INDEX

• 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
• Contacts
Please login to **SISSA DIGITAL LIBRARY** public website with your SISSA username and password.
ONLY IF YOU ARE NOT IN THE «PRODUCTS DESKTOP» PAGE:

1. Click on this icon to open the left menu

2. Now click on «Product»

3. Then click on «My Dspace»

Tip: every article, book, patent, review, etc. is called «product» in the IRIS portal.
**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 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 the self-identification implemented by other authors.
To submit a new product:

- In the «Products Desktop»
- Click on «New item»
Search by an identifier

Using an identifier code (i.e. the DOI code), the system automatically finds the right metadata.

1. Click on «Search for identifier»;
2. Type the (DOI, ISBN, etc.) code of your product;
3. Push the «Search» button.

2 - Type here the DOI code
After you have found your product, 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.

A pop-up window appeared to notify a possible duplicate entry?
**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, **a pop-up window appears**. Clicking the icon →

You have to choose the «**Action**» you want to apply to every duplicate:

You have three 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

- **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.
Delete your duplicate

To delete a duplicate, go back to your «Products Desktop»: 1) Open the «Left Menu» → 2) «Product»; 3) «My Dspace»; THEN 4) SELECT THE «ACTIONS» BUTTON → 5) «DELETE». On the next page click on «Remove the Item».
Check and complete the description form. 

**WARNING:** There are 7 pages to fill in. Click on the NEXT button (in the bottom-right side of the page) to proceed.

**Advise:** The fields marked with the **green asterisk** are required.
Check and complete the form (page 2 – Describe: other information) 1 of 2

«Abstract»: Remember that often your abstract is protected by copyright and you cannot use it before the end of the embargo period (usually from 6 to 12 months from the publication date).

«IMPORTANT»: please fill in the right fields with the SCOPUS and WOS identification numbers. This information is necessary for the VQR evaluation (Italian evaluation of the research quality).

If needed («Manual Submission»), complete all the fields with the right metadata:
Volume number; Issue; Pages (from ... to); Article number; ISBN, DOI codes
IMPORTANT: When your research is founded with European projects (FP7, H2020) you must complete the information with:

- «Funding program»
- «Project identifier» (a six characters number)
If you have chosen the «Search for identifier» mode, you shall view a page like this.

To add/remove an author or modify the authors’ list, press the «Modify the authors string» button (1).

If the background of an author’s name is green, it means that IRIS recognized him/her as SISSA author. If it is orange, you must disambiguate him/her, clicking on the authors name (2) and choosing from the dropdown menu the right option (3).

In «Manual Submission» option, you must past & copy the authors’ names in the blank (4) (i.e. Hack, Margherita; or Hack, M.). Pay attention to the punctuation.
Please select your pdf file and upload it

**ADVICES:**

- Before the uploading, you can check – on the right side of the page – your publisher copyright policy on the SHERPA/RoMEO database;
- Only few publishers allow you to archive the PDF with the journal layout (check the list);
- If your product was granted with an European found (FP7 or H2020) you **must** upload an open access version of your article to IRIS (journal version if it is open accessible OR author’s peer-reviewed version) within 6 months from the publication date.
- You need to upload the journal version of your article if you need to be evaluated by VQR or ASN (Abilitazione Scientifica Nazionale – Evaluation for Italian Scientific Career).
1) If the publisher **ALLOW** you to archive the journal version of your article, fill in the «Access policy» field with the «**Open Access**» option. But if you are **not sure**, choose: «**Archive admin only**».

2) Check your journal version pdf to choose the right «**Policy Type**».

**DO NOT** choose «Pubblico dominio» (it means you grant a license without any attribution to you as author).

3) If you have published under a Creative Common license (**CC**), choose the right options in the next windows. (YES/YES = CC-BY; NO/YES = CC-BY-NC; YES/NO = CC-BY-ND; NO/NO = CC-BY-NC-ND).

**Continue...**
I consulted SHERPA/RoMEO website and I read that my publisher DO NOT grant an open access license to publish the final version: what have I to do?

1. In «type» string, you select «Editorial version (PDF)»
2. In «Access policy», you select: «Archive admin only» (your work will not be open accessible, but you will able to use it for VQR and ASN)»
3. «LoginMIUR website transfer»: choose YES
If the publisher does not allow you the open access to the «Editorial version», you can «Add another PDF file» of an open access version of your article (post-print)

The “POST-PRINT” is the Author’s referred manuscript without the publisher’s layout

Some publishers may ask the authors to attach a cover to the postprint:
(You can find the model in the dropdown menu “Author’s guide & tools” on the homepage of the SISSA Digital Library)

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

<table>
<thead>
<tr>
<th>Primary bitstream</th>
<th>File</th>
<th>File Format</th>
<th>Access Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>limiteresltd28-11-2016.pdf</td>
<td>Adobe PDF (known) 210889 bytes</td>
<td>Embargo until 28/09/2017</td>
</tr>
</tbody>
</table>

Remove Change

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
If you chose to «add another file» in the previous page, now you can **Upload your post-print**:

1. Select your post-print file
2. In «Type» field, choose «Post-print»
3. In «Access policy» field: you can choose an «Embargo» timespan for your «post-print» (it depends on the publisher’s 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 any field pushing the buttons **«Correct one of these»**.
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(s)
- Store and publish your open access file(s)

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.
If you have experienced any problem with the automatic submission, proceed with **manual submission**

1. Go to the «Desktop products»
2. Click on «New Item»
To submit your product manually, you need: 1. to select the right collection of your product; 2. to click on «Manual submission»
Following the same steps of the automatic submission procedure, you have to complete all the fields by yourself; then upload your files. The only difference regards the searching for the journal where you published procedure (see next slide).

Remember: The fields marked with the green asterisk are required.
Manual submission III (2 – Describe) – Find your journal

To find the journal where you published your article, you must click on the «ANCE» button.
Search for the journal that published your product

1. Type the (first letters of the) «journal title» 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
Contacts

sdl@sissa.it