The Institutional Archive: IRIS_GSSI

Publication Submissions

The IRIS_GSSI is the Institutional Archive of the GSSI, in which bibliographic data and attachments of the publications and doctoral theses are stored. The Products of the Research will be visible if they follow the Open Access policy agreed upon by accepting the Deposit Licence within the portal.

Each item, accompanied or not by attachments, is saved with an identifier (handle) assigned by IRIS_GSSI.

Overview:

1. Login to the IRIS_GSSI portal
   a. The login credentials are the same as those used for U-GOV services: the USERNAME is usually "surname.name".
   b. If a password recovery is needed, please contact the GSSI Personnel Office. The IRIS_GSSI portal does not allow the user to perform a password recovery independently.

2. Check the view as only a PERSONAL VIEW allows to upload the product
   a. Found on the upper right side of the screen, beside the name

3. Click the menu tab to open the menu list
   a. Found on the upper left side of the screen, between the IRIS logo and the HELP tab
b. A menu on the left side of the screen will appear

4. Select PRODUCT - MY DSPACE on the left menu

1. Within the Desktop Product there are different tabs that describe:
   a. MY SUBMISSIONS - list of all the items that you inserted within the GSSI Institutional Archive
   b. ITEMS TO BE VALIDATED - list of the products with your name in the responsibility statement (i.e. who inserted the item)
c. IDENTIFICATION TO BE APPROVED - Co-Authors that must be identified (for publications), i.e. the identification of any authors internal to the GSSI

2. Go to NUOVO PRODOTTO:

a. A new window will appear:
c. Select the type of COLLECTION:

1) Contribution to Journals
2) Contribution to Volumes
3) Book
4) Conference Proceedings
5) Other
6) Patents
7) Curatorial
8) PhD Thesis

i. Articles - They are published in journals which, as a rule, carry an ISSN (International Standard Serial Number), the code assigned to a journal and which identifies it internationally. The copyright policy, which indicates whether the author can make an OA article on the university repository and in which version, may vary depending on the publisher and the journal in which the article is published. In order to guarantee the rights of use of
his publications, including that of deposit in an institutional archive, it is good practice that the author, upon signing the publication contract, checks that it provides for the possibility of archiving the publication on the institutional repository or ask the publisher to insert a clause that allows him to deposit: the addendum. If you have already signed a contract, you can ask the publisher for permission to deposit your publication on the institutional repository by sending a letter of request based on the model of those prepared. If an article is published in an Open Access journal, it is almost always possible to archive the editorial version of the article.

ii. *Book chapter and books* - Each text published by a recognized publisher bears an ISBN (International Standard Book Number) which uniquely identifies it internationally. As a rule, it is not possible to deposit the entire content of a published book, unless all copyrights belong to the author himself. The legislation is, on the other hand, more permissive in the case of perfectly distinguishable book chapters and similar collective works (eg, entries in encyclopedias). In these cases, in the absence of different contractual agreements, each author is the owner of the rights to the part he/she contributed, while the rights to the collective work as a whole belong to those who organized and directed the creation. Check in the Copyright Transfer Agreement what your rights are or, in case of uncertainty, send a letter of request to the publisher of interest for the concession to deposit the text on IRIS-GSSI.

iii. *Proceedings* - Conference proceedings published by a publisher may variously carry an ISSN number, an ISBN number or sometimes both. In the case of proceedings published by a commercial publisher or by an organizing body that holds the rights, check the editorial policies as for the articles. In the case of proceedings with limited distribution or not subject to publication, check whether the policy relating to open access is reported on the conference website:

- if the proceedings are already published with open access online, it is usually possible to archive the editorial version;
- if the proceedings are not published with open access on the web, you must ask the organizing body for filing
permission (in the absence of different agreements, however, it can be assumed that each author has remained the owner of the rights on his / her contribution to the proceedings, since it is a collective work).

iv. Other - All documents that have not been published by a publisher: slides, databases, software, drawings ...

v. Patents - Patents have an embargo of 18 months starting from the priority date (filing date of the first patent application).

vi. PhD Thesis - At present, the authors decide whether to make their doctoral thesis visible with Open Access. If the author is required to observe a secrecy constraint, he can insert the full-text of the thesis with non-public copyright or, according to the agreements made, with public copyright by inserting an embargo date.

3. If the MANUAL SUBSCRIPTION is selected

   i. All seven tabs must be completed as thorough as possible with the information requested

   ii. All the information labeled with an asterisk are mandatory

4. At any time the submission can be interrupted by clicking CLOSE

   a. A new window will ask confirmation and save the modifications done until this point
5. **Step 1: Add**

**Submit: Describe this Item**

| Current collection | 1.6 Traduzione in rivista |

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Inserire il titolo dell'articolo utilizzando la lettera maiuscola solo per l’iniziale e all’interno solo per eventuali nomi propri presenti. Evitare di scrivere tutto il titolo in maiuscolo.

**Titolo**

Indicare l’anno di pubblicazione oppure selezionare in corso di stampa se l’articolo è stato accreditato dalla rivista, ma non ancora pubblicato.

**Anno di pubblicazione**

| SELECT... |

- **a. TITLE**
- **b. YEAR OF PUBLICATION**
- **c. Click NEXT to continue, or on PREVIOUS to go back**

6. **Step 2: Add**

**Submit: Describe this Item**

| Current collection | 1.6 Traduzione in rivista |

Please fill further information about this submission below.

**Rivista**

No journal selected

Per le opere in più lingue. Effettuare l’immersione premendo il tasto AGGIUNGI

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a. **NAME OF THE JOURNAL** - click on ANCE and type the name/ISSN/ANCE Code of the Journal - SEARCH

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- *OPEN ACCESS BLOOD RESEARCH & TRANSFUSION JOURNAL*  
  [2017-]  
  *Number Park CA: Juniper Publishers*  
  *Open Access Blood Research and Transfusion Journal*  
  *Open Access Blood Res. Transfus. J.*

i. **SELECT the correct Journal Title**
- The selection can be MODIFIED or REMOVED

b. **Author**
c. **Title**
d. **Language**

- Codice ISI
- Codice Scopus
- Volume
- Fascicolo
- Da pagina
- A pagina
- Numero di pagine
- Codice Digital Object Identifier
- Codice DOI
- URL

e. **ISI CODE - Thomson / Reuters "ISI Web of Science" is now called "Web of Knowledge". The list of magazines surveyed on the Web of Knowledge can be consulted at: [Web of Science Journal List](http://apps.webofknowledge.com).**
f. SCOPUS CODE - The list of magazines surveyed on SCOPUS can be consulted at: https://www.scopus.com/sources.uri (limit the search to the Subject Area). Website: http://www.scopus.com.

g. VOLUME

h. ISSUE

i. FROM PAGE

j. TO PAGE

k. NUMBER OF PAGES

l. DOI CODE - Digital Object Identifier code.
m. URL - the address of a World Wide Web page.

n. Indexing - Web indexing, or internet indexing, comprises methods for indexing the contents of a website or of the Internet as a whole. (From: Wikipedia)

   i. YES or NO

o. ABSTRACT - Brief description of the contents. Indicate the language of the abstract by choosing it from the drop-down list. More abstracts can be inserted. After entering the first one, use the "Add" button to insert the next ones.

p. KEYWORD - Separate each key with a comma (,). Separate keys consisting of several words using spaces (eg HISTORY OF ROME). Do not use any characters other than letters (e.g. @, -, %, &!, ?, Etc.)

q. OTHER INFORMATION - Any useful information to define the international placement, any interdisciplinary character and the reputation of the product (including citations and reviews), as well as the authoritativeness of the volume; (max 4000 characters)
r. **RELEVANCE** - Select the type of broadcast from the drop-down menu: International, National

s. **FINANCING PROGRAM** - Where this is foreseen (e.g. European projects with publication in OpenAIRE (Open Access Infrastructure for Research Europe), select the funding program from the drop-down list.
   i. Horizon2020 or 7° Programma Quadro (FP7)

7. **Step 3:**

a. **CONTRIBUTOR** - Type or paste in the appropriate box below the names of the authors in their original format. Then click on the button ELABORA STRINGA AUTORI (Process authors string), the system will process the entered string and present the authors: in green if recognized as internal to the GSSI, in gray if external and in orange if it is necessary to disambiguate the recognition. By clicking on the single author it is possible to: disown an internal author (if green), disambiguate multiple authors (if orange). The number of authors will
also be automatically calculated and a table of identified authors (internal and external) will be presented under this box with the possibility of integrating further information. The authors must be separated with a semicolon, with a comma between Surname and Name (Rossi, Mario; Verdi, Susan or Rossi, M.; Verdi, S.)

b. PRESENCE OF INTERNATIONAL CO-AUTHORS - Choose YES or NO in a drop-down list

8. **Step 4: Upload a file**

   a. **DOCUMENT FILE** - Upload the document.
      
      i. For all **TYPES OF PUBLICATIONS**, use the PDF format. Exception for the **OTHER ATTACHED MATERIAL**, where open formats can be used: PDF, RTF, ODT, TeX, HTML, JPEG, PNG.

   b. **TYPE OF PUBLICATION** - A drop-down menu lists the type of document that has been uploaded
i. **Pre-print** - Scientific article not published or not yet approved by a peer review board (pre-refereeing)

ii. **Post-print** - Post-refereeing version without editorial layout (page numbering, price indication, logo and copyright) also known as Author's final version

iii. **Editorial version (PDF)** - Copy of the published version; the so-called Author's copy also falls within this definition.

iv. **Abstract** - summary of the conceptual content of a document.

v. **PhD Thesis** -

vi. **Other attached material** - Indexes, tables, graphics, images, preliminary parts of the text (cover, title page, indexes, bibliography) and any other type of document or part of a document that does not fall within the above definitions. It is possible to insert here any other type of unedited document (slides, databases, software, artifacts, prototypes, cartography, etc.)

c. **ACCESS POLICY** - Choose an access policy between

- Select
  - Open Access
  - Embargo
  - Archive admin only

i. **Open Access** - To make the attachment visible in IRIS_GSSI with an Open Access policy

ii. **Embargo** - To postpone the visibility of the attachment (see bellow: "Type of license"). The item will remain restricted until the end of the embargo when, automatically, it will be visible on IRIS_GSSI. Some publishers impose, for some of their publications, an embargo period of varying duration before being able to archive the documents in an institutional repository.

- If this option is selected a new label appears to write the expiring date of the embargo. The end of the embargo is calculated from the date of the online publication.
• In the drop-down menu relating to the Type of License of the attachments, choose the option: “Non-Public”. The copyright definition is Public but the article remains restricted until the embargo end date when, automatically, it will be made visible on IRIS_GSSI

iii. ARCHIVE ADMINISTRATION ONLY - Visible only to the administrators of the GSSI Archive

d. TYPE OF LICENSE - Select the file distribution license from those available in the drop-down menu. Use the drop-down menu even after the selection to change the choice made.

![Select Menu](image)

i. Non-public - The attachment cannot be deposited in Open Access

ii. Free Access - Open access (OA) is a set of principles and a range of practices through which research outputs are distributed online, free of cost or other access barriers.

iii. Public domain - Licenses that grant public-domain-like rights and/or act as waivers. They are used to make copyrighted works usable by anyone without conditions, while avoiding the complexities of attribution or license compatibility that occur with other licenses.

iv. Creative Commons - Creative Commons licenses give everyone from individual creators to large institutions a standardized way to grant the public permission to use their creative work under copyright law.
e. LOGINMIUR WEBSITE TRANSFER - Send file to LoginMIUR website, if you are loading a PDF you need to choose Yes or No.

f. FILE DESCRIPTION - Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

g. NOTES - Notes for this file

To find out if a publisher allows you to deposit an article on an institutional repository, consult the SHERPA-RoMEO website (Box) where you can find the policies of the major publishers.

Based on the policies adopted, publishers are classified into:

*Greens* - allow pre-print and post-print archiving

*Blue* - allow post print archiving

*Yellow* - allow archiving of the pre print

*Blank* - do not allow any archiving

To find out if the article can be made visible on IRIS_GSSI and in which version, enter the ISSN number or the publisher.

Some publishers require an embargo period before allowing the article to be filed on the institutional repository.

9. **Step 5**: Verify that the information submitted is correct
Submit: Verify Submission

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

If everything is OK, please click the "Finish" button at the bottom of the page.

**DSpace Distribution License**

a. In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.
11. **Step 7**: By pressing the button **TERMINATE** the submission is completed and a new window will appear with its **SHORT FORM**.

### SHORT FORM

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### Files in This Item:

There are no files associated with this item.

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### FULL FORM

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