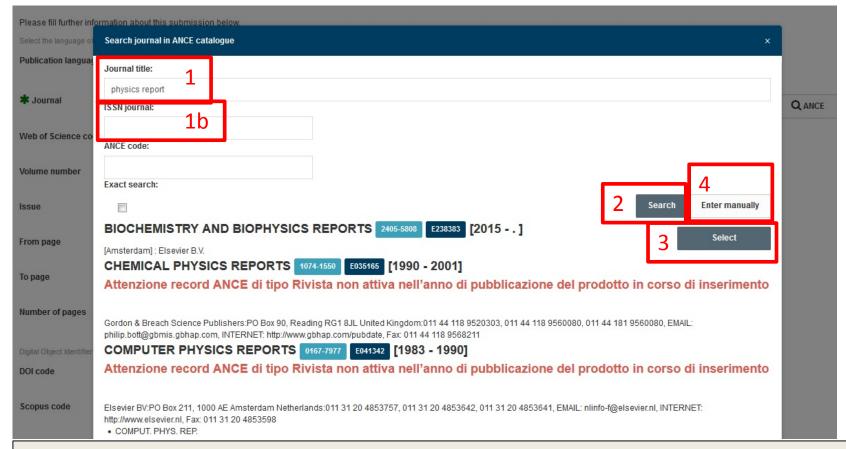
Remember: The fields marked with the green asterisk are required.



Manual submission III (2 – Describe) – Find your journal



Search for the journal that published your product



- 1. Type the (<u>first letters of the</u>) «<u>journal title</u>» or (1b.) its ISSN number; 2. click the «Search» button; 3. «Select» the right review.
- **4. «Enter Manually»**: 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 ask to add the journal metadata to 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.

Follow the instruction about the automatic submission

Self-identification of the authors

In the case that you have not been recognized as co-author of a product by the person in charge of the product submission, 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 <u>alert</u> during your **submission**, you can <u>click</u> on <u>self-identification</u> to confirm that you are a co-author of the product;
- 2) In the details form of the product you will find the <u>«self-identification</u>» button (Go to the <u>«My Dspace Products Desktop</u>», then click on the <u>«Title</u>» 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 <u>«not confirmed» co-author</u> 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.

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