

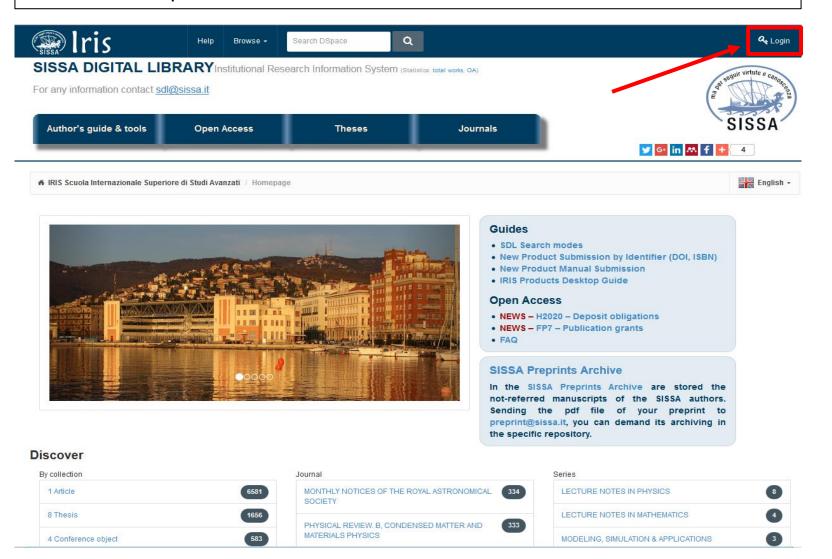
el seguir virtute e canos

- 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
- Contacts

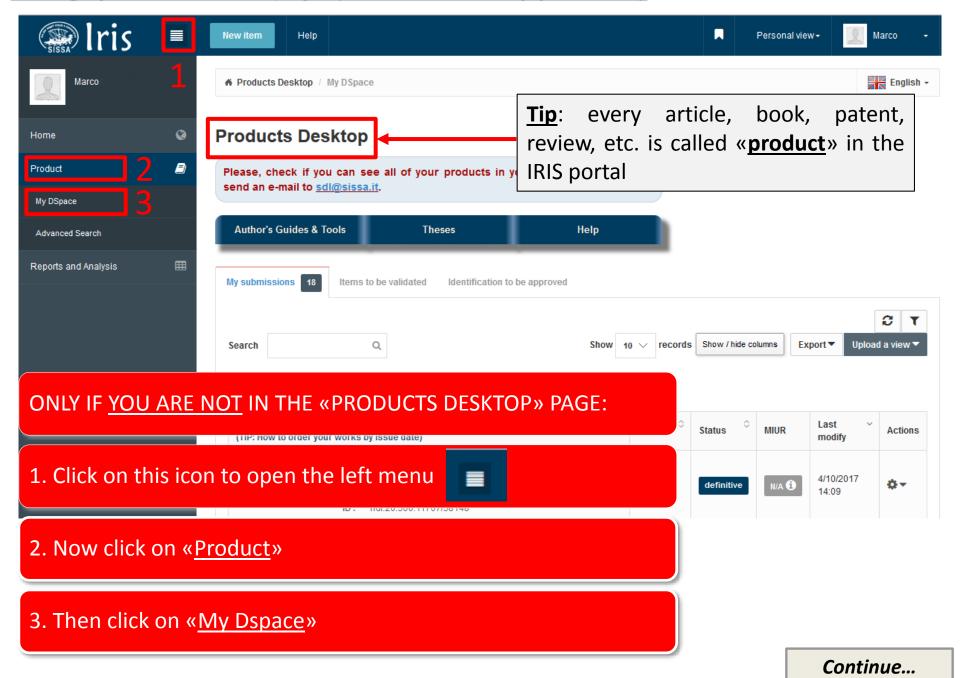
SISSA

Archive Access – Login to U-GOV

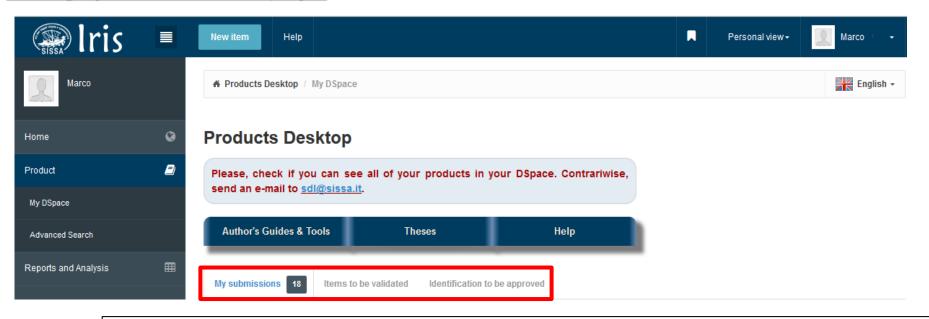
Please login to **SISSA DIGITAL LIBRARY** public website with your SISSA username and password



Manage your submissions 1 of 2 (Access to «Desktop products»)



Manage your submissions 2 of 2



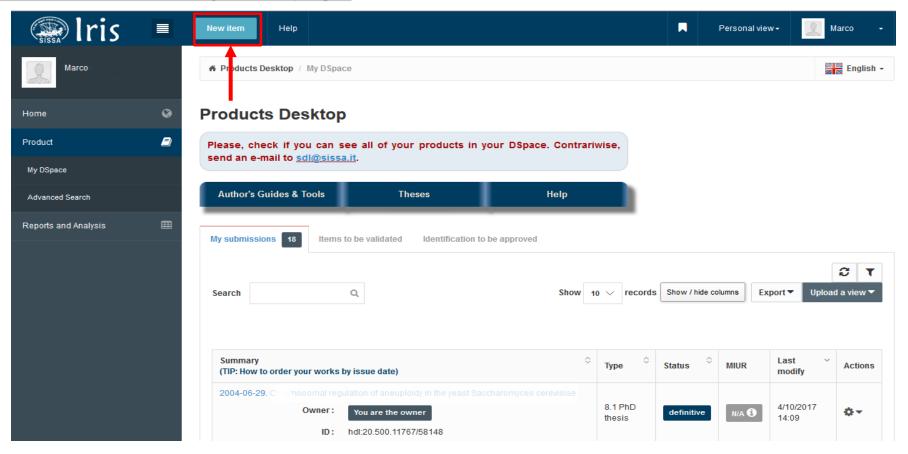
My submissions: here you can see the products assigned to you as author/co-author and those that you uploaded as person in charge of the product;

<u>Items to be validated</u>: 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;

<u>Identification to be approved</u>: 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.

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How to submit a new product 1 of 2

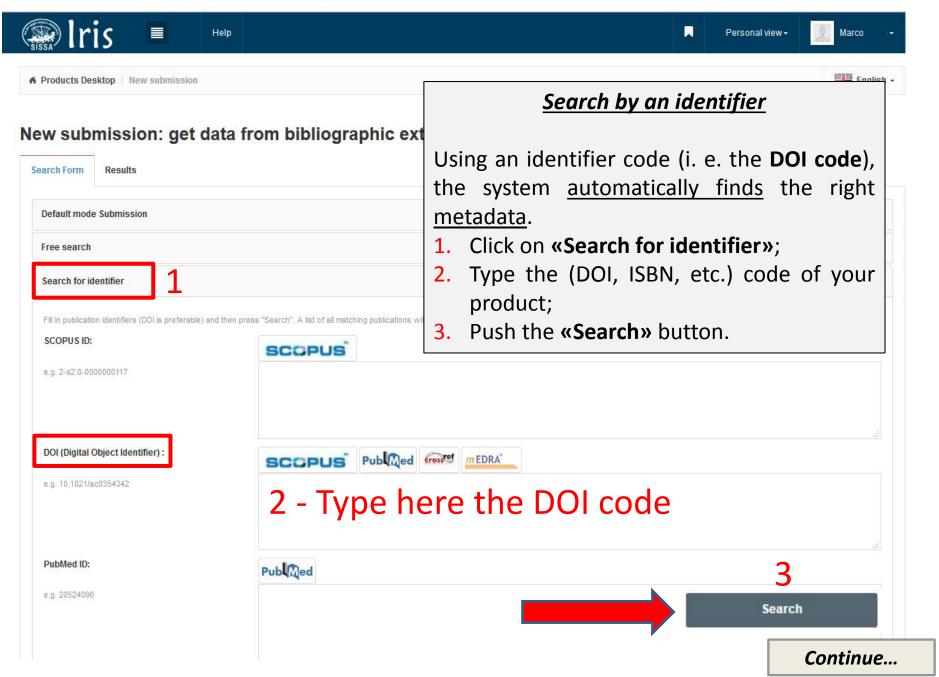


To submit a new product:

- In the «Products Desktop»
- Click on «<u>New item</u>»

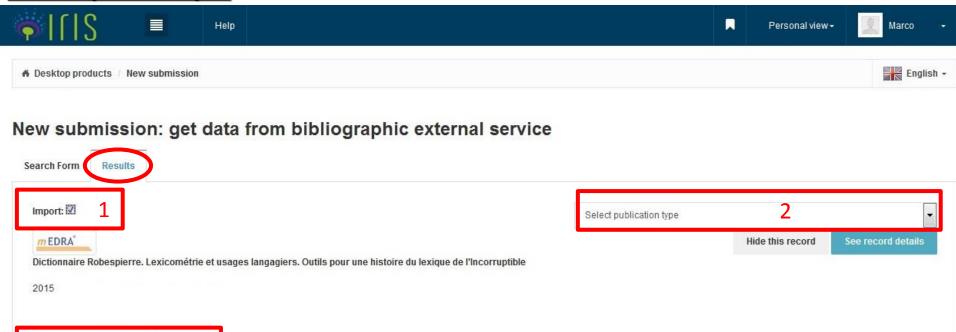
New item

How to submit a new product 2 of 2



Search by an identifier

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

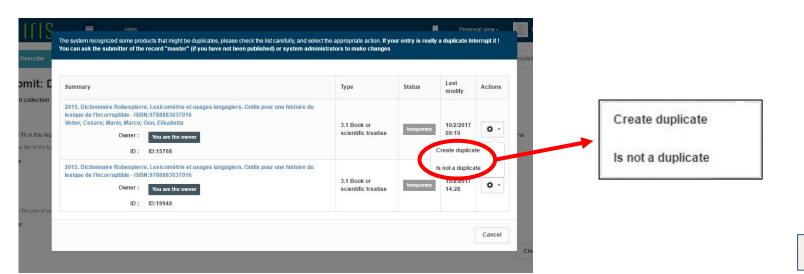
When you begin to submit a new item, the IRIS portal checks the existing records to verify if your product is already present in the database.

In the case of a possible duplicate entry, <u>a pop-up window appears</u>. Clicking the icon > You 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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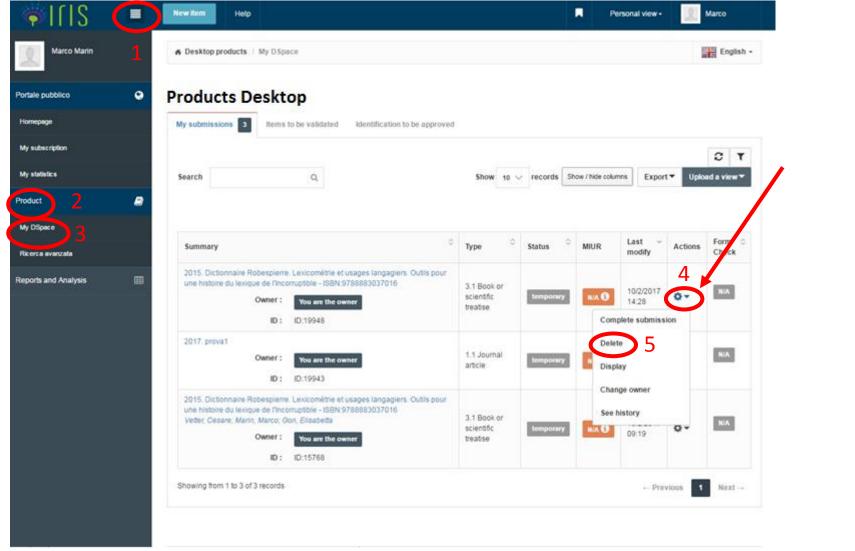
Delete your duplicate

To delete a duplicate, go back to your «Products Desktop»: 1) Open the «Left Menu» → ■

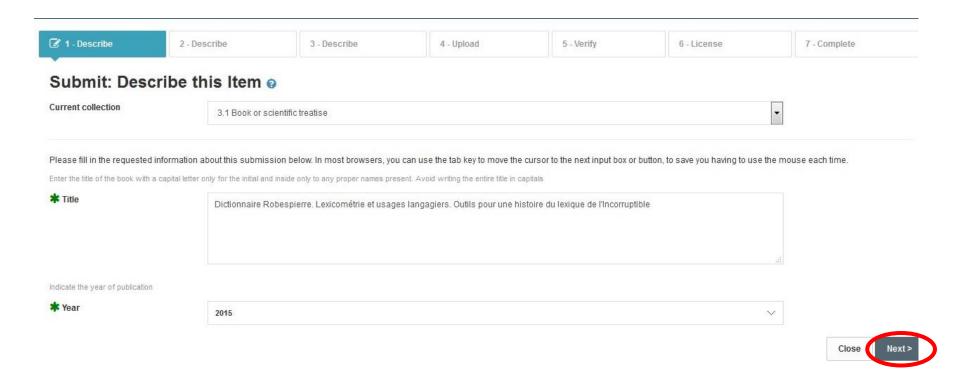


- 2) «Product»; 3) «My Dspace»; THEN
- 4) SELECT THE «ACTIONS» BUTTON \rightarrow 5) «DELETE». On the next page click on

Remove the Item



Check and complete the form (page 1 - Describe: Title and Publication year)

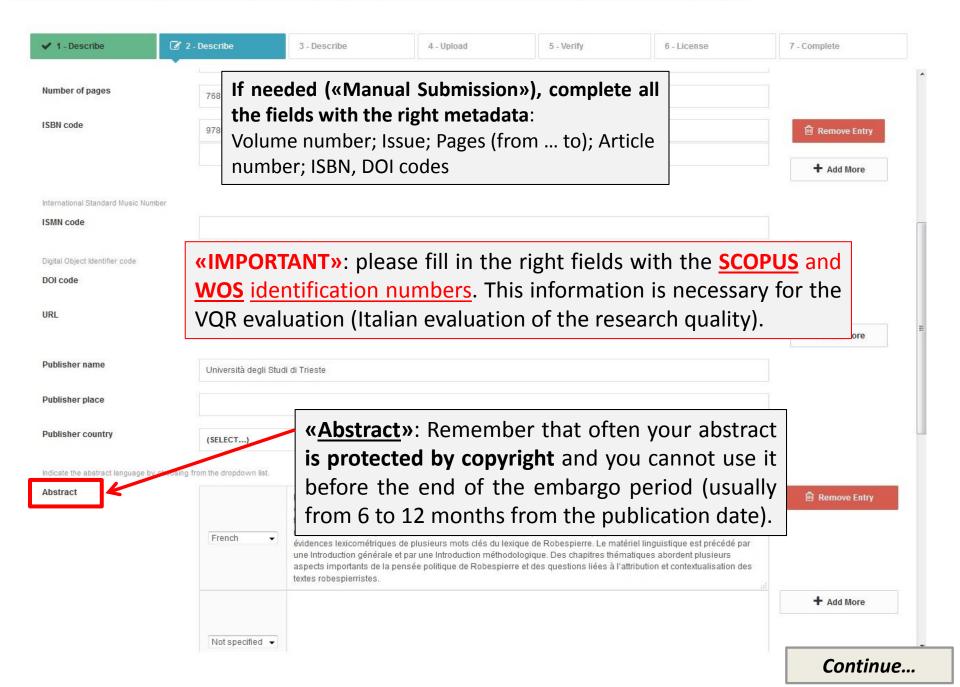


Check and complete the description form.

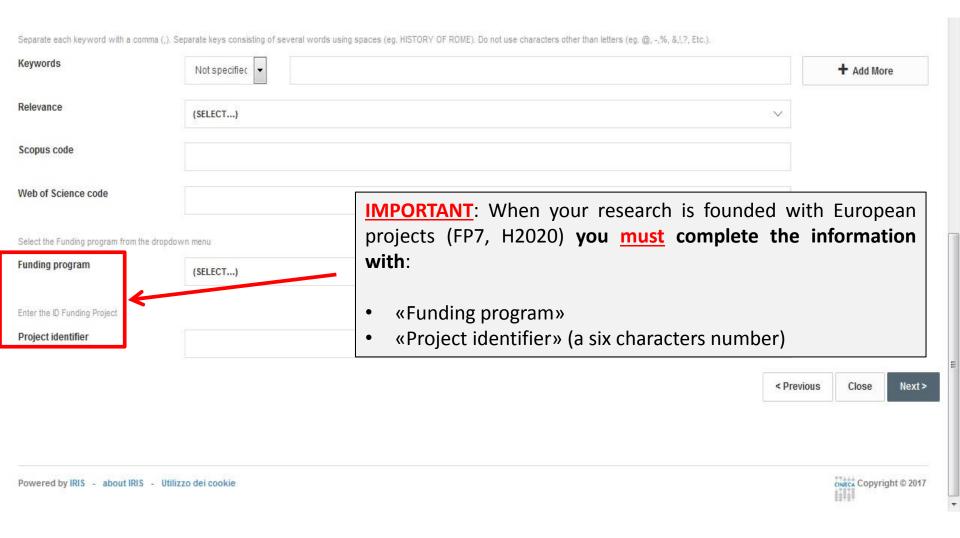
<u>WARNING</u>: There are 7 pages to fill in. Click on the NEXT button (in the bottom-right side of the page) to proceed.

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

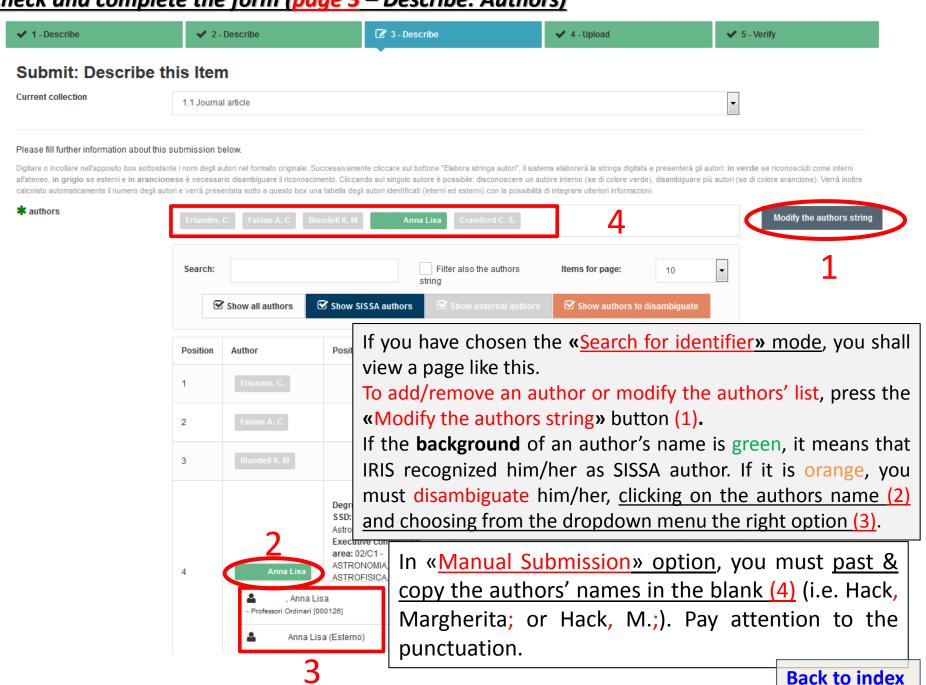
Check and complete the form (page 2 - Describe: other information) 1 of 2



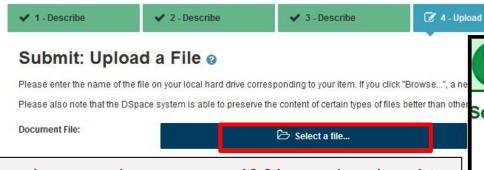
Check and complete the form (page 2 - Describe: other information) 2 of 2



Check and complete the form (page 3 - Describe: Authors)



<u>Upload your files (page 4 – Upload) 1 of 5</u>



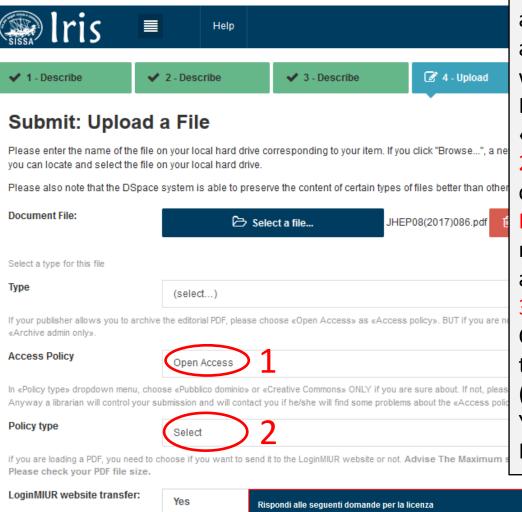
Please select your pdf file and upload it

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 (<u>check the list</u>);
- If your product was granted with an European found (FP7 or H2020) you <u>must</u> upload an open access version of your article to IRIS (journal version if it is open accessible OR author's peerreviewed 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).



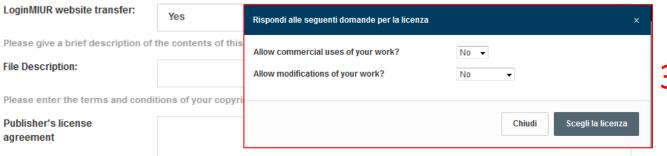
<u> Upload your files (page 4 – Upload) 2 of 5</u>



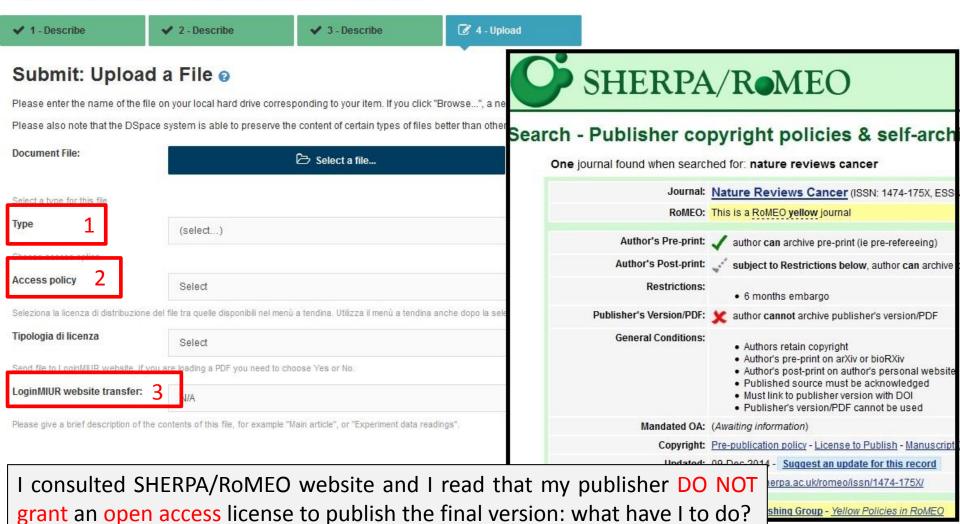
1) If the publisher <u>ALLOW</u> you to archive the journal version of your article, fill in the «<u>Access policy</u>» field with the «<u>Open Access</u>» option. But if you are not sure, choose:

«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).



<u>Upload your files (page 4 – Upload) 3 of 5</u>



- 1. In **«type»** string, you select **«Editorial version (PDF)»**
- 2. In **«Access policy»**, you select: «<u>Archive admin only</u>» (your work will not be open accessible, but you will able to use it for VQR and ASN)»
- «LoginMIUR website transfer»: choose YES

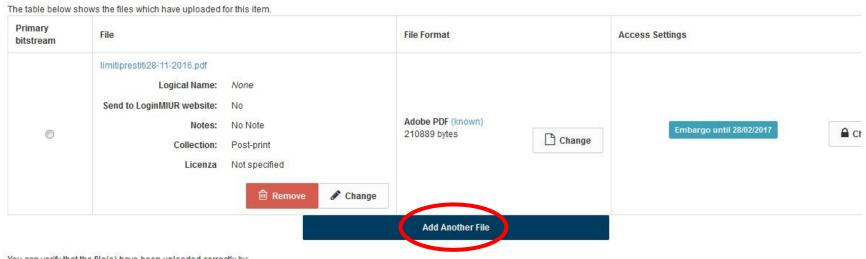
<u>Upload your files (page 4 – Upload) 4 of 5</u>

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)



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

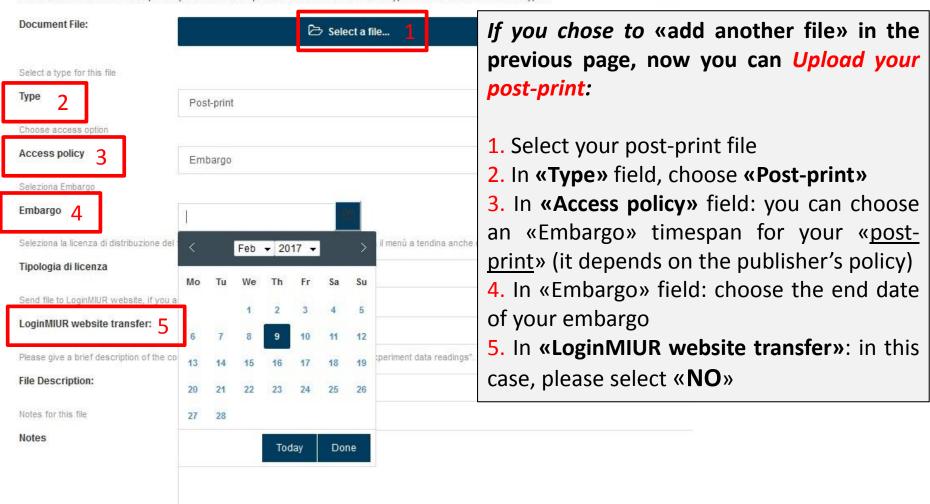
Upload your files (page 4 - Upload) 5 of 5



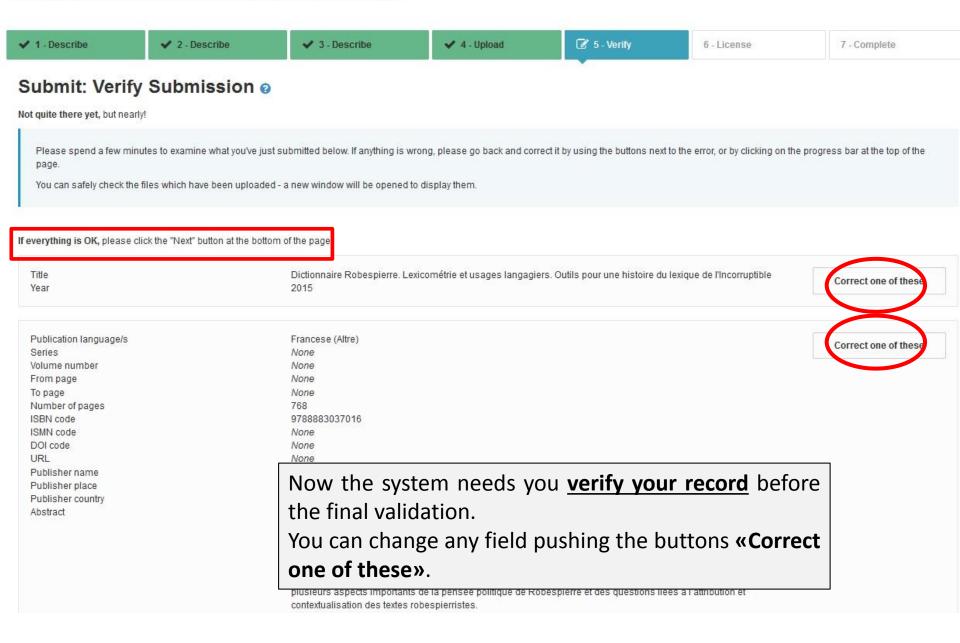
Submit: Upload a File o

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 car

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 (page 5 - Verify)



Grant the license (page 6 - License)



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There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, your 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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Submission license

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- 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 pres Tourism, communicated by circular MIUR 1746 of 20 July 2007, as well as 45/2013.

«License»

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

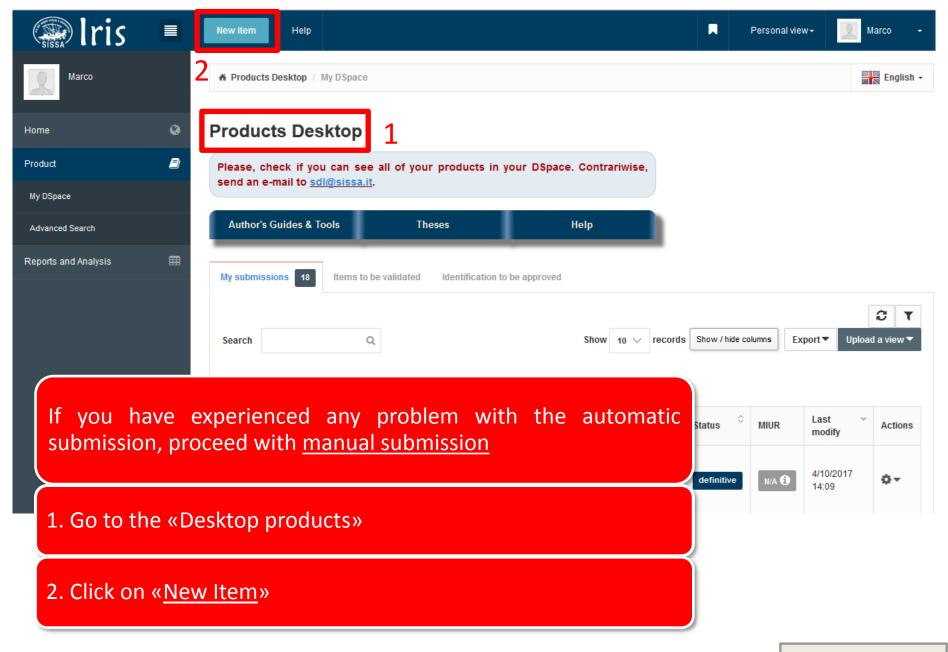
- Save metadata
- Store your copyrighted file(s)
- Store and publish your open access file(s)

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.

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Manual submission I

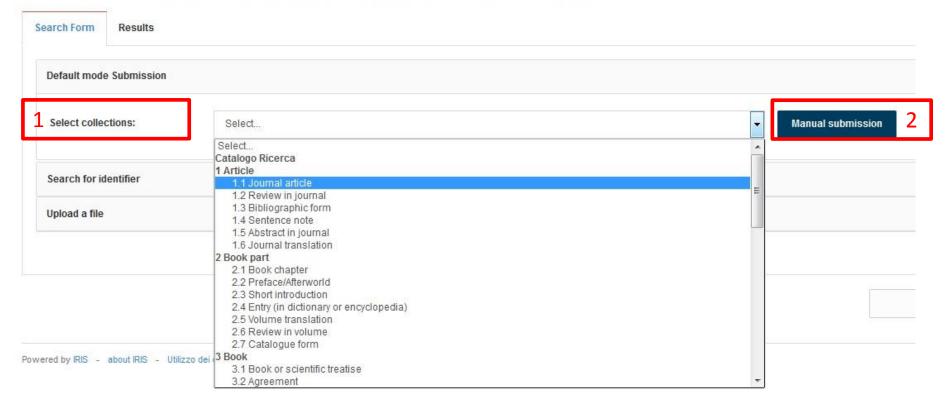


Manual submission II

To submit your product manually, you need: 1. to select the right collection of your product; 2. to click on «Manual submission»

★ Desktop products / New submission

New submission: get data from bibliographic external service

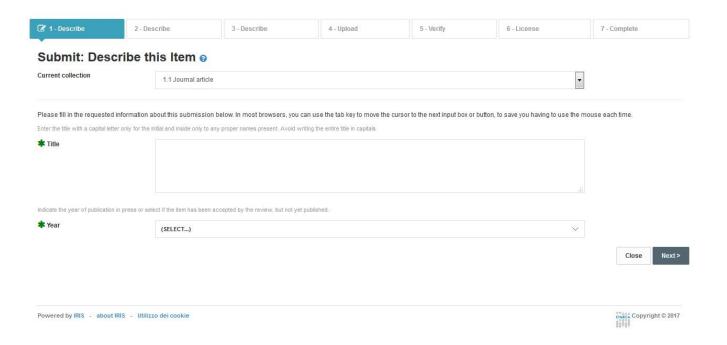


Manual submission III (1 – Describe)

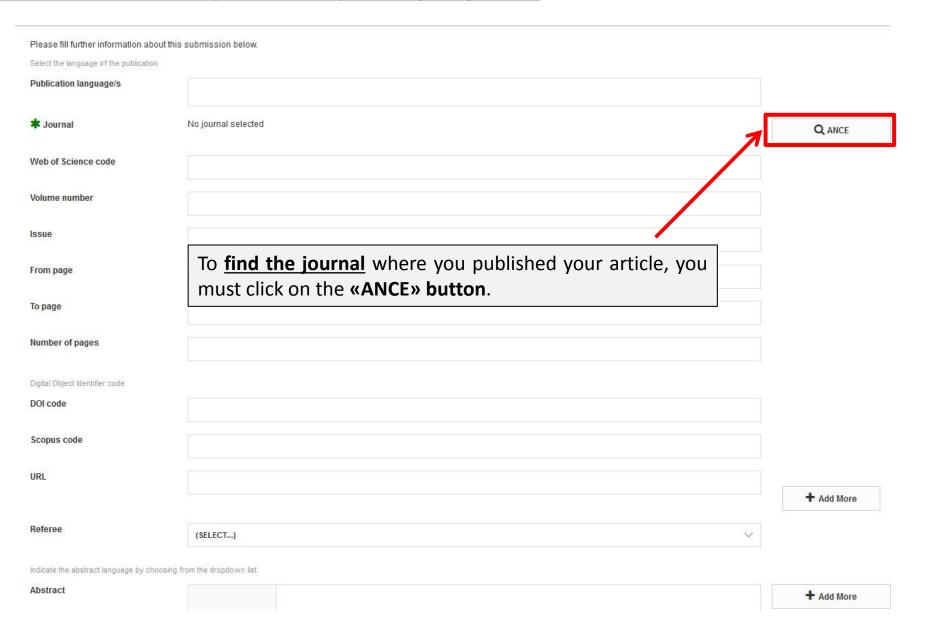
Following the <u>same steps</u> of the <u>automatic submission procedure</u>, you have to complete all the fields by yourself; then upload your files.

The <u>only difference</u> regards the <u>searching for the journal</u> where you published procedure <u>(see next slide)</u>.

<u>Remember</u>: 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 <u>add the journal metadata to the ANCE database</u>. **Advice**: To complete your product submission you have to <u>wait</u> that the MIUR website have confirmed the <u>addition</u> of the journal to the ANCE database.

Follow the instruction about the automatic submission

