Guidelines for the self-archiving of research products in the IR module of Unipa IRIS

Brief guide to support authors in the self-archiving workflow for scientific research products in the institutional archive of the University of Palermo

Drawn up by the Support for research and dissemination of scientific knowledge Section

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Palermo – 2023, April

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Settore Servizi per la ricerca e
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Contents

2023, April version
Update following the upgrade, made by Cineca, to DSPACE 6.

2021, September version
Update following the approval of the new University Regulations for the deposit of research products in the Institutional Archive and open access to the scientific literature, D.R. 3105/2021, prot. no. 77868 of 30 July 2021.

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1. Introduction

IRIS is the Institutional Repository of Research where all research products must be archived by authors (Professors, Researchers, personnel under training, etc.) concerning the University of Palermo.

With Rector's Decree no. 3105/2021, prot. no. 77868 of 30 July 2021, the University Regulations for the deposit of research products in the Institutional Archive and open access to the scientific literature, which had already been issued with Rector's Decree no. 1406/2018, prot. no. 36757 of 17 May 2018, were updated. The Regulations govern the policy pursued by the University for the deposit of research products in the institutional archive and defines the workflow (validation workflow) that the documents must follow for publication on the public portal and transfer to the LoginMiur personal pages.

The validation is carried out in the first instance, for the technical part (that it actually belongs to the specified type, that the bibliographical metadata indicated are correct), by the librarian identified in the members of the Working Group (the establishment of which is provided for in Article 6 of the above-mentioned Regulations). If the librarian verifies an inconsistency or insufficiency in the metadata recorded by the Author, he/she can arrange for the bibliographical record to be sent back to the Author for appropriate amendments before final validation by the Director of the department to which the author is affiliated at the time of deposit.

2. Login to IRIS

The Iris portal can be accessed via the link: **https://iris.unipa.it.**

You must be authenticated with Iris in order to access the personal space where you can manage your research products (MyDspace – Desktop products). This is done by clicking on Login at the top right and entering your institutional credentials:

You can also access Iris from the home page of the University of Palermo, from the entry "Archivio istituzionale della ricerca "(nstitutional Repository of research products) in the "Ricerca" (Research) menu (the link is available only in the italian portal).

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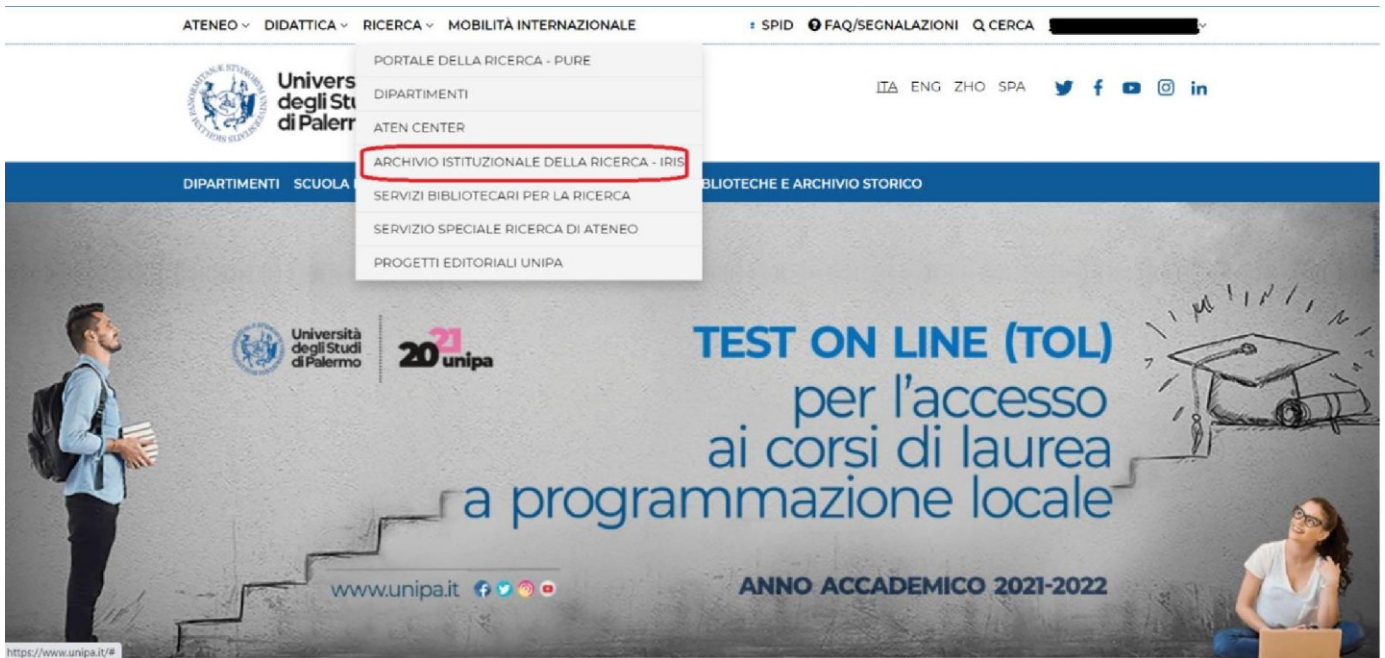
The Iris home-page can also be accessed from the application bar which is displayed after logging in to the Unipa home page:

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Or by clicking on the Iris icon in the Intranet area:

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3. ORCID

The Open Researcher and Contributor ID (ORCID), which was adopted at national level by the I.R.ID.E. Project (Italian Research IDentifier for Evaluation), is a unique identifier, the function of which is to link every researcher to his/her scientific publications.

In order to synchronise your public profile on LoginMiur and Iris, you must, for the first time only, create (if an author does not yet have an identifier) or associate (if an author already has an identifier) an ORCID ID.

Once logged in to IRIS, a registration window for the ORCID identifier will appear. To start the procedure, you must click on the "**Crea o associa il tuo ORCID ID**" (**Create or associate your ORCID ID**) button.
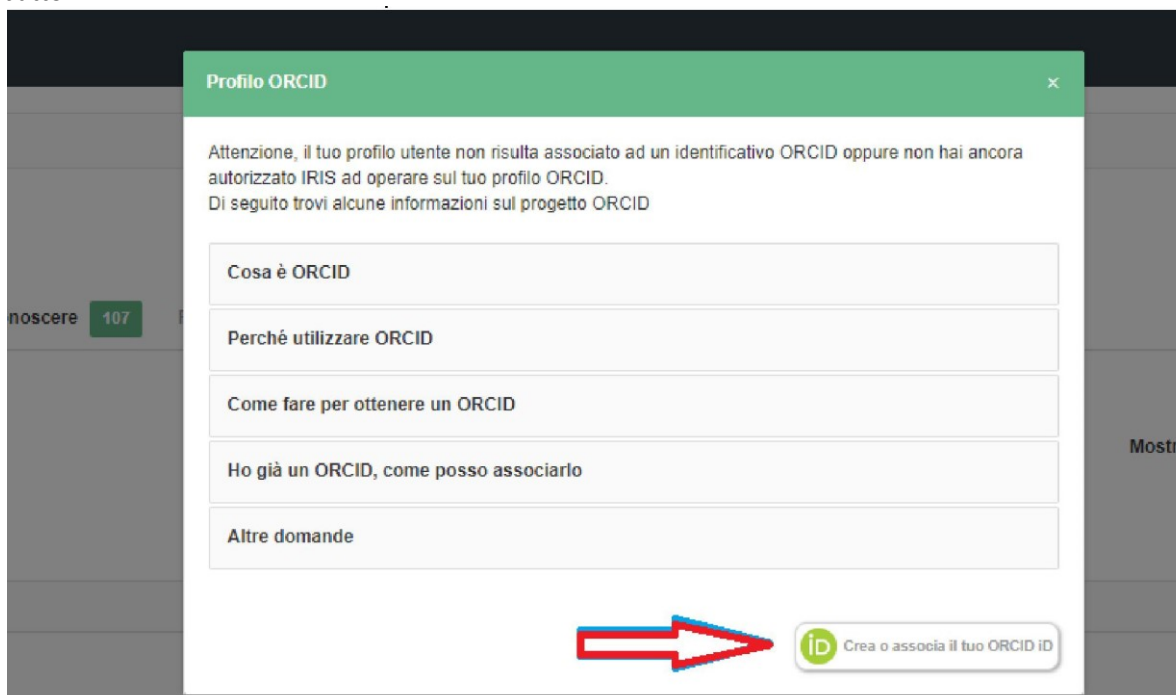
At this point, you can:

- create a new identifier (for users without ORCID) using the **Crea un nuovo ORCID** (**Create a new ORCID**) button. In this case, you must fill in a form, entering the required data, setting a password and clicking on the Authorize button

- associate an already existing identifier using the **Associa il tuo ORCID** (**Associate your ORCID**) button. In this case, it is sufficient to enter your ORCID credentials and click on the Authorize button

The next steps require permissions to associate the ORCID ID with the local system (IRIS) and the national one (LoginMIUR – Lecturer site). To complete the synchronisation procedures, just leave the check in the permissions box and always continue using the Authorize button.

At the end, the system will re-direct the user to IRIS which will give notice that the process has been completed successfully and will send back a message where the generated ID is communicated.

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4. Personal, department and administrative view

Based on the permissions assigned to him/her, the user accessing IRIS has the possibility of choosing from different views of the system, as shown in the Figure.

There is a **News** section and **direct access to the most consulted IRIS FAQ** on the Desktop prodotti (My DSPace – Desktop products)
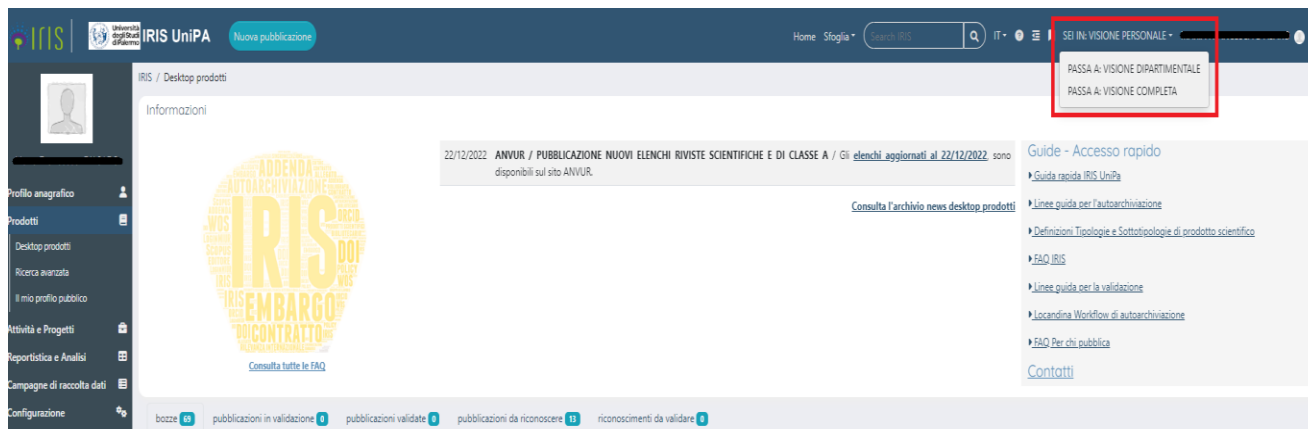
With the **personal view (Visione personale)**, the researcher can manage the data for his/her research, e.g. the self-archiving of his/her publications and patents. Uploading the research products into this page guarantees that the personal page on LoginMiur is updated.

With the **department view (Visione dipartimentale)**, the "structure contact persons" (directors, department research appointees, appointees for publication validation) access the tools for fulfilling the tasks of the organisational function held, such as the product validation workflow.

With the **administrative view (Visione completa)**, the system administrators access the configuration and maintenance tools.

It is useful to know that the left vertical menu that presents the various functions for which you are authorised can be closed/opened by clicking on the burger menu symbol indicated below.
Alongside this, there is a "Aiuto" (**Help**) button by means of which a thematic menu structured by UGOV is displayed:

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5. Desktop prodotti (My DSpace – Desktop products) - personal view

In the personal view, if you click on Prodotti - Desktop prodotti (Products – Desktop products - MyDspace), the system presents the personal space – Desktop prodotti (Desktop products - My DSpace), which contains the publications "attributed" (or "attributable") to the person. Here you will see a **News** section, a direct link to the most read **FAQ** about IRIS, and the **Guidelines - Quick links** section.

The tabs in the personal view are the following:

| drafts 80 | publications to be validated 0 | validated publications 0 | publications to recognize 3 | acknowledgments to be validated 0 |

"bozze" (drafts): all the research products, for which the author is the "data controller" (i.e. records entered in the system by the person him/herself) or for which he/she is a recognised author / co-author, are displayed here.

"pubblicazioni in validazione" (publications to be validated): all products awaiting validation are displayed here, both in WF1 (technical validation by the librarians) and in WF2 (final validation by the Department Directors or/and their delegates)

"validated publications" (pubblicazioni validate): here are displayed all the research products for which the author is the "data controller" (ie: recordings entered in the system by the person himself), or for which he is a recognized author or co-author.

"publications to recognize" (pubblicazioni da riconoscere): here the system displays those works that contain the name of the person (or one of the known variations) in the "Author" field, for which however that name has not been entered in the list of UNIPA internal authors. Using the contents of this tab, the author can acknowledge and **prevent the record being duplicated**. It is for this reason that it is recommended that this section always be checked carefully before going ahead with new entries.

"acknowledgements to be validated" (Riconoscimenti da validare): all the products, for which the author is data controller and on which co-authors have performed self-acknowledgement, which can be confirmed or refused, are conveyed here. In fact, when a user performs self-acknowledgement, the request for authorisation is sent to the data controller, i.e. the person who entered the new product and can authorise or refuse the acknowledgement.

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5.1. It is useful to know that in personal view:

- It is possible to search for words or phrases entered in the fields in the table from the "Cerca" box (**Search Box)**, (those that are present but also those which appear by clicking on the "Mostra / nascondi" (Show / Hide columns) button)
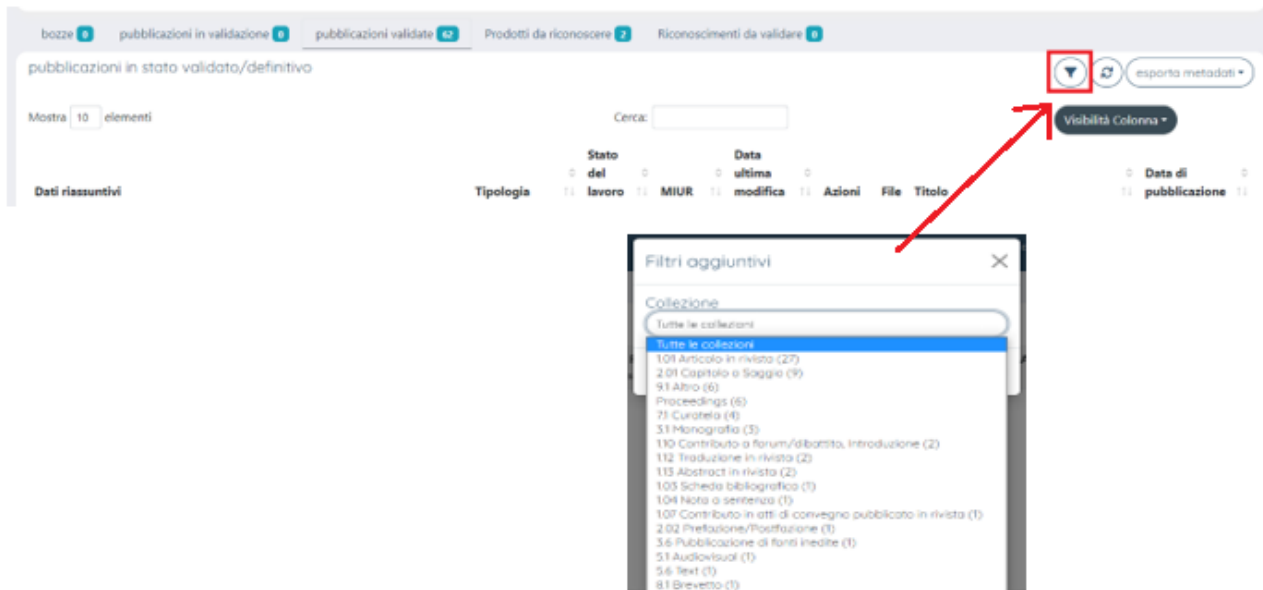

- Columns can be added to or hidden from the lists of products using the appropriate button from the "**Column visibility**" (Visibilità Colonna) key; this allows more or less information to be displayed

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- Using the funnel-shaped button [filter icon], the products on your desktop can be filtered by selecting them either on the basis of the collection type or on the basis of the product workflow status (provvisorio / temporary, riaperto / re-opened, in validazione / in validation, validato / definitive)

- The "**Sorting Arrows**" are alongside the name of every column and allow you to sort alphabetically or numerically, ascending or descending. If you hold down the CTRL key, multiple sorts can be performed.

- The button with the double curved arrow [refresh icon] is used to update the page display.
  If you do not use this function, the page stays locked on the first display. This allows you to more easily perform bulk modifications on the products.

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- The "**Esporta metadati**" **(Export metadata)** button allows you to export the bibliographical citations for your products in various formats.

esporta metadati ▾

RIS
EndNote
BibTeX
Excel
CSV
RefWorks

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6. Entry of new product

To enter a new product, the author must be in "Visione personale" (personal view) and click on the **"Nuovo prodotto" (New Product)** button in the Desktop prodotti (Desktop products - My DSPace) screen

7. Entry modes for a new product and choice of type

Several modes for entering a new product are configured in Iris. Depending on the circumstances, the author can choose the most appropriate one.
In particular, entry can be performed by means of:

7.1. "Ricerca libera da banche dati" (Free search)
In this case, the title and year of the scientific publication must be entered

New record: this retrieves the data from external bibliographical services

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7.2. "Ricerca per identificativo" (Search for identifier)

By entering one or more identifiers together, both of the same type separated by a comma and of a different type
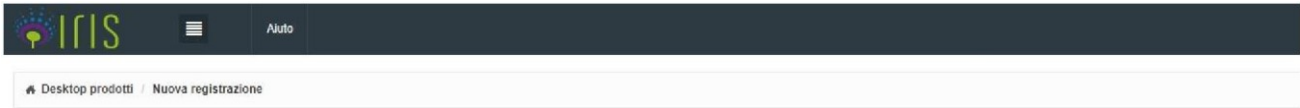
New record: this retrieves the data from external bibliographical services

NB: it is **highly recommended** to use this function for those products that have identifier codes. To easily retrieve the identifier codes for a publication, see ANNEX 1. **This allows you to get several benefits**:

- reduce the percentage of errors in the metadata compilation;
- facilitate data migration to *LoginMiur;*
- promote better exposure of the scientific research products of the University of Palermo on the web.

If a publication is found on several databases, a "merge" of the metadata in the various sources is performed. It will nevertheless be necessary to choose the type carefully. It is also recommended to check the captured metadata, making any appropriate amendments and/or corrections.

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7.3. Importazione da file bibliografici (Import using bibliographical files / Upload a file)

In this case, the author must choose the type of file that is being uploaded (pubMed, endnote, bibtex, etc.) and click on preview. This way, the records are shown on screen by selection of import typologies, as if they came from a search inside a database. The first record imported by the file is automatically opened for completion of the entry process.

New record: this retrieves the data from external bibliographical services

The records produced via the various import possibilities are always conveyed in the "**Results**" tab. Here, you must activate the check box on the **"Importa" (Import)** button, and select the type of the publication; at this point, the records can be imported with their metadata filled in.

New record: this retrieves the data from external bibliographical services

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7.4. "Inserimento manuale " (Manual submission)

If none of the possibilities described above can be used, you can choose the "Manual submission" mode
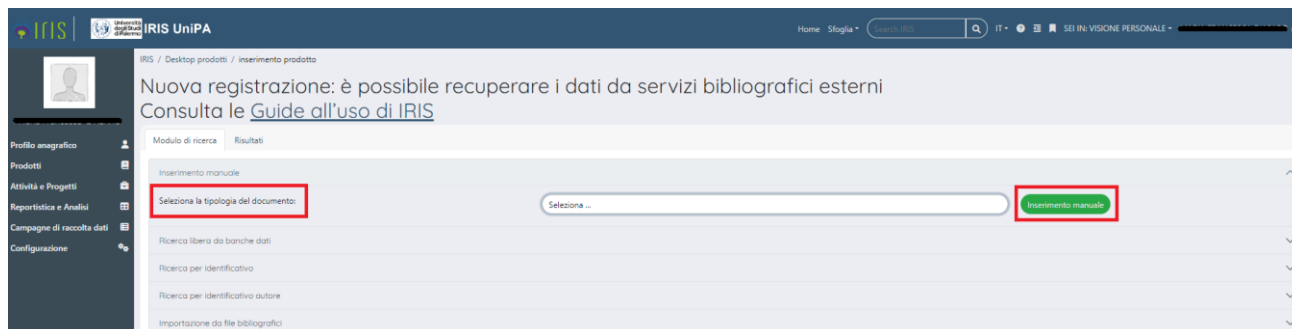
7.5. Choice of type

The first step to complete for each of these modes is the choice of the appropriate product type that you are self-archiving.
It is a delicate moment where the utmost attention must be paid, because the choice made determines whether or not there are metadata in the descriptive steps.

For an informed choice, consult the question How do I correctly choose the product type to self-archive? in the "FAQ on the University of Palermo Institutional Archive (IRIS)" in the Researching section under the item Guidelines to Iris UniPA of the Unipa Library Portal.

It should be stressed that the type can be changed when entering a new product and that, in this case, it may be necessary to re-intervene and re-integrate the metadata compilation.

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8. The self-archiving workflow

There are **links to useful materials** at the top of the pages of the various steps in the workflow.
The selected type always remains visible in all the steps of the workflow and, at the data entry stage, can always be modified.

NB: you are always recommended to carefully read the **instructions for filling in the fields**, which are shown in light grey next to the field itself.

All the fields marked with an asterisk ✳ are compulsory. Failure to fill in one of the fields marked thus prevents the archiving of the product from going ahead.

The self-archiving workflow is broken down into subsequent steps, the first of which are descriptive and linked to the product metadata compilation.

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8.1. Lo Step Licenza (The Licence step)

The first step consists of signing the "Licenza di deposito" (Submission Licence). This obligation is necessary to be able to proceed with the self-archiving process. If the process is interrupted or resumed at a second time, the submission licence must be granted again.
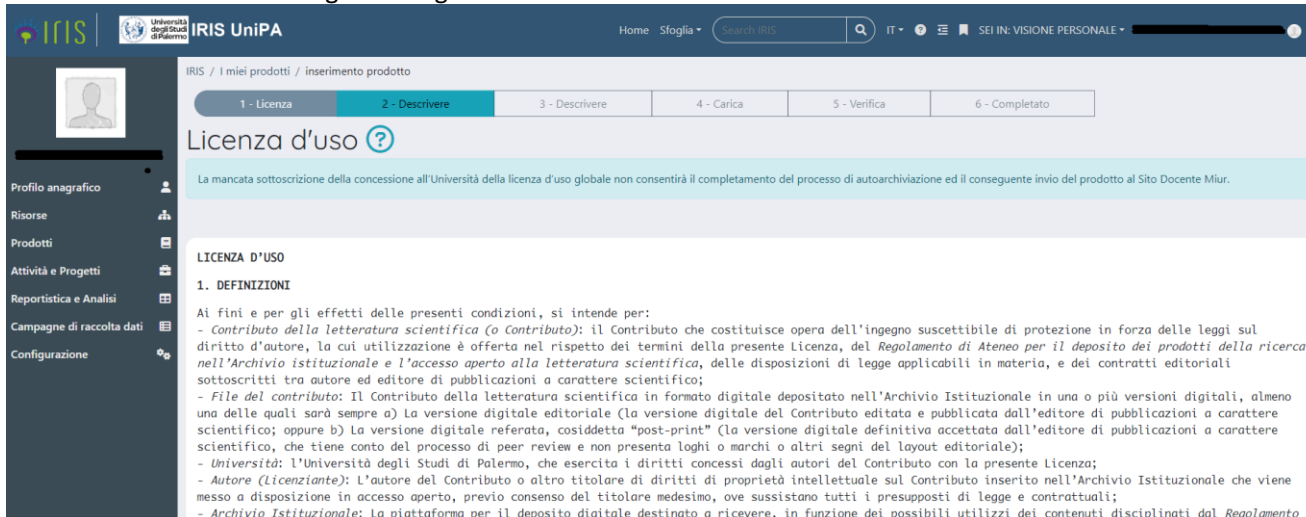
At the bottom of the web page you will find the buttons.

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8.2. The descriptive steps

8.2.1. The author field

The steps to take for compilation are:

1.   Type or paste the names of the authors in the original format in the "Autore" (Author) box;

You can click on the "Mostra opzioni" (show options) box on the right. They will be displayed thus:
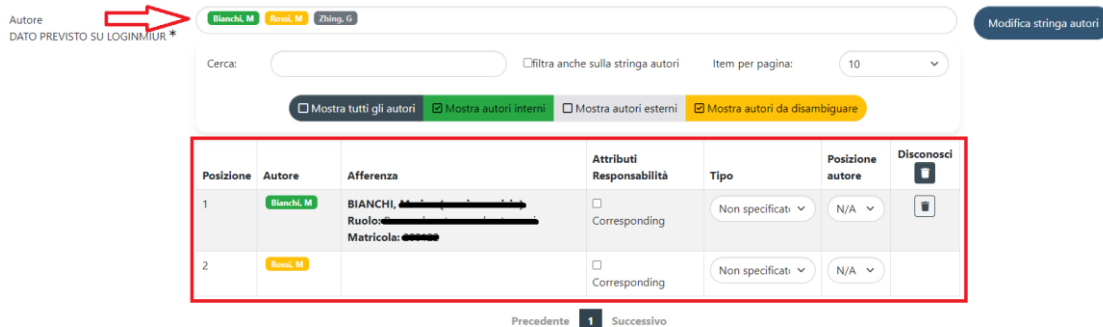
– the **"stile" (style)** button through which the citation style used in the string can be indicated. A drop-down menu where you will find the default "autoriconoscimento" (self-recognition) value or, alternatively you can choose between APA and MLA in the drop-down menu.

– The **"separatore persone" (people separator)** button, where you can type the graphical element that acts as a separator between the names (e.g. the comma - , - or semi-colon -;-)

2.   At this point, you must click on the button on the right "Elabora stringa autori" (Process authors string).

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3. The system will process the typed string and present a **summary table** indicating the names of the authors. The names will take on different colours and will be:

in green if acknowledged as being internal to the University;

in light grey if external;

in yellow if the acknowledgement needs to be disambiguated.

To disambiguate authors, you must click on the name of the author where you must intervene.

The colours associated with the status of the authors are also put forward again in the author string.

The **summary table** presents the following columns:

- *Autore / Author*: name of the author
- *Afferenza / Affiliation*: indicates the author's affiliation. If a value is put to them in the database, the following data are shown: Qualification, Affiliation, SSD, Competition sector, ID number, Email.
- *Attributi di responsabilità / Attributes*: there is the possibility of indicating whether the author is a Corresponding Author (internal author who follows the report in relation to the editor).
- *Tipo / Type:* indicates the contribution type that the author has given to the product (according to the CRedit classification supplemented by CINECA). The value "Not specified" appears as default. A list of the items in the drop-down menu with their definitions is shown below: *Member of the collaboration group (Item supplemented by CINECA).*

  Contributor Roles/Conceptualization: the ideas, i.e. the formulation or evolution of the goals and general purposes of the research.

  Contributor Roles/Data curation: Management activities for commenting (or rather producing metadata), cleaning the data and maintaining the research data (including the software code, where this is necessary for interpreting that data), both for initial use and subsequent re-use.

  Contributor Roles/Formal analysis: Application of statistical, mathematical and computational techniques or other formal techniques to analyse and summarise the study data.

  Contributor Roles/Funding acquisition: Acquisition of financial support for the project that gave rise to this publication.

  Contributor Roles/Investigation: Conducting a research and investigation process, carrying out the experiments in a specific way or collecting data and tests.

  Contributor Roles/Methodology: Development and design of methodology; creation of models.

  Contributor Roles/Project administration: Management and coordination responsibility for the planning and execution of research activities.

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Contributor Roles/Resources: Supply of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, calculation resources and other analysis tools.
Contributor Roles/Software: Software programming and development; design of computer programs; implementation of the code and support algorithms; testing of already existing code components.
Contributor Roles/Supervision: Supervision and responsibility for the planning and execution of the research activities, including external academic guidance to the working group.
Contributor Roles/Validation: Verification, both as part of the activity and external to it, of the overall reproducibility of the experiments and all the research results. Contributor Roles/Visualization: Preparation, creation and presentation of the published work, in particular with regard to the image and presentation of the data. Contributor Roles/Writing – original draft: Preparation, creation and presentation of the published work, in particular the initial drafting of the project (including the substantial translation).
Contributor Roles/Writing – review & editing: Preparation, creation and presentation of the work published by the original working group, in particular the critical review, commentary or revision - including the pre- or post publication stages.

- *Posizione autore / Author position*: the possible values are N/A, First, Co-first, Second, Penultimate, Last, Co-last
- *Disconosci / Disclaim*: if active, this allows you to dis-acknowledge an author from the product. If you find yourself in the presence of an author acknowledged by the system, but who you consider is not the author of the product, you can dis-acknowledge him/her by clicking on the wastebin-shaped button or by clicking inside the author string and selecting the item "External" (in the drop-down menu which appears). A dis-acknowledged author takes on a **dark grey** colouring.

8.2.2. Anti-duplication control

When a record is entered/modified, the system performs a search in the archive to check that you are not entering a publication that has already been archived in the repository and presents the user with a pop-up window with the potential duplicates identified.

For each record, the user must select the action to take from those proposed in the Action menu ⚙:

- ✓ **Crea duplicato / create duplicate**: if it actually concerns a duplicate, but unexpected needs require forced entry of it. The situation may be rectified a posteriori by an administrator merging the cards;

- ✓ **Non è un duplicato / it is not a duplicate**: this allows you to mark the report as a **false positive** preventing it from being proposed later;

- ✓ **Auto-riconosciti / self-identify:** if the user is not an author recognised in the record already catalogued in Iris (i.e. he/she is not explicitly indicated in the authors affiliated to the University). In this case, he/she is given the possibility of interrupting the entry and proceeding with the self-acknowledgement on the already catalogued product card.

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8.2.3. Author self-acknowledgement

In the **"Prodotti da riconoscere" (publications to recognize)** tab on the Desktop prodotti (Desktop product - My DSPace), the author can view the details of the products potentially linked to his/her profile. In this case, you can proceed to confirm the acknowledgement or discard it from the ⚙ button (Riconosciti / Self-identify, Scarta / Reject self-identification proposal).

The same operation can also be performed from the product back office.

When you click on the **"Riconosci" (Validate identification)** button, you will see the author string processed. From the drop-down menu it will be possible to carry out recognition. If an author is not present in the authors string, you can ask for the authors string to be modified to include your name by selecting from the drop-down menu the item "I am not present in the list. I ask to be added to the authors string" and clicking on the **"Conferma"** (Confirm) button.

When a request for self-acknowledgement is generated, an item is added in the **"Riconoscimenti da validare" (Identifications to be approved)** tab on the Desktop prodotti (My DSPace) for the data controller or the archive manager. In this case, the acknowledgement can be managed by clicking on the **"Valida I riconoscimenti"** **(Validate identification)** tab, which can be activated using the button ⚙

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Or by the **"Valida riconoscimenti" (Validate identification)** button in the product back office.

In both cases, if you click on the button, a window opens from where you can validate or refuse the request for self-acknowledgement.

8.2.4. Ance catalogue

To enter the details of the journal in which an article is published, i.e. those of the collection or series that a monograph is part of, the user must click on the ANCE button and find the journal or series that interests him/her. The system performs a search of a ministry database, managed by Cineca, where the journals and series are registered at national level.

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Ricerca rivista nel catalogo ANCE   ✕

Titolo della Rivista: scientific report

ISSN della Rivista:

Codice ANCE:

Ricerca esatta: ☐

                                                              Cerca   Inserisci manualmente

TRAVAUX SCIENTIFIQUES DU PARC NATIONAL DE PORT CROS 0241-8231 E225627   seleziona
[1975 - .]

Hyères : Parc national de Port-Cros, 1975-
• SCIENTIFIC REPORTS OF THE PORT-CROS NATIONAL PARK

ISSI SCIENTIFIC REPORT SERIES E246960
Attenzione record ANCE di tipo Serie non adatto alla tipologia in corso di
inserimento

Springer International Publishing AG.
NUMEDIART 2032-5398 E250846 [2008 - .]   seleziona

Mons: Université de Mons
• NUMEDIART (MONS, IMPR.)
• QUARTERLY PROGRESS SCIENTIFIC REPORT
• NUMEDIART (MONS. IMPRIMÉ)

The search can be performed by title, ISSN or ANCE code. An "Ricerca esatta" (exact search) which takes all the terms entered into consideration can be performed; otherwise, the system automatically adds an asterisk at the beginning and the end so as to find all the titles containing the typed term.

The maximum number of results obtainable from the search is 100 titles; this limit is set at MIUR site level; if the search is too general and returns too many results, the system flags it for the user.

In the list of results, a red alert is shown for titles that cannot be associated with the type of product selected.

If the title of the journal or series is not in the ANCE catalogue, the author can request that it be entered in the ANCE catalogue. In this case, the entry for the new product will stay in "bozza" (draft) mode until Cineca proceeds with acknowledging the journal and sending the codes for the journal in question.

NB: If you go ahead and request a journal be entered, it s recommended that a reference note for the product be entered (e.g. the title). This allows the Cineca replies to be disambiguated if the author has made more than one request.

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Inserimento rivista non presente in catalogo ANCE   ✕

Titolo principale *   [   ]

ISSN   [   ]

Editore *   [   ]

Luogo di edizione   [   ]

Altre note   [   ]
                             [   ]
                             [   ]
                             [   ]

E-mail del Mittente   [▓▓▓▓▓▓▓▓▓▓▓▓▓▓   ]
della richiesta *

                                              [Torna alla ricerca] [Inserisci]

The same type of procedure must be carried out even if the entry of the new publication is by means of identifier (e.g. DOI, Scopus code, etc.).

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8.2.5. Fields with non-compulsory compilation but highly RECOMMENDED

The self-archiving and the management of your publications in Iris have important repercussions on a whole set of activities linked to both the visibility of the scientific production of an individual author or research group and to any career progression where the University is called upon to participate in assessment exercises. It is precisely to facilitate and make these processes easier that some fields are highlighted below. These are not identified as compulsory fields at ministerial level, but they fully contribute in making the product more easily visible on the web and accompany it with a set of information that facilitates its dissemination and use for assessment purposes. In particular, it is recommended that the following metadata be compiled:

- *Abstract in inglese / Abstract in English:* compiling the product abstract in English as well promotes its dissemination and visibility on the web.
- *Settore Scientifico disciplinare del prodotto / Product Scientific Discipline Sector*
- *DOI*
- *Url dell'editore (Open access ove possibile) / URL of the publisher (Open access where possible)*
- *URL alternative rispetto a quello dell'editore / Alternative URL to the publisher's one*

8.2.6. National/international relevance of a scientific product

International relevance is usually recognised for a research product that has at least one of the following verifiable conditions:
- the product is the fruit of an explicit collaboration with researchers or group of researchers affiliated to institutions in other countries (e.g. in international projects);
- it has also had, or can have, dissemination in the scientific community in other countries for linguistic (publication or translation in another language) or publishing (presence in collections of international writings or in a journal of international dissemination) reasons or because of the interest aroused (e.g. via the citations or mentions found through international scientific platforms);
- it is indexed in international databases and/or repositories;
- the publication has been subjected to an international scientific committee, i.e. there are foreign scholars in the management and/or editing.

8.2.7. Adherence to the *University Regulations for the deposit of research products in the Institutional Archive and open access to the scientific literature* and Contract with the editor

A choice must be made in the last two fields of the entry form. This regards Adherence to the University Regulations for the deposit of research products in the Institutional Archive and open access to the scientific literature:

Adesione alla policy di Ateneo per l'accesso aperto (come indicato nel Regolamento di Ateneo per il deposito dei prodotti della ricerca nell'Archivio istituzionale e l'accesso aperto alla letteratura scientifica) *

Per visionare il Regolamento clicca qui

The following can be selected from the drop-down menu:
- **Aderisco alla policy / I accept the policy**: on validation, the librarian will set "open access" mode to the attached file ONLY if the publishing agreements, made explicit by me (also under the form of self-certification) permit it
- **Non aderisco alla policy / I decline the policy**: the attached product file will remain reserved access, for administrative purposes only

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It appears appropriate to recall some passages in the University Regulations for the deposit of research products in the Institutional Archive and open access to the scientific literature, and in particular Article 7, sub-paragraph 4, "*During the online self-archiving process, the researcher is explicitly required to decide whether he/she wants to join the University's OA policy. In case of a refusal to agree on the OA policy, the author will nevertheless be subject to deposit the metadata and files of his/her publications in the repository. The files uploaded on to the repository will not be accessible to the public, except for the provisions of subparagraph 5 here below.*" And sub-paragraphs 4 and 5 of Article 8, which specify: "*4. If the author, in the act of self-archiving his/her scientific works, refuses to join the OA policy, access to the files uploaded on to the repository will be restricted, so that only the descriptive metadata will be shown to the public. In such a case, the full-text version of the contribution, nevertheless, shall always be available to the author/s. The files may also be handled by a few authorized people (system administrator, members of the Working group), exclusively for those administration and conservation purposes, including internal and national research assessment procedures, for which author/s explicitly allow their use. 5. If the author joins the OA policy, members in the Working group will operate the validation process, that is: a) where the research paper has originally been published in OA mode, the publisher's digital version will always be accessible; b) when the publisher is listed in Sherpa-ROMEO or similar directories, members in the Working group will comply with the individual publisher's policy on copyright and OA self-archiving as indicated for each journal (publisher's final version, post-print, pre-print); c) if the publisher is not listed in Sherpa-ROMEO or similar directories, the research offices and the librarians will comply with the terms of existing contracts with the publisher, that the author must disclose to University when self-archiving the contribution*".

The author must therefore select one of the items in the"Accordo con l'editore" (agreement with the editor) field. If needs be, further information useful for the selection of the appropriate access policy can be indicated by the librarians in the box called Self-certification.

It should be remembered that the full version of the contract file can be uploaded in the loading step (See *8.3.The Uploading step).*

Accordo con l'editore *

Selezionare opportunamente la voce corretta tra quelle elencate

Autocertificazione

Specificare di seguito i termini dell'accordo editoriale o fornire altro tipo di indicazione utile a conoscere le condizioni di accessibilità del prodotto

8.3. The Uploading step

At this point, it is envisaged that the scientific work can be uploaded in pdf form.

| 1 - Licenza | 2 - Descrivere | 3 - Descrivere | 4 - Carica | 5 - Verifica | 6 - Completato |

Carica un file ⊙

Hai aderito alla policy Open Access di ateneo
Gli operatori del repository verificheranno il contratto editoriale e applicheranno la policy di accesso più appropriata.

Per maggiori informazioni in materia di diritto d'autore ed autoarchiviazione consultare l'apposita sezione tra le **FAQ** sull'Archivio Istituzionale dell'Università di Palermo (IRIS).

Si prega di notare, inoltre, che il sistema è in grado di preservare il contenuto di alcuni tipi di file meglio di altri tipi. Sono disponibili informazioni sui tipi di file e livelli di supporto per ciascuno di essi.

⬆ Seleziona un file o trascinalo in questo box ...
(Vengono accettati da LoginMiur solo i fulltext in formato PDF con dimensione massima di 10 Mb)

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This is a particularly important step in the workflow, where the author enters the file and makes significant choices concerning:

  1) the identification of the type of the uploaded file and the transfer of the pdf to LoginMiur (Lecturer site).

Il file è stato caricato con successo.
Compilare i campi Descrizione, Tipologia (obbligatoria) e Note. Inserire nella casella Note eventuali richieste di embargo con relativa motivazione/autocertificazione (di seguito si rimanda all'art. 11 del Regolamento di Ateneo e alle indicazioni operative)

files caricati

#	nome del file	Status	Azioni		
	~~████_████████████████████████~~.pdf	✔	🗑	descrizione	Tipologia: Versione Editoriale

The items in the type menu are:
- **pre-print**: the author's draft (manuscript) before submission to the publisher (pre-refereeing);
- **post-print**: the final version of the already refereed article but still with the author's layout (final draft post- refereeing);
- **versione editoriale / publisher's version**: the final version of the article made up with the publisher's layout;
- **doctoral thesis**;
- **altro / other**: other files;
- **contratto con l'editore / publisher agreement**: the contract signed with the publisher.

Based on the adherence choice and the indications taken from the agreement with the publisher, the librarian will select the most appropriate access policy for the file (open access, administrators only, embargo) during the validation workflow.
Several files can be uploaded for the same product.
NB: The "administrators" policy will always be selected for the agreement with the publisher file.

  2) The choice regarding the transfer of the file to LoginMiur. Operating this selection is compulsory when a pdf file is uploaded.

Trasferimento sito docente
Sì

Sì
No

It is important to know that the passage of the pdf to LoginMiur is only successful if the pdf is less than 10 MB.

NB: The selection will always be NO for the contract with the publisher file.

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8.3.1. Sherpa Romeo

To know whether it is possible to self-archive an article in a repository and under what conditions it is necessary to know the copyright policies adopted by the journal and/or the editor.

The new Sherpa Romeo database https://v2.sherpa.ac.uk/romeo/search.html aggregates and presents publisher and journal access policies from around the world, defining the conditions provided for by each journal, with regard to the possibility of self-archiving your articles, to which version you can archive and whether there are any restrictions (possible embargo).

Considering the fact that open access policies have become more complicated, the classification of editors by colour, used in the Sherpa Romeo portal until July 2020, has been abandoned.

For an easier interpretation of the icons in the pages dedicated to the single articles, see the section About Sherpa Romeo, which can be reached from the portal homepage.

To check the copyright policies of publishers not on Sherpa Romeo, we suggest you consult a database which is prepared by the University of Turin and continuously updated http://www.oa.unito.it/editori/index.php?r=editori/index.

8.3.2. Richiesta di embargo / Request for embargo

In many cases, the publisher may require a transition period between the publication of the scientific product and when the final published version (publisher's version) can be fully accessed and consulted: in this case, we are talking of "embargo", i.e. a period of time during which only the metadata for the scientific product archived in the institutional repository can be consulted. The period of time generally varies between six, twelve or eighteen months (in some cases up to twenty-four); when the time has elapsed, the work is made freely consultable. One of the versions prior to the final one (post-print or pre-print) could be accessible during the embargo and it is good practice to make prior agreements in this sense.

The request for embargo, if it cannot be detected from the publication itself, must be duly communicated by the author (by filling in the special box) to the working group, which identifies the correct publishing policy to indicate in the institutional archive.

As an aid to the compilation, **operating instructions (ANNEX 2)** have been prepared.

8.4. TheVerifica / Verify Step

This step provides for a verification stage of the data entered: it is an important moment in the self-archiving process; in fact, you can perform a check of the card in a single screen before closing the entry process.

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| 1 - Licenza | 2 - Descrivere | 3 - Descrivere | 4 - Carica | 5 - Verifica | 6 - Completato |

Invio: Verificare inserimento Si invita alla consultazione di:
- Guide all'uso di IRIS

Non ancora finito, ma quasi!

Si prega di esaminare per qualche minuto ciò che hai appena inviato qui sotto. Se qualcosa è sbagliato, si prega di tornare indietro e correggerlo utilizzando i pulsanti accanto all'errore, o facendo clic sulla barra di avanzamento nella parte superiore della pagina.

Se tutti dati sono corretti, fare clic sul pulsante "Successivo" in fondo alla pagina.

9. Record status

The record of a product in Iris can have different statuses:

- Bozza (**draft**): when the entry has not been completed by the author "data controller";

- **In validazione**(to be validated): when the entry has been completed by the author and the record must be first be approved by the reference librarian and then by the Director of the Department or his/her representative;

- ·**Validato** (validated) : when the record has been validated by the Director of the Department or his/her representative;

- **Riaperto** (re-opened): when, after validation, the author intervenes on the card using the "Supplement" button available in the detailed card, but does not complete the operation.

NB on **re-opened** status: the operator must carry out the validation so that the card modified by the author can replace the previous one on the public portal.

When a new record is generated in Iris, it is associated with an identifier, called **handle**.(14447/XXXXX). This is a permanent identifier which gives access to that record on the web.

9.1. Actions on a record

Using the ⚙ button in the [Azioni] column, it is possible to access the various actions available for the record. In particular, only the actions available based on the product's status and the profile of the connected user are proposed:

Dati riassuntivi	Tipologia	Status	MIUR	Data ultima modifica	Azioni	File	Titolo	Data di pubblicazione
2023 ▬▬ Resp. del dato: ▬▬ Identificativo: ▬▬	1.01 Articolo in rivista	Validato	da (re)inviare ❶ file in errore ❶	2023/04/18 14:21:46	⚙▾ riapri visualizza Re-invia (Sito Docente) pagina pubblica Cambia resp. scheda storico	⊘	▬▬	2023

Risultati da 1 a 1 di 1 elementi   Precedente 1 Successivo

Using this button, you can act on the workflow, with the following possibilities:

- **Completa inserimento / Complete submission**: available to the "data controller" for records in the temporary

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or re-opened status. Once the data entry has been completed, the record moves into the "under validation" status.

- **Rimuovi / Delete**: available to the "data controller" <u>only</u> for records in the temporary status.
- **Riapri / Integrate data, supplement**: available to the card controller for records in the definite status where amendments/supplements must be made (the record goes into the "re-opened" status). This function is not proposed in the Actions column, but only from the detailed card.
- **Visualizza / Display** allows you to access the detailed card to display all the information for the product.
- **Re-invia (Sito Docente):** allows you to "force" the sending of the publication to the LoginMiur Lecturer Site..
- **Contatta il responsabile scheda / Contact owner**: function available to the other co-authors allowing them to send an email to the data controller.
- **Cambia responsabile della scheda**: allows you to specify a new "data controller".
- **Disconosci / Reject self-identification proposal**: available to all co-authors, the function allows you to independently remove your name from the list of authors, if the publication had been erroneously attributed to the person (e.g. because of a homonym).
- **Riconosci / Self-identify**: allows the co-authors to carry out their own acknowledgement.
- **Storico / See history**: allows the history of the actions taken on the record that have led to a change of the record's status or the sending to LoginMIUR status to be displayed.
- **Registra codice ANCE / Register ANCE code**: allows you to go directly to the stage of entering the ANCE code for a journal or series.

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10. Transfer to LoginMIUR lecturer site

The "Miur" column shows the "status" of the record with regard to sending the publication to the lecturer site.

Dati riassuntivi	Tipologia	Status	MIUR	Data ultima modifica	Azioni	File
▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ ▬▬▬▬▬▬▬▬▬▬▬▬ Resp. del dato: ▬▬▬▬▬ Identificativo: hdl: ▬▬▬▬▬	2.01 Capitolo o Saggio	Validato	successo ●	2022/07/14 19:01:38	⚙▾	⊘

The possible statuses are:

successo ❶ (success): The product has been duly sent to the ministry pages of the all the authors acknowledged in it;

disattivo ❶ (not sent): Synchronisation with the Lecturer Site is not active for this product. Every author can activate it on an individual basis by using the "Activate synchronisation" function.
NB: Products with a publication date before 2008 **are not sent** to the lecturer site. If an author wishes to pass them on, synchronisation must be activated.

Non inviato ❶ (Not sent) The product is in temporary status or belongs to a type not mapped on MIUR (e.g. doctoral thesis);

Avvertimento ❶ (Warning) The product has not been regularly sent to the ministerial pages ONLY of one or more authors (in this case they are often authors without a profile on the Lecturer site);

da (re)inviare ❶ (file to transfer): The product has been amended and has not yet been re-sent;

Errore ❶ (error):The product has not been transferred to the Lecturer Site because of errors in the metadata entered or failure to compile the compulsory metadata for the transfer.

By clicking on the status for sending to the LoginMiur lecturer site, a window with detailed information and possible suggestions opens.

It should be remembered that sending to LoginMiur is automatic and takes place overnight.

11. Display of the product card in Iris

A representation of all the information that can be retrieved by displaying a "Product Card" in Iris on the web is shown below.
This is in order to be fully aware of how important it is to ensure that the fields provided for the various steps for entering a product in Iris are correctly compiled. As well as being a tool for integrating with LoginMiur, it is also an important and authoritative window where the scientific activity pursued by our University is de facto represented.

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11.1. Scheda prodotto. Visualizzazione pubblica / Product card. Public View

The "Short card" (Scheda breve) display makes a limited number of metadata visible as well as a box where it is marked whether there is a link to the self-archived product pdf file with its access policy. The "Full card" (Scheda complete) display makes a wide number of metadata visible.

It is also available the **handle** (the unique and persistent identification code of the product) and a box with citations obtained by the product in the most important citation databases.

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11.2. Altre informazioni – Visualizzazione pubblica / Other informations - Public View

There are two buttons at the top right of the screen connecting the research product with the web:

- [📊] the first connects it to display and download statistics (user maps and graphs can be displayed)

- [🌐] the second connects it with any full-text and relates it with the availability of the material by the institution.
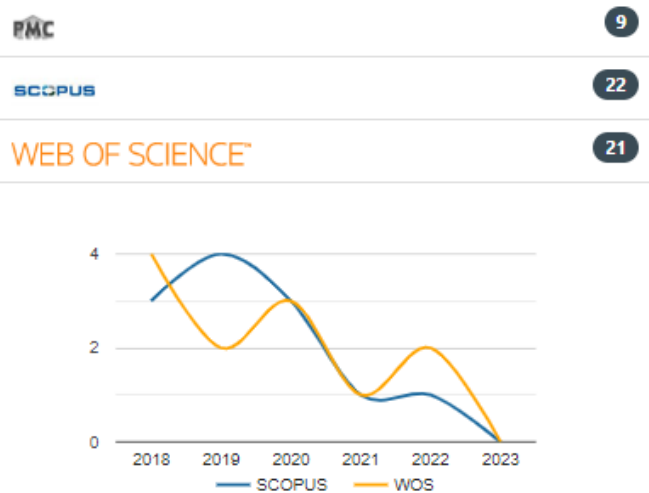
On the left of the card, you can see a series of additional information which accompany the product card with data of a bibliometric nature. The first table synchronises the data for the number of citations through the services offered by Scival of Elsevier, Pubmed and Web of Science. If you click on the number, you are automatically referred to the related databases.

The second box graphically represents the citation trend in Scopus and Wos. By clicking in the lower part of the graph, you can remove/add the trend of one of the two indices from the display

The data is updated weekly. If you wish to update the information, just click (as authenticated user) above the number of citations and the corresponding service will be interrogated again.

The social impact box i salso available. It shows informations about other types of impact: downloads, numer of web visits, citations in social media and other channels (ie. blog, news, and so on). That data are obtained by (by priority order) the DOI, the PubmedID or the Handle. The altmetrics regarding the article are shown in a graphic view in its PlumX.

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11.3. Other informations - Personal View

When displayed as authenticated user, a panel can be seen on the right of the screen. This highlights, apart from the data controller, important information linked to the handle and the product type, as well as the workflow status (temporary, validated, under validation, re-opened) and the synchronisation status with the LoginMiur lecturer site (successo / success, da reinviare / update, non attivo / inactive, N/A, errore / error).

Informazioni generali

Resp. del dato:	Domenica MATRANGA [domenica.matranga@unipa.it]
Status:	Validato
Identificativo:	e3ad698b-fccc-aa0e-e953-370Sfa6a2b9S
Tipologia:	1.01 Articolo in rivista
ricercabile	si
data ultima modifica	19/04/2023 15:24
data ultima modifica metadati DC	27/02/2023 14:21
Sincronizzazione Sito Docente:	successo ℹ

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Also visible are panels which, if the product belongs to the article in journal type, show the best percentiles of the journal according to the SNIP, SJR and CITESCORE metrics, supplied by Scopus, and the IF and IF at 5 years metrics, supplied by Web of Science.

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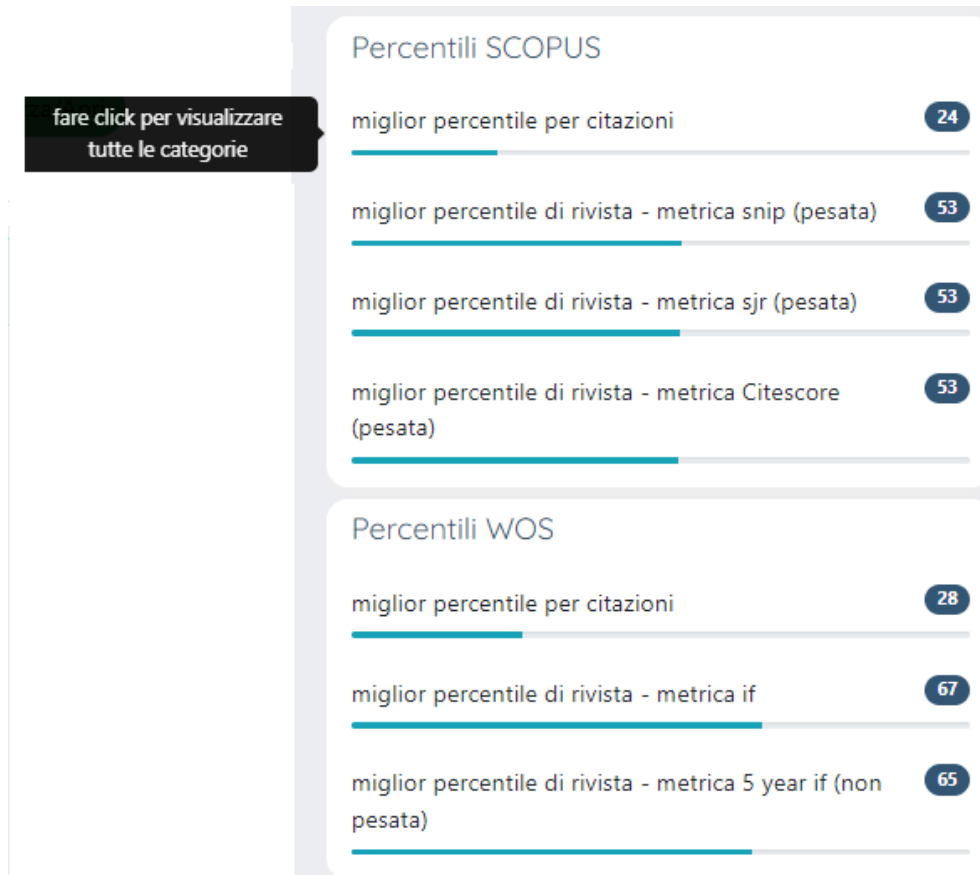
ANNEX 1

How to identify the identifier codes – Some examples

SCOPUS

To find the identifier code for your publication on Scopus, you must connect to the site
http://www.scopus.com/home.url and search for your contribution. Once the citation has been
found, you must hover on the URL:

The identifier code is found in the URL between ?eid= and &origin= as shown in the figure.

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ISI

To find the identifier code for your publication on Web of Science, you must connect to the site http://apps.webofknowledge.com and search for your contribution. Once the citation has been found, you must hover on the URL:

PUBMED

To find the identifier code for your publication on PubMed, you must connect to the site https://www.ncbi.nlm.nih.gov/pubmed/ and search for your contribution. If you click on the title, an identifier code appears on both the URL and the page, as shown in the figure.

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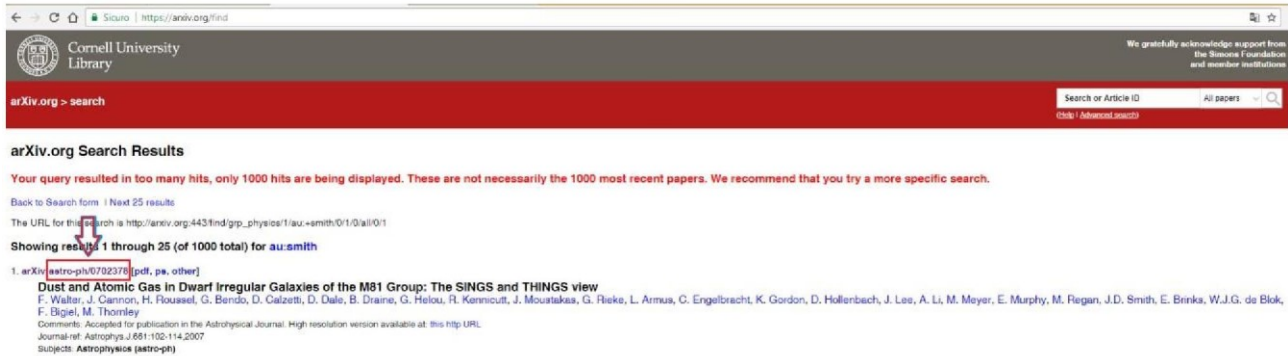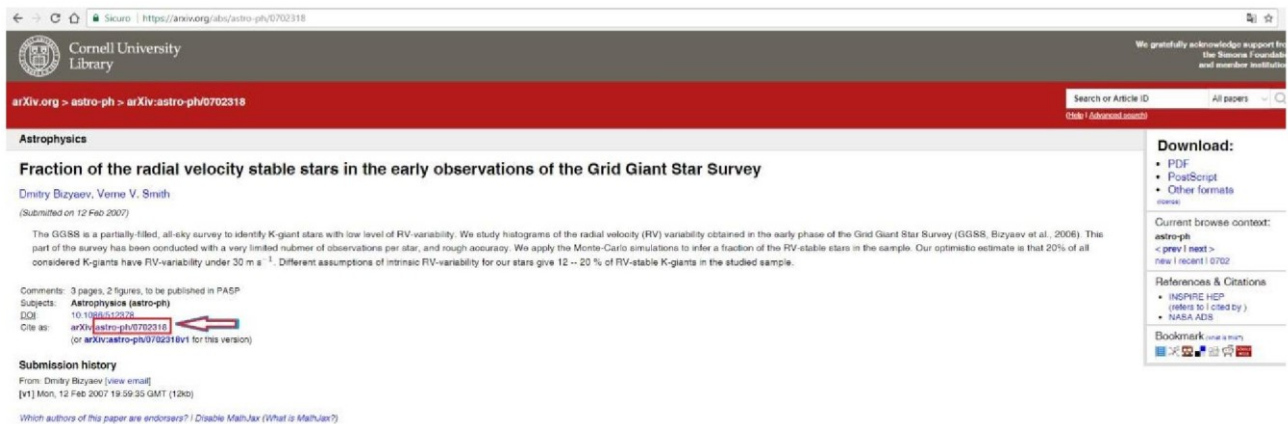UNIVERSITÀ DEGLI STUDI DI PALERMO

arXiv

To find the identifier code for your publication on PubMed, you must connect to the site https://arxiv.org/ and search for your contribution.
The identifier code is already visible in the results string, as described in the figure:

If you open the card, the code is visible in the string, as shown in the figure:

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ANNEX 2

Instructions for the embargo of research products

The embargo is a time span where the files regarding a scientific literature contribution, which because of their publishing nature require archiving under open access, are kept under restricted access, i.e. they are solely made available for carrying out researcher assessment procedures and/or other necessary administrative/management purposes and procedures.

The embargo is provided for specific reasons, the main ones of which are agreements with the publisher and/or research finance bodies, justified reasons of public and national security, justified reasons of privacy or the presence of sensitive data and patenting in progress.

The request for embargo, if it cannot be detected from the publication itself, must be duly communicated by the author (by filling in the special box) to the working group, which identifies the correct publishing policy to indicate in the institutional archive.

Unless otherwise agreed with the publisher and/or other players linked with the contribution to be archived (co-authors, finance bodies, etc.), the embargo must last for a reasonable time span, from 6 to 12 months possibly with an extension to 24 months for exceptional circumstances, beyond which the contribution will be made accessible in the institutional archive.