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**Direzione generale
Sistema bibliotecario e Archivio storico
di Ateneo (SBA)
Settore Servizi per la ricerca e
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UNIVERSITÀ DEGLI STUDI DI PALERMO

FAQ on the Institutional Repository of the University of Palermo (Iris)

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How, who, why?

How do I access the Institutional Repository of the University of Palermo (Iris)?

The public portal of the Institutional Repository of the University of Palermo (Iris) can be accessed using 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). This is done by clicking on Login at the top right and entering your institutional credentials.
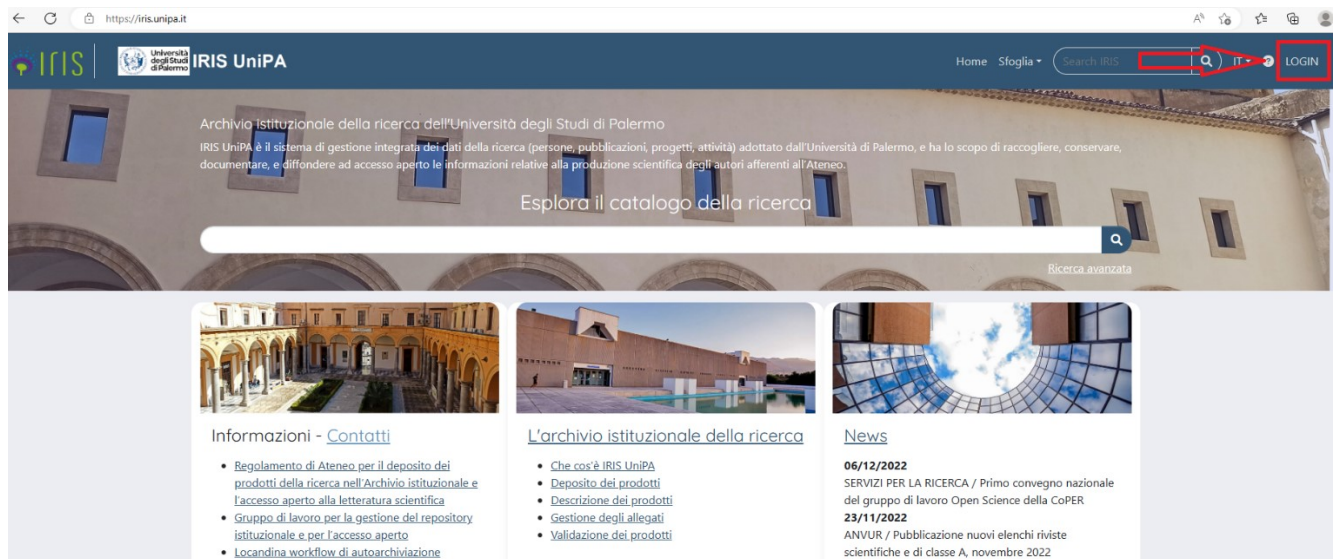
You can also access Iris from the home page of the University of Palermo, from the entry "Institutional Research Archive" in the "Research" menu.

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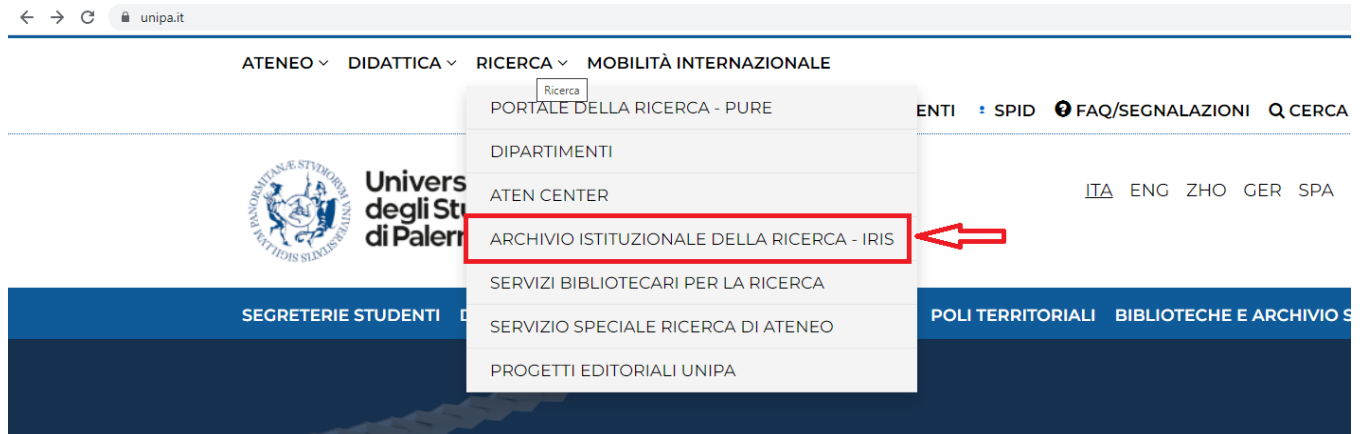
The IRIS home-page can also be accessed from the application bar which is displayed after logging in to the Unipa home page.

Finally, you can also access it from the IRIS icon in the Intranet area.

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Who is obliged to self-archive their scientific products?

Lecturers, researchers (also fixed term), doctoral candidates and grant holders can access and self-archive their publications in Iris Unipa until 18 months from the date of the end of their relationship with Unipa. It should be stressed that only those products self-archived by persons **affiliated with a department** will be validated. If a user has difficulty in accessing Iris Unipa, he/she can write, from his/her institutional address, to iris@unipa.it asking for the service to be enabled.

What categories of authors also carry out self-archiving related to assessment exercises or participation in other activities linked to scientific production?

The categories of authors also carry out self-archiving related to assessment exercises or participation in other activities linked to scientific production change according to the ministerial announcements. By way of example, see Article 2.3 "Research workers and research products" in the Research Quality Assessment Announcement 2015-2019 (VQR 2015-2019) and Article 2 "Persons concerned" in the Announcement for the funding of research based activities.

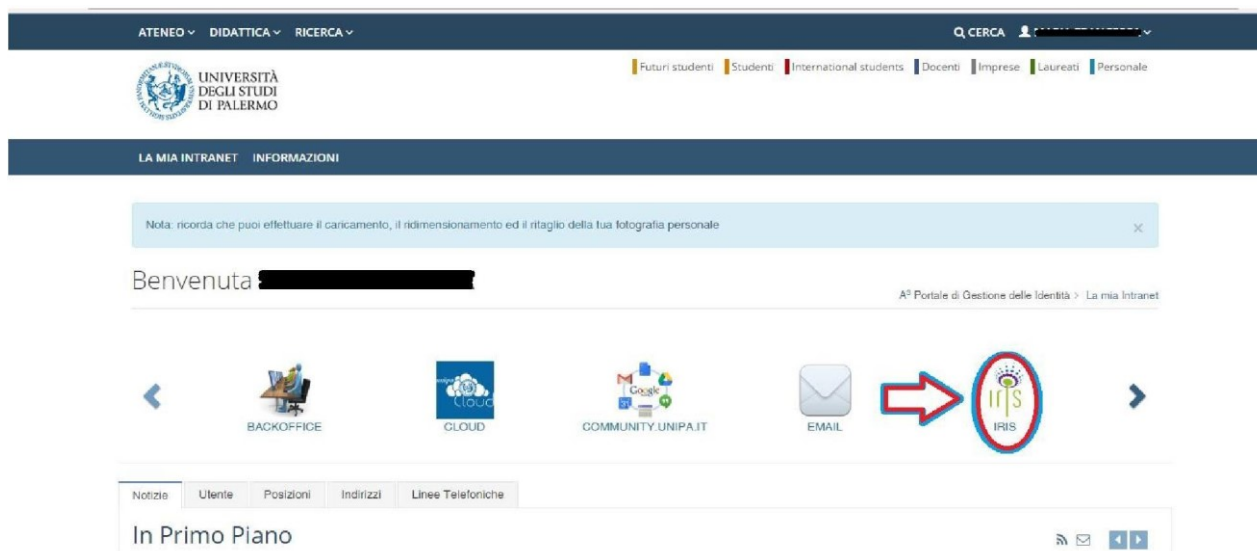## *Why is it important to regularly update the Institutional Repository of the University of Palermo (Iris)?*

The institutional repositories are defined as "Open Archives"; in fact, because they fully meet the international standards (OAI-PMH), the information contained in them is made available on the web though general or specialist search engines such as Google, Google Scholar, Base - Bielefeld Academic Search Engine, OpenDOAR (The Directory of Open Access Repositories). The service, thus, increases the visibility of the archived scientific products, promoting the dissemination of scientific knowledge and the impact of the research results on the national and international academic community.

Furthermore, IRIS Unipa is synchronised with the personal pages of the lecturers in *LoginMiur*; in fact, the self-archived products are transferred, after validation, to *LoginMiur*, which remains the Ministry reference for all assessment procedures.

Finally, from a practical point of view, Iris Unipa prevents the duplication of entries and is a useful updated personal archive for all your scientific production.

Is the entry of research products in the Institutional Repository compulsory?

Yes, according to the provisions of Article 4, sub-paragraph 1, of the University Regulation for the Deposit of Publications in the Institutional Repository and for Open Access to Scientific Literature literature *1. The University of Palermo's Institutional Archive is the main collection point and the priority source of data for internal and external evaluation. Therefore, self-archiving of publications by authors is compulsory and metadata must be as complete and reliable as possible.".*

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How do I transfer my scientific production from LoginMiur to Iris Unipa?

Your scientific production can be imported from your LoginMiur personal page to the Iris products desktop by writing to [iris@unipa.it.](iris@unipa.it)

Who can I ask for help if I need it?

There is a [*University's Working Group for the Management and Maintenance of the Institutional Repository and for Open Accesss*](), which was set up under Article 6 of the [University Regulations for the deposit of publications in the Institutional Repository and for open access to scientific literature](), which you can turn to for various needs. It also comprises [reference librarians for every department.]()

Importance of the unique codes

What is the ORCID code?

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

In order to synchronise the profile in *LoginMiur* with the Iris profile, you must create (if an author does not yet have an identifier) or associate (if an author already has an identifier) an ORCID ID. This operation must only be carried out once.

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

- ✓ create a new identifier (for users without ORCID) using the **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 key `Authorize`

- ✓ associate an already existing identifier using the **Associate your ORCID** button. In this case, it is sufficient to enter your ORCID credentials and click on the key `Authorize`

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

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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.

N.B. It is advisable to update your personal profile in Iris and to fill in the section dedicated to author identifiers with particular attention. The Prontuario per la disambiguazione e sincronizzazione dei profili autore in ORCID e nelle banche dati citazionali (Handbook for the disambiguation and synchronization of author profiles in ORCID and in the citation databases) is available at the following link.

https://www.unipa.it/biblioteche/.content/documenti/fare-ricerca/ServiziRicerca_Sincronizzazione-identificativi-autore.pdf (only Italian).

Why do I choose to enter a new product by importing via an identifier code (Web of Science, Scopus, PubMed, DOI, ISBN, etc.)?

If a product must be entered in Iris and it is accompanied by one or more identifiers (Web of Science, Scopus, PubMed, DOI, ISBN, etc.), it is highly recommended to perform the import using the "Search for identifier" function. You can import the data by entering one or more identifiers together, both of the same type separated by a comma and of a different type. If a publication is found on several databases, a "merge" of the metadata in the various sources is performed.

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.

The import can also be performed via the "Import from bibliographic files" function, by loading the file (previously exported from the reference database) in arXiv (xml), BibTex, Csv, Cini (xml), Crossref (xml), Endnote, Isi, Pubmed (xml), Ris or Tsv format.

You must then carefully choose the correct type (see How do I correctly choose the product type to self-archive?) for the product you are self-archiving. It is also recommended to check the captured metadata, making any appropriate amendments and/or corrections.

NB: the products are imported in "draft" status. You must then supplement the fields that are not automatically compiled (at least the compulsory ones) and submit the product to be validated.

Where do I retrieve the identifiers for my scientific product in the databases (Scopus, Web of Science, PubMed, Arxiv)?

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 pay attention to the URL:

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

WOS

To find the identification code of your publication on Web of Science it is necessary to connect to the site https://www.webofscience.com/wos/woscc/basic-search and search for your contribution.

Once you have found the citation, you need to stop at the URL:

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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:
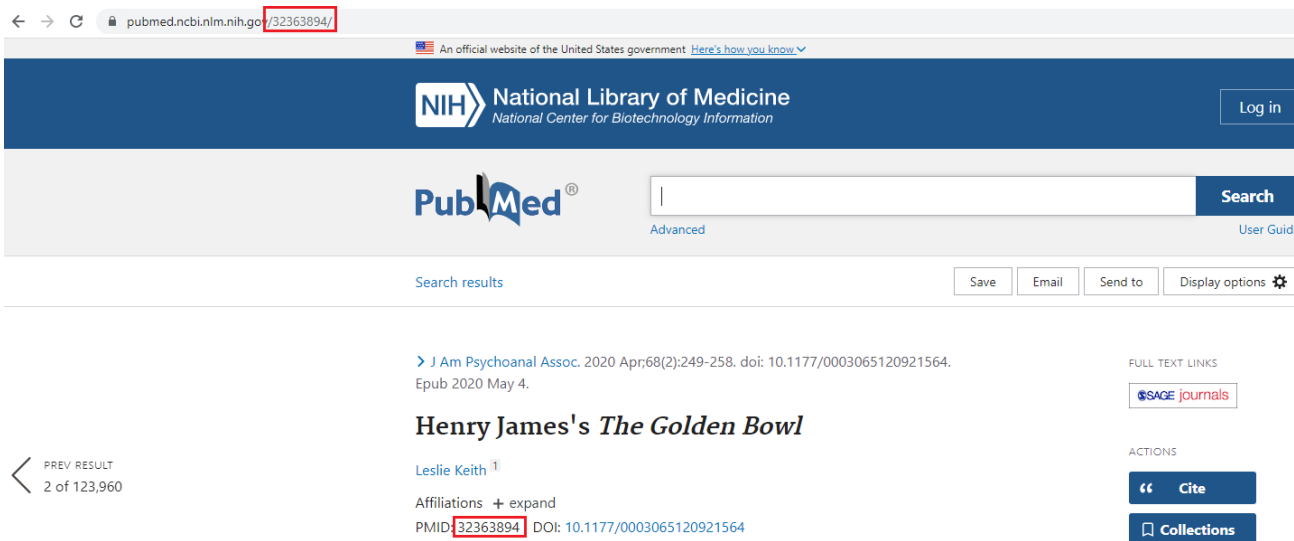
arXiv

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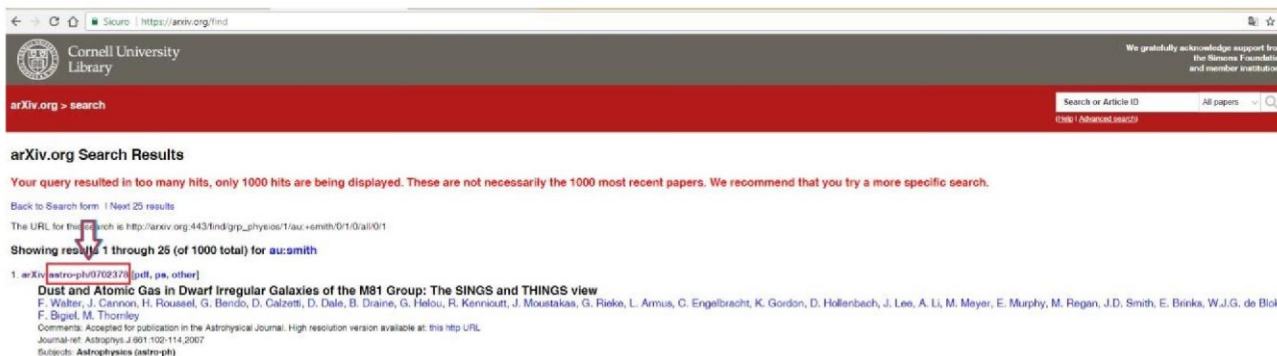
If you open the card, the code is visible in the string, as shown in the figure below:

Support for research and dissemination of scientific knowledge Section
Piazza Sant'Antonino, 1 – 90134 Palermo
serviziricerca@unipa.it
http://www.unipa.it/biblioteche/

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What can I do if the DOI of a research product is not acknowledged?

The status of a DOI can be verified via the site https://www.doi.org/. If the DOI is wrong, the anomaly can be reported by filling in a form.

If the unique code (DOI, Id Scopus, Id WOS, Id PubMed) does not identify my product exclusively, what should I do? Must the codes be entered all the same?

It is only useful to enter an identifier code in Iris if the publisher has assigned the DOI uniquely (=exclusive) to your product. Conversely, the codes assigned by the publisher to a digital object that includes several products simultaneously (e.g. a "book of abstracts" which includes several abstracts presented at a conference or a collective monograph containing several contributions) must not be shown in the product entry screen, because they can end up fruitlessly reporting potential duplicates. Therefore it must verified every time whether your specific product (abstract, chapter in book, contribution to a volume or conference proceedings) has a dedicated DOI, and consequently decide whether to enter the related codes (e.g. DOI and product ID taken retrieved from the WOS, Scopus, Pubmed databases) in the appropriate fields proposed by Iris or overlook them.

Workflow and suggestions for self-archiving

How do I enter a new product?

To enter a new product, the author must be in "personal view" and click on the "Nuova pubblicazione" (New Product) button in the products desktop screen.

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It should be remembered that your scientific production can be imported from your LoginMiur personal page to the Iris products desktop by writing to iris@unipa.it.

How do I correctly choose the type for the product to self-archive?

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.

The table below shows the **types/sub-types** that are in Iris and visible at the time of entering a new product. In the case of the "Other" type, the sub-type is proposed later.

The type can be changed at all stages of entering a new product, by supplementing the necessary metadata. Even in the case of products that have already been validated, if you are responsible for the data, you can reopen the product sheet and change the type: this determines a new validation process.

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Type	Sub-type
01. Contributo in rivista (Contribution to journal)	1.01 Articolo in rivista (Journal article)
	1.02 Recensione in rivista (Review – in a journal)
	1.03 Scheda bibliografica (Index card)
	1.04 Nota a sentenza (Commentary to the judgement)
	1.05 Abstract in atti di convegno pubblicato in rivista (Conference proceedings article - in a journal)
	1.06 Lettera (Letter)
	1.07 Contributo in atti di convegno pubblicato in rivista (Conference proceedings article -
	1.08 Poster pubblicato in rivista (Conference proceedings poster - in journal)
	1.09 Review essay
	1.10 Contributo a forum/dibattito, Introduzione (Contribution to forum/debate, Introduction)
	1.11 Nota o commento (Note or commentary – in a journal)
	1.12 Traduzione in rivista (Translation - in journal)
	1.13 Abstract in rivista (Abstract - in journal)
02. Contributo in volume (Contribution to book / monograph)	2.01 Capitolo o Saggio (Book chapter)
	2.02 Prefazione/Postfazione (Preface/Afterword)
	2.03 Breve introduzione (Short introduction)
	2.04 Voce (in dizionario o enciclopedia) (Entry - in a dictionary or encyclopaedia)
	2.05 Recensione in volume (Review - in a book)
	2.06 Scheda di catalogo, repertorio o corpus (Catalogue, repository or corpus index)
	2.07 Contributo in atti di convegno pubblicato in volume (Conference proceedings
	2.08 Abstract in atti di convegno pubblicato in volume (Conference proceedings abstract
	2.09 Poster pubblicato in volume (Conference proceedings poster – in a book)
	2.10 Nota o commento (Note or commentary – in a book)
	2.11 Traduzione in volume (Translation – in a book)
03. Monografia (Monograph)	3.1 Monografia (Monograph)
	3.2 Concordanza (Concordance)
	3.3 Indice (Index)
	3.4 Bibliografia (Bibliography)
	3.5 Edizione critica di testi/di scavo (Critical/scientific edition of texts / of excavations)
	3.6 Pubblicazione di fonti inedite (Publication of unpublished sources)
	3.7 Commento scientifico (Scientific commentary)
	3.8 Traduzione di libro (Translation of a book)
04 Testi di dottorato (Doctoral thesis)	4.1 Tesi di dottorato (Doctoral thesis)
	4.2 Tesi di dottorato pre-2013 (Pre-2013 doctoral thesis)
05 Dati della ricerca (Research data)	5.1 Audiovisual
	5.2 Dataset
	5.3 Image
	5.4 Model

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	5.5 Sound	
	5.6 Text	
	5.7 Other	
06. Intervento a convegno non pubblicato (Unpublished intervention in conference)	6.1 Paper non pubblicato (Unpublished conference proceedings paper)	
	6.2 Abstract non pubblicato (Unpublished conference proceedings abstract)	
	6.3 Poster non pubblicato (Unpublished conference proceedings poster)	
07 Curatela (Editorship)	7.1 Curatela (Editorship)	
08 Brevetto (Patent)	8.1 Brevetto (Patent)	
09 Other	9.1 Other sub-types available in the second screen:	Audio Banca dati (Database) Cartografia (Cartography) Collezione (Collection) Composizione (Composition) Design Disegno (Drawing) Esposizione (Exhibition) Learning Object Immagine (image) Manufatto (Artefact) Mostra (Exhibition/Show) Performance Progetto architettonico (Architectural project) Prototipo d'arte e relativi progetti (Prototype of art and related projects) Pubblicazione su portale (Publication on portal) Rapporto tecnico (Technical report) Software Sito web (Website) Tutorial Video Other

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To display the definitions of the types and sub-types in Iris (List of Scientific Product Types and Sub-types in the Institutional Repository of the University of Palermo (IRIS) and their definitions), click **here.**

What happens if I decline the deposit licence?

The first step in the self-archiving workflow consists of signing the Licenza d'uso (Submission Licence). This obligation, as specified in Article 4 of the University Regulation for the Deposit of Publications in the Institutional Repository and for Open Access to Scientific Literature, is necessary to complete the entry of a research product in the UniPA Iris Institutional Repository. If the process is interrupted or resumed at a second time, the deposit licence must be accepted again.

This fulfillment is necessary in order to proceed with the self-archiving process.

Buttons are located at the bottom of the page:

(I Do Not Grant the licence – I Grant the Licence)

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Which fields in the product card is it important to fill in?

There are a set of marked fields in the product card. It is compulsory to fill these in and they are linked the entry of the information required for assessment exercises, also related to the minimum bibliographical data that can permit tracing of the publication.

In order to <u>promote more effective visibility on the web</u>, it is also recommended that the following elements be entered:

- Abstract in English: compiling the product abstract in English as well promotes its dissemination and visibility on the web.
- Settore scientifico disciplinare (Scientific Discipline Sector) of the product
- DOI
- URL of the publisher (Open access where possible)
- Alternative URL to the publisher's one

How do you fill in the author string?

The steps to take for fill in the string are:

1. Type or paste the names of the authors in the original format in the "Autori" (Authors) 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 or MLA in the drop-down menu.

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

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

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 to be 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.

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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 (Responsibility attributes)*: there is the possibility of indicating whether the author is a Corresponding Author (internal author who follows the report in relation to the publisher).
- *Tipo (Type)*: indicates the contribution type that the author has given to the product (according to the CRedit classification and the CINECA supplements). The value "Not specified" appears as default. A list of the items in the drop-down menu with their definitions is shown below:

  Membro del collaboration group (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.

  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.

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Contributor Roles/Visualization: Preparation, creation and presentation of the published work, in particular with regard to the image or 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, Ultimate, Co-ultimate

- **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**.

What does "author position" mean in the author string?

Next to the name of every author, there is a box called "Author position" where it is possible to indicate the order of the authors. This is linked to the level of responsibility held by the authors for a product. This box is set by default on N/A (not assigned) but, if you open the drop-down menu, you can indicate whether the author is question is:

- primo	- first
- co-primo	- co-first
- secondo	- second
- penultimo	- penultimate
- co-ultimo	- co-last
- ultimo	- last

Two (or more) "co-first" and "co-last" authors can be set in the same card, but NOT a first author and one (or more) co-first or an ultimate author and one (or more) co-ultimate (the author positions ""first"/"co-first" and "ultimate"/"co-ultimate" are incompatible with each other). You recommended to use this function for the purpose of better specifying the role and contribution of each individual author. It is not however information that must be compulsorily entered.

What does foreign author mean?

Foreign author means a co-author of any nationality who is affiliated with a foreign institution.

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What are the criteria for assigning international relevance to a research product?

International relevance is usually recognised for a research product that has at least one of the following verifiable indicators:
- that 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);
- that 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 review of international dissemination) reasons or because of the interest aroused (e.g. via the citations or mentions found through international scientific platforms);
- that it is indexed in international databases and/or repositories;
- that the publication has been submitted to an international scientific committee, i.e. there are foreign scholars in the management and/or editing.

Why is it important to indicate the sources of funding?

Indication of this information generally allows the University to obtain useful statistical data. In particular, the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature, in compliance with the EU directives and national regulations, provides in Article 7, sub-paragraph 5: "Under Article 4 of Act no. 112 of 7th October 2013, for all scientific contributions that are the result of research supported financially - in full or in part - by the University of Palermo, MIUR or research bodies overseen by MIUR, the European Union or research bodies overseen by the European Union, and for every other scientific work included in the categories admitted for funding, the published version of the archived file is normally made publicly accessible, respectively within 18 months of first publication for publications in the scientific/technical/medical disciplinary areas and within 24 months for the arts and social sciences disciplinary areas with the related metadata (e.g. title, author, affiliation, funding body, review title, etc.) freely available at the time of deposit".

What is the purpose of filling in the DOI field of the dataset?

Filling in the DOI (Digital Object Identifier) field of the dataset allows the individual research product to be related to the related dataset. As is well known, the attribution of a DOI to research data by a trusted repository (such as Zenodo) is an important practice, required not only by European funding lines such as Horizon Europe but also by many publishers. This helps to ensure traceability and accessibility of data associated with research, thus contributing to greater transparency and reproducibility in scientific results.

Why is it useful to include the "Sustainable Development Goals" linked to the research product?

The field provides a drop-down menu in which authors can select one or more of the 17 Sustainable Development Goals (SDGs) under which the content of the product is ascribed. Filling in the field,

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which is not mandatory and can be repeated, helps to highlight how the research product is framed in relation to the themes set by the United Nations 2030 Agenda and may provide useful indicators on the progress of the University of Palermo's research activities. In order to be able to identify in the most focused way the individual SDG or SDGs of reference, Authors are invited to consult the websites   https://sdgs.un.org/goals   and   https://www.aics.gov.it/home-ita/settori/obiettivi-di-sviluppo-sostenibile-sdgs/ referring to the keywords, targets and outcome indicators of each Goal.

Reference is also made to the page of the Centro di sostenibilità e transizione ecologica di Ateneo (University's Center for Sustainability and Ecological Transition), a Unipa facility that advances the themes set forth in the United Nations 2030 Agenda.

How can I modify a product in final status to enter DOI, Scopus, WoS, ISBN codes, abstract, pdf annex?

If you want to supplement the metadata of already validated products, you can re-open the product card and make the appropriate modifications. This operation determines a new validation process. To proceed with re-opening the product card with the aim of modifying and/or supplementing it, **only if you are "Responsabile scheda" (data controller or form manager)**, you can click on the "**Riapri**" (reopen and integrate data, supplement) item under actions.

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You can click on the "**Cambia resp. Scheda**" button (Change form manager, data controller) to change the name of data controller.

Can I remove a product from my personal page?

A product can only be removed if it is in a Draft status. In all other cases, to request its removal, you must write to iris@unipa.it.

How do I recognise the workflow status of my product?

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

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- **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 still be approved by the Director of the Department or his/her representative. In this phase, the person in charge of the data can neither intervene on the metadata nor eliminate the registration;

- **Validato (validated):** when the record has been validated by the Director of the Department or his/her representative. It should be emphasized that only the person in charge of the data can intervene on the validated recordings;

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

N.B. on reopened status: in order for the file modified by the author to be replaced with the previous one on the public portal, the operator must validate it.

When a new registration is generated in Iris it is associated with an identifier, called handle (14447/XXXXX). This is a permanent identifier that will give access to that recording on the web.

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How do I understand whether the synchronisation with the LoginMiur site has taken place correctly?

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

The transmission of publication metadata from IRIS to the lecturer site (MIUR) takes place every day (normally every night). The transfer concerns both metadata and pdfs. At any time, through the manual action **"Re-invia (Sito Docente)" (Update now - Lecturer Site)** made available, within the product file, to the archive administrator, the authors, the data manager and superusers in departmental view.

The possible statuses are:

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

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

- **Avvertimento** (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** (file to transfer): The product has been amended and has not yet been re-sent;

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- **Errore ⓘ** (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.

What is Ance?

Ance is a ministry database, managed by Cineca, where the journals and series are registered at national level. To enter the details of the jounal 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.

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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.

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.).

Descrivi questo prodotto
Si invita alla consultazione delle Guide all'uso di IRIS

Tipologia del lavoro scientifico	1.01 Articolo in rivista	Cambia
Abstract DATO PREVISTO SU LOGINMIUR *	Inglese	+ Aggiungi ancora
	Si consiglia di inserire l'abstract in lingua inglese	
Parole chiave DATO PREVISTO SU LOGINMIUR *	Inglese	+ Aggiungi ancora
	Le parole chiave vanno separate da virgola o punto e virgola	
Settore scientifico disciplinare del contributo		+ Aggiungi ancora
	Si consiglia di inserire almeno un settore scientifico disciplinare del prodotto	
Lingua del contenuto DATO PREVISTO SU LOGINMIUR *		
Titolo del periodico DATO PREVISTO SU LOGINMIUR *	Nessuna rivista selezionata	Q ANCE
	Cliccare sul tasto Ance, procedere con la ricerca inserendo i dati disponibili. Proseguire inserendo i dati ricavati negli appositi box Editore e Paese di pubblicazione. Se il titolo del periodico non compare nella lista è possibile inserirlo a mano	

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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)

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 self-archiving of the new product will stay in "bozza" (draft) mode until Cineca proceeds with acknowledging the journal and sending the codes for it.

If you go ahead and request a journal be entered, it is recommended that a reference note (e.g. the title) for the product be entered in the "Altre note" (Other notes) box. This is for the purpose of disambiguating the Cineca replies 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

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What does "Adherence to the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature" mean?

Article 7, sub-paragraph 4, of the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature provides that the author declares whether he/she intends to adhere to the University's open access policy "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." In particular, Article 8, sub-paragraphs 4 and 5, specifies: "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, which the author must disclose to University when self-archiving the contribution".

It is possible to select one of the following items in the dedicated box:
- **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 be 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

NB: Declining the University policy for open access does not invalidate the obligation to upload the pdf.

Why is it necessary to enter the terms of the "Accordo con l'editore" (agreement with the publisher)?

The entry, even under the form of self-certification, of the terms of the contract signed with the publisher is necessary (in particular, for products with a publication date after the approval of the Regulations - May 2018) to allow the reference librarian to set the access terms for the research product.

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The values in the drop-down menu are shown below:

• Dichiaro di disporre della copia del contratto, che allego nella schermata apposita (denominata Carica)	• I declare that i have a copy of the contract, which I attach in the appropriate screen (called Upload)
• Dichiaro che il contratto, che non si allega, è conforme alle politiche di accesso dell'editore (visibili su Sherpa Romeo, sul sito dell'editore o desumibili da copyright, licenza creative commons)	• I declare that the contract, which is not attached, complies with the publisher's access policies (visible on Sherpa Romeo or the publisher's site or deducible from copyright, creative commons licence)
• Dichiaro di non avere sottoscritto un contratto e di non avere trasmesso i diritti all'editore (L. 633/1941 art. 110) (specificare nel box "autocertificazione" la modalità di accesso al/ai file da impostare su Iris)	• I declare that I have not signed a contract and have not transferred the rights to the publisher (Act 633/1941, Article 110) (specify the access mode to be set in Iris for the file(s) in the "self-certification" box)
• Dichiaro di essere in attesa di contratto definitivo (da utilizzare se il prodotto è in fase di pubblicazione)	• I declare that I am waiting for a final contract (to be used if the product is in the publication stage)
• Non ho aderito alla policy open access dell'Ateneo	• I declined the University's open access policy
• Informazione non disponibile (da utilizzare solo per prodotti pubblicati prima dell'emanazione del Regolamento di Ateneo del maggio 2018)	• Information not available (only to be used for products published before the University Regulations of May 2018 were issued)
• Autocertificazione (da inserire nel box sottostante se nessuna delle voci precedenti è utilizzabile)	• Self-certification (to be entered in the box below if none of the previous items can be used)

You can also enter the pdf of the signed contract in the part of the workflow dedicated to uploading the file. In this case, it is fundamental to select NO in the menu for sending to the Lecturer Site (**Login MIUR website transfer)**.
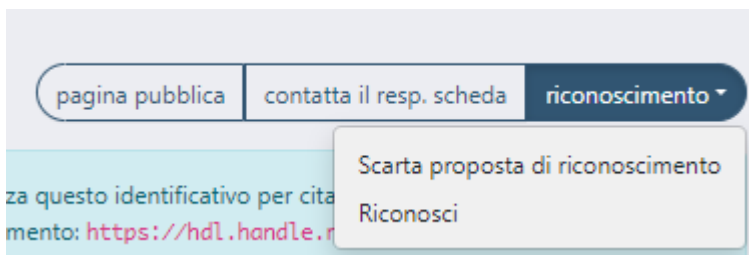
Products desktop

What are the publications in the "Pubblicazioni da riconoscere" (publications to recognize) box in Desktop Prodotti (My Dspace)?

Products in the Archive for which the system has detected the name of the logged-in user among the authors are directed into this box. Using this box, you can perform a check on every single product and click on the "Riconosciti" (Self-identify) button if it is correct suggestion, or the "Scarta" (Reject) button if it is a simple homonym.

NB: In the case of products with several co-authors, it is recommended to proceed with a careful check on the titles in this box before making a new entry. This is so as not to enter duplicates in the Repository.

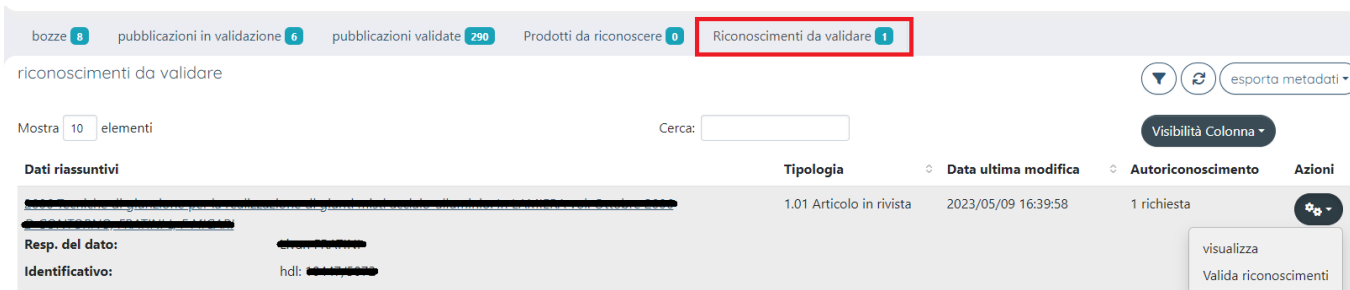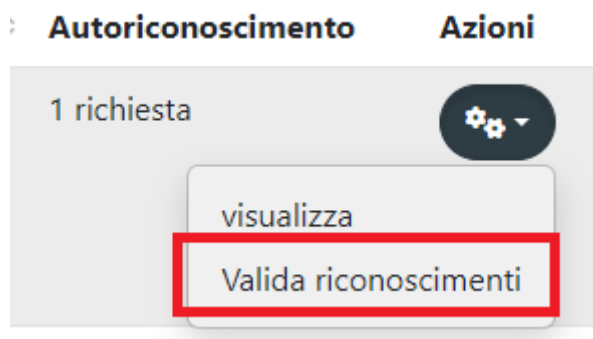Self-acknowledgement can also be carried out from the backoffice card:

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By clicking on the "**Riconosci**" (Recognise) button, the authors string of the already elaborated product is identified. From the drop-down menu it will be possible to carry out the recognition. If an author is not present in the authors string, it is possible to request that the authors string be modified to include your name by selecting the item " Non sono presente nella lista. Chiedo di essere aggiunto alla stringa autori" (I am not present in the list I ask to be added to the authors string) from the drop-down menu." and clicking on the "Conferma" (Confirm) button.
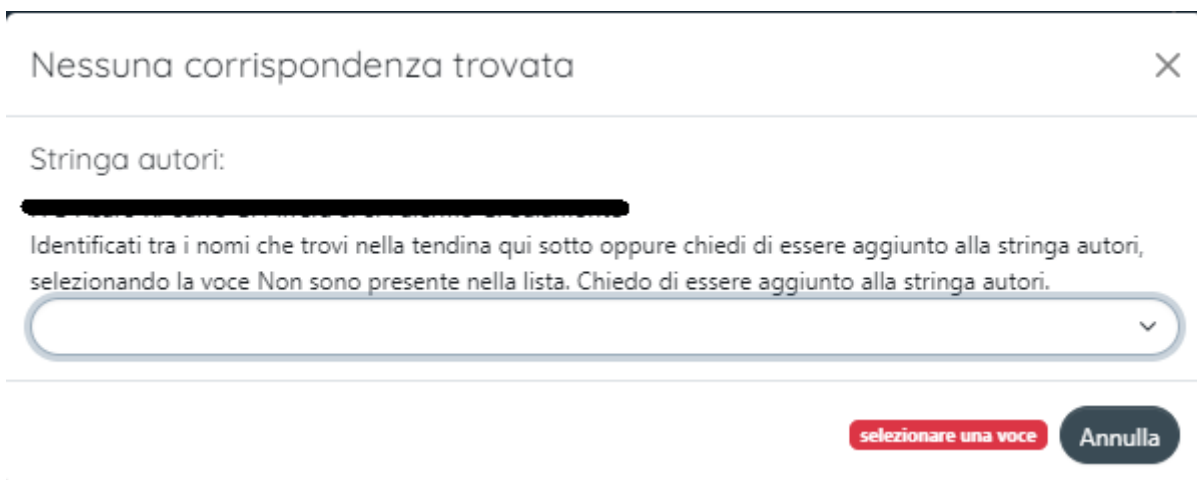
What are the publications in the "Riconoscimenti da validare" (acknowledgements to be validated) box in Desktop Prodotti (My DSpace)?

Publications in the Repository for which other co-authors have asked to be acknowledged as internal authors are directed into this box. To confirm the information, you must click on the "Riconoscimenti da validare" (Identification to be approved) button.

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At this point a dialogue window will open where you can identify the name of the co-author and approve or reject the acknowledgement.

NB: The name of the author is not entered in the card and the information is not transferred to LoginMiur until the the data controller validates the acknowledgement. It is therefore very important to regularly check the publications in this box to prevent unacknowledged co-authors from entering duplicates in the Archive.

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Although I have self-acknowledged myself, why does my name not appear among the co-authors?

After a request for self-acknowledgement, the data controller must validate acknowledgement ("Valida riconoscimento" (Identify")) by accessing the "Identification to be approved" box. You can contact the data controller to speed up the process, urging that he/she does so.

NB: The name of the author is not entered in the card and the information is not transferred to LoginMiur until the the data controller validates the acknowledgement.

How do I order the products on the desktop chronologically?

To obtain the chronological ordering of your research products, act on the double arrows in the "Data di pubblicazione" (Publication date) column.

How do I get the bibliography of my research products from Iris?

Your bibliography can be exported from Iris by using the "Esporta metadati" (Export) button on your own products desktop. There are different export formats.

esporta metadati ▾

RIS
EndNote
BibTeX
Excel
CSV
RefWorks

Management of attachments to research products in the Institutional Repository

How do I deposit the full-text of my scientific work, regardless of the publishing agreements?

"Among the options that the Author can exercise on a published work of his/hers, the minimum one consists of mere deposit for the purpose of archival documentation. The deposit of a work for the purpose of administrative documentation constitutes a use that does not have independent economic significance and, as such, must be considered a free use even if the author has transferred the economic exploitation rights to the publisher, particularly when the deposit is enforced by mandatory regulations of a publishing nature, like those concerning the assessment of research. In fact, Article 67 of Act 633/1941 is applied in the context of administrative procedures. This makes an exception to the exclusive rights of the author and their successors and assignees by establishing the lawfulness of these uses without the consent of copyright holders of the works."(Taken from: "Parthenope University of Naples guidelines for deposit and documentation", drawn up by Rosa Maiello).

How do I know which version of my article I can self-archive?

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The author must always carefully check the agreement signed with the publisher. If the author does not have the specific agreement signed with the publisher, he/she may get to know the policies of the main scientific publisher by consulting the Sherpa Romeo database.
It is also possible to know whether the publisher allows at least one version of the work to be deposited in the Institutional Repository.

A scientific article can be submitted under the form of:
- pre-print: the author's draft (manuscript) before submission to the publisher (pre-refereeing draft);
- post-print: the final version of the already refereed article but still with the author's layout (refereed draft);
- publisher's version: the final version of the article made up with the publisher's layout.

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 publisher.
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, which version you can archive and whether there are any restrictions (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 an Italian database which is prepared by the University of Turin and continuously updated http://www.oa.unito.it/editori/index.php?r=editori/index.

NB: The author is always obliged to self-archive his/her research product. For in-depth details on the legislation and regulations, see the text of the "Parthenope University of Naples guidelines for deposit and documentation", drawn up by Rosa Maiello (Link to the abstract).

What is an embargo and how do I behave with the self-archiving of my product in Unipa IRIS?

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

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correct publishing policy to indicate in the Institutional Repository.

The operating instructions, available at the time of uploading the product, have been prepared as an aid to compilation.

How do I reduce the size of my pdf file?

There are several online services and some applications that freely and simply allow you to reduce the size of a pdf, without excessively compromising the quality of the documents
Among the many, we note:
https://smallpdf.com/it/comprimere-pdf
https://pdfcompressor.com/it/
https://www.ilovepdf.com/it/comprimerepdf
https://pdfcandy.com/it/compress-pdf.html

Other doubts?

For further doubts or in-depth information, consult the section of the Library Services Portal -> Guidelines to IRIS UniPA, or contact your suggested librarian.

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Information on the version

Version of	30/10/2023
	• New FAQs: *What is the purpose of filling in the DOI field of the dataset?* and *Why is it useful to include the "Sustainable Development Goals" linked to the research product?*
Version of	15/05/2023
	• Adjustment of text and images for compliance to DSPACE 6
Version of	06/09/2021
	• Inserted the following FAQ: Is the entry of research products in the Institutional Repository compulsory?; What does "author position" mean in the author string? • Modifications made to the FAQ: Who can I ask for help if I need it?; What happens if I decline the deposit licence?; How do you compile the author string?; Why is it important to indicate the sources of funding?; What does "Adherence to the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature" mean?
Version of	12/07/2021
	• Inserted the following FAQ: Why is it important to indicate the sources of funding? • Modifications made to the FAQ: How do I access the Institutional Repository of the University of Palermo (Iris)?; What categories of authors also carry out self-archiving related to assessment exercises or participation in other activities linked to scientific production?; How do I enter a new product?; How do I correctly choose the type for the product to self-archive?; What happens if I decline the deposit licence?; Which fields in the product card is it important to compile?; How do you compile the author string?; Why is it important to indicate the sources of funding?; What does "Adherence to the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature" mean?; Why is it necessary to enter the terms of the agreement with
Version of	12/11/2019
	• Inserted the following FAQ: If the unique code (DOI, Id Scopus, Id WOS, Id PubMed) does not identify my product exclusively, what should I do? Must the codes be entered all the same? • Small modifications made to the FAQ: Why do I choose to enter a new product by importing via an identifier code (Web of Science, Scopus, PubMed, DOI, ISBN, etc.)?; How can I modify a product in final status to enter DOI, Scopus, WoS, ISBN codes, abstract, pdf annex?; What does "Adherence to the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature" mean?; Why is it necessary to enter the terms of the agreement with the publisher?; What is an embargo and how
Version of	03/07/2019

Università degli Studi di Palermo

Direzione generale
Sistema bibliotecario e Archivio storico
di Ateneo (SBA)
Settore Servizi per la ricerca e
diffusione della conoscenza scientifica

SISTEMA BIBLIOTECARIO DI ATENEO
UNIVERSITA DEGLI STUDI DI PALERMO

Modifications made	• Inserted the following new FAQ:
	What can I do if the DOI of a research product is not acknowledged?
	What happens if I decline the deposit licence?
	What does foreign author mean?
	Can I remove a product from my personal page?
	What does "Adherence to the University Regulations for the deposit of research products in the Institutional Repository and open access to the scientific literature" mean?
	Why is it necessary to enter the terms of the agreement with the publisher?
	• Modified the following FAQ:
	How do I correctly choose the type for the product to self-archive?
	Which fields in the product card is it important to compile?
	How do you compile the author string?
	What is an embargo and how do I behave with the self-archiving of my product in Unipa IRIS?

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	• Removed the following FAQ:
	    How do I know if a journal is ISI?
	    How do I know if a publisher publishes ISI Journals?
	    What happens if I decline the user licence?
	    How do I choose the right access policy for full-text?

Version of	07/01/2019

Modifications made	• Inserted the following new FAQ:
	    How do I reduce the size of my pdf file?
	    How do I transfer my scientific production from LoginMiur to Iris Unipa?
	• Small modifications made to the FAQ: How do I enter a new product?

Version of	15/06/2018
Modifications made	• Adjusted the images to the new Iris homepage
Version of	11/05/2018
Modifications made	• Inserted new Products Desktop section • Rejoined the Workflow and suggestions for self-archiving sections • Renamed the Management of annexes to research products in the Institutional Repository section • Inserted the following new FAQ: How do I enter a new product? What happens if I decline the user licence?
Version of	28/03/2018
Modifications made	• Inserted the new FAQ on: What are the criteria for assigning international significance to a research product? • Small modifications made to the FAQ: Which fields in the product card is it important to compile? How do you compile the new author string?
Version of	23/11/2017

Modifications made	• Inserted the following new FAQ:
	    What is Ance?
	    How do I know if a journal is ISI?
	    How do I know if a publisher publishes ISI Journals?
	• Corrected the email address for whom to turn to in the question: Who is obliged to self-archive their scientific products?