GUIDELINES FOR UPLOADING

RESEARCH WORKS TO IRIS

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U.O. Ricerca

Area Bilancio, Ricerca e Innovazione

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1. Purpose of this guide

The purpose of this guide is to provide useful information and instructions regarding the use of the Institutional Research Information System (IRIS), for the uploading and publication of research products (publications, patents, and small datasets). This version refers exclusively to the upload of publications; for assistance with uploading other types of research outputs, please contact the Research Office (ricerca@iusspavia.it). Before proceeding with the entry of research products, it is recommended to consult Rectoral Decree 49/2021, "Policy for Open Access to Research Publications of the IUSS School of Advanced Studies Pavia," available at: https://www.iusspavia.it/it/ricerca/open-access.

2. Access

Access to the application is available at the following link: https://research.iusspavia.it/. Select the "External Authentication" mode and use the credentials provided for accessing the U-GOV (e.g., for the user Mario Rossi, the username will be mario.rossi), or log in via Public Digital Identity System (SPID).

3. Desktop products

The Desktop products represents a "virtual desk" through which users can view and manage publications for which they are either the owner or a recognized internal author. This functionality can be accessed from the left-hand menu under: Products > Products Desktop.
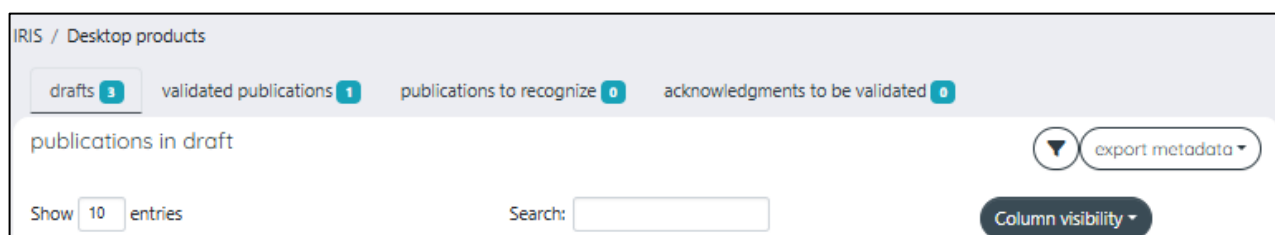
3.1 Desktop products sections

The Desktop products is divided into the following 4 *tabs*:
(i) Drafts
(ii) Validated publications
(iii) Publications to recognize
(iv) Acknowledgments to be validated
Each tab shows the number of products it contains.
The main features of each tab are described below:

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(i) Drafts: This *tab* contains publications in draft status, meaning the registration process has not yet been completed. Products will appear in this tab only when a user, with the role of Data Manager, begins entering a research product.

By clicking on the bibliographic reference of the publication, you can access the product record.

In the **Actions** column, the following options are available:

- <u>View</u>: to open the product record (alternative to clicking the bibliographic reference).
- <u>Complete insert</u>: to access the product and complete the insertion.
- <u>Remove</u>: to permanently delete the draft.

(ii) Validated publications: this section contains all products that are in final status and have been validated by the institutional referees.

In this case, the Actions button menu includes the following options:

- <u>View</u>: opens the product record.
- <u>Disable LoginMIUR website synchronization</u>: stops the transfer of data to the Login MIUR website. By default, synchronization is performed overnight and includes both newly added publications and those that have been modified. Metadata are transferred first, followed by the full-text files. As a result, temporary inconsistencies may occur during synchronization for the same publication (for example, metadata may be successfully transferred while the attachment upload fails).
- <u>Re-send (Teacher Site)</u>: manually triggers the data transfer to the Login MIUR website.
- <u>Public Page</u>: opens the public web page of the product, accessible to all users.

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- <u>Change manager form</u>: allows reassignment of the product record to a different responsible user.
- <u>History</u>: displays a complete log of all actions performed on the product by any user, from record creation to the most recent update.
- <u>Contact the manager form</u>: opens the default email client to send a message directly to the user responsible for the product record (Data Manager).

(iii) Publications to recognize: this section contains all products that have not yet been acknowledged by the author, i.e., publications in which the author list includes the name of a person registered in the IRIS People Registry but not yet confirmed as an internal author.The Actions button menu includes the following options:

- <u>View</u>: opens the product record.
- <u>Acknowledge</u>: confirms authorship of the product.
- <u>Reject recognition proposal</u>: declines the authorship recognition proposed by the system.

The publication remains listed in this section until the recognition request has been processed (either accepted or rejected).

(iv) Acknowledgments to be validated: this section contains publications for which an authorship recognition request is still pending. The data owner/Data manager (as author and/or co-author) must decide whether to approve or reject the recognition request submitted by the user claiming authorship of the work. The Actions button menu includes the following options:

- <u>View</u>: opens the product record.
- <u>Validate recognitions</u>: manages pending recognition proposals.

3.2 Common features:

Each *tab* contains the following features, useful for managing publications:

Show entries: this field allows the user to set the number of items displayed on the page. By default, each *tab* displays 10 entries. The available options are 10, 25, 50, and 100.

Search: the search function considers all items within the *tab*, including those not currently displayed.

Search can be performed by:

- author
- data manager
- title

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- handle
- Ance journal
- Ance series

Additional filters (funnel icon): allows filtering publications by collection type.

Export metadata: this feature enables the export of the data displayed in the *tab* in one of the following formats:

- RIS
- EndNote
- BibTex
- Excel
- CSV
- RefWorks

The number of exported items corresponds to the items currently displayed in the tab.

Column visibility: allows users to independently configure the columns displayed in each *tab*. It is possible to sort the list of publications in the Desktop Products (e.g., by "Last modified date") according to the desired data type by clicking the arrows next to a column header. Please note that the sorting function may not be available for all columns.

4. Product entry

To add a new product, go to **Products > Product Desktop** and click the **New Publication** button.

4.1 Entry methods

A product can be entered using one of the following methods:
- Manual submission
- Search for identifier
- Search for author's identifier
- Upload a file

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4.1.1. Manual entry

To manually enter a new product, first select the document type and then click the **Manual submission** button. Once the product entry page opens, you must fill in all the mandatory fields required to proceed with the publication entry (for more details on how to fill in these fields, refer to section **4.2 Metadata Import**).

4.1.2. Search for identifier

With this feature, a new product can be registered in IRIS by querying external databases using a known identifier. The current system configuration allows searches in the following databases: PubMed, DOI, ArXiv, ISBN, CiNii NAID, and WOS. The system can process multiple identifiers simultaneously, even if they come from different databases.

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Publications retrieved from the search are displayed in the **Results** *tab*. By selecting the desired record and the document type, you can import the publication and complete any missing metadata fields to finalize the registration of the product.

4.1.3. Search for author's identifier

This feature is an alternative to the previous one, used when no publication identifier is known. It allows you to search using an identifier associated with the author of the publication. The current configuration supports searches using ORCID ID and Researcher ID.

Publications retrieved from the search are displayed in the **Results** *tab*.

As with the previous method, by selecting the desired record and the document type, you can import it and complete any missing metadata to finalize the registration of the product. If all retrieved records share the same document type, you can import them all at once by checking the **Select all** box.

Important Note: Please pay attention to the following alert: *"If the number of products is large, the import process may take a long time. It is therefore recommended to wait and not restart the process (restarting may create duplicates). For safety, please wait and verify the result afterward."*

4.1.4. Upload a file

This feature allows the bulk import of publications contained in bibliographic-format files. The supported formats are:

- bibtex
- ris
- endnote (currently only the '.enw' format is supported; 'endnote text' and 'endnote XML' formats are not supported)
- csv

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- tsv
- isi

If the **Preview mode** box is checked, the content can be reviewed before starting the import process.

4.2. Metadata import

The entry of publication metadata occurs through several steps, each represented by a specific *tab*:

1 - Describe	2 - Describe	3 - Describe	4 - Describe	5 - Upload	6 - Verify	7 - License	8 - Complete

- **Tab 1-2 Describe**: these concern the entry of descriptive and administrative metadata for a publication (e.g., year, title, journal, etc.). Fields marked with an asterisk (*) are mandatory in order to ensure the correct identification of the product, its presentation, and the retrieval of information by third-party services. For publication types that require it, the journal name must be entered by clicking on **ANCE**.The journal can be searched by title, ISSN code, or ANCE code.

If the journal is not indexed in the ANCE catalog, the system will not be able to find it. In this case, you can submit a request for inclusion by clicking the **Enter manually** button and filling in the fields for the journal title, ISSN (if available), publisher, and submitter's email address.

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Inserting journal not exists in the ANCE catalog ✕

Main title *	
ISSN	
Publisher *	
Publication place	
Other notes	
Submitter *	Populate the field

Back to search   Enter

The request will be sent to CINECA:
- if the request is approved, the catalog will be updated, and a confirmation email will be sent to the requester;
- if the request cannot be fulfilled, the data manager may still enter the product by classifying it as **Other** instead of **Journal Article**.

It is important to include identifiers associated with external databases (currently DOI and Scopus). Once the identifier is entered, the system will automatically verify its correctness.
When entering data manually, before entering the **abstract** and **keywords**, the language must be selected.

- Tab 3 Describe: allows you to enter the authors of the publication.
After entering the surname and first name (or initial) of the author(s), click "**Elabora stringa autori**":
- if an author's name appears highlighted in green, the system has recognized the author as affiliated with the University;
- if an author's name appears highlighted in grey, the system has identified the author as external to the University;
- if an author's name appears highlighted in yellow/orange, the system has found multiple potential matches for that name; you must therefore select the correct author to resolve the ambiguity. Clicking the name will display a list of possible authors to choose from. Once the correct name is selected, if the author is affiliated with the University, the name will turn green.

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The author string can be copied and pasted from an existing list (e.g., from the PDF of the publication or a bibliographic database website). If the system fails to recognize the copied string, the issue may be due to formatting or the type of separator used (the system's default separators are ";" and ","). In this case, click **mostra opzioni** (below **Elabora stringa autori**) and enter the separator used in the **Person separator** field, replacing the default auto option. Then click **Elabora stringa autori** again to verify the result.

Once entered, the authors' names will appear in a list below the **Contributor** field. In this list, it is possible to assign the role of *Corresponding Author* (in the **Attributes** column), to specify the type of contribution made by each author (in the **Type** column) and to disassociate an author (the disassociated author will be identified as external to the University). If the order of authors is modified in the string, it will automatically update in the list below.

Below the author string, filters are available to display either the full list of authors or specific subsets.

- **Tab 4 Describe:** allows linking the product to information about the related project(s). (This step is particularly important for publications resulting from EU-funded or PNRR-funded projects.)

The Data Manager can:
- search for the project to be linked within OpenAIRE (Open Access Infrastructure for Research in Europe) and the IRIS project archive. By entering the project name or identifier, a drop-down menu will appear with a list of options to select from;
- manually enter the name and details of the project.

- **Tab 5 Upload:** allows you to upload files related to the research product. The maximum file size accepted by IRIS is 512 MB, while 10 MB is the limit for PDF files sent to LoginMiur. For larger files, compression or splitting into multiple parts is required.

For each file, it is possible to:

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- add a description. The content of this field will appear on the product's public page. For example: *This is the submitted version (preprint) of the following paper: [authors, title, journal, year]. The final published version is available on the publisher's website [insert URL]* or *This is the Author Accepted Manuscript (postprint) version of the following paper: [authors, title, year], peer-reviewed and accepted for publication in [journal title and DOI];*
- select the material type from the available options in the drop-down menu;

- confirm transfer to LoginMiur;
- set the access policy: open access / embargo date / restricted access;
- select the license type:

a) *Public domain*: no rights reserved by the author and/or copyright has expired.
b) *licenza riservata solo a staff o utenti autorizzati*: access limited to co-authors and authorized University personnel.
c) *licenza accesso aperto – altra tipologia di licenza compatibile con Open Access*: license type compatible with open access.
d) *non specificato*: the license type is unknown or yet to be defined.
e) *copyright dell'editore*: publisher's copyright.

- add notes: e.g., additional information about the license.

- **Tab 6 Verify:** allows you to check the accuracy of the entered data.

- **Tab 7 Licence:** in this *tab*, the data manager must accept the deposit license. As stated in Rectoral Decree 49/2021: "Upon deposit in the institutional repository, the author grants the University a free, universal, irrevocable, and non-exclusive license to disseminate the metadata, retain a digital copy of the product in the version authorized by the publisher (for documentation, preservation, and possible evaluation purposes), and make it publicly available upon expiry of any embargo period..." Once the **I Grant License** button is selected, the system proceeds to the final *tab*, completing the publication entry process. The publication will then appear in the Desktop products, under the **Validated Publications** section.

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DEFINITIONS

Ance: a ministerial database managed by Cineca, in which journals and series are catalogued at the national level.

Recognized internal author: the author of a publication who not only appears in the bibliographic list of names but is also linked to the system's personal records. The identification of oneself and other internal authors belonging to the University is mandatory when entering a product.

Handle: the identifier assigned by the system to a publication when the product is finalized — that is, when it changes status from draft to definitive/published. The handle consists of a numerical code separated by a slash (e.g., 1234/5678). The numbers before the slash refer to the code of the University/Institution. The uniqueness and integrity of this identifier allow the authors of a product to use it when referencing or citing a publication. The handle is visible in the Desktop products below the name of the data manager.

ISSN: an international standardized eight-digit number that uniquely identifies serial publications (periodicals, journals, newspapers, monographic series, report series, yearbooks, proceedings, etc.), including those in electronic or online format.

Responsabile del dato: the user responsible for managing the product record (or who first enters it into the archive), performing author recognition, and making modifications to the product. Any profile (including technical-administrative staff) can be the data manager.

uuid: the unique identifier assigned by the system to a product while it is still in draft status. It is represented by an alphanumeric code (e.g., d380e2ac-0000-4e61-e053-1144fe0ab0ed). As with the handle, it is visible in the Desktop products below the name of the data manager.

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References:

1. Online manual "IRIS - Institutional Research Information System - Modulo IR (Institutional Repository)"
2. Course "IRIS: L'archivio istituzionale della ricerca (IRIS 6)" organizzato da Cineca

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