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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»

*Remember*: every article, book, patent, review, etc. is called «product» in the IRIS portal.
**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 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:

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

Using an identifier code (i.e. the DOI code), the system automatically finds the right metadata (the system can simultaneously accept several identifier codes).

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? [Yes] [No]
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: 1) «Personal view»; 2) «Left Menu»; 3) «Product»; 4) «My Dspace» («Desktop products»); 5) Select the «Actions» button → 6) «Delete». On the next page click on «Remove the Item».
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)

If needed (“Manual Submission”), complete all the fields with the right metadata:
- Volume number
- Issue
- Pages (from ... to)
- Article number
- ISBN, DOI codes

«URL»: here you can add a link to a website where is published a free version of your product (i.e. arXiv, ADS, bioRxiv, Pubmed...)

«Abstract»: Here you can add an abstract. Advice: pay attention to the editors’ copyrights. Please select the abstract language.
When it is possible, please complete the information with:
«Funding program»
«Project identifier»
«Project name»
To add the "SISSA authors", 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".

Check and complete the form (3 – Describe)
Follow the instruction of this window. 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 upload it.

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

• Only few publishers allow to archive the editorial PDF (check the list)

• ELSEVIER Journal Specific Embargo Periods
If the publishers allow you to archive their PDFs, fill the next fields as reported in the following example:

But if you are not sure choose: «Archive admin only»
I consulted SHERPA/RoMEO website and I read that my publisher 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 – but in closed access)»
3. «LoginMIUR website transfer»: choose YES or NO depending on your needs (for your evaluation by MIUR)
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

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

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)
Upload your files (4 – Upload) IV

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 select the file.

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

1. Now you can upload another file
2. In «Type» field you can 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». You can modify:

- Metadata
- the uploaded files
- the access policy

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.**
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.
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. Click on «Product»
4. Click on «My Dspace»
5. Click on «New Item»
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 same steps 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.
To **find the journal** where you published your article, you have to 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
**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 **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

![Desktop products](image)

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

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