The Institutional Archive: IRIS_GSSI

Theses Submissions

The IRIS_GSSI is the Institutional Archive of the GSSI, in which 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.

The Doctoral Theses will be visible in Open Access unless otherwise declared with a motivated and documented EMBARGO.

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

   ![Menu Tab Image]

   b. A menu on the left side of the screen will appear

4. Select PRODUCT - MY DSPACE on the left menu

   ![Desktop Menu Products]

5. Within the Desktop Product there are different tabs that describe:
   a. MY SUBMISSIONS - list of all the items that you inserted within the Institutional Archive

   ![Desktop Products Table]

   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

6. Go to NUOVO PRODOTTO:

a. A new window will appear:

b. Select the type of COLLECTION: 8.1 TESI DI DOTTORATO in the drop-down menu

c. Select the MANUAL SUBSCRIPTION
7. To submit a thesis all seven tabs must be completed as thorough as possible with the information requested
   a. All the information labeled with an asterisk are mandatory

8. 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

9. **Step 1: Add**
   a. **TITLE**
   b. **YEAR OF DEFENCE** of the thesis
   c. Click **NEXT** to continue, or on **PREVIOUS** to go back
10. **Step 2**: Add

**Submit: Describe this Item**

Please fill further information about this submission below.

**LINGUA**

**Ciclo**

Anno Accademico

**Corso di dottorato**

(a) **LANGUAGE**

(b) **DOCTORAL COHORT**

(c) **ACADEMIC YEAR** - Academic year of the start of the Doctoral Cohort

(d) **DOCTORAL COURSE** - Name of the PhD course

(e) **INSTITUTE STRUCTURES** - No need to be filled in

(f) **ACADEMIC DISCIPLINE (SSD)** (Academic Research and Study Disciplines for Italian Universities) - SSD related to the content of the thesis. Enter part of the code or description and wait for the list of corresponding sectors to be displayed. After choosing and entering the
first one, use the "Add" button to insert the next ones. (Examples: M-STO; MAT / 06; economy)

g. RESEARCH CENTER - No need to be filled in

h. ABSTRACT - Summary of the conceptual content of a document.
   i. 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.
   ii. THE ABSTRACT IN ENGLISH IS MANDATORY.

i. KEYWORDS - Keywords must be separated by a semicolon followed by a space. [albumin; dextran; diffusional permeability]
j. ISBN - International Standard Book Number
k. DOI - Digital Object Identifier
l. NBN - National Bibliography Number
m. PRODUCT URL (open access archives, full text on publisher site, etc.)
   - Enter the address with the initial http://
n. PLACE OF THESIS DISSERTATION
o. FURTHER INFORMATION

11. Step 3: Add

Submit: Describe this Item

Please fill further information about this submission below.
Digitare le prime lettere del cognome e attendere che sia visualizzato l’elenco dei nominativi corrispondenti.

[*] Autore

Autore esterno

a. AUTHOR - Enter the first letters of the surname and wait for the list of matching names to appear.

b. EXTERNAL AUTHOR
c. TUTORS BELONGING TO THE GSSI - Enter the first letters of the surname and wait for the list of matching names to appear. After choosing and entering the first one, use the "Add" button to insert the next ones.

d. EXTERNAL TUTORS - Fill in this field if the supervisor is a professor or a researcher who does not belong to the GSSI. Use the form "Surname, Name;" (Ex.: "Bianchi, Angela; Rossi, Mario")

e. INTERNAL SUPERVISORS AND COORDINATORS - Enter any supervisors or coordinators who belong to the GSSI. Enter the first letters of the surname and wait for the list of matching names to appear. After choosing and entering the first one, use the "Add" button to insert the next ones.

f. EXTERNAL SUPERVISORS AND COORDINATORS - Fill in this field if the supervisors/coordinators do not belong to the GSSI. Use the form "Surname, Name;" (Ex.: "Bianchi, Angela; Rossi, Mario")
12. **Step 4: Add**

**Submit: Upload a File**

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

<table>
<thead>
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<th>![Select a file...]</th>
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<tr>
<td>Access option</td>
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</tr>
<tr>
<td><strong>Tipologia di licenza</strong></td>
<td>![select]</td>
</tr>
</tbody>
</table>

**Please give a brief description of the contents of the file, for example: “Main article”, or “Experiment data readings”**

**File Description:**

**Notes for this file:**

**Notes:**

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a. **DOCUMENT FILE** - Upload the document. Use a PDF format.

b. **TYPE OF PUBLICATION** - A drop-down menu lists the type of document that has been uploaded

i. **Pre-print**

ii. **Post-print**

iii. **Editorial version (PDF)**

iv. **Abstract**

v. **Doctoral Thesis** - CHOOSE THIS OPTION

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
   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 below: "Type of license"). The item will remain restricted until the end of the embargo when, automatically, it will be visible on IRIS_GSSI.

      1. 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.

      2. 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


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.

   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
iv. **Creative Commons**

For Doctoral Theses the only available options are FREE ACCESS or NON-PUBLIC

e. FILE DESCRIPTION - Brief description of the contents of this file, for example "Main article", or "Experiment data readings".

f. NOTES - Notes for this file

g. After clicking NEXT a new window will appear confirming the uploading of the file

i. The file can be removed or its information can be modified, returning to the previous page to add the modifications then click SAVE

ii. Another file can be uploaded if needed - ADD ANOTHER FILE

iii. Check the PRIMARY BITSTREAM option

13. **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. Everything is online, please go back and correct it by using the buttons next to the error or by clicking on the progress bar at the top of the page.

If everything is O.K., please click the "Next" button at the bottom of the page.

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

b. The uploaded files can be checked - a new window will be opened to display them.

14. Step 6: Licence

DSpace Distribution License

There is one last step. 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.

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15. **Step 7:** By pressing the button TERMINATE the submission is completed and a new window will appear with its SHORT FORM.

### Short form vs. Full form:

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There are no files associated with this item.

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**a. FULL FORM**

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