

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.

The best solution to spread publications without infringing copyright is to always upload the preprint or post-print of the publication into the Institutional Archive, choosing "visible in open access" as the dissemination option.

There are multiple versions of each publication, from the initial draft sent to the publisher up to the final published article, with different degrees of freedom regarding open access dissemination.

The **preprint** is the author's original draft. It hasn't gone through the peer review, or copy-editing, formatting and paging of the publisher processes yet. The responsibility of the contents is exclusively of the author. As a rule, the preprint can be loaded into IRIS-GSSI as visible in open access, with few exceptions.

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The **editorial version** is the final version published by the publisher. It always goes uploaded as not visible/AdministratorView, except in cases where it was published in an Open Access journal or the option to publish in Open Access has been paid, so it can be loaded as visible in Open Access.

The file of the item must be in PDF format. The naming of the product's file must have the following standard:

- *Articles*: Year(YYYY)_Journal(from DOI)_vol_Surname of first author.pdf (Ex: 2020_PhysRevLett_1**_***.pdf)
- *Book chapters and Books*: Year(YYYY)_BookChapter_Surname of first author.pdf (Ex: 2020_BookChapter_***.pdf)
 - The pdf file must also include the front page and index
 - Alternately the SCOPUS or WOS codes must be included
 - Only the personal contribution must be uploaded, not the entire volume
- *Proceedings*: Year(YYYY)_Name of symposium(Abbreviation)_vol (if present)_Surname of first author.pdf (Ex: ***_JPhysConfSer_(1**)_***.pdf)
 - The pdf file must also include the front page and index
 - Alternately the SCOPUS or WOS codes must be included
 - Only the personal contribution must be uploaded, not the entire volume
- *PhD theses*: Year(YYYY)_PhDThesis_Surname.pdf (Ex: 2020_PhDThesis_***.pdf)

[Sherpa Romeo](#) can be used to check the Publisher Policy for a specific Journal, where Open Access pathways, permitted by each journal's policy, are listed by article version. Please use this tool to check the Publisher policy for Open Access for the deposit in the Institutional Archive (Repository).

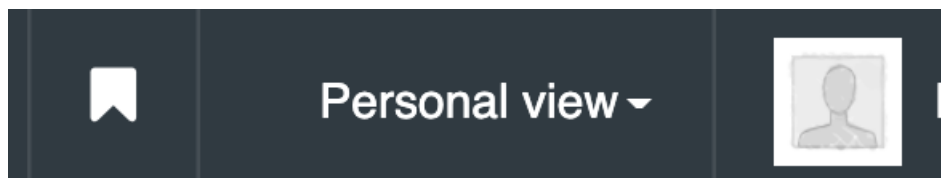
After you uploaded your products into IRIS-GSSI, please verify the following information is present in your handle:

- English Abstract and Keywords, ISBN, DOI are all mandatory for the VRQ evaluation. When possible please add Scopus and WOS codes, as they are also important;
- The uploaded files must be in a PDF format.
- Publisher Policy: [Sherpa Romeo](#) can be used to check the Open Access Policy for the deposit within the Institutional Archive (Repository). In this website, the Open Access pathways for a specific Journal are listed by article version.
 - *Preprint* versions can be freely uploaded, but are usually not evaluated for the "Abilitazione Scientifica Nazionale (ASN)"
 - *Postprints* versions can be uploaded but sometimes require specific conditions/embargo periods to allow it.
 - *Editorial versions* are usually allowed only for articles in Open Access Journals, lest you break the Publisher's copyright, unless some conditions and/or fees are met.

Please be advised that in order to validate the products in IRIS-GSSI, and allow visibility of the full texts of the products, all these information must be correct and verified.

Overview:

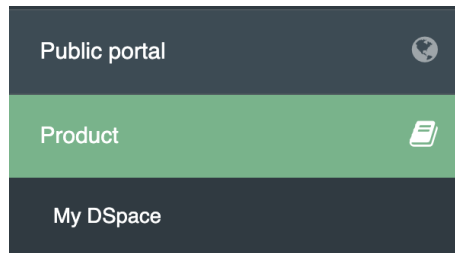
1. Login to the IRIS_GSSI portal
 - a. The login credentials are the same as those used for U-GOV services: the USERNAME is usually "surname.name".
 - b. If a password recovery is needed, please contact the GSSI Personnel Office. The IRIS_GSSI portal does not allow the user to perform a password recovery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



- b. Sometimes the choice is not present as only the personal view is allowed.
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

Desktop products



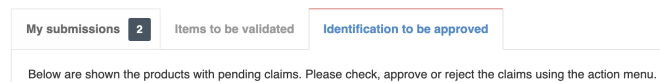
- b. ITEMS TO BE VALIDATED - list of the products with your name in the responsibility statement (i.e. who inserted the item)

Desktop products

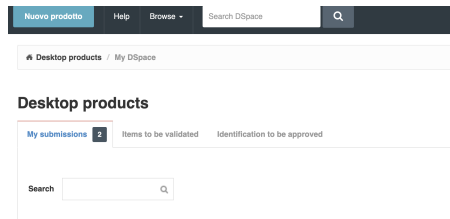


- c. IDENTIFICATION TO BE APPROVED - Co-Authors that must be identified (for publications), i.e. the identification of any authors internal to the GSSI

Desktop products



2. Go to NUOVO PRODOTTO:



a. A new window will appear:

New submission: get data from bibliographic external service

b. Select the type of COLLECTION:

- 1 Contributo su Rivista
 - 1.1 Articolo in rivista
 - 1.2 Recensione in rivista
 - 1.3 Scheda bibliografica
 - 1.4 Nota a sentenza
 - 1.5 Abstract in rivista
 - 1.6 Traduzione in rivista
- 2 Contributo in Volume
 - 2.1 Contributo in volume (Capitolo o Saggio)
 - 2.2 Prefazione/Postfazione
 - 2.3 Breve introduzione
 - 2.4 Voce (in dizionario o enciclopedia)
 - 2.5 Traduzione in volume
 - 2.6 Recensione in volume
 - 2.7 Schede di catalogo
- 3 Libro
 - 3.1 Monografia o trattato scientifico
 - 3.2 Concordanza
 - 3.3 Indice
 - 3.4 Bibliografia
 - 3.5 Edizione critica
 - 3.6 Pubblicazione di fonti inedite
 - 3.7 Commento scientifico
 - 3.8 Traduzione di libro
- 4 Contributo in Atti di Convegno (Proceeding)
 - 4.1 Contributo in Atti di convegno
 - 4.2 Abstract in Atti di convegno
 - 4.3 Poster
- 5 Altro
 - 5.01 Composizione
 - 5.02 Disegno
 - 5.03 Design
 - 5.04 Performance
 - 5.05 Esposizione
 - 5.06 Mostra
 - 5.07 Manufatto
 - 5.08 Prototipo d'arte e relativi progetti
 - 5.09 Cartografia
 - 5.10 Banca dati
 - 5.11 Software
 - 5.12 Altro
 - 5.13 Progetto architettonico
- 6 Brevetti
 - 6.1 Brevetto
- 7 Curatele
 - 7.1 Curatela
- 8 Tesi di dottorato
 - 8.1 Tesi di dottorato

- 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.

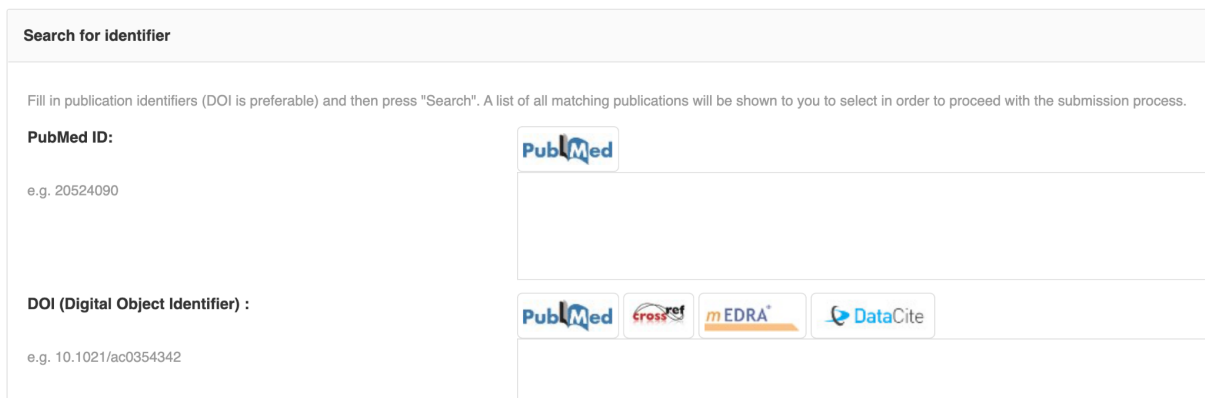
- iii. *Proceedings* - Conference proceedings published by a publisher may variously carry an ISSN number, an ISBN number or sometimes both. In the case of proceedings published by a commercial publisher or by an organizing body that holds the rights, check the editorial policies as for the articles. 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. Subscription through an IDENTIFIER

New submission: get data from bibliographic external service



- a. Select one of the following identifiers to automatically upload most of the metadata needed



4. 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



Submit: Describe this Item

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.

5. 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

Cancel or Save Submission

Do you want the half-finished submission removed, or do you want to keep it so you can carry on working on it later? You can also return to where you were during the submission process if you clicked Cancel by accident.

Oops, continue submission

Save it, I'll work on it later

6. 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 accettato 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

7. 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

Q ANCE

Per le opere in più lingue. Effettuare l'immissione premendo il tasto AGGIUNGI

Lingua/e

* Autore Opera originale

* Titolo Opera originale

* Lingua Opera originale

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

Search journal in ANCE catalogue

Journal title:
blood

ISSN journal:

ANCE code:

Exact search:

OPEN ACCESS BLOOD RESEARCH & TRANSFUSION JOURNAL 2575-8934 E255349 [2017 - .]

Newbury Park CA: Juniper Publishers

- OABTJ
- 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). Website <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>.
 - i. Please if known add this information
- g. VOLUME
- h. ISSUE
- i. FROM PAGE
- j. TO PAGE
- k. NUMBER OF PAGES
- l. DOI CODE - Digital Object Identifier code.
 - i. This code is MANDATORY for VQR evaluation
- m. URL - the address of a World Wide Web page.

Indicizzato

Indicare la lingua dell'abstract scegliendola dall'elenco a tendina. Si possono inserire più abstract. Dopo aver inserito il primo, utilizzare il pulsante "Aggiungi" per inserire i successivi.

Breve descrizione dei contenuti (Abstract)

Separare ogni chiave con una virgola (,). Separare chiavi composte da più parole utilizzando gli spazi (es. STORIA DI ROMA). Non usare caratteri diversi da lettere (es. @, -, %, &, !, ?, ecc.)

Parole chiave

Eventuali notizie utili a definire il collocamento internazionale, l'eventuale carattere interdisciplinare e la notorietà del prodotto (includere citazioni e recensioni), nonché l'autorevolezza del volume; (max 4000 caratteri)

Altre informazioni

- 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.
 - i. The upload of the abstract in English is MANDATORY for the VQR evaluation
- 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.)
 - i. This information is mandatory

- 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)

Selezionare dal menù a tendina il tipo di diffusione: Internazionale, Nazionale, Locale

Rilevanza

Dove questo è previsto (p.e. progetti europei con pubblicazione in [OpenAIRE \(Open Access Infrastructure for Research Europe\)](#), selezionare dalla tendina il programma di finanziamento.

Programma di finanziamento

Dove questo è previsto (p.e. progetti europei con pubblicazione in [OpenAIRE \(Open Access Infrastructure for Research Europe\)](#), inserire l'ID del progetto di finanziamento

Identificativo progetto

- 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)
- t. PROJECT IDENTIFIER - Where this is required (e.g. European projects with publication in OpenAIRE (Open Access Infrastructure for Research Europe), enter the ID of the funding project

8. Step 3:

Submit: Describe this Item

Current collection

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Digitare o incollare nell'apposito box sottostante i nomi degli autori nel formato originale. Successivamente cliccare sul bottone "Elabora stringa autori", il sistema elaborerà la stringa digitata e presenterà gli autori: in verde se riconosciuti come interni all'ateneo, in grigio se esterni e in arancione se è necessario disambiguare il riconoscimento. Cliccando sul singolo autore è possibile: disconoscere un autore interno (se di colore verde), disambiguare più autori (se di colore arancione). Verrà inoltre calcolato automaticamente il numero degli autori e verrà presentata sotto a questo box una tabella degli autori identificati (interni ed esterni) con la possibilità di integrare ulteriori informazioni.

* Contributor

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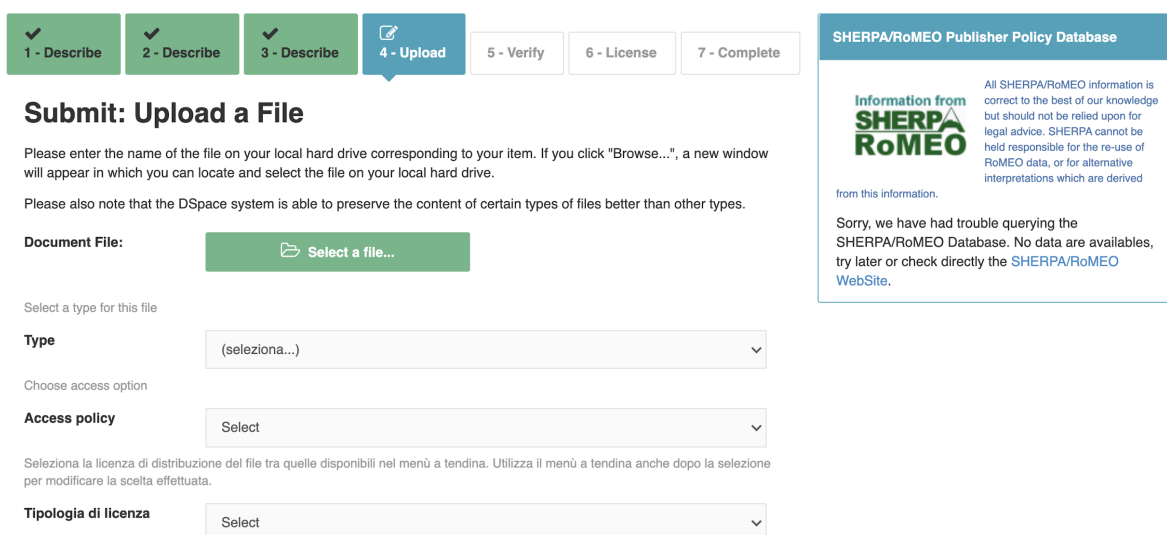
Presenza di coautori internazionali

- 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

9. Step 4: Upload a file



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Document File:

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Type (seleziona...)

Choose access option

Access policy Select

Seleziona la licenza di distribuzione del file tra quelle disponibili nel menù a tendina. Utilizza il menù a tendina anche dopo la selezione per modificare la scelta effettuata.

Tipologia di licenza Select

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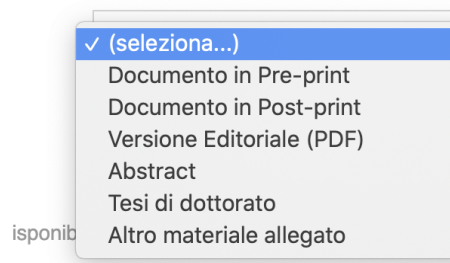
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- a. DOCUMENT FILE - Upload the document.
- i. For all TYPES OF PUBLICATIONS, use the **PDF format**. Exception for the OTHER ATTACHED MATERIAL, where open formats can be used: PDF, RTF, ODT, TeX, HTML, JPEG, PNG.
 - ii. The file of the item must be in PDF format.
 - iii. The naming of the product's file must have the following standard:
 - *Articles*: Year(YYYY)_JournalAbbreviation_vol_Surname of first author.pdf (Ex: 2020_PhysRevLett_1**_***.pdf)

- *Book chapters and Books:* Year(YYYY)_BookChapter_Surname of first author.pdf (Ex: 2020_BookChapter_***.pdf)
 - Please be reminded that for the evaluation the pdf file must also include the front page and index
 - Alternately the SCOPUS or WOS codes must be included
- *Proceedings:* Year(YYYY)_Name of symposium_vol(if present)_Surname of first author.pdf (Ex: 2020_SEA_(1**)_***.pdf)
 - Please be reminded that for the evaluation the pdf file must also include the front page and index
 - The webpage Proceedings.com allows the download of the front matter and table of contents of most Congress Proceedings
 - Alternately the SCOPUS or WOS codes must be included
 - Only the personal contribution must be uploaded, not the entire volume
- *PhD theses:* Year(YYYY)_PhDThesis_Surname.pdf (Ex: 2020_***.pdf)

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



i. *Preprint* - Scientific article not published or not yet approved by a peer review board (pre-refereeing)

- 1. Preprint versions can be freely uploaded, but are usually not evaluated for the "Abilitazione Scientifica Nazionale (ASN)"
- ii. *Postprint* - Post-refereeing version without editorial layout (page numbering, price indication, logo and copyright) also known as Author's final version
 - 1. Postprints versions can be uploaded but sometimes require specific conditions/embargo periods to allow it.
- iii. *Editorial version* (PDF) - Copy of the published version; the so-called Author's copy also falls within this definition.
 - 1. Please be advised that PDF of the editorial versions are usually allowed only for articles in Open Access Journals, unless some conditions and/or fees are met.
- iv. *Abstract* - summary of the conceptual content of a document.
- v. *PhD Thesis* - Thesis presented after the completion of a PhD course
- 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 below: "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.

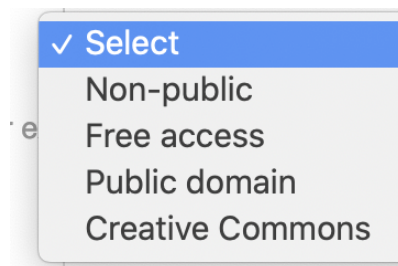
1. If this option is selected a new label appears to write the expiring date of the embargo. The end of the embargo is calculated from the date of the online publication.

Selezione Embargo

Embargo



2. In the drop-down menu relating to the Type of License of the attachments, choose the option: "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.



- 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.
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LoginMIUR website transfer:

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

File Description:

Notes for this file

Notes

- 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

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Submit: Verify Submission

Not quite there yet, but nearly!

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

Titolo	prova	<input type="button" value="Correct one of these"/>
Anno di discussione	2020	
Lingua	Inglese	<input type="button" value="Correct one of these"/>
Ciclo	SC	
Anno Accademico	2016/2017	
Corso di dottorato	Astroparticle Physics	
Struttura dell'Ateneo	None	
Settori scientifico-disciplinari della tesi	None	
Centri di ricerca	None	
Abstract	None	
Parole chiave	None	
Codice ISBN	None	
Codice DOI	None	
Codice NBN	None	
URL del prodotto (archivi open access, fulltext su sito editore, etc.)	None	
Luogo di discussione	None	
Ulteriori informazioni	None	
Autore	CLARKSON, MATILDA MANUELA	<input type="button" value="Correct one of these"/>
Autore esterno	None	
Tutor afferenti all'Ateneo	None	
Tutor esterni	DaDef	
Supervisori e coordinatori interni	None	
Supervisori e coordinatori esterni	None	
Uploaded Files:	None	<input type="button" value="Add or Remove a File"/>

- 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.

11. Step 6: Licence

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